

**Skills for Employment Investment Program (SEIP)
Project**

Probashi Kallyan Bhaban (15th Floor)

**71-72 Old Elephant Road, Eskaton Garden
Dhaka-1000**

Request for Quotation

for

**Procurement of 1 Photocopier and 10 Toners for
SDCMU**

Package No. GD-212

REQUEST FOR QUOTATION (RFQ)

Project Title: Skills for Employment Investment Program (SEIP)
Source of Funding: GoB

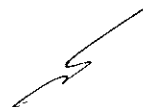
Contract Ref: FD/SEIP/GD-212/585/2021/1563

Date: 25/10/2021

To

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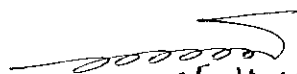
1. The **Skills for Employment Investment Program (SEIP) Project** has been allocated public funds and intends to apply a portion of the funds to eligible payments under the Contract for which this Quotation Document is issued.
2. Detailed Specifications and, Design & Drawings for the intended Goods 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 07 November 2021 at 2.30 pm**. The envelope containing the Quotation must be clearly marked "**Quotation for Procurement of 1 Photocopier and 10 Toners for SDCMU**" and **DO NOT OPEN** before **07 November 2021** at 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 **60 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 within 07days 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.

Signature of the official inviting Quotation



25.10.2021

Name : **Md. Kamrul Alam**
Designation : Assistant Executive Project Director (FM-3)
Date : 25 October 2021
Address : Probashi Kallyan Bhaban (Level 16), 71-72 Old Elephant Road,
Eskaton Garden, Dhaka-1000
Phone No : 55138753-5 (PABX),

Distribution:

1. Project Officer-2 for information and wide circulation.
2. IT & Database Specialist for posting in the website, if applicable.
3. Notice Board.
4. Office File.

Quotation Submission Letter

[Use Letter-head Pad]

RFQ No: _____

Date: dd/mm/yy

To:

Executive Project Director
Skills for Employment Investment Program (SEIP) Project
Probashi Kallyan Bhaban (15th Floor)
71-72 Old Elephant Road, Eskaton Garden, Dhaka-1000

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Goods and related services named [insert name of goods]

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 [insert date]

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. _____

Date: dd/mm/yy

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	In figure In words	
1	2	3	4	5	6	7	8	9
1	1	Photocopier	Nos.	1				SDCMU Office
2	2	Toner	No	10				
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	15 days from date of issuing the Purchase Order
Warranty Provided	1 year from date of completion of the delivery;

[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	Date: dd/mm/yy
Name of Quotationer	

Note:

1. Col. 1, 2, 3, 4, 5 and 9 to be filled in by the Procuring Entity and Col.6, 7 & 8 by the Quotationer.
2. 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
1	1	Photocopier	As in Attachment - 1		
2	2	Toner	As in Attachment - 1		

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	Date: dd/mm/yy
Name of Quotationer	

Note:

1. Col. 1, 2, 3 & 4 to be filled in by the Procuring Entity and Col. 5 & 6 by the Quotationer.
2. 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.
3. 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.



[enter here the name and address of the Procuring Entity]

PURCHASE ORDER FOR THE SUPPLY OF GOODS

[insert name of the supplies in brief]

Purchase Order No. _____

Date: dd/mm/yy

RFQ No: _____	Date: dd/mm/yy
To: [name and address of the Supplier]	
Delivery Date: [insert completion date]	Order Value: TK. [insert Contract Price]
Delivery: As per Terms and Conditions	

The Purchaser has accepted your Quotation dated [insert date] for the supply of Goods and related services as listed below and requests that you supply the Goods and related services within the delivery date stated above, in the quantities and units in conformity with the Technical Specifications under the Terms and Conditions as annexed.

ORDER ITEMS
Attached Certified photocopy of approved Priced Schedule for Goods and related services Attached Certified photocopy of approved Technical Specification of the Goods Required Attached Certified photocopy of Terms and Conditions
For the Purchaser: Signature of the Procuring Entity with name and Designation
Date

Attachments: As stated above

Technical Specifications**1. Photocopier**

Features	Specifications
Brand	To be mentioned by Quotationer
Model	To be mentioned by Quotationer
Country of origin	To be mentioned by Quotationer
Country of assemble	To be mentioned by Quotationer
Type	Console by High Desk
CPU/Processor	1.0 GHz
Copy Speed/ Print Speed	Min. 32 CPM
Resolution	Copy: Min. 600 dpi X 600 dpi, Print: Min. 1200 x 1200 dpi
Available original size	A3- A6
Available copy paper size	A3-A6
Paper Capacity	1100 Sheets (2 x500 Sheets (Drawer)+ 100 Sheets by pass Tray
Memory	Min. 2 GB Standard
Automatic Duplex Unit (ADU)	Built in with Machine
Reversing Automatic Document Feeder(RADF)	Standard with Machine
Network Printer	Built in with Machine
Network Color Scanner	Built in with Machine
Multiple copying	1-999
Reproduction ratio	Zoom: 25% - 400% in 1% increments
Warm-up time	Max. 18 Seconds
First copy time	Max. 4.3 Seconds
Power Consumption	Max. 510 W
Power supply	AC 220-240V, 50/60Hz
Network Interface	1000 BASE-T/100BASE-TX/10 BASE-T, USB-2.0 High Speed x1USB, Host interface (USB host) x 4
Warranty	1 year
Mobile Printing	Should be Support
SSD Memory	32GB(Std)
Hard Disk Capacity	Min. 320 GB (Optional)
Transmission Type	Scan to SMB, Scan to e-mail, Scan to USB & Pen drive Print
Toner Copy Quantity	Min.20,000 Copies(A4) in a Single Cartridge
Drum Copy Quantity	Min.6,00,000 (Six Lac) Copies (A4) as in a Single Drum

2. Toner

Features	Specifications
Brand	To be mentioned by the Quotationer
Model	To be mentioned by the Quotationer
Country of Origin	To be mentioned by the Quotationer
Country of Manufacturer	To be mentioned by the Quotationer
Compatible with	Photocopier mentioned in Item No-01.
Color	Black
Page Yeild	20000 pages @ 5% coverage
Warranty	1 year



