

Ref: BBL/Proc/RFQ/Y22/313 (RFQ 2000001451)

Dated: 05 September 2022

Subject: Request for quotation of Unit Price Confirmation of Water Purifier and Spare Parts for BRAC Bank Ltd.,

Dear Sir:

BRAC Bank Limited 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

- a) Annexure 1: Instruction to bidder
- b) Annexure 2: Technical Specification
- c) Annexure 3: Spare Parts List
- d) Annexure 4: List of Enlistment Documents

Submission of above mentioned documents has got direct bearing on the technical 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. **Financial Bid Submission/ Closing Date:** The bidder has to submit their financial bid to the Fusion Link <https://eega.login.ap1.oraclecloud.com/> by 06:00pm of 07 September 2022 (Bangladesh Standard Time). 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 **Three Sixty Five (365)** 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:**

Commercial Issues: Ivy Rahman ivy.rahman@bracbank.com, 01711296184

6. If procurement committee deems that the existing outcome of a particular Open tender is not suitable/viable/feasible/lucrative enough to meet BBL standard and expectation, the particular bid may be negotiated with most suitable vendor(s) or may be floated again as re-tender to allow participation that may ensure submission of better technical and commercial proposals to suit BBL need/expectation the best.
7. In case a willing participant does not have Fusion ID or is not enlisted, they are requested to express their interest to participate by mailing within 06 September, 2022 at 6:00 pm with the following documents To: enlistment@bracbank.com CC: Ivy Rahman <ivy.rahman@bracbank.com>; Khaleda Kabir <Khaleda.kabir@bracbank.com>; by email: (Mail size Should not exceed 10 MB).

- Trade License/Certificate of Incorporation
- TIN Certificate
- BIN Certificate
- Bank Solvency/Bank Statement
- Company profile
- Contact persons :Name, Mobile no, Email Address

COMMERCIAL TERMS AND CONDITIONS:

1. **Price and VAT and Tax:** The quoted price must include applicable withholding Tax and VAT.
2. **Delivery Place:** The Bidder will deliver the product as per instruction of IDM team, on the Agreed Date of Delivery.
3. **Liquidated Damages for Delay:** The Bidder has to complete the entire work within the stipulated period as mentioned in clause no 2, in failure 5% 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.
4. **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 Limited (Authorised Person's Sign, Name, PIN & Seal, if available). Payment will be made through Bank Account only. BBL will deduct all applicable withholding income Tax and VAT from the invoice at the time of payment as per Government Rules.
5. Bank Reserves right to conduct 2nd round of bid if deemed necessary.
6. BRAC Bank Limited reserves the right to call in the bill of Entry for availing applicable adjustment in the VAT or ATV at import stage.

EVALUATION CRITERIA:

Technical Bid

The bidders will be evaluated technically based on the selected parameters and marks will be awarded on a 100 marks scale. Allotment of marks, within the overall indicated marks for each parameter, is the sole discretion of the technical evaluation committee.

The shortlisted bidder under technical qualification, who has obtained the highest marks will be awarded the maximum score of 100 for that unit.

Other short listed bidders will be awarded scores in direct proportion of their marks obtained, as per the formula:

Technical Score (TS) = Score Obtained (SO) / Highest Score (HS) x 100, where-

- TS stands for Technical Score with a maximum score of 100
- HS stands for the Highest Technical Score obtained among all the short-listed bidders
- SO stands for Bidder's Technical Score Obtained as per the evaluation.

To select the bidder to award the contract, techno-commercial scoring method as detailed below will be used.

Commercial Bid Evaluation

The Bidder has to submit the indicative Commercial Bid as per the format given in Annexure or in Fusion software. The score for the Commercial evaluation will be awarded as under:

The shortlisted bidder per unit whose quote is the lowest will be awarded maximum score of 100 for that unit. Other bidders will be awarded scores in inverse proportion of their quotes to the lowest quote as per the formula

Commercial Score (CS) = $\text{Lowest Price (LP)} / \text{Bidder's Price (BP)} \times 100$, where

- CS stands for Commercial Score with a maximum score of 100
- LP stands for the Lowest Price among all the short-listed bidders
- BP stands for Bidder's Price

Techno-Commercial Evaluation and Scoring

The final selection will be done by the Technical & Price Negotiation Committee on the basis of combined Techno-commercial scoring as under:

The total score will be arrived at by integrating the Technical Scores and Commercial Scores (separately for each unit) assigning 70% weightage to Technical Score and 30% weightage to Commercial Score as under:

$(\text{Technical Score out of 100} \times 70\%) + (\text{Commercial Score out of 100} \times 30\%)$

The proposals will be ranked in terms of Total Scores arrived at as above. The proposal with the highest Total Score (H1) will be the selected bidder and the price quoted by him will be taken as the bid winning price and will be considered first for award of contract.

Guidelines on Fusion Participation Contingencies

Dear Participants

Please see below precautionary guidelines regarding submission of bid through Fusion Portal:

1. Please ensure that your Internet connection is stable and fast.
2. Please log in the Fusion portal 30-60 minutes before the auction to confirm that you can log in successfully. In case of any issues, please mail to procurement concerned person immediately.
3. You are also advised to keep an alternative device (phone/laptop, etc.) in case there is any issue with your current device
4. In case of any browser issue, you are suggested to restart the browser (and PC, if needed) or clear cache memory of browser. In case the issue remains, please mail to procurement concerned person immediately.
5. For any technical difficulty or issue, please take a screenshot and mail to Procurement concerned before the bidding is over. No verbal request, mail without proof (screenshot) or communication after bidding is over may not be taken under consideration.
6. In case of technical difficulty that prevents one or more bidders from participating successfully, the bid may be cancelled and held at a later time. However, any technical difficulty, issues, lack of understanding, etc., arising from bidder's end shall not be entertained.

We look forward to your successful participation in the Bid.

Regards

Procurement Department
General Services Division
BRAC Bank Ltd.

[TO BE PRINTED ON VENDOR'S LETTERHEAD]

SUPPLIER'S RELATIONSHIP DECLARATION FORM

Date:

BRAC Bank Limited

Anik Tower (1st Floor), 220/B, Tejgaon I/A
Tejgaon Gulshan Link Road,
Dhaka-1208
Bangladesh

Attention :

RFQ Title:

RFQ Ref. No. :

1. Please state if the <..... > has any relationship to BRAC Bank Limited (BBL) employees. The list must, as a minimum, include the following persons in your company:

- Major shareholder(s) or owner(s) of the company.
- Member(s) of the management team.
- Other person(s) involved in answering this RFQ.
- Other key person(s).

☐ YES

☐ NO (In such case skip section 2)

2. Relationships that must be described should, as a Minimum, cover the following:

- Family and relatives.
- Friends.
- Business partners in outside company.
- BBL employees who have an ownership in your company.

Name of Supplier's Employee(s)	Position in Supplier's Company	Name of BBL Employee	Position in BBL	Type of Relationship

The undersigned is authorized to certify on behalf of the entity that all stated information in the above form are true and correct and no important and relevant information has been suppressed. The undersigned acknowledges that the Company at any time may verify the validity the above information.

Signature : _____

Name of the Signatory : _____

Title of the Signatory : _____

Name of the Company : _____

Date : _____

E-mail Address : _____

Phone No. : _____

Note: Any company that fails to comply with this requirement, or on purpose withhold any information, may at any time and without further notice be excluded from the ongoing PO/ Contract process and will also risk not having future business with BRAC Bank Limited.