



**GOVERNMENT OF THE PEOPLE'S REPUBLIC OF
BANGLADESH**

**Standard Request for Quotation Document (National)
For Procurement of Goods
[Request for Quotation Method]**

(for values up to Taka 0.5million/5 Lac)

**Central Procurement Technical Unit
Implementation Monitoring and Evaluation Division
Ministry of Planning**

August 2014

PG1(SRFQ)

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 remain between 3 and 6 months; where applicable.
15. The Procuring Entity shall further be required to maintain the record of procurement proceedings pursuant to Rule 43 of the Public Procurement Rules, 2008.

REQUEST FOR QUOTATION

for

বিক্রয় ও বিতরণ বিভাগ-১, নেসকো লিঃ, দিনাজপুর দপ্তরে ব্যবহারের জন্য প্রয়োজনীয় মালামাল ক্রয় কাজ।

RFQ No: 27.29.0000.073.00.903.22. (U)

Date:- 23/02/2022

To

- ১। মেসার্স তিশা ইঞ্জিনিয়ারিং ওয়ার্কস্ ২। ইউনাইটেড ট্রেড মার্ট ৩। মেসার্স হক ইঞ্জিনিয়ার্স
৪২/৮, সনাতনঘর, হাজারীবাগ, ঢাকা-১২০৯। ১১/৭এ-মীরবাগ, নয়াতলা, ঢাকা-১২১৭। ১৯, পূর্ব রামপুরা, সার্কেল আমিয়া পয়েন্ট,
রামপুরা, ঢাকা-১২১৯।
- ৪। মেসার্স হাবিব ইলেকট্রিক মডার্ন মোড়, দিনাজপুর। ৫। মেসার্স মধুমিতা ইলেকট্রিক্যাল এন্ড ইলেকট্রনিক্স,
গণেশতলা, দিনাজপুর।

1. The Executive Engineer, Sales & Distribution Division-1, Nesco Ltd., Dinajpur 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 Date:- 01/03/2022 & Time 12:30 PM. The envelope containing the Quotation must be clearly marked "Quotation for [বিক্রয় ও বিতরণ বিভাগ-১, নেসকো লিঃ, দিনাজপুর দপ্তরে ব্যবহারের জন্য প্রয়োজনীয় মালামাল ক্রয় কাজ] and DO NOT OPEN before Date:- 01/03/2022 & Time 2:30 PM .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.
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 after receipt of approval from the Approving Authority.
18. Warranty: Minimum one year for any Manufacturing defect.
19. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.

(Md. Fazlur Rahaman)

Executive Engineer

Sales & Distribution Division-1

NESCO Ltd. Dinajpur.

e-mail- xen.snd1.dinajpur@nesco.gov.bd

Date:- 23/02/2022

Ref:-27.29.0000.073.00.903.22. 67

Copy to:

- 1) Chief Engineer, Distribution Zone, NESCOLtd, Rangpur.
- 2) Superintendent Engineer (Procurement), NESCO Ltd, Rajshahi.
- 3) Superintendent Engineer, Operation & Maintenance Circle, NESCO Ltd, Dinajpur.
- 4) Deputy General Manager (Admin/Accounts/Audit), NESCO Ltd. Rajshahi.
- 5) Manager (Accounts), RAO, NESCO Ltd, Dinajpur.
- 6) Manager (DBA & ICT), NESCO. Ltd, Rajshahi (With request to Publish this notice in NESCO website).
- 7) SDE, S & D-1, NESCO Ltd, Dinajpur.
- 8) UDA/SAA, S & D-1, NESCO Ltd, Dinajpur.
- 9)
- 10) Notice Board.
- 11) Office copy.

(Md. Fazlur Rahaman)
Executive Engineer
Sales & Distribution Division-1
NESCO Ltd. Dinajpur.

