



**Skills for Employment Invest Program (SEIP)  
Bangladesh Agro Processor's Association (BAPA)**

**Shopping for Goods**

**Package Name:** Procurement & Supply of TTM (Stationery)

**Package No:** SBP/Shopping/20-21/GD-03

**SEIP-BAPA Project**

Skills for Employment Investment Program (SEIP)

Bangladesh Agro Processor's Association (BAPA)

House # 16 (7<sup>th</sup> Floor), Road # 02, Block # B, Lalmatia, Mohammadpur, Dhaka-1207

## SHOPPING FOR GOODS

### REQUEST FOR QUOTATION (RFQG)

**Project Title:** SEIP-BAPA Project

**Source of Funding:** Asian Development Bank (ADB)

**Package Name:** Procurement and Supply of TTM (stationery)

**Package No:** SBP/Shopping/20-21/GD03

**Date of Issue of Request:** 08/12/20

**To:**

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Dear Sir,

The SEIP-BAPA Project (Purchaser) hereby requests you to submit price quotation(s) for the procurement and supplying of TTM (stationery) of the following items:

SL	Name of Items	Unit Type	Quantity	Delivery Time & Place
1	White paper	Reem	800	15 days from the date of signing contract.
2	Note book	Piece	4320	
3	Office file	Piece	320	
4	Printed Pen	Piece	12320	
5	Ring File	Piece	320	
6	Attendance Register	Nos	160	
7	Stock Register	Nos	160	
8	Register Khata	Piece	480	
9	Temporary Marker-Black	Piece	320	
10	Temporary Marker-Blue	Piece	160	
11	Temporary Marker-Red	Piece	160	
12	Duster	Piece	160	
13	Pencil	Piece	4000	
14	Eraser	Piece	4000	
15	sharpener	Piece	4000	
16	Training Bag for Trainees	Piece	4000	

(Note: Spare Parts, Tools and Accessories/ Manuals/ Maintenance Requirements Specify, if applicable.)

If you, however, have been associated with the firm that prepared the design, and specifications of the contract that is subject of this procurement, you shall be disqualified.

To assist you in the preparation of your price quotation we enclose the necessary technical specifications and required quantities.

**2. You must quote for all the items under this request. Price quotations will be evaluated for all the items together and contract awarded to the firm offering the lowest evaluated total cost of all the items**

3. You shall submit one original of the Price Quotation with the Form of Quotation and clearly marked “Original”. “Quotation for Procurement and Supply of TTM (Stationery). In addition, you shall also submit one copy marked as “COPY”. In case of any discrepancy between the Original and Copy, the original shall prevail. Quotations received later than the time specified herein shall not be accepted.

Your quotation in the attached format should be signed, sealed in an envelope and addressed to and delivered to the following address:

**Purchaser’s Address :**                   **Chief Coordinator**  
SEIP-BAPA Project  
House # 16 (7<sup>th</sup> Floor), Road # 02, Block # B  
Lalmatia, Mohammadpur, Dhaka-1207

4. Your quotation in duplicate and written in English language, should be accompanied by adequate technical documentation and catalogue(s) and other printed material or pertinent information (in English language) for each item quoted, including names and addresses of firms providing after-sales service facilities in Bangladesh (name of the country).

5. The deadline for receipt of your quotation (s) by the Purchaser at the address indicated in Paragraph 3 is: **17/12/20 at 2.30.00 PM.**

6. You shall submit only one set of quotations for the above items. Your quotation must be typed or written in indelible ink and shall be signed by you or your authorized representative. Without a signature in your Form of Quotation, your quotation will not be considered further.

7. Your quotation(s) should be submitted as per the following instructions and in accordance with the attached form of Contract. The attached Terms and Conditions of Supply is an integral part of the Contract.

- (i) **PRICES:** The prices should be quoted for supply and delivery to **Different Training Centers of SEIP-BAPA Project in Different Location.** Prices shall be quoted in the currency (BDT) of the Purchaser and should inclusive all local taxes, carriage, installation, commissioning as applicable and after sale services for two years if applicable.
  - (a) where there is a discrepancy between amounts in figures and in words, the amount in words will govern
  - (b) where is a discrepancy between the unit rate and the line-item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern; and
  - (c) if a Supplier refuses to accept the correction, his quotation will be rejected.

