

Request for Quotation regarding UPC of Photocopy Machine 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	UPC of Photocopy Machine for BRAC Bank Limited.		
Buyer	Farzana Haque	Outcome	Purchase Order
E-Mail	farzana.haque@bracbank.com		

### 1.2 Schedule

Preview Date		Open Date	14-Oct-2020 16:59:56
Close Date	21-Oct-2020 16:28:12	Award Date	
Time Zone	Bangladesh Time		

### 1.3 Negotiation Controls

Response Visibility	Blind
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### 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

## 2 Requirements

*\*Response is required*

1. **Price:** The quoted price should include applicable VAT. The rate of VAT should be mentioned in the quotation.
2. **Delivery Place:** Anywhere in Bangladesh.
3. **Work Completion Timeline:** Delivery lead-time must be mentioned in the offer.
4. **Stock Availability:** Stock availability must be mentioned in the offer if available.
5. **Warranty:** Please mention
6. **Liquidated Damages for Delay:** The Bidder has to complete the entire work within the stipulated period as mentioned in clause no 3, in failure 1% 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.
7. **Payment Terms:** Payment will be made after Final Acceptance (FAC will be given after successful delivery and installation as per scope) & upon submission of the bill with work order & original challan which is duly signed by authorized personnel ( Person's Sign, Name, PIN & Seal, if available). Payment will be made through Bank Account only.
8. **Price Submission:** The bidder shall have to submit the price as per attached Price Annexure.
9. **The Bidder shall have to submit their proposal as per the format attached with the RFO. Any proposal not following the format will be considered as disqualify and will not consider for evaluation.**

### 3 Lines

#### Instructions

1. Light Duty Photocopy Machine: Please mention all the related specifications.

2. Voltage Stabilizer:

- Brand:
- Capacity :
- Country of origin :

### 3.1 Line Information

Line	Target Quantity	UOM	Response Quantity	Response Price	Line Amount	Promised Date
1-All Photocopier - Office Equipment	1	NO				

### 3.2 Line Details

#### 3.2.1 Line 1 All Photocopier - Office Equipment

*To provide an alternate line, see appendix.*

Category Name **CAPEX.OFFICE  
EQUIPMENTS.ALL  
PHOTOCOPIER**

Item **OEPPC00000**

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)

## 4 Appendix: Alternate Lines

### 4.1 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.

### 4.2 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	