



**BANGLADESH JUTE MILLS CORPORATION**

বাংলাদেশ পাটকল কর্পোরেশন

**Adamjee Court, Motijheel C/A. Dhaka.**

[www.bjmc.gov.bd](http://www.bjmc.gov.bd)

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**Request for Quotation (RFQ)  
For Procurement of Networking Accessorise  
(National)**

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## **Guidance Notes on the Use of The Request for Quotation Document**

These guidance notes have been prepared by the CPTU to assist a Procuring Entity in the preparation, using the Standard Request for Quotation (SRFQ), for the Procurement of Goods (National). The Procuring Entity should also refer to the Public Procurement Regulations 2003 and the Public Procurement Procedures, issued to supplement the Regulations.

The use of SRFQ (PG1) applies when a Procuring Entity (the Purchaser) wishes to select a Supplier for the supply of simple, off-the-shelf, low-value Goods for which the award of Purchase Order is being determined on the basis of the lowest evaluated quotation.

The use of SRFQ (PG1) applies when the conditions of Regulation 20 are fulfilled and the procedure set down in Regulation 40 should be followed. Note that Regulations 20 and 40 also allow for a Bangladesh High Commission / Embassy / Mission to procure Goods under the SRFQ method up to a higher value than that for a Procuring Entity in Bangladesh.

The Procuring Entity shall not require any quotation security (Earnest Money); similarly, because of the nature of the procurement method there is no requirement for a Performance Security.

The confirmation of the Award should be in the form of a Purchase Order, prepared by the Procuring Entity, attached to which will be the Conditions of Purchase. The Purchase Order will be signed by both the Procuring Entity and the Supplier, the original will be kept by the Procuring Entity and a copy given to the Supplier. Signing of a separate contract is not usually required; however, if the Procuring Entity wishes to sign a formal contract, it may exceptionally do so, after issuing the Purchase Order.

**Request for Quotation for the Supply of Goods  
For  
Networking Accessorise**

Purchaser's  
Reference:24.04.0000.102.05.009.17

Date of Issue:

Contract Package No :01

This Request for Quotation for the Supply of Goods as shown on the attached schedule of requirements is Issued to:

Name of Supplier:

Address of Supplier:

Name of Issuing Officer: Md. Sultan Shahriar - Convener

Job Title of Issuing Officer: Deputy Manager

Date:

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22/02/19

## Request for Quotation for the Supply of Networking Accessorise

To: [name and address of the Supplier]

Date [date of issue of the RFQ]

:

1. The Deputy Manager *has* a budget allocation for the purchase of Goods and wishes to apply some of that allocation for the purchase of Goods for which this Request for Quotation is issued.
2. Payments made against any Purchase Order arising from this Request for Quotation will only be made in Bangladesh Taka. The Unit Rate(s) offered by the Supplier, if accepted, shall remain fixed for the duration of the Purchase Order.

Your quotation, in duplicate, must be delivered to the office of the undersigned **on or before 12:00 PM 02/10/2017** Any quotation received later than the scheduled time will be rejected and returned unopened. The envelope containing the quotation must be clearly marked "Quotation for Networking Accessorise and DO NOT OPEN before 12:00 PM 02/10/2017"

3. All quotations must be valid for a period of thirty (30) days from the closing date of the Request for Quotations.
4. The quotation shall be completed and signed by an authorised representative of the Supplier. In the case of a Supplier offering to supply goods that the Supplier itself does not manufacture or otherwise produce, the Supplier must show that they have been duly authorised by the goods' manufacturer to supply the goods in Bangladesh.
5. In the case of any arithmetical discrepancy between the Unit Rate and the Total Amount quoted, then the Unit Rate shall prevail both for the evaluation of quotations and for the subsequent Purchase Order.
6. Depending on the final requirement, the quantities shown may increase or decrease by fifteen percent (15%) and this shall be reflected in the Purchase Order.
7. There will be no public opening of quotations; the Purchaser is not bound to accept the lowest quotation and reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.