In addition to the quoted price, the evaluated price shall include delivered cost and VAT and Tax (VAT) in Bangladesh (Purchaser’s country).

**(iii) AWARD OF PURCHASE ORDER.** The award will be made to the bidder offering the lowest evaluated price and that meets the required standards of technical and financial capabilities. The successful bidder will sign a Contract as per attached form of contract and terms and conditions of supply.

**(iv) VALIDITY OF THE OFFER:** Your quotation(s) should be valid for a period of sixty (60) days from the deadline for receipt of quotation(s) indicated in Paragraph 5 of this Request for Quotation.

(v) If you withdraw your quotation during the validity period and/or refuse to accept the award of a contract when and if awarded, then you will be excluded from the list of suppliers for the project for two years.

8. Further information can be obtained from:

**Coordinator-Monitoring, Evaluation &Procurement**

SEIP-BAPA Project

House # 16, Road # 02, Block # B, Lalmatia, Dhaka-1207

E-mail: bapa.seip.cme@gmail.com

Phone: 55008088- Ext.-103

9. The bidder whose quotation has been accepted will be notified of the award of contract through the **Letter of Acceptance** issued by the Purchaser within 60 days from the date of submission of quotation.

10. The Purchaser intends to apply funds from the **Asian Development Bank (ADB)** for eligible payments under the Purchase Order resulting from this shopping for Goods/RFQ.

11. Under ADB's Anticorruption Policy bidders shall observe the highest standard of ethics during the procurement and execution of such contracts. ADB will reject a proposal for award, and will impose sanctions on parties involved, if it determines that the bidder recommended for award or any other party, has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, the Contract. At the time of submission of your quotation, you should not be in ADB's sanctions list.

12. Please Confirm by fax/e-mail the receipt of this request and whether or not you will submit the price quotation(s).

Sincerely,

Signature:

**Md. Nurul Islam**

Chief Coordinator

SEIP-BAPA Project

\*\*\*To substantiate responsiveness of quotations, please furnish supporting documents/evidence, among others, copies of **valid Trade License, Tax Identification Number (TIN), and VAT Registration Certificate, Specification Compliance Sheet as Attachment-1 and Schedule of Quantity Supply and Place of Destination of Materials.**

\*\*\* To substantiate financial capabilities, please furnish supporting documents/evidence such as **Bank Solvency Certificate or Bank Statement.**

## FORM OF QUOTATION

To,

**The Chief Coordinator**

SEIP-BAPA Project

House # 16 (7<sup>th</sup> Floor), Road # 02, Block # B

Lalmatia, Dhaka-1207

**Subject: Price Quotation for Procurement & Supplying of TTM (Stationery)**

Dear Sir,

We offer to execute the **Package No: SBP/Shopping/20-21/GD-03** for the procurement and supply of TTM (Stationery) for different Training Centers of **SEIP-BAPA Project** in accordance with the Conditions of Contract accompanying this Quotation for the Contract Price of \_\_\_\_\_ (amount in words and numbers) (BDT)\_\_\_\_\_. We propose to complete the delivery of Goods described in the Contract within the following Delivery Time from the Date of Signing of the Contract.

**Prices (inclusive of local taxes i.e AIT, Vat etc) and Schedules for Supply:**

Item No.	Name of PPE Materials	Unit Type	Qty.	UnitRate		Total Amount	Delivery Time & Places
				In figure	In words	<u>In figure</u> <u>In words</u>	
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>
1	White paper	Reem	800				As mentioned in Terms & Conditions
2	Note book	Piece	4320				
3	Office file	Piece	320				
4	Printed Pen	Piece	12320				
5	Ring File	Piece	320				
6	Attendance Register	Nos	160				
7	Stock Register	Nos	160				
8	Register Khata	Piece	480				
9	Temporary Marker-Black	Piece	320				
10	Temporary Marker-Blue	Piece	160				
11	Temporary Marker-Red	Piece	160				
12	Duster	Piece	160				
13	Pencil	Piece	4000				
14	Eraser	Piece	4000				
15	sharpener	Piece	4000				
16	Training Bag for Trainees	Piece	4000				
<b>Total Amount</b>					In figure		
					In words		
Goods to be supplied to		As per places mentioned in <b>Terms &amp; Conditions</b>					
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		One-year warranty for free replacement or repairing					

