

**RFQ for VRF Project at Sepal Tower**

*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>	
Response Type	<input type="checkbox"/> Primary <input type="checkbox"/> Alternate  <i>(This negotiation allows you to submit multiple responses. Mark this as your primary response or an alternate one.)</i>

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## 1 Overview

### 1.1 General Information

Title	RFQ for VRF Project at Sepal Tower	
Buyer	Farzana Haque	Outcome <b>Purchase Order</b>
E-Mail	farzana.haque@bracbank.com	
Introduction	RFQ for VRF Project at Sepal Tower	

### 1.2 Schedule

Preview Date		Open Date	<b>25-Nov-2021 15:40:32</b>
Close Date	<b>01-Dec-2021 18:00:00</b>	Award Date	
Time Zone	<b>Bangladesh Time</b>		

### 1.3 Negotiation Controls

Response Visibility **Blind**

### Lines Settings

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

### 1.4 Response Rules

*This negotiation is governed by all the rules displayed below.*

	Rule
<input type="checkbox"/>	Negotiation is restricted to invited suppliers
<input checked="" type="checkbox"/>	Suppliers are allowed to respond to selected lines
<input type="checkbox"/>	Suppliers are required to respond with full quantity on each line
<input checked="" type="checkbox"/>	Suppliers are allowed to provide multiple responses
<input checked="" type="checkbox"/>	Suppliers are allowed to revise their submitted response

### 1.5 Terms

Payment Terms	Freight Terms
Shipping Method	FOB
Negotiation Currency	<b>BDT (Taka)</b>
Price Precision	<b>2</b>

### 1.6 Attachments

File Name or URL	Type	Description
01. Instruction to Bidder.docx	File	

## **2 Requirements**

*\*Response is required*

**Ref: BBL/Proc/RFQ/Y21/354; RFI RFQ 2000000973**

**Dated: November 25, 2021**

**Subject: RFQ for VRF Project at Sepal Tower**

**Dear Sir:**

BRAC Bank Limited invites Technical proposals for the requirement mentioned in the RFQ from reputed Companies having experiences in HVAC project works

Please submit following Documents as your response

- a) 2D Layout of VRF system design
- b) BOQ of VRF system design
- c) Commercial offer

Technical offer will be provided from Vendor after visiting site at Sepal Tower, (247, 248 Bir Uttam Mir Shawkat Sarak, Dhaka 1208), Contact Person: **K.M. Firoj Ashrafuzzaman, +8801730305581**

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**GENERAL TERMS AND CONDITIONS:**

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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.

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**2. Bid Submission/ Closing Date:**

The bidders are requested to send their interest request for participating in commercial Bid by **1-Dec-2021 18:00:00** in **BBL Fusion Portal**.

3. **Quotation Validity:** The Quotation shall be valid for minimum One Twenty (120) calendar days from the Quotation submission/ bid closing date. However, during the tendering process if asked by the Bank, bidder shall be prepared to extend quotation validity.
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. 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 [ivy.rahman@bracbank.com](mailto:ivy.rahman@bracbank.com) by **30-Nov-2021 18:00:00**. (Mail size Should not exceed 10 MB)

- a. Trade License/Certificate of Incorporation
- b. TIN Certificate
- c. BIN Certificate
- d. Bank Solvency/Bank Statement
- e. Company profile
- f. Contact persons :Name, Mobile no, Email Address

**7. Point of Contact:**

**Technical Issues and Site Visit:K.M. Firoj Ashrafuazzaman:+8801730305581**

**Commercial Issues: Ivy Rahman: 01708453478**

8. After quoting price in Oracle Fusion (BRAC Bank ERP system), bidder has to submit breakdown of price through a mail. If ERP/system price does not match with breakdown price then BBL will consider ERP/system price as final one. BBL also reserves the right to disqualify the vendor if price differ.

9. 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.

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**COMMERCIAL TERMS AND CONDITIONS:**

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1. **Price and VAT and Tax:** The quoted price must include carrying cost, maintenance, installation, commission, manual labor charge and any kind of charge thereof-if applicable. The price must also include applicable withholding



Tax and VAT, which shall be deducted during payment as per Government rules and regulations.

2. **Delivery Place & Time:** The Bidder will deliver the product as per instruction of BBL Concerned department, on the Agreed Date of Delivery. The Delivery time must be mentioned in vendor's offer.

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.

4. **Payment Terms:** No Advance shall be paid for supply of Products and Goods. However, on special occasions, such as for services and special products, advance may be provisioned based on discussion between the supplier/service provider and the bank. 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 by authorized personnel of BRAC Bank Limited (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.

Payment Schedule is mentioned as following,

- Phase 1: 30% to be paid after completion of 30% project works.
- Phase 2: Running bill of 30% amount of total project cost will be paid after 60% of Project works.
- Phase 3: Rest 40% will be paid as Final Bill after deducting 10% as Security Money & withholding VAT & AIT. 10% Security Money will be paid after 12 months from the date of handing over the project.

5. Bank Reserves right to conduct 2<sup>nd</sup> or multiple rounds of bid if deemed necessary.

6. BRAC Bank Limited reserves the right to call in the bill of Entry for availing applicable adjustment in the VAT or ATV at import stage.

7. **Any Terms/Conditions in Bidders' offer contradictory to this ITB may lead to disqualification.**

#### **EVALUATION CRITERIA:**

EVALUATION CRITERIA: 0 /Two Stage Techno-Commercial Evaluation and Scoring

The final selection will be done by the Technical and Price Negotiation Committee on the basis of combined Techno-commercial scoring. The total score will be arrived at by integrating the Technical Scores and Commercial Scores.

The proposals will be ranked in terms of Total Scores arrived at as above. The proposal with the highest Total Score (H1) will be the selected bidder and the price quoted by him will be taken as the bid winning price and will be considered first for award of contract.

### 3 Lines

#### Instructions

Technical offer will be provided from Vendor after visiting site at Sepal Tower, (Address: 247, 248 Bir Uttam Mir Shawkat Sarak, Dhaka 1208), Contact Person: **K.M. Firoj Ashrafuzzaman, +8801730305581**

### 3.1 Line Information

Line	Target Quantity	UOM	Response Quantity	Response Price	Line Amount	Promised Date
1-VRF Project total cost	1	NO				

### 3.2 Line Details

#### 3.2.1 Line 1 VRF Project total cost

*To provide an alternate line, see appendix.*

Category Name	<b>CAPEX.OFFICE EQUIPMENTS.AIR CONDITIONER</b>	Revision	<input type="checkbox"/> Yes <input type="checkbox"/> No
Item	<b>OEACR00005</b>	Alternate Line Provided	
Allow Alternate Lines	<b>Yes</b>	Location	<b>Holding # 247/248, Tejgaon I/A,Bir Uttam Mir Showkat Road, Ward # 24,Dhaka North City Corporation,P/S # Tejgaon, Dhaka - 1208 DHAKA BANGLADESH</b>
Requested Date			
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	