

**Skills for Employment Investment Program (SEIP)**  
**Bangladesh Garment Manufacturers and Exporters Association**  
**(BGMEA)**

**Shopping for Goods**

**Package Name:** Printing of Handout (Operator)  
**Package No:** Shopping/21-22/Gd-02

**BGMEA-SEIP Project**  
**Skills for Employment Investment Program (SEIP)**  
**Bangladesh Garment Manufacturers and Exporters Association (BGMEA)**  
BGMEA Complex, House # 7/7A, Block # H1, Section # 17, Uttara 23/1, Dhaka-1230.

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**Skills for Employment Investment Program (SEIP)**  
**Bangladesh Garment Manufacturers and Exporters Association (BGMEA)**  
BGMEA Complex, House # 7/7A, Block # H1, Section # 17, Uttara 23/1, Dhaka-1230.

**SHOPPING FOR GOODS**  
**REQUEST FOR QUOTATION (RFQ)**

**Project Title:** BGMEA-SEIP Project  
**Source of Funding:** Asian Development Bank (ADB)  
**Package Name:** Printing of Handout (Operator)  
**Package No:** Shopping/21-22/Gd-02  
**Date of Issue of Request:** 12/08/2021

To:

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Sir/Madam:

1. BGMEA-SEIP Project(Purchaser) hereby requests you to submit price quotation(s) for the printing & supply of the following items:

SI No.	Product Description	Quantity
01	Product name : Woven Sewing machine "Handout" Inner paper: 100 GSM art paper (matt lamination) Inner print : 4 color Cover page : Art card ( 300 GSM) Paper Size : 8.5"x 11" Total Page: 92 pages Binding : Book binding	3,000 pcs
02	Product name : Knit Sewing machine "Handout" Inner paper: 100 GSM art paper (matt lamination) Inner print : 4 color Cover page : Art card ( 300 GSM) Paper Size : 8.5"x 11" Total Page: 110 pages Binding : Book binding	2,000 pcs

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". 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. 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  
BGMEA-SEIP Project  
BGMEA Complex, 4th floor  
House # 7/7A, Block # H1, Section # 17, Uttara 23/1, Dhaka-1230.  
Telephone:09643214014-17

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.

5. The deadline for receipt of your quotation(s) by the Purchaser at the address indicated in Paragraph 3 is: **21/08/2021 at 12.00 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 BGMEA-SEIP, PIU office as mentioned in supply schedule (place of destination). Prices shall be quoted in BDT inclusive of all local taxes, carriage, installation, commissioning as applicable and after sales services for one year from the date of commissioning.
- (ii) EVALUATION OF QUOTATIONS: Offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of their prices. An offer is not substantially responsive if it contains material deviations or reservations to the terms, conditions, and specifications in this Request for Quotation, and it will not be considered further. The Purchaser will evaluate and compare only the quotations determined to be substantially responsive\*. In evaluating the quotations, the Purchaser will adjust for any arithmetical errors as follows:
  - (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.

The evaluated price shall include local taxes i.e Value Added Tax (VAT) and Advance Income Tax (AIT) in Bangladesh.

- (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:

**Nasimul Haque**

Coordinator (Finance & procurement)

BGMEA-SEIP Project

BGMEA Complex, 4th floor

House # 7/7A, Block # H1, Section # 17, Uttara 23/1, Dhaka-1230.

E-mail: nasim.seip@gmail.com

Telephone:09643214014-17

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 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:

*Atw 12/08/2021*

**Engr. Ahmed Tanvir Anam**

Chief Coordinator

BGMEA-SEIP Project

**Ahmed Tanvir Anam**  
Chief Coordinator  
BGMEA-SEIP

*\*To substantiate responsiveness of quotations, please furnish supporting documents/evidences, among others, copies of Valid Trade License, Tax Identification Number (TIN), VAT Registration Certificate and Specification Compliance Sheet as Attachment-1 including its word format soft copy in a CD.*

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

## FORM OF QUOTATION

To

Chief Coordinator  
 BGMEA-SEIP Project  
 BGMEA Complex (4th floor)  
 House # 7/7A, Block # H1, Section # 17, Uttara 23/1, Dhaka-1230.  
 Telephone:09643214014-17  
 E-mail:[cc.bgmea.seip@gmail.com](mailto:cc.bgmea.seip@gmail.com)