**Supply of ancillary items:** (1) Manual, (2) Maintenance Requirement

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Offer and Warranty conditions imposed by the Request for Quotation document and the Terms and Conditions of printing and deliver respectively.

We have not been associated with the firm that prepared the design and specifications of the contract that is subject of this request for quotation.

We are not in the ADB sanctions list.

**Authorized Signature** :

**Name and Title of Signatory** :

**Name of Supplier** :

**Address** :

**Cell Number** :

**Email address** :

## FORM OF CONTRACT

THIS AGREEMENT number \_\_\_\_\_ made on \_\_\_\_\_, \_\_\_\_ 2020\_, between \_\_\_\_\_ (hereinafter called “the Purchaser”) on the one part and \_\_\_\_\_ (hereinafter called “the Supplier”) on the other part.

WHEREAS the Purchaser has requested for quotation for \_\_\_\_\_ (description of goods) to be supplied by Supplier, viz. Contract \_\_\_\_\_, (hereinafter called “Contract”) and has accepted the Quotation by the Supplier for the supply of goods under Contract at the sum of \_\_\_\_\_ (\_\_\_\_\_ ) hereinafter called “the Contract Price”.

### NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. The following documents shall be deemed to form and be read and construed as part of this agreement, viz:
2.
  - a) Form of Quotation; Terms and Conditions of Supply, Technical Specifications;
  - b) Addendum (if applicable);
3. Taking into account payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby concludes an Agreement with the Purchaser to execute and complete the supply of goods under the Contract and remedy any defects therein in conformity with the provisions of the Contract.
4. The Purchaser hereby covenants to pay, in consideration of the acceptance of Contract, supply and delivery of the goods and remedying of defects therein, the Contract Price in accordance with Payment Conditions prescribed by the Contract.

IN WITNESS whereof the parties hereto have executed the Contract under the laws of Bangladesh (country of Purchaser) on the date indicated above.

**Signature and seal of the Purchaser:**

**Signature and seal of the Supplier:**

For and on behalf of

For and on behalf of

\_\_\_\_\_  
Name of Authorized Representative

\_\_\_\_\_  
Name of Authorized Representative

**Terms and Conditions of  
Procurement and Supplying of TTM (Stationery)**

**Project Name:** SEIP-BAPA Project

**Purchaser:** Chief Coordinator  
House # 16, Road # 02, Block # B  
Lalmatia, Dhaka-1207

**Package Name:** Procurement and Supplying of TTM (Stationery)

**Package No.:** -SBP/Shopping/20-21/GD03

**1. Schedules for Supply and Place for destination**

SL	Name of Items	Unit Type	Quantity	Delivery Time & Place
1	White paper	Reem	800	15 days from the date of signing contract or mentioned in <b>Terms &amp; Conditions.</b>
2	Note book	Piece	4320	
3	Office file	Piece	320	
4	Printed Pen	Piece	12320	
5	Ring File	Piece	320	
6	Attendance Register	Nos	160	
7	Stock Register	Nos	160	
8	Register Khata	Piece	480	
9	Temporary Marker-Black	Piece	320	
10	Temporary Marker-Blue	Piece	160	
11	Temporary Marker-Red	Piece	160	
12	Duster	Piece	160	
13	Pencil	Piece	4000	
14	Eraser	Piece	4000	
15	sharpener for	Piece	4000	
16	Training Bag for Trainees	Piece	4000	



The supply shall include carriage, installation, commissioning as applicable and after sales service/defect liability for one year from the date of commissioning