Signature of official authorised to receive to RFQ

Md. Sultan Shahriar - Convener  
Deputy Manager  
MIS (3<sup>rd</sup> Floor)  
Bangladesh Jute Mills Corporation  
Adamjee Court, Motijheel C/A. Dhaka-1000.  
Phone : 9550948  
e-Mail : misbjmc@gmail.com

## Request for Quotation (RFQ) – Networking Accessorise

*Handwritten signature***Schedule of Items and Priced Quotation***[describe below the items, unit and quantity of the goods required].*

Sl	Item	Description & Details	Unit	Qty	Unit Rate Tk.	Total Amount Tk.
		<b>Sub-Total for Supply of Goods</b>				
		<b>Additional Costs for delivery to Purchaser (if applicable)</b>				
		<b>Total Amount for Supply of Goods, Including VAT/Taxes</b>				
		<b>VAT/Taxes</b>				
<b>Total Amount for Supply of Goods to Purchaser (Including Vat/Taxes)</b>						
Goods to be supplied to <i>[Destination of Goods]</i>						

Total Amount in Taka (in words)	<i>[ enter the Total Amount for Supply of Goods, excluding VAT/Taxes. ]</i>	
Delivery Offered		Weeks delivered to Purchaser from date of issue of the Purchase Order by the Purchaser
Warranty Provided		Months from date of supply or commissioning of the Goods.

<b>Signature of Supplier</b>	Supplier's Stamp
Name of Supplier	
Date	

*[The Supplier should attach copies of relevant brochures/catalogue for the equipment to be supplied, which will give sufficient data to permit effective evaluation of the quotation].*

Request for Quotation (RFQ) – Networking Accessorise

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## Technical Specifications of the Networking Accessorise Required (Package: 01)

SL	Item	Specification	Qty	Unit	Unit Rate Tk.	Total Tk.
1	Networking Switch	t CISCO/Equivalent 24 Port Gigabit Switch	11	Nos		
		t CISCO/Equivalent 16 Port Gigabit Switch	5	Nos		
2	Cable UTP Cat-6	t D-Link / Equivalent	14	Box		
3	CAT-6 Connector	t RJ45 D-Link/Equivalent	4	Box		
4	Chanel PVC 2"	t RFL/ANY	100	Pcs		
5	Chanel PVC 1.5"	t RFL/ANY	100	Pcs		
6	Chanel PVC 1"	t RFL/ANY	100	Pcs		
7	Flexible Pipe 1"	t RFL/ANY	3	Box		
8	Cable Tie	t Cable Tie 3"- 4"	10	Packet		
9	PVC Cable 2x3/036	t BRB Round Core/Equivalent	50	Yard		
10	13A Socket with Box	t MK/ Equivalent	7	Pcs		
11	UPS 650VA	t Rahim Afroz / Equivalent	5	Nos		
12	Mounting Rack 6U	t Toten / Equivalent	5	Nos		
13	Scrow, Royal Plugs	t As per Need				
14	Networking Installation Charge	t Chanel Laying, Mounting Rack 6U , CAT-6 Connector Connecting, Socket with Box	130	Job		
<b>Total:</b>						

The Supplier should also provide a priced schedule of consumables that are expected to be required on the basis of a normal utilization of the equipment over a period of two (2) years.

This priced schedule will not be taken into account in the quotation evaluation, but will be used to determine anticipated operational costs of the equipment.

The Supplier is required to mention make / model (as applicable) of the goods to be supplied and must attach the appropriate original printed literature / brochures for the various items listed.

<b>Signature of Supplier</b>	
Name of Supplier	
Date	

H/M/2  
20/07/19

### **Documentation Required with the Submission of the Quotation**

The Supplier shall attach the following documents to its quotation;

- (a) A duly completed and signed priced offer as per the Schedule of Items and the Priced Quotation. Note that all prices shall be quoted in Bangladesh Taka;
- (b) A valid Trade License;
- (c) A valid TIN Certificate;
- (d) A Manufacturer's Authorization Letter (if applicable);
- (e) Technical Specification of the Goods to be supplied; and
- (f) A Completion Certificate for at least two (2) similar nature of goods supplied by the Supplier during the last two (2) years to any Government sector; Autonomous Body, Corporation or Private sector organization;

### **Terms and Conditions for the Supply of Goods and Payment.**

The Terms and Conditions hereinafter may only be varied with the written agreement of the Purchaser and no terms and conditions put forward at any time by the Supplier shall form any part of the Contract.

