

Request for Quotation (RFQ) for Tea Trolley for BRAC Bank Limited.

*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>Tea Trolley for BRAC Bank Limited</b>		
Buyer	<b>Farzana Haque</b>	Outcome	<b>Purchase Order</b>
E-Mail	<b>farzana.haque@bracbank.com</b>		

#### Introduction

1. The quoted price should include applicable VAT. The rate of VAT should be mentioned in the quotation.
  2. Quoted price must include delivery and other installation charges.
  3. Delivery lead-time must be mentioned in the offer.
  4. Delivery is to be done as per mentioned address on Purchase Order.
  5. Penalty may be imposed for unreasonable delayed delivery @ 1% of total value of work order of delayed site.
  6. In the event of supply of any items, which do not match with the required specification, quantity or sample's quality or is of substandard quality, the Bank reserves the right for outright rejection of the goods, and the supplier will have to take back those at their own cost and will replace with acceptable quality within 10 (Ten) days from the date of rejection.
  7. This price will be valid for reordering same quantity up to December 31, 2021.
  8. Mode of Payment is to be mentioned in the offer. BRAC Bank Limited discourages advance payment.
  9. Complete proposal/offer must be signed with date by the authorized representative of the company.
  10. BRAC Bank Limited reserves the right to accept or reject the Proposal/Offer without assigning any reasons thereof. Please contact undersigned for any types of clarifications in regard to products/services/works related clarifications only.
- 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.

### 1.2 Schedule

Preview Date		Open Date	<b>10-Feb-2021 16:46:56</b>
Close Date	<b>15-Feb-2021 12:00:00</b>	Award Date	
Time Zone	<b>Bangladesh Time</b>		

### 1.3 Negotiation Controls

Response Visibility **Blind**

#### Lines Settings

Rank Indicator	<b>1,2,3...</b>
Ranking Method	<b>Price only</b>

Proprietary and Confidential 10-Feb-2021 16:50:59

**1.4 Terms**

Payment Terms  
Shipping Method  
Negotiation Currency **BDT (Taka)**

Freight Terms  
FOB

Price Precision **2**

## 2 Lines

Instructions Please enter your unit price rate in fields mentioned below.

### 2.1 Line Information

Line	Target Quantity	UOM	Response Quantity	Response Price	Line Amount	Promised Date
1-Tea Trolley	1	PC				

### 2.2 Line Details

#### 2.2.1 Line 1 Tea Trolley

To provide an alternate line, see appendix.

Category Name **OPEX.STATIONERY**

**.REPAIR AND  
MAINTENANCE**

Item **RPMNT00039**

Allow Alternate Lines **Yes**

Requested Date

Revision

Alternate Line Provided

Location

☐ Yes ☐ No

**House No. 220/B  
Tejgaon Industrial  
Area,  
Gulshan Link Road  
DHAKA 1208  
BANGLADESH**

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 <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 Quantity	
UOM	
Promised Date	
Note to Buyer	