

Government of the Peoples Republic of Bangladesh
National Academy for Autism and Neuro-developmental Disabilities-NAAND
Directorate of Secondary and Higher Education
Bangladesh, Dhaka-1000

REQUEST FOR QUOTATION
For Supply of
Training Materials

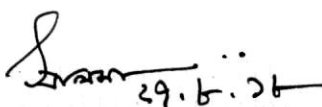
Memo No: মাউশি/অটি.একা.স্বা.প্র./অভ্যন্তরীণ প্রশিক্ষণ/২৫/২০১৫/৩৯

Date: 27/08/2018

To
M/S.-----

1. **National Academy for Autism and Neuro-developmental Disabilities-NAAND** Project under Directorate of Secondary and Higher Education 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** for submission of the Quotation (i.e. the traditionally termed Earnest Money, Tender Security) and /But **Performance Security shall be required** for delivery of the Goods (if awarded) respectively. Performance security shall be required **10% of contract value** for 01 (one) year warranty period for ensure of after sells service.
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 [04/09/2018 within 2.00 PM]**. The envelope containing the Quotation must be clearly marked "Quotation for [Supply of Training Materials]) and **DO NOT OPEN** before **[04/09/2018, at 3.00 PM]**. Quotations received later than the time specified herein shall not be accepted.
7. Quotations received by direct or 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 **[15 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 price 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 (e-TIN Certificate), VAT Registration Number/Certificate** 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 **[07] 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 **[03] days** 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.


(Professor Salma Begum)
Project Director

National Academy for Autism and Neuro-developmental Disabilities-NAAND
Directorate of Secondary and Higher Education
Bangladesh, Dhaka-1000

Distribution:

1. [Secretary, Ministry of Education, Secretariat of Bangladesh] for information and circulation in their notice board.
2. [Director General, Directorate of Secondary and Higher Education] for information and wide circulation.
3. [Authorized Officer] for posting in the website, if applicable.
4. Notice Board. (Project Office, DSHE, EED, DTE, GPO, Press Club, Dhaka)
5. Office File.

Quotation Submission Letter
[Use Letter-head Pad]

RFQ No: মাউশি/অটি.একা.স্বা.প্র./অভ্যন্তরীণ প্রশিক্ষণ/২৫/২০১৫/৩৯

Date: ২৭/০৮/২০১৮

To:

The Project Director
National Academy for Autism and Neuro-developmental Disabilities-NAAND
Directorate of Secondary and Higher Education, 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 **[Supply of Training Materials]**

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.: মাউশি/অটি.একা.স্বা.প্র./অভ্যন্তরীণ প্রশিক্ষণ/২৫/২০১৫/৩৯

Date: ২৭/০৮/২০১৮

SL No	Description of Goods	Unit of Measurement	Quantity	Unit Price	Total Price
01	Training Bag Made of high quality [Size: 17" × 14" × 3" inch with 3 Logo, Project Name, address etc.], Pocket: Folding 14.5" × 6" × 1" Handle: Nylon 20" × 1.5" inner part water proof fabric and back to back Standard Zipper Color: off white (as per specimen)	No.	320		
02	Folder [Size: 21.5" × 12.5" inch with Plastic Laminating Cover Page" and 3 Logo, Project Name, address etc.], Pocket: Back part (inside: 9" × 5") (as per specimen)	No.	320		
03	Ball Pen (Black+Red) Link/Envoy (Standard)	No.	640		
04	Writing Pad (80 Pages, 80gms paper) [Size: 10" × 7.30" inch with Laminating Cover Page has 3 Logo, Project name, address etc. and spiral binding], each page has contain water shade Project Logo (as per specimen)	No.	320		
05	Marker Pen (Permanent-Standard) (Black, Blue, Green, Red) (as per specimen)	No.	320		
06	Marker Pen (White Board-Standard) (Black, Blue, Green, Red) (as per specimen)	No.	320		
07	Poster Paper Multi Color-Standard (as per specimen)	No.	800		
08	Sign Pen -Standard (Black, Blue, Green, Red, Pink) (as per specimen)	No.	640		
09	Pencil 2B/HB-Standard (as per specimen)	No.	320		

SL No	Description of Goods	Unit of Measurement	Quantity	Unit Price	Total Price
10	Sharpener-Standard (as per specimen)	No.	320		
11	Eraser-Standard (as per specimen)	No.	320		
12	Flip Chart-Standard (as per specimen)	No.	40		
13	VIP Card-Standard (as per specimen)	No.	320		
14	Duster-Standard (as per specimen)	No.	16		
15	Masking Tape-Standard (as per specimen)	No.	40		
16	Name Tag With Ribon-Standard (as per specimen)	No.	320		
17	Stapler –Standard (as per specimen)	No.	08		
18	Stapler Pin 1000pcs/Box-Standard	Box	16		
19	High Lighter-Standard (as per specimen)	No.	320		
20	Double A-4 80gms Paper 500Sheets/Ream	Ream	16		
21	Art Paper –Standard (as per specimen)	No.	400		
			Grand Total=		
In words:					