- (a) the Supplier shall not be required to submit a performance security;
- (b) the supply of the goods shall be completed within 02 weeks from the date of issue of the Purchase Order, or the signing of the contract (if applicable);
- (c) after completion of the supply of the goods, the Supplier shall submit an original Invoice, and two (2) copies, to the Purchaser. The invoice shall show the cost of the goods and VAT/Taxes separately;
- (d) payment of the Invoice shall be arranged by the Purchaser, within thirty (30) days, but only against the actual supplied quantities of goods as listed in the Purchase Order;
- (e) payments against VAT/Taxes and other impositions shown in the Supplier's invoice shall be made either:
  - (i) through the Accountant General's Office, at the time of settlement of the Invoice; or
  - (ii) in advance by the Supplier, who shall then submit the Treasury Challan, (showing it has been paid through the Bangladesh Bank);
- (f) the Purchaser may, by written notice sent to the Supplier, terminate the Purchase Order (or Contract if applicable) in whole or in part at any time for its convenience:
  - (i) if the Supplier fails to deliver any or all the goods within the time period(s) specified in the Purchase Order, or
  - (ii) if the Supplier fails to perform any other obligation(s) under the Purchase Order, or
  - (iii) if the Supplier, in either of the above circumstances does not cure its failure within a period of (3) three calendar days after receipt of a notice of default from the Purchaser specifying the nature of the default(s), or
  - (iv) if the Supplier, in the judgment of the Purchaser, has engaged in any corrupt or fraudulent practices in competing for or in executing the tasks under this Purchase Order; and
- (g) The Supplier shall provide the warranty, as stipulated in the Quotation document, for the goods to be supplied and confirm that if any faults are detected within the warranty period in the supplied/installed goods, the



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Supplier shall be bound to rectify the fault or replace the goods as the case may be.

- (h) The purchase will be made on package basis, therefore the supplier must quoted prices for all the item.

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[Purchaser to use normal Letter Headed format]

**PURCHASE ORDER FOR THE SUPPLY OF GOODS**

<b>Purchase Order No:</b>	<b>Purchase Order Date:</b>
Md. Sultan Shahriar - Convener Deputy Manager MIS (3 <sup>rd</sup> Floor) Bangladesh Jute Mills Corporation Adamjee Court, Motijheel C/A. Dhaka-1000.	Contact person: Md. Sultan Shahriar - Convener Telephone Number : 9550948 Fax Number :880-2-9567508, 9564740 e-mail address: misbjmc@gmail.com

<b>To:</b> [name and address of the Supplier]	[Contact person, Telephone Number Fax Number e-mail address supplier reference]
<b>Delivery date:</b>	<b>Order Value:</b>
<b>Delivery terms:</b>	<b>Tk</b>

The Purchaser has accepted your Quotation dated [insert date] for the supply of Goods as listed below and requests that you provide the goods within the delivery date stated above, in the quantities and units and on the Terms and Conditions as stipulated below For convenience a copy of your signed quotation is attached.

ORDER ITEMS					
Item No	Description	Supplier Ref	Unit Price	Qty	Total Price

In acceptance of this Purchase Order you are requested to sign below, at which time the Contract shall become legally binding upon both parties. You are also requested to confirm that you will be supplying the goods within the Delivery date mentioned above.



### Terms and Conditions for the Supply of Goods.

The Terms and Conditions hereinafter may only be varied with the written agreement of the Purchaser and no terms and conditions put forward at any time by the Supplier shall form any part of the Contract.

- (a) the Supplier shall not be required to submit a performance security;
- (b) the supply of the goods shall be completed within *[state number]* days from the date of issue of the Purchase Order, or the signing of the contract (if applicable);
- (c) after completion of the supply of the goods, the Supplier shall submit an original Invoice, and two (2) copies, to the Purchaser. The invoice shall show the cost of the goods and VAT/Taxes separately;
- (d) payment of the Invoice shall be arranged by the Purchaser, within thirty (30) days, but only against the actual supplied quantities of goods as listed in the Purchase Order;
- (e) payments against VAT/Taxes and other impositions shown in the Supplier's invoice shall be made either:
  - (i) through the Accountant General's Office, at the time of settlement of the Invoice; or
  - (ii) in advance by the Supplier, who shall then submit the Treasury Challan, (showing it has been paid through the Bangladesh Bank);
- (f) the Purchaser may, by written notice sent to the Supplier, terminate the Purchase Order (or Contract if applicable) in whole or in part at any time for its convenience:
  - (i) if the Supplier fails to deliver any or all the goods within the time period(s) specified in the Purchase Order, or
  - (ii) if the Supplier fails to perform any other obligation(s) under the Purchase Order, or
  - (iii) if the Supplier, in either of the above circumstances does not cure its failure within a period of (3) three calendar days after receipt of a notice of default from the Purchaser specifying the nature of the default(s), or
  - (iv) if the Supplier, in the judgment of the Purchaser, has engaged in any corrupt or fraudulent practices in competing for or in executing the tasks under this Purchase Order; and
- (g) The Supplier shall provide the warranty, as stipulated in the Quotation document, for the goods to be supplied and confirm that if any faults are detected within the warranty period in the supplied/installed goods, the Supplier shall be bound to rectify the fault or replace the goods as the case may be.

For the Purchaser:

For the Supplier:

Signature

Signature

Md,Sultan Shahriar

Print name

Request for Quotation (RFQ) – Networking Accessorise

Deputy Manager

Designation

Date

Date

SHWZ  
22/07/19