

Ref: RFQ 2000000403

Date: March 05, 2020

**Subject: Request for Quotation (RFQ) of Polo T-Shirt for BRAC Bank.**

**Dear Sir:**

BRAC Bank Limited invites Financial proposals for **Quotation of Polo T-Shirt for BRAC Bank.** mentioned in the RFP from reputed Companies

**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:** Bidders shall submit their offers by **6:00 PM (Bangladesh Standard Time) March 09, 2020. Bidder should submit related documents mentioned below.** 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.
- 3.** The bidder shall submit their offer through BBL online Portal, Fusion. In case a vendor is not registered in Fusion or is unable to participate, the soft copy of the **Commercial Offer** (on the Company Letterhead of the bidder) should be mailed to the below mentioned address: [tender@bracbank.com](mailto:tender@bracbank.com). The **subject of the e-mail must be "Quotation for Polo T-Shirt for BRAC Bank, Ref No: RFQ 4000000403"**.
- 4.** If you are enlisted vendor in BRAC Bank, you have to submit the above mentioned Commercial and Technical Offer. If you are not enlisted vendor in BRAC bank, in addition to the above documents you have to submit **List of Documents required for enlistment.**
- 5.** 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.
- 6.** 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.
- 7. Contact:** For any queries, please communicate with Mr. Reezwan Ahmed, Associate Manager, Procurement, Cell: 01711296157, email: [reezwan.ahmed@bracbank.com](mailto:reezwan.ahmed@bracbank.com)

**Item Description**

<b>Specs</b>	<b>Quantity</b>
<ul style="list-style-type: none"><li><b>BBL Polo T Shirt</b> Grey Cotton Knit Fabric 200 GSM 4 color screen print at 3-4 locations. Multiple Sizes</li></ul>	5000 pcs

**Commercial Terms and Conditions:**

1. **Price:** The quoted price should include applicable VAT/Tax. The rate of VAT should be mentioned in the quotation. It must also include carrying charge/manual labor charge or other applicable charges.
2. **Work Completion Timeline:** Delivery lead-time must be mentioned in the offer
3. **Price Validity :** The Prices validity must be mentioned. The same price must be mentioned for change in quantity or additional reorder.
4. **Liquidated Damages for Delay:** The Bidder has to complete the entire work within the stipulated period as mentioned in Purchase Orders, in failure penalty will be considered at pro-rata basis. Bank will not consider any delay in delivery unless due to force majeure.
5. **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 (IT Person's Sign, Name, PIN & Seal, if available). Payment will be made through Bank Account only.
6. **The Bidder shall have to submit their proposal as per the format attached with the RFQ. Any proposal not following the format will be considered as disqualify and will not consider for evaluation.**
7. Evaluation shall be done based on Commercial offer and sample approval (which must be submitted on demand)

**List of Enlistment Documents**

In case a vendor is not enlisted with BRAC Bank Ltd., the below documents must be submitted with the bid

- Trade License
- TIN Certificate
- BIN Certificate (13 digit)
- Company Profile
- Bank Account Information

Supplier Self-Registration link for those who are not yet registered as vendor at BRAC Bank Limited:

<https://eega.fa.ap1.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000003593124>

Log In page Link for Enlisted Vendors:

<https://eega.fs.ap1.oraclecloud.com/homePage/faces/FuseWelcome>