### **Subject: Price Quotation for Printing of Handout (Operator)**

Dear Sir,

We offer to execute the **Package No: Shopping/21-22/Gd-02** for Printing of Handout (Operator) of BGMEA-SEIP Project 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.	Description of Item	Unit	Quantity	Unit Price in Figure and Word	Total Price in Figure and Word	Delivery Time
1	Product name : Woven Sewing machine "Handout" Inner paper: 100 GSM art paper (matt lamination) Inner print : 4 color Cover page : Art card ( 300 GSM) Paper Size : 8.5"x 11" Total Page: 92 pages Binding : Book binding	Pcs	3,000			
2	Product name : Knit Sewing machine "Handout" Inner paper: 100 GSM art paper (matt lamination) Inner print : 4 color Cover page : Art card ( 300 GSM) Paper Size : 8.5"x 11" Total Page: 110 pages Binding : Book binding	Pcs	2,000			

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 Supply, 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:

Phone Number:

Fax Number, if any:

Email address (optional):

**FORM OF CONTRACT**

THIS AGREEMENT number \_\_\_\_\_ made on \_\_\_\_\_, \_\_\_\_ 2021 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:
  - a) Form of Quotation; Terms and Conditions of Supply, Technical Specifications;
  - b) Addendum (if applicable);
2. 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.
3. 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 SUPPLY

Project Name: BGMEA-SEIP Project

**Purchaser:**

Chief Coordinator

BGMEA-SEIP Project

BGMEA Complex (4th floor)

House # 7/7A, Block # H1, Section # 17, Uttara 23/1, Dhaka-1230.

Telephone:09643214014-17

**Package No.: Shopping/21-22/Gd-02**

**Package Name: Printing of Handout (Operator)**

1. Schedules for Supply and Places for Destination

The Place of destination of the physical services in BGMEA-SEIP project.

The supply shall include carriage, installation, commissioning as applicable and after sales service/defect liability for one year from the date of commissioning. The supply schedule of the equipment/goods for the different Training institute/centers are as stated below:

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 40 (Forty) 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 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 one week before 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:
  - a) 100% (excluding AIT and VAT which will be deducted at source by purchaser) upon receipt by the Purchaser of the delivered goods on site and acceptance of the delivered goods by the purchaser in accordance with the contract.
9. Warranty: Goods offered should be covered by manufacturer's warranty for at least 12 months 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 30 day 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:

**BGMEA-SEIP, PIU office as stated in the Supply Schedule (Place of Destination)**

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 events 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: (with attachments as necessary)

- (i) General Description
- (ii) Specific details and technical standards
- (iii) Performance Parameters

Supplier confirms compliance with above 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 14-day 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 Printing of Handout (Operator)

SI No.	Product Description	Quantity
01	Product name : Woven Sewing machine "Handout" Brand: Country of Origin: Inner paper: 100 GSM art paper (matt lamination) Inner print : 4 color Cover page : Art card ( 300 GSM) Paper Size : 8.5"x 11" Total Page: 92 pages Binding : Book binding	3,000 pcs
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**Authorized Signature:**

**Name and Title of Signatory:**

**Name of Supplier:**

**Address:**

**Cell Number:**

**Email address:**

LETTER OF ACCEPTANCE

Date:

To:

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.....  
.....  
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Dear Sir or Madam,

This is to notify you that your Quotation dated \_\_\_\_\_ for the execution of the [name and number of the Contract Package] for the Contract price of \_\_\_\_\_ [amount in words and figures], 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 the goods not later than \_\_\_\_\_ and ensure the completion of the delivery of goods within the delivery time specified in the contract.

For and on behalf of the Purchaser:

Authorized signature:

Name of signatory:

Title:

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

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

**To,**  
The Chief Coordinator  
BGMEA-SEIP Project  
BGMEA Complex, 4<sup>th</sup> floor  
House # 7/7A, Block # H1, Section # 17, Uttara 23/1,Dhaka-1230.

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

Dear Sir,

With reference to **Package Name:** Printing of Handout (Operator), **Package No:** Shopping/21-22/Gd-02, I give Mr. ....,Designation:..... the authority to sign all the relevant and required documents on behalf ofour 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:**