Technical Specification of the Goods Required

(Not Applicable)

Government of the Peoples Republic of Bangladesh
National Academy for Autism and Neurodevelopmental Disabilities-NAAND
Directorate of Secondary and Higher Education
Bangladesh, Dhaka-1000

PURCHASE ORDER FOR THE SUPPLY OF GOODS
[insert name of the supplies in brief]

Purchase Order No. _____

Date: / / 2017

RFQ NO.: মাউশি/অটি.একা.স্বা.প্র./অভ্যন্তরীণ প্রশিক্ষণ/২৫/২০১৫/৩৯	Date: 27/08/2018
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

**Terms and Conditions
For
Supply of Goods and Payment**

1. Terms and Conditions contained herein shall be binding upon both the Procuring Entity and the Supplier for the purpose of administration and management of this Contract.
2. Implementation and interpretation of these Terms and Conditions shall, in general, be under the purview of the Public Procurement Act, 2006 and the Public Procurement Rules, 2008.
3. The Supplier shall have to complete the delivery in all respects within **[10]** days of issuing the Purchase Order in conformity with the Terms and Conditions.
4. The Supplier shall be entitled to an extension of the Delivery Schedule if the Procuring Entity delays in receiving the Goods and related services or if Force Majeure situation occurs or for any other reasons acceptable to the Procuring Entity on justifiable grounds duly recorded.
5. All delivery under the Contract shall at all times be open to examination, inspection, measurements, testing, commissioning, and supervision of the Procuring Entity or his/her authorized representative.
6. The Procuring Entity shall check and verify the delivery made by the Supplier in conformity with the Technical Specifications and notify the Supplier of any Defects found.
7. If the Goods are found to be defective or otherwise not in accordance with the specifications, the Procuring Entity may reject the supplies by giving due notice to the Supplier, with reasons.
8. The Supplier shall be entirely responsible for payment of all taxes, duties, fees, and such other levies under the Applicable Law.
9. Notwithstanding any other practice, the payment shall be based on the actual delivery of goods on the basis of the quantity of each item of Goods in accordance with the Priced Schedule and Specifications. 100% of the Contract price of the Goods and related services shall be paid after submission and acceptance of the Delivery Chalan.
10. The Supplier'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.
11. The total Contract Price is BDT **[insert figure]** :-----
[In words]:-----
12. The Procuring Entity shall retain or in other words deduct from the Payment due to the Supplier, at the rate of five (05-10) percent of the contract price as security Deposit and kept it until expiration of the Warranty Period.
13. The minimum Warranty Period of the Supplies shall be **[12 Month]** starting from the date of completion of delivery in the form of submission by the Supplier and acceptance by the Procuring Entity, of the Delivery Chalan.

14. The **Security deposit** shall be returned to the Supplier within twenty one **(21) days** after expiry of the Warranty Period.
15. The Supplier shall remain liable to fulfil the obligations pursuant to Rule 40 (5) of the Public Procurement Rules, 2008.
16. The Supplier shall keep the Procurement Entity harmless and indemnify from any claim, loss of property or life to himself/herself, his/her workmen or staff, any staff of the Procurement Entity or any third party while delivering the Goods and related services .
17. Any claim arising out of delivery of Goods and related services shall be settled by the Supplier at his/her own cost and responsibility.
18. Damage to the Goods during the Warranty Period shall be remedied by the Supplier at the Supplier's own cost, if the damage arises from the supply and installation by the Supplier.
19. No modification to Scope of Supply and no Variations to the quantities ordered shall be permissible under any circumstances.
20. **The Procuring Entity contracting shall amend the Contract incorporating required approved changes subsequently introduced to the original Terms and Conditions in line with Rules, where necessary.**
21. The Procuring Entity may, by written Notice sent to the Supplier, terminate the Contract in whole or in part at any time, if the Supplier:
 - a. fails to deliver Goods and related services as per Delivery Schedule and Specifications.
 - b. in the judgement of the Procuring Entity, has engaged in any corrupt, fraudulent, collusive or coercive practices in competing for or in delivery of goods and related services.
 - c. fails to perform any other obligation(s) under the Contract. *
22. The Procuring Entity and the Supplier shall use their best efforts to settle amicably all possible disputes arising out of or in connection with this Contract or its interpretation..
23. The Supplier shall be subject to, and aware of provision on corruption, fraudulence, collusion and coercion in Section 64 of the Public Procurement Act, 2006 and Rule 127 of the Public Procurement Rules, 2008.

For the Purchaser:	For the Supplier:
Signature of the Procuring Entity with name and Designation	Signature of the Supplier with name Designation
Date:	Date:

