

Request for Quotation (RFQ) for Adobe Acrobat Pro DC for BRAC Bank Ltd.

*Submit your response to the following contact.*

Company **BRAC Bank Ltd.**  
 Buyer **Farzana Haque**  
 Location **House No. 220/B**  
**Tejgaon Industrial Area,**  
**Gulshan Link Road**  
**DHAKA 1208**  
**BANGLADESH**

Phone  
 Fax  
 E-mail **farzana.haque@bracbank.com**

*When submitting your response, include the following information.*

Your Company Name	
Company Site ( <i>Optional</i> )	
Address	
Contact Details	
Response Valid Until ( <i>Optional</i> )	

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## 1 Overview

### 1.1 General Information

Title	<b>RFQ for Adobe Acrobat Pro DC for BRAC Bank Ltd.</b>		
Buyer	<b>Farzana Haque</b>	Outcome	<b>Blanket Purchase Agreement</b>
E-Mail	<b>farzana.haque@bracbank.com</b>		
Introduction			

### 1.2 Schedule

Preview Date		Open Date	<b>25-Jul-2022 14:22:56</b>
Close Date	<b>26-Jul-2022 17:00:00</b>	Award Date	
Time Zone	<b>Bangladesh Time</b>		

### 1.3 Negotiation Controls

Response Visibility **Blind**

### Lines Settings

Rank Indicator **1,2,3...**  
Ranking Method **Price only**

### 1.4 Terms

Agreement Start Date	Agreement End Date
Agreement Amount (BDT)	Minimum Release Amount (BDT)
Payment Terms	Freight Terms
Shipping Method	FOB
Negotiation Currency <b>BDT (Taka)</b>	Price Precision <b>2</b>

### 1.5 Attachments

File Name or URL	Type	Description
Price Format.xlsx	File	
Instruction to Bidder.docx	File	

## 2 Lines

Instructions **Quotation Validity:** The Quotation shall be valid for **minimum 6 months** from the Quotation submission/ bid closing date. However, during the tendering process if asked by the Bank, bidder shall be prepared to extend quotation validity.

\*All other terms and conditions as mentioned on ITB.

### 2.1 Line Information

Line	Estimated Quantity	UOM	Response Price	Line Amount	Response Minimum Release Amount
1-Adobe Acrobat Pro DC; Subscription Based; Validity is 1 year	7	NO			

### 2.2 Line Details

#### 2.2.1 Line 1 Adobe Acrobat Pro DC; Subscription Based; Validity is 1 year

To provide an alternate line, see appendix.

Category Name **OPEX.  
STATIONERY.  
SECURITY  
STATIONERY**

Item  
Allow Alternate Lines **Yes**  
Target Minimum Release  
Amount (BDT)  
Start Price (BDT)

Revision  
Alternate Line Provided ☐Yes ☐No

#### Price Breaks

You may propose price breaks in the space provided or on a separate sheet of paper. The break quantity is cumulative.

Location	Quantity	Pricing Basis (Circle One Value)	Response Value

### 3 Appendix: Alternate Lines

#### 3.1 Instructions for Alternate Lines

Alternate lines are allowed for some negotiation lines. For these lines, you can propose one or more alternatives by entering information for each alternate line in the format given below. Print and insert multiple copies as per your requirement.

#### 3.2 Alternate Lines Template

Negotiation Line <i>(Number and description of the negotiation line for which you have an alternative)</i>	Example: 1-xxxxxx where xxxxxx is the line description of first negotiation line.
Alternate Line Number <i>(Enter only numbers in sequence starting with 1 for every alternate line)</i>	
Alternate Line Description	
Response Price <i>(For a negotiation line with cost factors, enter your line price in the cost factors table)</i>	
Response Minimum Release Amount	
Note to Buyer	

#### Price Breaks

*If the negotiation line has price breaks which you are required to enter, then you must copy those price breaks for your alternate line. If they are optional, then you may propose price breaks in the space provided or on a separate sheet of paper.*

Location	Quantity	Pricing Basis (Price/Discount Percentage)	Response Value	Start Date	End Date
