

Ref: BBL/Proc/RFQ/Y20/131

Dated: September 20, 2020

Subject: Request for Quotation (RFQ) for Education insurance for Student file customers. Ref no: BBL/Proc/RFQ/Y20/131

Dear Sir:

BRAC Bank Limited invites 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: ITB
- b) Annexure 2: Scope of Work
- c) Annexure 3: List of Enlistment Documents

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. **Bid Submission/ Closing Date:** The Quotation shall be mail to the below mentioned address: tender@bracbank.com by 06:00 PM (Bangladesh Standard Time) September 24, 2020. 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. **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. **Point of Contact:**

Functional Issues: Ms.Mehruza Reza, Email: mehruza.reza@bracbank.com, contact no: 01708480943

Commercial Issues: Md. Ariful Haque, Email: a.haque@bracbank.com, contact no: 01713350233

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.

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. Bank Reserves right to conduct 2nd round of bid if deemed necessary.