Quotation Submission Letter

[Use Letter-head Pad]

RFQ No: 27.29.0000.073.00.903.22. 67

Date:- 23/02/2022

To

*Executive Engineer
Sales & Distribution Division-1
Nesco Ltd., Dinajpur.*

I/We, the under signed, offer to supply in conformity with the Terms and Conditions for delivery of the Goods and related services named বিক্রয় ও বিতরণ বিভাগ-১, নেসকো লিঃ, দিনাজপুর দপ্তরে ব্যবহারের জন্য প্রয়োজনীয় মালামাল ক্রয় কাজ।

The total Price of my/our Quotation is BDT [insert amount both in figure and words].....

My/Our Quotation shall remain valid for the period stated in the RFQ Document and it shall remain binding upon us and, may be accepted at any time prior to the expiration of its validity period.

I/We declare that I/we have the legal capacity to enter into a contract with you, and have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive or coercive practices. Furthermore, I/we am/are aware of Para 21(b) of the Terms and Conditions and pledge not to indulge in such practices in competing for or completion of delivery of Goods.

I/We am/are not submitting more than one Quotation in this RFQ process in my/our own name or other name or in different names. I/We understand that the Purchase Order issued by you shall constitute the Contract and will be binding upon me/us.

I/We have examined and have no reservations to the RFQ Document issued by you on 23/02/2022

I/We understand that you reserve the right to reject all the Quotations or annul the procurement proceedings without incurring any liability to me/us.

Signature of Quotationer with Seal

Date:



Price Schedule for Goods and Related Services

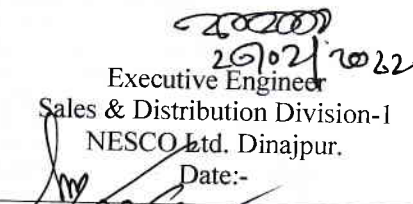
RFQ NO. 27.29.0000.073.00.903.22. ৬২

Date:- 23/02/2022

Sl no	Item no	Description of Items	Unit of Measurement	Quantity	Unit Rate or Price		Total Amount	Destination for Delivery of Goods	
					In figure	In words			
1	2	3	4	5	6	7	8	9	
০১	০১	Heat Shrink/Cable Kit 300 mm	প্রতি সেট	১৫ সেট				সুইহারী, দিনাজপুর সদর, দিনাজপুর।	
০২	০২	৩০ ফুট লম্বা ফাইবারের মই মালয়েশিয়ার তৈরি বা সমগুচ্ছ	প্রতিটি	০১ সেট					
০৩	০৩	জাপানের তৈরি উন্নত মানের রি-চার্জবল টর্চ লাইট বা সমগুচ্ছ	প্রতিটি	০৪ টি					
০৪	০৪	পেনিট্র (USA) বা সমগুচ্ছ	প্রতি কোটা	০১ কোটা					
০৫	০৫	সেফটি বেল্ট+ বডি বেল্ট সহ	প্রতিসেট	০২ সেট					
০৬	০৬	হ্যান্ড গ্লোভস (৩৩ কেডি)	প্রতি জোড়া	০২ জোড়া					
০৭	০৭	সেফটি হেলমেট	প্রতিটি	০৮ টি					
Total Amount for Supply of Goods and related services (inclusive of VAT and all applicable taxes; see Note 2 below)						In figure			
						In words			

Goods to be supplied to	[insert destination of Goods]
Total Amount in Taka (in words)	[enter the Total Amount as in Col.8 above for the delivery of Goods and related services].
Delivery Offered	[insert weeks/days] from date of issuing the Purchase Order]
Warranty Provided	[insert weeks/months from date of completion of the delivery; state none if not applicable]

[insert number] number corrections made by me/us have been duly initialed in this Price Schedule. My/Our Offer is valid until dd/mm/yy [insert Quotation Validity date].

