

Ref: BBL/Proc/RFQ/Y19/171

Dated: 14th November, 2019

Subject: Request for Quotation (RFQ) for Air conditioning annual maintenance contract for Anik Tower of the Year 2019-2020, Ref no: BBL/Proc/RFQ/Y19/171

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 :** Scope of Work
- c) **Annexure 3:** Commercial BOQ and Commercial Terms and conditions
- 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. **Bid Clarification Date:** Vendor need to confirm their participation in bid clarification meeting by sending their expression of interest at ehsanuzzaman.riyad@bracbank.com by November 15, 2019. **Subject of email** will be "Request for Quotation (RFQ) for Air conditioning annual maintenance contract for Anik Tower of the Year 2019-2020, Ref no: BBL/Proc/RFQ/Y19/171".

Location of Bid Clarification Meeting: Level-1, Anik Tower, Tejgaon, Dhaka.

Date of Bid Clarification meeting: 3:00 PM, 17th November, 2019.

3. **Bid Submission/ Closing Date:** The bidder has to submit their Technical & commercial offer separately to the email address: tender@bracbank.com by 5:00 PM, 25th November, 2019 (Bangladesh Standard Time). Please note that email size should not exceed 10 MB. If require, you can break mail and send more than 1 mail. Vendor will submit technical proposal and commercial proposal. 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.
4. **Required Content and Structure of the Quotation:** The bidder shall submit soft copy of the **Technical Offer** through e-mail. The **subject of the e-mail containing offer would be mentioned as "Request for Quotation (RFQ) for Air conditioning annual maintenance contract for Anik Tower of the Year 2019-2020, Ref no: BBL/Proc/RFQ/Y19/171"**
5. **Quotation Validity:** The Quotation shall be valid for 365 calendar days from the Quotation submission/ closing date.
6. 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.

7. Point of Contact:

Technical Issues: Mr. K.M. Firoj Ashrafuzzaman, Email: kmfiroj.ashrafuzzaman@bracbank.com, contact no: 01730305581

Commercial Issues: Md. Ehsanuzzaman Riyad, Email: ehsanuzzaman.riyad@bracbank.com, contact no: 01711296158

8. 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.

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 IM team at Anik Tower.
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.