



REQUEST FOR QUOTATION
for
(G-4) Supply of Consumables Goods

RFQ No: BBAGC/G-4/2024/M-3/132(A)

Date: 06/02/2024

To

Name of Supplier:

Address of Supplier:

1. The **Principal, Bhawal Badre Alam Govt. College, Gazipur** has been allocated public funds and intends to apply a portion of the funds to eligible payments under the Contract for which this Quotation Document is issued.
2. Detailed Specifications and, Design & Drawings for the intended Goods and related services shall be available in the office of the Procuring Entity for inspection by the potential Quotationers during office hours on all working days.
3. Quotation shall be prepared and submitted using the 'Quotation Document'.
4. Quotation shall be completed properly, duly signed-dated each page by the authorized signatory and submitted by the date to the office as specified in **Para 6** below.
5. No Securities such as Quotation Security (i.e. the traditionally termed Earnest Money, Tender Security) and Performance Security shall be required for submission of the Quotation and delivery of the Goods (if awarded) respectively.
6. Quotation in a sealed envelope or by fax or through electronic mail shall be submitted to the office of the undersigned on or before **3:00 PM, 14/02/2024**. The quotation will be opened on 3:05 PM on the same date. The envelope containing the Quotation must be clearly marked "Quotation for (G-4) Supply of Consumables Goods and **DO NOT OPEN** before **3:05 PM, 14/02/2024** Quotations received later than the time specified herein shall not be accepted.
7. Quotations received by fax or through electronic mail shall be sealed-enveloped by the Procuring Entity duly marked as stated in **Para 6** above and, all Quotations thus received shall be sent to the Evaluation Committee for evaluation, without opening, by the same date of closing the Quotation.
8. The Procuring Entity may extend the deadline for submission of Quotations on justifiably acceptable grounds duly recorded subject to threshold of ten (10) days pursuant to Rule 71 (4) of the Public Procurement Rules, 2008.
9. All Quotations must be valid for a period of at least **30 days** from the closing date of the Quotation.
10. No public opening of Quotations received by the closing date shall be held.
11. Quotationer's rates or prices shall be inclusive of profit and overhead and, all kinds of taxes, duties, fees, levies, and other charges to be paid under the Applicable Law, if the Contract is awarded.
12. Rates shall be quoted and, subsequent payments under this Contract shall be made in Taka currency. The price offered by the Quotationer, if accepted shall remain fixed for the duration of the Contract.

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

Office of the Principal

Bhawal Badre Alam Govt. College, Gazipur



13. Quotationer shall have legal capacity to enter into Contract. Quotationer, in support of its qualification shall be required to submit certified photocopies of latest documents related to valid **Trade License, Tax Identification Number (TIN), VAT Registration Number and Financial Solvency Certificate** from any scheduled Bank; without which the Quotation may be considered non-responsive.
14. Quotations shall be evaluated based on information and documents submitted with the Quotations, by the Evaluation Committee and, at least three (3) responsive Quotations will be required to determine the lowest evaluated responsive Quotations for award of the Contract.
15. In case of anomalies between unit rates or prices and the total amount quoted, the unit rates or prices shall prevail. In case of discrepancy between words and figures the former will govern. Quotationer shall remain bound to accept the arithmetic corrections made by the Evaluation Committee.
16. The supply of Goods and related services shall be completed within **15 days** from the date of issuing the Purchase Order.
17. The Purchase Order that constitutes the Contract binding upon the Supplier and the Procuring Entity shall be issued within **15 days** of receipt of approval from the Approving Authority.
18. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.

Principal 06/02/2024
Bhawal Badre Alam Govt. College
Gazipur-1702
Phon: 02-224423345
E-mail: bbacollege@gmail.com

অধ্যক্ষ
ভাওয়াল বদরে আলম সরকারী কলেজ
গাজীপুর।

Distribution:

1. Vice-principal, Bhawal Badre Alam Govt. College, Gazipur.
2. All head of the Department, Bhawal Badre Alam Govt. College, Gazipur.
3. Secretary, Officers Council, Bhawal Badre Alam Govt. College, Gazipur.
4. website, bbagc.edu.bd
5. Notice Board.
6. Office File.



