



## **Skills for Employment Invest Program (SEIP)**

**Association of Export Oriented Shipbuilding Industry of Bangladesh (AEOSIB)**

# **Shopping for Goods**

**Package Name:** Procurement of Digital Photocopy Machine

**Package No:** SAP/Shopping/22-23/GD-03

## **SEIP-AEOSIB Project**

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

**Association of Export Oriented Shipbuilding Industries of Bangladesh (AEOSIB)**

**21/22 Agrabad C/A, Akhtaruzzaman Center (10<sup>th</sup> Floor), Chattogram, Bangladesh.**

## SHOPPING FOR GOODS

### REQUEST FOR QUOTATION (RFQG)

**Project Title:** SEIP-AEOSIB Project

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

**Package Name:** Procurement of Digital Photocopy Machine

**Package No:** SAP/Shopping/22-23/GD-03

**Date of Issue of Request:** 24/01/2023

**To:**

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Dear Sir,

The SEIP-AEOSIB Project (Purchaser) hereby requests you to submit price quotation(s) for the procurement and Printing of CBLM of the following items:

SL	Name of Items	Unit Type	Quantity	Delivery Time & Place
01	Digital Photocopy Machine	Nos.	01	As per the contract.

(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"**. **"Digital Photocopy Machine"**. 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-AEOSIB Project  
21/22 Agrabad C/A,  
Akhtaruzzaman Center (10<sup>th</sup> Floor),  
Chattogram, Bangladesh.

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: **31/01/2023 at 4:00 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 **AEOSIB-SEIP Office**. 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-Job Placement, Database & Procurement**

SEIP-AEOSIB Project

21/22 Agrabad C/A,

Akhtaruzzaman Center (10<sup>th</sup> Floor),

Chattogram, Bangladesh.

E-mail: [aeosib.seip@gmail.com](mailto:aeosib.seip@gmail.com)

Phone: +880-1713-089535

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: 

**Capt. M. Habibur Rahman**

Chief Coordinator

SEIP-AEOSIB 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-AEOSIB Project

21/22 Agrabad C/A,

Akhtaruzzaman Center (10<sup>th</sup> Floor),

Chattogram, Bangladesh.

Email: [aeosib.seip@gmail.com](mailto:aeosib.seip@gmail.com)

Cell: +880-1713-110139.

**Subject: Price Quotation for Procurement of Reproduction of Trainee handouts & CBLMs**

Dear Sir,

We offer to execute the **Package No: SAP/Shopping/22-23/GD-03** for the procurement and Printing of CBLM of **SEIP-AEOSIB Project** in accordance with the Conditions of Contract accompanying this Quotation for the Contract Price of BDT ..... (Amount in words .....). 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 Items	Unit Type	Qty.	Unit Rate		Total Amount	Delivery Time & Places
				In figure	In words	In figure in words	
1	2	3	4	5	6	7	8
01	Digital Photocopy Machine	Nos.	01				As mentioned in Terms & Conditions
Total Amount					In figure		
					In words		
Goods to be supplied to		AEOSIB-SEIP Project Office, Akhtaruzzaman Center (10 <sup>th</sup> Floor), 21/22 Agrabad C/A, Chattogram, Bangladesh.					
Total Amount in Taka (in words)		[Enter the Total Amount as in Col. 7 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 servicing					

**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** :

A handwritten signature in black ink, consisting of a stylized 'S' followed by a horizontal line.



## FORM OF CONTRACT

THIS AGREEMENT number \_\_\_\_\_ made on \_\_\_\_\_, \_\_\_\_ 2023, 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:**

For and on behalf of

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

**Signature and seal of the Supplier:**

For and on behalf of

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



## TERMS AND CONDITIONS OF SUPPLY

**Project Name:** SEIP-AEOSIB Project Tranche-3

**Purchaser:** Chief Coordinator

Skills for Employment Investment Program (SEIP)  
Association of Export Oriented Shipbuilding Industries of Bangladesh (AEOSIB)  
21/22 Agrabad C/A,  
Akhtaruzzaman Center (10<sup>th</sup> Floor),  
Chattogram, Bangladesh.  
Email: [acosib.seip@gmail.com](mailto:acosib.seip@gmail.com)  
Cell: +880-1713-110139.

**Package Name:** Procurement of Digital Photocopy Machine

**Package No:** SAP/Shopping/22-23/GD-03

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

SL	Name of Items	Unit Type	Quantity	Delivery Time & Place
01	Digital Photocopy Machine	Nos.	01	By 7 <sup>th</sup> February 2023 at AEOSIB-SEIP PIU Office

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 are as stated below:

- Fixed Price:** The prices indicated in the Form of Quotation are firm and fixed and not subject to any adjustment during contract performance.
- Delivery Schedule:** The delivery should be completed as per above schedule but not exceeding 07 days from each delivery date.
- 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.
- Applicable Law:** The Contract shall be interpreted in accordance with the laws of the Purchaser's country.
- 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.
- Delivery and Documents:** Upon delivery, the Supplier shall provide the following documents to the Purchaser:
  - copies of the Supplier's invoice showing goods' description, quantity, unit price, and total amount;
  - manufacturer's or supplier's warranty certificate; and
  - 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 (excluding AIT and VAT which will be deducted at source by purchaser) made upon receipt by the Purchaser of the delivered goods (payments will be made within 3-5 working days upon receiving each goods package in full) 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 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 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:  
**AEOSIB-SEIP as specified 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 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 Digital Photocopy Machine

**Package Name:** Procurement of Digital Photocopy Machine

**Package No:** SAP/Shopping/22-23/GD-03

Description	Specification
Brand	To Be Mentioned by bidder
Model	To Be Mentioned by bidder
Country of Origin	To Be Mentioned by bidder
Dimensions	23 x 23 x 31 inches
Weight	58 kg (Without RADF)
Color	Black
Copy Speed	26 copy PpM (A4)
First-Print-Out Time	4.3 Seconds
Resolution	1200 X 600dpi
Zoom	25% to 400%
Paper Size	A5R-A3 (Max.)
Input Capacity	550sheet X 2 drawer and 100 sheets by pass
Maximum Number of Copies	1-999 copy
Warranty	Only 1 Year Service Warranty
Delivery Period	Within 60 Days from the date of Purchase Order

Notes:

1. All items are to be supplied according to the technical specifications specified against each item and as per direction and to the satisfaction of the procuring entity.

**Authorized Signature:**

**Name and Title of Signatory:**

**Name of Supplier:**

**Address:**

**Cell Number:**

**Email address:**



## Letter of Acceptance

Date ..... ,2023

To,

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

Dear Mr. ....,

This is to notify you that your quotation dated ..... for the execution of the **Package**  
**Name:** Procurement of Reproduction of Trainee handouts & CBLMs, **Package No:**  
SAP/Shopping/22-23/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:** Capt. M. Habibur Rahman

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





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

**Date ....., 2023**

**To,**

The Chief Coordinator

Association of Export Oriented Shipbuilding Industries of Bangladesh (AEOSIB)

Skills for Employment Investment Program (SEIP)

Akhtaruzzaman Center (10<sup>th</sup> Floor),

21/22 Agrabad C/A,

Chattogram, Bangladesh.

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

Dear Sir,

With reference to **Package Name:** Procurement of Reproduction of Trainee handouts & CBLMs,  
**Package No:** SAP/Shopping/22-23/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:**