Signature of Quotationer with Seal	 Executive Engineer Sales & Distribution Division-I NESCO Ltd. Dinajpur. Date:-
Name of Quotationer Date:-	

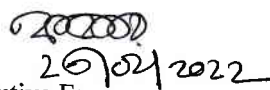
Note:

- 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.

Technical Specification of the Goods Required

Sl no	Item no	Description of Items	Full Technical Specification and Standards	Country of Origin	Make and Model
1	2	3	4	5	6
০১	০১	Heat Shrink/ Cable Kit 300 rm	৩৩ হাজার ভোল্ট ক্ষমতা সম্পন্ন ভারতের তৈরি ক্যাবল কিট, যাহার সঙ্গে ক্যাবলের মাথায় পরিয়ে দেওয়ার জন্য ছাতার ব্যবস্থা রয়েছে।		
০২	০২	৩০ ফুট লম্বা ফাইবারের মই মালয়েশিয়ার তৈরি বা সমগুচ্ছ	৩৩ হাজার ভোল্ট ক্ষমতা সম্পন্ন মালয়েশিয়ার তৈরি ফাইবারের মই, যাহার মধ্যে রশি, পুলি সহ ফোল্ডিংয়ের ব্যবস্থা রয়েছে।		
০৩	০৩	জাপানের তৈরি উন্নত মানের রি- চার্জবল টর্চ লাইট বা সমগুচ্ছ	১.২ ভোল্ট ক্ষমতা সম্পন্ন তিনটি ব্যাটারী অর্থাৎ সর্বমোট ৩.৬ ডিসি ভোল্টের ব্যাটারী সহ জাপানের তৈরি উন্নতমানের রি-চার্জবল টর্চ লাইট।		
০৪	০৪	পেনিট্রক্স (USA) বা সমগুচ্ছ	ইউএসএ/ইংল্যান্ডের তৈরি		
০৫	০৫	সেফটি বেল্ট+ বডি বেল্ট সহ	টেকনিশিয়ানের সম্পূর্ণ শরীর বেল্ট দিয়ে পোল, ফিটিংস, কভারের সঙ্গে আটকানো ব্যবস্থা সহ বাংলাদেশের তৈরি সেফটি বেল্ট।		
০৬	০৬	হ্যান্ড গ্লোভস (৩৩ কেভি)	৩৩ হাজার ভোল্ট ক্ষমতা সহনীয় উন্নতমানের রাবার দিয়ে প্রস্তুত কোরিয়ার তৈরি হ্যান্ড গ্লোভস।		
০৭	০৭	সেফটি হেলমেট	বৈদ্যুতিক লাইনের নীচে বা উপকেন্দ্রে কাজ করার সময় ব্যবহার উপযোগী স্টীলের আবরণ দিয়ে তৈরি সেফটি হেলমেট, যাহা টানের কোন কোম্পানি কর্তৃক প্রস্তুতকৃত।		

I/We declare to supply Goods and related services offered by me/us fully in compliance with the Technical Specifications and Standards mentioned hereinabove

Signature of Quotationer with Seal Name of Quotationer Date:-	 26/01/2022 Executive Engineer Sales & Distribution Division-1 NESCO Ltd. Dinajpur. Date:-
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Note:

- Col. 1, 2, 3 & 4 to be filled in by the Procuring Entity and Col. 5 & 6 by the Quotationer.
- Specifications are to be filled in by the Procuring Entity. A set of precise and clear specifications is a pre-requisite for Quotations to respond realistically and competitively to the requirements of the Procuring Entity. In the context of competitive Quotations, the specifications shall be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the Goods and related services to be procured. The specifications should require that all items, materials and accessories to be included or incorporated in the Goods be new, unused and of most recent or current models, and that they include or incorporate all recent improvements in design and materials.
- Technical Specifications of the Goods and related services shall be in compliance with the requirements of the Procuring Entity specified in this document. Quotationer is required to mention make / model (as applicable) of the Goods offered and must attach the appropriate original printed (if not available copied) literature / brochures for the listed items.