**Subject: Request for Quotation (RFQ) for Supply & Installation of 51 TR VRF AC at Anik Tower, 8th Floor . Ref no: BRAC BANK/Proc/RFQ/Y25/236 (2000002864)**

**Dear Sir:**

BRAC Bank PLC invites technical proposals for the requirement mentioned in the RFQ from reputed Companies having experiences in Telco & Banking and are OEM specialized partners.

Please check following attached files for detail scope and instruction for your response

1. Annexure 1- Specification
2. Annexure 2- Technica Layout
3. Annexure 3- Supplier Relationship Declaration Form
4. Annexure 4- Documents required
5. Annexure 5- Price Annexure format

Submission of above mentioned documents (duly filled) has got direct bearing on the scoring of the bidder. Hence utmost care in preparing the bid documents from bidder end is expected.

**GENERAL TERMS AND CONDITIONS:**

1. **Purchaser’s Right:** The Purchaser reserves the right to accept/ cancel/ reject any or all offer without assigning any reason. The Purchaser is not obliged to purchase the lowest offer or any offer at all. The Purchaser reserves the right to share the Bidder’s response to this RFQ with its advisors and Purchaser Business Units. Purchaser reserves the right to: conduct negotiations with one or more Bidder and/ or accept the Bid without any negotiations.
2. **Bid Submission/ Closing Date:** Vendor will submit techno commercial to the link by 3:00 PM, 30 July 2025 (Bangladesh Standard Time). <https://eega.fa.ap1.oraclecloud.com/>. The Purchaser reserves the right to reject any Offer submitted after the Closing Date. The Purchaser reserves the right to change the Time schedule at any time.
3. **Quotation Validity:** The Quotation shall be valid for One Twenty (120) calendar days from the Quotation submission/ closing date.
4. Manipulation or any kind of unusual approach or failure to submit the proposal/offer within stipulated time frame will be treated as “Disqualification” to attend in the bidding.
5. **Point of Contact for Clarification :**

**Technical Issues & site visit: K.M. Firoj Ashrafuzzaman** [**kmfiroj.ashrafuzzaman@bracbank.com**](mailto:kmfiroj.ashrafuzzaman@bracbank.com)**, 01730305581**

**Commercial Issues**: **Abu Jafar Al Mamun**, **contact no: 01711-296184**

1. After quoting price in Oracle Fusion (BRAC Bank ERP system), bidder has to submit breakdown of price through a mail. If ERP/system price does not match with breakdown price then BRAC BANK will consider ERP/system price as final one. BRAC BANK also reserves the right to disqualify the vendor if price differ.
2. If procurement committee deems that the existing outcome of a particular Open tender is not suitable/viable/feasible/lucrative enough to meet BRAC BANK standard and expectation, the particular bid may be floated again as re-tender to allow participation that may ensure submission of better technical and commercial proposals to suit BRAC BANK need/expectation the best.

**COMMERCIAL TERMS AND CONDITIONS:**

1. **Price and VAT and Tax:** The quoted price must include applicable withholding Tax and VAT (where applicable).
2. **Delivery Place:** The Bidder will deliver the product as per instruction of user (IDM), on the Agreed Date of Delivery. BRAC Bank Head Office, Location Anik Tower 220/B Tejgaon I/A
3. Performance Guarantee: Awarded vendor shall submit 10% Bank Guarantee of order value for 1 year.
4. **Delivery Lead Time:** Will be mentioned
5. **Liquidated Damages for Delay:** The Bidder has to complete the entire work within the stipulated period as mentioned in the purchase order (PO)/ work order (WO), in failure 1% of total contract value will be deducted for each Week delay but Penalty will be considered pro-rata basis. Bank will not consider any delay in delivery unless due to force majeure or mutually agreed time extension.
6. **Payment Terms:** Payment will be made after successful completion of delivery of ordered product & upon submission of the bill with work order & original challan which is duly signed by authorized personnel of BRAC Bank PLC. (IT Person’s Sign, Name, PIN & Seal, if available). Payment will be made through Bank Account only. BRAC BANK will deduct all applicable withholding income Tax and VAT from the invoice at the time of payment as per Government Rules.
7. Bank Reserves right to conduct 2nd round of bid if deemed necessary.
8. BRAC Bank PLC. reserves the right to call in the bill of Entry for availing applicable adjustment in the VAT or ATV at import stage.

**N.B.:** BRAC Bank PLC. (publisher) has the right to changeany terms and conditions mentioned

above.