

Request for Quotation (RFQ) for "**PABX System**" for BRAC Bank Ltd.

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 : Request for Quotation (RFQ) for "PABX System" for BRAC Bank Ltd.
 Buyer Farzana Haque Outcome Purchase Order
 E-Mail farzana.haque@bracbank.com

1.2 Schedule

Preview Date Open Date 07-Nov-2021 17:32:17
 Close Date 09-Nov-2021 18:00:00 Award Date
 Time Zone Bangladesh Time

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 checked="" type="checkbox"/>	Suppliers are required to respond with full quantity on each line
<input 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 BDT (Taka)
 Price Precision 2

1.6 Attachments

File Name or URL	Type	Description
ITB-2000000935.pdf	File	
Annexure-1(Price Anexure & Sp	File	

2 Requirements

**Response is required*

Ref: BBL/Proc/RFQ/Y21/315- (2000000935)

Dated: November 07, 2021

Subject: Request for Quotation (RFQ) for "PABX System" for BRAC Bank Ltd.

Dear Sir:

BRAC Bank Limited invites Technical and/or Commercial proposals for the requirement mentioned in the RFQ from reputed PABX system and equipment Manufacturer/Retail Companies having experience in delivering High Quality PABX system with complete installation

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

A) Annexure 1: Scope of work

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.
2. **Bid Submission/ Closing Date:** The bidder has to submit their Technical bid in BBL Fusion Portal by **6:00 PM November 09, 2021** (Bangladesh Standard Time). Vendor will submit Commercial proposal and technical proposal. The Purchaser reserves the right to reject any Offer 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 minimum Three sixty five (365) 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 mail **within 09 November, 2021 at 2:00 pm** with the following documents To: **enlistment@bracbank.com** CC: **Ivy Rahman <ivy.rahman@bracbank.com>; Ariful Haque <a.haque@bracbank.com>; Farzana Haque <farzana.haque@bracbank.com>** by email: (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 Commercial Issue:

Ivy Rahman, Associate Manager, Procurement, Contact No: 01708453478

Ariful Haque, Senior Manager, Procurement, Non IT Capex and Opex, Contact No: 01713350233

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.

COMMERCIAL TERMS AND CONDITIONS:

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 (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 the right to conduct 2nd 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: 0/ Single Stage Commercial Evaluation

The participants shall be evaluated based on commercial offer only.

3 Lines

Instructions

Specification

SL. Item

PABX System

1 3 T&T Line and 8 Extension

Brand: Panasonic

PABX System

Main Exchange

2 6 T&T Line and 16 Extension

Brand: Panasonic

PABX System

Main Exchange

3 6 to 8 T&T Line and 24 Extension

Brand: Panasonic

Programmable Master Phone Set

4

Brand: Panasonic

5 Installation Charge (Inside Dhaka)

6 Installation Charge (Outside Dhaka)

7	Warranty	
8	VAT & Tax	Included

3.1 Line Information

Line	Target Quantity	UOM	Response Quantity	Response Price	Line Amount	Promised Date
1-PABX System	1	PC				

3.2 Line Details

3.2.1 Line 1 PABX System

To provide an alternate line, see appendix.

Category Name	CAPEX.OFFICE EQUIPMENTS.SECU RITY MANAGEMENT SYSTEM				
Item	OESMS00002				
Allow Alternate Lines	Yes				
Requested Date					
	Revision				
	Alternate Line Provided <input type="checkbox"/> Yes <input type="checkbox"/> No				
	Location 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 (Number and description of the negotiation line for which you have an alternative)	Example: 1-xxxxxx where xxxxxx is the line description of first negotiation line.
Alternate Line Number (Enter only numbers in sequence starting with 1 for every alternate line)	
Alternate Line Description	
Response Price (For a negotiation line with cost factors, enter your line price in the cost factors table)	
Response Quantity	
UOM	
Promised Date	
Note to Buyer	