



**GOVERNMENT OF THE PEOPLE'S REPUBLIC OF
BANGLADESH**

**Standard Request for Quotation Document (National)
For Procurement of Goods
Request for Quotation Method**

(For values up to Taka 0.5 million/5 Lac)

**Central Procurement Technical Unit
Implementation Monitoring and Evaluation Division
Ministry of Planning**

PG1 (SRFQ)

Guidance Notes on the use of The Request for Quotation Document

1. These guidance notes have been prepared by the CPTU to assist a Procuring Entity in the preparation of Quotation document, using the Standard Request for Quotation, SRFQ, for the procurement of low value simple, off-the-self, low value Goods and related services. All concerned are advised to refer to the Public Procurement Rules, 2008 issued to supplement the Public Procurement Act, 2006; available on CPTU's website: <http://www.cptu.gov.bd/>. Guidance notes are provided for both the Procuring Entity and the Quotationer.
2. The procurement under Request for Quotation Method (RFQM) shall follow the provisions pursuant to Rules 69 to 73 of the Public Procurement Rules, 2008 in accordance with Section 32 of the Public Procurement Act, 2006. SRFQ is based upon best national practices that have been adapted to suit the particular needs of procurement.
3. The use of SRFQ (**PG1**) applies when a Procuring Entity intends to select a Quotationer (a Supplier) for the Procurement of Goods and related services under RFQ Method (RFQM) pursuant to Rule 69(3) of the Public Procurement Rules, 2008.
4. Pursuant to Rule 71(1) and Rule 71(2) of the Public Procurement Rules, 2008, RFQ shall be invited through letter, Fax and e-mail. RFQ shall not be required to be advertised in the daily newspapers but for the minimum circulation the Procuring Entity shall publish that advertisement in its website (if any), including posting in the Notice Board and, shall send with request for publication to the administrative wing of some other Procuring Entities nearby.
5. Pursuant to Rule 71(3) of the Public Procurement Rules, 2008, RFQ Document shall be issued or made available to potential Quotationers '**free-of-cost**'.
6. The time-limit for Request for Quotation shall in no case exceed ten (**10**) days pursuant to Rule 71 (4) of the Public Procurement Rules, 2008.
7. No Securities such as Quotation Security (i.e. the traditionally termed Earnest Money, Tender Security) and Performance Security shall be required pursuant to Rule 70(6) of the Public Procurement Rules, 2008.
8. Submission, Opening and Evaluation of the Quotations shall respectively be dealt with pursuant to Rule 72(1), Rule 72(2) and Rule 73(1) of the Public Procurement Rules, 2008 as specified in RFQ.
9. The criteria for evaluation, pursuant to Rule 70(4) of the Public Procurement Rules, 2008, shall be pre-disclosed.
10. Pursuant to Rule 69(5) of the Public Procurement Rules, 2008 the Quotation for standard off-the-shelf low value readily available Goods and related services shall usually be on '**Unit-Rate**' basis.
11. The specifications of Goods and related services shall be framed pursuant to Rule 29 of the Public Procurement Rules, 2008.
12. Splitting the object of Procurement is not permissible pursuant to Rule 69(4) (ka) of the Public Procurement Rules, 2008.
13. The Procuring Entity shall issue the Purchase Order, pursuant to Rule 73(5) of the Public Procurement Rules, 2008, to the successful Quotationer following recommendations of the Evaluation Committee and approval thereupon of the Approving Authority.
14. The Warranty Period shall usually remain between 12 months; where applicable.
15. The Procuring Entity shall further be required to maintain the record of procurement proceedings pursuant to Rule 43 of the Public Procurement Rules, 2008.

