

Date: October 21, 2019

Subject: Request for Quotation for Unit Price Confirmation of Furniture of Unit Offices of BRAC Bank Limited.

Dear Sir:

BRAC Bank Limited invites financial proposals for **Unit Price Confirmation of Furniture of Unit Offices** in the RFP.

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:** The Quotation shall be mail to the below mentioned address: tender@bracbank.com by 12:00 PM (Bangladesh Standard Time) October 30, 2019. The ***Purchaser reserves the right to reject any Quotation submitted after the Closing Date. The Purchaser reserves the right to change the Time schedule at any time.***
3. **Required Content and Structure of the Quotation:** Quotation must be submitted as per prescribed form as instructed below.
4. Proposal must be addressed for "Chairman Procurement Committee" of BRAC Bank Limited.
5. Complete proposal/offer must be signed with date by the authorized representative of the company.
6. The bidder shall submit soft copy of the **Commercial Offer** (on the Company Letterhead of the bidder) through e-mail. The **subject of the e-mail containing "Unit Price Confirmation of Furniture for Unit Offices of BRAC Bank Limited.; Ref No: BBL/Proc/RFQ/Y19/159"** respectively.
7. If you are enlisted vendor in BRAC Bank, you have to submit the above mentioned Commercial. If you are not enlisted vendor in BRAC bank, in addition to the above documents you have to submit ***List of Documents required for enlistment.***
8. **Quotation Validity:** 1 year.
9. 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.

Commercial Terms and Conditions:

1. **Price:** The quoted price should include applicable VAT. The rate of VAT should be mentioned in the quotation.
2. **Charge:** Quoted price must include delivery and other installation charges.
3. **Country:** Country of origin & Warranty/Guaranty must be mentioned in the offer.
4. **Delivery Place:** The Bidder will deliver or make the Services available to the Purchaser at BBL Premises, on the Agreed Date of Delivery. Delivery will be overall in Bangladesh. Please find attached file for details address of Unit Offices.
5. **Work Completion Timeline:** Delivery lead-time must be mentioned in the offer.

6. **Liquidated Damages for Delay:** The Bidder has to complete the entire work within the stipulated period as mentioned in clause no 3, in failure 1% of total contract value will be deducted for each 5 working days delay but Penalty will be considered pro-rata basis. Bank will not consider any delay in delivery unless due to force majeure.
7. **Payment Terms:** Payment will be made after Final Acceptance (FAC will be given after successful delivery and installation as per scope) & upon submission of the bill with work order & original challan which is duly signed by authorized personnel (BBL Person's Sign, Name, PIN & Seal, if available). Payment will be made through Bank Account only.
8. **Price Submission & Sample Presentation:** The bidder shall have to submit the price as per attached Price Annexure. Samples will need to be presented for final selection.
9. **The Bidder shall have to submit their proposal as per the format attached with the RFQ. Any proposal not following the format will be considered as disqualify and will not consider for evaluation.**

List of Furniture:

Sl.	Description	Photo	Price
	Table		
1.	Executive Table with fixed Drawer Unit Size: 1350*760*760mm Model & Design : As per attachment		
	Chair:		
2.	Manager's Chair (High Back Revolving) Color: Black		
3.	Executive's Chair (Low Back Revolving) Color : Black		
4.	Visitor Chair (Fixed Chair) Color: Black		
	Cabinet:		
5.	File Cabinet Individual Lock; Color: Black		
	Sofa Set:		
6.	Double Seater Sofa -1 pc Color : Black (Rexin)		
7.	Single Seater Sofa – 2pcs Color : Black (Rexin)		
8.	Center Table -1 pc Color : Black, Top - Glass (White)		