

Ref: BBL/Proc/RFQ/Y22/149 (2000001217)

Dated: 13 April 2022

Subject: Request for Quotation (RFQ) for Assessment of Service Quality ensured for RM Managed Portfolio (PB & Branches) Ref no: BBL/Proc/RFQ/Y22/149 (2000001217)

Dear Sir:

BRAC Bank Limited invites Technical proposals for the requirement mentioned in the RFQ from reputed Companies having experiences in same type of jobs.

Please check following attached files for detail scope and instruction for your response

- a) Annexure 1: Scope of Work
- b) Annexure 2 : List of Enlistment Documents
- c) Annexure 3: Supplier Relationship Declaration Form
- d) Annexure 4: 2 -stage manual
- e) Annexure -5: Survey form

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. **Technical Submission/ Closing Date:** The technical proposal shall be submitted in BBL fusion link <https://eega.fa.ap1.oraclecloud.com/> by **20 April 2022, 2:00 PM** (Bangladesh Standard Time). The Purchaser reserves the right to reject any Quotation submitted after the Closing Date. The Purchaser reserves the right to change the Time schedule at any time. We will take commercial offer later on based on technical evaluation.
3. **Quotation Validity:** The Quotation shall be valid for One Twenty (120) 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. Vendors must submit the filled up and signed (by minimum CXO or Director level) 'Supplier Relationship Declaration Form' attached below
6. **Point of Contact:**

Commercial Issues: Abu Jafar Al Mamun abujafaralmamun.30936@bracbank.com, +8801711296184
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 the following documents to abujafaralmamun.30936@bracbank.com by **12:00 pm, 17 April 2022** by email: (Mail size Should not exceed 10 MB)
 - a. Company Registration/Trade License/Certificate of Incorporation
 - b. Income tax certificate / Tax Identification Number (TIN)
 - c. BIN Certificate
 - d. Bank Solvency/Bank Statement

- e. Company profile
 - f. Contact persons :Name, Mobile no, Email Address
 - g. Bank account information
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 BBL contact person, 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 (Natural, Political, Government or other similar factors that are out of control of the participant).
4. **Payment Terms:** Payment will be made after successful completion of the job and upon submission of the bill with work order and original challan which is duly signed by authorized personnel of BBL (IT 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. Any advance payment and payment milestone fixation request is subject to BBL Policy and Management approval.
5. Bank Reserves right to conduct 2nd round of bid if deemed necessary.
6. **Any Terms/Conditions in Bidders' offer contradictory to this Instruction To Bidder (ITB) may lead to disqualification.**

Note: Vendor must submit the following documents –

- Technical proposal (Overall, Product Specific)
- Client list
- Similar experience documents (local and international experiences)
- List of employees/ resources with their qualification
- Awarded vendor must submit call list for verification of the survey ,