Price Schedule for Goods and Related Services

The Request for Quotations Document

(G-4) Supply of Consumables Goods

RFQ No: BBAGC/G-4/2024/M-3/132(A)

Date: 06/02/2024

Item no	Description of Items	Unit	Qty.	Unit Rate or Price		Total Amount In figure In words	Delivery Point
				In figure	In words		
০১	৮"×১১" ৮০ গ্রাম ডাবল এ	রীম	১৫				Bhawal Badre Alam Govt. College, Gazipur
০২	৮"×১১" ৭০ গ্রাম সেধুরি	রীম	১৭				
০৩	ফটোকপি টুনার (SHARP, Model: BP-30M28)	টি	০৩				
০৪	ফটোকপি টুনার (CANON, Model: Image Runner 2625i)	টি	০৩				
In figure including VAT & IT							
In words:							

Signature of Quotationer with Seal

Date: dd/mm/yy

Name of Quotationer

Note:

- Col. 1, 2, 3, 4, 5 and 9 to be filled in by the Procuring Entity and Col. 6, 7 & 8 by the Quotationer.
- Rates or Prices shall include profit and overhead and, all kinds of taxes, duties, fees, levies, and other charges earlier paid or to be paid under the Applicable Law, if the Contract is awarded; including transportation, insurance etc. whatsoever up to the point of delivery of Goods and related services in all respects to the satisfaction of the Procuring Entity.
- The specifications of Goods and related services shall be as per the Request for Quotation Document and the Public Procurement Rules, 2008.
- Substituting the object of Procurement is not permissible as per Rule 23(1) of the Public Procurement Rules, 2008.
- The Procuring Entity shall issue the Purchase Order to the successful Quotationer following the completion of the Evaluation, and approval thereupon of the Approving Authority.
- The Warranty Period shall usually range from between 3 and 6 months; where applicable.
- The Procuring Entity shall further be required to manage the contract of procurement and delivery pursuant to Rule 43 of the Public Procurement Rules, 2008.



**Guidance Notes on the use of
The Request for Quotation Document**

1. These guidance notes have been prepared by the CPTU to assist a Procuring Entity in the preparation of Quotation document, using the Standard Request for Quotation, SRFQ, for the procurement of low value simple, off-the-self, low value Goods and related services. All concerned are advised to refer to the Public Procurement Rules, 2008 issued to supplement the Public Procurement Act, 2006; available on CPTU's website: <http://www.cptu.gov.bd/>. Guidance notes are provided for both the Procuring Entity and the Quotationer.
2. The procurement under Request for Quotation Method (RFQM) shall follow the provisions pursuant to Rules 69 to 73 of the Public Procurement Rules, 2008 in accordance with Section 32 of the Public Procurement Act, 2006. SRFQ is based upon best national practices that have been adapted to suit the particular needs of procurement.
3. The use of SRFQ (PG1) applies when a Procuring Entity intends to select a Quotationer (a Supplier) for the Procurement of Goods and related services under RFQ Method (RFQM) pursuant to Rule 69(3) of the Public Procurement Rules, 2008.
4. Pursuant to Rule 71(1) and Rule 71(2) of the Public Procurement Rules, 2008, RFQ shall be invited through letter, Fax and e-mail. RFQ shall not be required to be advertised in the daily newspapers but for the minimum circulation the Procuring Entity shall publish that advertisement in its website (if any), including posting in the Notice Board and, shall send with request for publication to the administrative wing of some other Procuring Entities nearby.
5. Pursuant to Rule 71(3) of the Public Procurement Rules, 2008, RFQ Document shall be issued or made available to potential Quotationers 'free-of-cost'.
6. The time-limit for Request for Quotation shall in no case exceed ten (10) days pursuant to Rule 71 (4) of the Public Procurement Rules, 2008.
7. No Securities such as Quotation Security (i.e. the traditionally termed Earnest Money, Tender Security) and Performance Security shall be required pursuant to Rule 70(6) of the Public Procurement Rules, 2008.
8. Submission, Opening and Evaluation of the Quotations shall respectively be dealt with pursuant to Rule 72(1), Rule 72(2) and Rule 73(1) of the Public Procurement Rules, 2008 as specified in RFQ.
9. The criteria for evaluation, pursuant to Rule 70(4) of the Public Procurement Rules, 2008, shall be pre-disclosed.
10. Pursuant to Rule 69(5) of the Public Procurement Rules, 2008 the Quotation for standard off-the-shelf low value readily available Goods and related services shall usually be on 'Unit-Rate' basis.
11. The specifications of Goods and related services shall be framed pursuant to Rule 29 of the Public Procurement Rules, 2008.
12. Splitting the object of Procurement is not permissible pursuant to Rule 69(4) (ka) of the Public Procurement Rules, 2008.
13. The Procuring Entity shall issue the Purchase Order, pursuant to Rule 73(5) of the Public Procurement Rules, 2008, to the successful Quotationer following recommendations of the Evaluation Committee and approval thereupon of the Approving Authority.
14. The Warranty Period shall usually re
- 15.
16. main between 3 and 6 months; where applicable.
17. The Procuring Entity shall further be required to maintain the record of procurement proceedings pursuant to Rule 43 of the Public Procurement Rules, 2008.

