

Request for Quotation (RFQ) for BBL Branded Promotional Gift item (Key ring & Pen)

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>)	

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.....	7
1.3 Negotiation Controls.....	7
1.4 Terms.....	7
1.5 Attachments.....	7
2 Lines.....	8
2.1 Line Information.....	8
2.2 Line Details.....	8
2.2.1 Line 1.....	8
2.2.2 Line 2.....	8
2.2.3 Line 3.....	8
2.2.4 Line 4.....	9
3 Appendix: Alternate Lines.....	10
3.1 Instructions for Alternate Lines.....	10
3.2 Alternate Lines Template.....	10

1 Overview

1.1 General Information

Title	RFQ for Metal & leather Key Ring and Box pen & Normal Pen		
Buyer	Farzana Haque	Outcome	Purchase Order
E-Mail	farzana.haque@bracbank.com		
Introduction	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 Submission/ Closing Date:** The bidder has to submit their offers to the email address: tender@bracbank.com by 12:00 PM, FEB 10, 2021 (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.

Required Content and Structure of the Quotation: The bidder shall submit soft copy of the Offer through e-mail. The subject of the e-mail containing offer would be mentioned as "Request for Quotation (RFQ) for BBL Branded Promotional Gift item (Key ring & Pen) BBL/Proc/RFQ/Y21/31

1.

Quotation Validity: The Quotation shall be valid for **Ninety Days (90)** calendar days from the Quotation submission/ closing date.

2. 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.

3. **Point of Contact: Technical/Product related Issues and Commercial Issues:** Mr. Shakil Ahmed, Email- shakil.ahmed@bracbank.com, contact no: 017300980

1. 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.
2. Samples may be asked by user department for evaluation purpose and must be submitted as requested.

COMMERCIAL TERMS AND CONDITIONS:

Price and VAT and Tax: The quoted price must include applicable withholding Tax and VAT.

Delivery Place & Time: The Bidder will deliver the product by 14 FEB 2021 to Anik Tower (BBL Head office) as per instruction of user division (Communications).

3.

Liquidated Damages for Delay: The Bidder has to complete the entire work within the stipulated period as mentioned in clause no 2. In case of failure, a penalty of 1% for every 5 working days' delay may be considered. However, considering the importance and complexity of the work, the penalty may vary, which shall be mentioned in each work order likewise. Bank will not consider any delay in delivery unless due to force majeure.

1.

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/accepted 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.

Bank Reserves right to conduct 2nd or subsequent round of bid/negotiation if deemed necessary.

1.2 Schedule

Preview Date
 Close Date **10-Feb-2021 12:00:00**
 Time Zone **Bangladesh Time**

Open Date **09-Feb-2021 17:02:35**
 Award Date

1.3 Negotiation Controls

Response Visibility **Blind**

Lines Settings

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

1.4 Terms

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

Freight Terms
 FOB

Price Precision **2**

1.5 Attachments

File Name or URL	Type	Description
sample.pdf	File	SAMple Picture

2 Lines

Instructions Please enter your unit price rate in fields mentioned below. For further details or clarification, please discuss with Communications Team. As Sample attached

Technical/Product related Issues and Commercial Issues: Mr. Shakil Ahmed, Email- shakil.ahmed@bracbank.com, contact no: 0173009800

2.1 Line Information

Line	Target Quantity	UOM	Response Quantity	Response Price	Line Amount	Promised Date
1-BBL Branded Pen (Without Box)	1	PC				
2-Gift Pen With Box	1	PC				
3-Metal key ring	1	PC				
4-Leather Key ring	1	PC				

2.2 Line Details

2.2.1 Line 1 BBL Branded Pen (Without Box)

To provide an alternate line, see appendix.

Category Name **OPEX.STATIONERY
.CONSUMABLE**
Item **GFTIT00049**
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)

2.2.2 Line 2 Gift Pen With Box

To provide an alternate line, see appendix.

Category Name **OPEX.STATIONERY
.CONSUMABLE**
Item **GFTIT00049**
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)

2.2.3 Line 3 Metal key ring

To provide an alternate line, see appendix.

Category Name **OPEX.STATIONERY
.CONSUMABLE**
Item **GFTIT00049**
Allow Alternate Lines **Yes**
Requested Date

Revision
Alternate Line Provided ☐ Yes ☐ No
Location **House No. 220/B
Tejgaon Industrial
Area,
Gulshan Link Road
DHAKA 1208
BANGLADESH**

Start Price (BDT)

2.2.4 Line 4 Leather Key ring

To provide an alternate line, see appendix.

Category Name **OPEX.STATIONERY
.CONSUMABLE**
Item **GFTIT00049**
Allow Alternate Lines **Yes**
Requested Date

Revision
Alternate Line Provided ☐ Yes ☐ No
Location **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 (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	