

Request for Quotation (RFQ) for Jabra Headset & Speaker for BRAC Bank Ltd.

DRAFT

Submit your response to the following contact.

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

Phone
 Fax
 E-mail **Rufyda.jahan@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>	
Response Type	<input type="checkbox"/> Primary <input type="checkbox"/> Alternate <i>(This negotiation allows you to submit multiple responses. Mark this as your primary response or an alternate one.)</i>

This document has important legal consequences. The information contained in this document is proprietary of BRAC Bank Ltd.. It shall not be used, reproduced, or disclosed to others without the express and written consent of BRAC Bank Ltd..

Table of Contents

1 Overview.....	4
1.1 General Information.....	4
1.2 Schedule.....	4
1.3 Negotiation Controls.....	4
1.4 Terms.....	4
1.5 Attachments.....	4
2 Lines.....	5
2.1 Line Information.....	5
2.2 Line Details.....	5
2.2.1 Line 1.....	5
3 Appendix: Alternate Lines.....	6
3.1 Instructions for Alternate Lines.....	6
3.2 Alternate Lines Template.....	6

1 Overview

1.1 General Information

Title	(RFQ) for Jabra Headset	Outcome	Purchase Order
Buyer	Rufyda Jahan		
E-Mail	Rufyda.jahan@bracbank.com		

1.2 Schedule

Preview Date		Open Date	Immediately
Close Date	01-Nov-2022 14:00:00	Award Date	
Time Zone	Bangladesh Time		

1.3 Negotiation Controls

Response Visibility **Blind**

Lines Settings

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

1.4 Terms

Payment Terms		Freight Terms	
Shipping Method		FOB	
Negotiation Currency	BDT (Taka)	Price Precision	2

1.5 Attachments

File Name or URL	Type	Description
Price Format for Jabra Headset	File	
Instruction to Bidder.pdf	File	

2 Lines

2.1 Line Information

Line	Target Quantity	UOM	Response Quantity	Response Price	Line Amount	Promised Date
1-Jabra Evolve 30 Stereo Headset	2	PC				

2.2 Line Details

2.2.1 Line 1 Jabra Evolve 30 Stereo Headset

To provide an alternate line, see appendix.

Category Name	OPEX. STATIONERY. COMPUTER ACCESSORIES	Revision	<input type="checkbox"/> Yes <input type="checkbox"/> No
Item	CMACS00014	Alternate Line Provided	
Allow Alternate Lines	Yes	Location	House No. 220/B Tejgaon Industrial Area, Gulshan Link Road DHAKA 1208 BANGLADESH
Requested Date			
Start Price (BDT)			

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