SI No	Name of Training Center and address	Materials Quantity for TC
01	PRAN Agro Ltd. (PAL), Ekdala, Natore	Quantity of materials for each TC to be informed during the time signing contract.
02	PRAN (AMCL) Ghorashal, Polash, Narshingdi	
03	PRAN-Hobigonj Agro Ltd. Olipur, Shayestaganj, Hobiganj,	
04	PRAN-PIP-1, Palash, Narsingdi.	
05	PRAN (MAL) Training Center, Kaligonj, Gazipur	
06	IFAD Multi Products Ltd. Jirabo Bazar, Ashulia, Savar, Dhaka	
07	Eurasia Training Center, Goripur, Ashulia, Savar, Dhaka	
08	Alin Foods Ltd. Laxmipur, Bhairab, Kisorganj	
09	Lalmal Food Products Ltd. Chhandsree, Miabazar, Comilla	
10	Deshbandhu Food & Bev. Charsindur, Palash, Narsingdi.	
11	Rani Food Industries Ltd. Mirzapur, Rajendrapur.	
12	Hashem Food Ltd. Bhulta, Rupgonj, Narayangonj.	
13	Meghna Food & Bev. Tipordi, Mogradpara, Sonargoan, Narayangonj	
14	Kishwan Agro Ltd. 79 Chandpur, Pirgonj, Natore.	
15	Prince Food, Hemayetpur, Savar	
16	Golden Harvest, Gazipur	
17	Well Food, Mirzapur, Gazipur	

2. **Fixed Price:** The prices indicated in the Form of Quotation are firm and fixed and not subject to any adjustment during contract performance.
3. **Delivery Schedule:** The delivery should be completed as per above schedule but not exceeding 15 days from the date of signing of contract.
4. **Insurance:**The Goods supplied under the Contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery. The insurance shall be in an amount equal to 110 percent of the value of the Goods on “All risks” basis.
5. **Applicable Law:**The Contract shall be interpreted in accordance with the laws of the Purchaser's country.
6. **Resolution of Disputes:**The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute between them under or in connection with the Contract. In the case of a dispute between the Purchaser and the Supplier, the dispute shall be settled in accordance with the provisions of the Arbitration Act,2001 of the Purchaser’s country.
7. **Delivery and Documents:** Upon delivery, the Supplier shall provide the following documents to the Purchaser:
  - (i) copies of the Supplier’s invoice showing goods’ description, quantity, unit price, and total amount;
  - (ii) manufacturer's or supplier's warranty certificate; and
  - (iii) certificate of origin if applicable

If goods are coming by courier, supplier shall also provide prior to delivery, copies of documents that will enable Purchaser to receive the goods. The above documents shall be received by the Purchaser at least 3 days arrival of the goods and, if not received, the Supplier shall be responsible for any consequent expenses.

8. **Payment:** Payment of the contract price shall be made in the following manner:  
100% payment made upon receipt by the Purchaser of the delivered goods on site in accordance with the contract agreement as well as others terms and conditions imposed hereby.
9. **Warranty:** If anywhere of the shopping documents mention about the warranty of goods, then Goods offered should be covered by manufacturer's warranty for at least 2 years from the date of delivery to the Purchaser.
10. **Defects:**All defects will be corrected by the Supplier without any cost to the Purchaser within 15 days from the date of notice by Purchaser. The name and address of service facility where the defects are to be corrected by the supplier within the warranty period are:  
**Different The Training Center of SEIP-BAPA Project as mentioned in Terms and Conditions Clause 1.**
11. **Force Majeure:** The supplier shall not be liable for penalties or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.  
For purposes of this clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but not restricted to, act of Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.  
If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by Force Majeure event.
12. **Required Technical Specifications:** (As Attachment-A)  
Supplier confirms compliance with attached specifications.
13. **Failure to Perform:** The Purchaser may cancel the Agreement if the Supplier fails to deliver the Goods, in accordance with the above terms and conditions, in spite of a 7 days' notice given by the Purchaser, without incurring any liability to the Supplier.