S/2010



Government of the People's Republic of Bangladesh
Directorate of Secondary & Higher Education
Finance and Procurement Wing
Shikkha Bhaban
16, Abdul Gani Road, Dhaka-1000

REQUEST FOR QUOTATION
For
Supply of Office Stationary Goods

RFQ No: 37.02.0000.114.30.145.19.3999

Date: 11/1/2021

To

M/S-----

1. The Finance & Procurement Wing 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 (**Room No. 310, 1st Block, 16 Abdul Gani Road, Shikkha Bhaban, Dhaka-1000**) or by fax or through electronic mail (dir-f_p@dshe.gov.bd) shall be submitted to the office of the undersigned **on or before** 14 January, 2021, 1.00 pm. The envelope containing the Quotation must be clearly marked "**Quotation for Supply of Office Stationary Goods**" for Finance and Procurement Wing, DSHE and **DO NOT OPEN** before 11 January 2020, 1.30 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 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 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.





CPTUI-PG1 (SRFQ) 3

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 [insert number] 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 [insert number] 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.



(Prof. Serajul Islam Khan)
Director, Finance and Procurement Wing
Directorate of Secondary & Higher Education
Shikkha Bhaban, 1st Block, 16 Abdul Gani Road, Dhaka 1000.

Distribution:

1. Notice Board (DSHE) Dhaka.
2. Website (www.dshe.gov.bd)
3. Office Copy.



Quotation Submission Letter

RFQ No: 37.02.0000.114.30.145.19. 3999

Date: 11/1/2021

To:

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:



Supply of Office Stationary Goods

RFQ No: 37.02.0000.114.30.145.19. 3999

Date: 11/1/2020

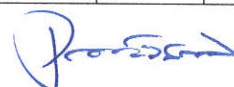
Sl no	Item no	Description of Items	Unit of Measurement	Quantity	Unit Rate or Price		Total Amount	Destination for Delivery of Goods
					In figure	In words	In figure In words	
1	2	3	4	5	6	7	8	9
1		অফসেট কাগজ (এ-৪)	রীম	১৩০				Finance and Procurement Wing
2		অফসেট কাগজ (লিগ্যাল)	রীম	৪৭				
3		বলপেন (কালো)	টি	১৪৬				
4		বলপেন (লাল)	টি	৫৭				
5		পাইলট কলম	টি	৩৮				
6		মার্কার	টি	২১				
7		রেডলিফ মার্কার (বোর্ড)	টি	২০				
8		পেন স্ট্যান্ড	টি	৮				
9		পেন্সিল	টি	৫১				
10		সার্পনার	টি	২৫				
11		ইরেজার	টি	২৯				
12		ষ্ট্রলের স্কেল	টি	৫				
13		স্কচ টেপ	টি	২১				
14		গু স্ট্রিক	টি	২৬				
15		ক্যালকুলেটর	টি	৯				
16		ষ্ট্রাপলার মেশিন	টি	৮				
17		ষ্ট্রাপলার পিন (৩৬৯)	টি	৪৩				
18		পিন রিমোভার	টি	১১				
19		ফাইল বোর্ড (ফিতাসহ)	টি	১৩৯				
20		নোটশীট প্যাড	টি	১৩				
21		বাইন্ডিং ক্লিপ (বড়)	টি	৪৬				
22		বাইন্ডিং ক্লিপ (মাঝারি)	টি	৬৫				
23		বাইন্ডিং ক্লিপ (ছোট)	টি	৭৭				
24		পাঞ্চ মেশিন সিংগেল	টি	৯				
25		পাঞ্চ মেশিন ডাবল	টি	৬				
26		টিস্যু পেপার (ফেসিয়াল)	বক্স	২০১				
27		টয়লেট পেপার	টি	১০৫				
28		এয়ার ফ্রেশনার	টি	৩৩				
29		এরোসল ৪০০ ml	টি	৩১				
30		খাম (খাঁকি)	টি	৪৫৫				
31		ষ্ট্রাম্প প্যাড	টি	৫				
32		রেজিস্ট্রার খাতা	টি	১৬				
33		স্টক রেজিস্ট্রার	টি	৩				
34		ক্যাশ বুক	টি	২				
35		ক্লথ ডাষ্টার	টি	১৩৫				
36		এন টি কাটার	টি	৬				
37		স্লীপ প্যাড (রংগীন)	বক্স	১১				
38		লিকুইট হ্যান্ড ওয়াশ সোপ	টি	৩৬				
39		পেনসিল ব্যাটারী (সান লাইট)	টি	৯৬				
40		গুটি বল (চিকন)	টি	১৬				
41		গুটি বল (মোট)	টি	১৪				

(Handwritten signature)

(Handwritten signature)

42	চাকু	টি	৭			
43	কাচি	টি	৬			
44	ভ্রমর	টি	৪			
45	লিকুইড টয়লেট ক্লিনার	টি	৯			
46	লিকুইড ডিশ ক্লিনার	টি	৩৮			
47	স্পঞ্জ	টি	১৯			
48	টয়লেট ব্রাশ	টি	১			
49	লিকুইড ফ্লোর ক্লিনার	টি	৬			
50	প্লাস্টিকের বাস্কেট	টি	৬			
51	প্লাস্টিকের বালতি	টি	৫			
52	ফিল্টার (পিওরিট-২৫লিটার)	টি	১			
53	তালাচাবি	টি	২			
54	কলিং বেগ	টি	৩			
55	ইলেকট্রিক কেটলি	টি	৩			
56	প্রিন্টার টোনার (এইচপি ৪০১)	টি				
57	প্রিন্টার টোনার (এইচপি ৪০২)	টি	১২			
58	কী-বোর্ড	টি	৭			
59	মাউস (কট ল্যাছ)	টি	১৩			
60	এন্টি ভাইরাস (৩ ইউজার)	টি	১৪			
61	পেন ড্রাইভ	টি	৯			
62	ফুলদানি	টি	১			
63	কাপ-প্রিচ	টি	৩৬			
64	জগ	টি	২			
65	গ্লাস	টি	১৪			
66	গ্লাসের ঢাকনা	টি	৩			
67	ফুল পেট	টি	৫			
68	হাফ পেট	টি	১৬			
69	কাটা চামচ	টি	৮			
70	চামচ (চা)	টি	৮			
71	প্লাস্টিকের মগ	টি	৬			
72	বদনা	টি	১			
73	ফ্লাস্ক	টি	৩			
74	পাপোস	টি	৯			
75	দেয়াল ঘড়ি	টি	২			
76	মাল্টি প্ল্যাগ	টি	৭			
77	ডিকশোনারি (বাংলা-ইংরেজি)	টি	৩			
78	ডিকশোনারি (ইংরেজি-বাংলা)	টি	২			
79	ডিকশোনারি (বাংলা-বাংলা)	টি	২			
80	কারি চামচ	টি	৬			
81	কারি বল	টি	৬			
82	রাইচ চামচ	টি	২			
83	ট্রে	টি	২			
84	টেলিফোন সেট	টি	৭			
85	গামছা	টি	২৫			
86	কার সেন্ট	টি	১৮			

স্বাক্ষর



87	ফেদার ডাস্টার	টি	১২				
88	ফাইল ফোল্ডার	টি	৬৪				
89	ছাতা	টি	১৩				
90	ফটোকপি টোনার	টি	৩				
91	ডাস্টবিন	টি	৩				
92	রিমোট ব্যাটারি	টি	৫২				
93	পা দানি	টি	১				
94	হ্যান্ড স্যানিটাইজার	টি	৩০				
95	মাস্ক (সার্জিকাল)	বক্স	১৭				
96	পিওর ইট কিট	টি	৪				
97	দরজা লক	টি	১				
98	পিপিআর বুক ২০২০	টি	৯				
99	ফুল বাডু	টি	১				
100	টিউব লাইট	টি	৫				
101	পেপার ওয়েট	টি	১				
102	স্যাৰলোন	টি	১৫				
102	কফি মাগ	টি	২				
104	ওয়াটার মাগ	টি	৭				
105	স্টিকি নোট (ফ্লগ)	টি	৬				

**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	[insert weeks/days] from date of issuing the Purchase Order]	
Warranty Provided	[insert weeks/months from date of completion of the delivery; state none if not applicable]	

[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:

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

Purchase of Office Stationary items Code: 3255105

SI No.	Item Name	Description of Items	Country of Origin	Make and Model
1	Offset Paper A4 size	Brand: Double A Size: 8.5"×11.75" Wight: 80 gsm Packing: 500 sheet per pack		
2	Offset Paper Legal size	Brand: Double A Size: 8.5"×14" Wight: 80 gsm Packing : 500 sheet per pack		
3	Ball point pen	Brand: Matador/RFL Color: Black (0.5 point)		
4	Ball point pen	Brand: Matador/RFL/equivalent Color: Red (0.5 point)		
5	Pilot Pen	Standard		
6	Marker pen	Brand: Red leaf/stadler Colour: (Yellow-9 Green-10)		
7	Redleaf Marker (Board)	Original		
8	Pen stand	Size: Official (Standard) Made: Hard Plastic / Jute		
9	Wood pencil	Brand: Fever castle Size: 2 B/ HB		
10	Pencil cutter (Sharpner)	Brand: Tiko/ Deli Size: Standard Size for Office		
11	Eraser	Brand: RFL / Stadler Size: Standard Standard Size for Office		
12	Scale (Steel)	Made: Steel Brand: Dolphin Size: 12inch / 30 cm		
13	Scotch tape	Brand: Scotia Size: 2.5inch (30 meter)		
14	Glue Steak	Medium size		
15	Calculator Machine (Good Quality)	Brand: Casio/citizen 12/14 Digit two way power		
16	Stapler machine (Good Quality)	Brand: Kangaroo/Dali/equivalent Size: Medium		
17	Stapler Pin (369)	Brand: Great wall Size: 24/6		
18	Pin Remover	Brand: Deli Size: Standard		
19	File Board With Ribon	Color: White Size:20.5"×14.5" Weight: 300 gsm made by kornofuli paper According to the official sample		
20	Note Sheet Pad	Size: 8.5"×14" Wight: 80gm offset paper Page: 100, Bind: Side binding According to the official sample		
21	Binding Clip	Large		
22	Binding Clip	Medium		
23	Binding Clip	Small		

S/S

P. S. S.

SI No.	Item Name	Description of Items	Country of Origin	Make and Model
24	Punch Machine (Single)	Brand: Kangaroo (Original)		
25	Punch Machine (Double)	Brand: Kangaroo (Original) Size: Double punch		
26	Tissue Box (Facial)	Brand: Bosundhora 120*2 = 240 ply box		
28	Toilet Tissue	Brand: Bosundhora Color: white/pink		
29	Air Freshener	Brand: Angelic / Spring /fay Minimum 300 ml (Various flavors) (manufacture data cannot more than 4 month from supply date)		
30	Aerosol 400 ml	Brand: ACI / Xpel 475 ml container (manufacture data cannot more than 4 month from supply date)		
31	Brown Envelop	Standard		
36	Stamp Pad	Brand: Art line/Horse Size: Large Colour: billet		
37	Register Khata	Size: 15.5"×18.5" Weight: 60 gsm offset paper Page: 120, Bind: 4 Ounces up a corner of the board and bindings		
38	Stock Register	Size: Standard Page: 300		
39	Cash Book			
40	Cloth Duster	Size: 18"×24"(Advanced made garment) According to the official sample		
42	Anty cutter	Standard		
43	Slip Pad (Official)	Colorful		
44	Liquid Hand wash	Brand: Savlon / Sepnil /lifeboy 180 ml pot, (manufacture data cannot more than 4 month from supply date)		
45	Pencil Battery	Brand: Sunlight Size: AA 1.5 V		
46	Guti Ball	Small		
47	Guti Ball	Large		
48	Knife	Brand: Kai Size: 8 inch		
49	Scissor	Brand: Dali Size: 8 inch		
50	Vromor (Paper Sewing Machine)	Standard		
51	Liquid Toilet cleaner	Brand: Shokti / Vanish / XTra 500 ML (Bootle), (manufacture data cannot more than 4 month from supply date)		
52	Liquid Dish Cleaner	Veem (250 ml)		
53	Sponge	Standard		
54	Toilet Brush	Standard		
55	Liquid Floor Cleaner	Lizol (250-300 ml)		
56	Plastic Basket	Brand: RFL Size: 14" Standard		
57	Plastic Balti	Brand: RFL Size: 20 Litre		
58	Filter	(Pureit-25 litre)		