**Authorized Signature:**

**Name and Title of Signatory:**

**Name of Supplier:**

**Address:**

**Cell Number:**

**Email address:**

### Technical Specifications of Supplying of TTM (Stationery)

**Package Name:** Procurement and Supply of TTM (Stationery)

**Package No:** SBP/Shopping/20-21/GD-03

Item no	Name of Dress Materials	Full Technical Specification and Standards	Country of Origin	Make and Model
1	White paper	A4 size 80 gsm white papers	N/A	N/A
2	Note book	Size: Length 10", Width 7", Inner page: 25 pages 80-gram papers with logo, Cover page: 300 gsm art card, colour: 4 colour, Mat lamination with logo and name. Binding: Ring binding	N/A	N/A
3	Office file	3 inch, 300 GSM board with colour logo print, ribbon & address, side cloth	N/A	N/A
4	Printed Pen	A4 size plastic Ring File	N/A	N/A
5	Ring File	Cover: White colour with project name & logo, Ink: - Black (Free Flow), Size: Standards	N/A	N/A
6	Attendance Register	100 pages 65 gram papers	N/A	N/A
7	Stock Register	300 pages & 80 gram papers	N/A	N/A
8	Register Khata	70 gsm 10 no register Khata	N/A	N/A
9	Temporary Marker-Black	Nib Type: Bullet, Line Width: 5MM, Colour: Black	N/A	N/A
10	Temporary Marker-Blue	Nib Type: Bullet, Line Width: 5MM, Colour: Blue	N/A	N/A
11	Temporary Marker-Red	Nib Type: Bullet, Line Width: 5MM, Colour: Red	N/A	N/A
12	Duster	Size: 5 inch by 2 inch, Upper side plastic cover and eraser side covering with velvet fabric	N/A	N/A
13	Pencil	2.0 mm strip of lead, excellent break resistance wooden bonded 2B pencil	N/A	N/A
14	Eraser	1.5 by 0.5-inch size PVC free eraser.	N/A	N/A
15	sharpener	1.5 inch size and well finishing sharpener	N/A	N/A
16	Training Bag for Trainees	Size: Length 5" X With 8.5" X Height 12.5" Main Material: Nylon and Polyester fabric with logo	N/A	N/A

**Authorized Signature:**

**Name and Title of Signatory:**

**Name of Supplier:**

**Address:**

**Cell Number:**

**Email address:**



## Letter of Acceptance

**Date:** ....., 2020

**To,**

.....  
.....  
.....  
.....

Dear Mr. ....,

This is to notify you that your quotation dated for the execution of the **Package Name:** Procurement and Supply of TTM (Stationery), **Package No:** SBP/Shopping/20-21/GD-03 for the contract price of BDT. .... (Amount in words:.....), as corrected and modified in accordance with the Request for Quotation has been accepted by us.

You are also requested to sign the attached **Form of Contract** and commence supply of goods not later than 15 days and ensure the completion of delivery goods within the delivery time specified in the contract.

For and on behalf of the Purchaser:

**Authorize Signature:**

**Name of Signatory:** Md. Nurul Islam

**Designation:** Chief Coordinator- SEIP-BAPA Project

**Letter of Authorization  
(Letter Head Pad)**

**Date....., 2020**

**To,**  
The Chief Coordinator  
SEIP-BAPA Project  
16/2, Block-B  
Lalmatia-Dhaka-1207

**Subject: Letter of Authorization for signing Shopping for Goods/RFQ Documents**

Dear Sir,

With reference to **Package Name:** Supplying of PPE Materials, **Package Name:** Procurement and Supply of TTM (Stationery), **Package No:** SBP/Shopping/20-21/GD-03, I give Mr. ...., Designation:..... the authority to sign all the relevant and required documents on behalf of our company and process all related actions as per the need.

Given below is identity proof of the person with details and signature for the verification purpose.

<b>Name of Authorized Person:</b>		
<b>Designation of Authorized Person:</b>		
<b>Signature of Authorized Person:</b>	1.	2.

Sincerely,

**Signature:**

**Name of the Person:**

**Designation:**

**Cell #**

**Email:**