30/10

Prakash

SI No.	Item Name	Description of Items	Country of Origin	Make and Model
59	Lock	Brand: Kiko/Try circle Size: 63 MM		
60	Calling Bell	Remote Control		
61	Electric-kettle	Brand: Miako/sunny Size: 4.10 litter, Made: Stainless Steel		
62	HP Leserjet toner pro 400 M 401 DNE	Brand: HP Model: HP Leserjet pro 400 M 401 DNE (Original) Color: Black		
63	HP Leserjet toner pro 400 M 402 DNE	Brand: HP Model: HP Leserjet pro 400 M 402 DNE (Original) Color: Black		
58	key board	A4 Tec USB Port		
59	Mouse (Cordless)	A4 Tec		
60	Anti-virus (3 user)	Kaspersky / Bit Defender / Norton 3 PC 1 year's license Per Box		
61	Pen Drive	Transcend/A-Data Capacity: 16 GB Warranty: Lifetime, USB: 3.0		
62	Flower Vase	Medium (Standard)		
63	Cup Saucer (pirich) Ceramic (High Quality)	Brand: Monno/ Shinepukur Size: Large		
64	Jug	Medium (Plastic)		
65	Water Glass	Brand: Nasir/ php Size: Large		
66	Glass Cover (Upper)	Standard		
67	Full plate (ceramic)	Brand: Monnu/ Shinepukur Size: Large		
68	Half plate (ceramic)	Brand: Monnu/ Shinepukur Size: 8 inch		
69	Spoon Pulse Steel	Brand: Skill/Joni Size: Round and Large		
70	Tea Spoon Steel	Brand: Skill/Joni Size: Round, Lunch/Dinner		
71	Mug	Plastic Brand: RFL/Bengal		
72	Mug (For Washroom)	Plastic Brand: RFL/Bengal		
73	Tea Flask	Brand: Simugi/Pilot/Tiger Size: 1 litter		
74	Paposh	Size: A-3, 2'.50"-3'.50" Made: Rubber		
75	Wall-Clock	Standard		
76	Multi-Plug	3 pinhole 5 points		
77	Dictionary Bangla to English	Bangla Academy		
78	Dictionary English to Bangla	Bangla Academy		
79	Dictionary Bangla to Bangla	Bangla Academy		
80	Curry Spoon Steel	Brand: Sikol/Joni		

SRP/10

Prasen

SI No.	Item Name	Description of Items	Country of Origin	Make and Model
		Size: Large		
81	Curry bowl Ceramic	Brand: Monnu/ Shinepukur Size: Medium		
82	Rice Spoon Steel	Brand: Sikol/Joni Size: Large		
83	Tray	Large		
84	Telephone set	Brand: Panasonic/Gawain Caller ID, Back light, Loud Speaker		
85	Gamcha	Large		
86	Car scent	Brand: popi/colam/myton Amount: 180 ML (Various flavors)		
87	Feather Duster	Standard		
88	File Folder (Paper Board)	Office Standard Size		
89	Umbrella	Large		
90	Photocopier Toner (Original)	Brand: SHARP Model: MX-M354N Toner Model MX-M354N Color: Black		
91	Dust Bin	Plastic		
92	Remote Battery	Pencil		
93	Pa-Dani (Footboard)	Wooden (Standard)		
94	Hand Sanitizer	Brand: Hexisol (ACI)/Sevlone/Dettol Size: 250 ml		
95	Mask (Surgical)	Reputed brand (50 piece in every box)		
96	Pure it Kit	According to the sample		
97	Door Lock	According to the official sample		
98	PPR Book 2020	According to the sample		
99	Fhul Jharu (Flower broom)	Standard		
100	Tube Light	According to the official sample Brand: Super star/Click/Walton/Blaze		
101	Paper-Weight			
102	Savlon Liquid	Size: 1000ml Brand: Savlon/Dettol		
103	Coffee Mug	Ceramic		
104	Water Mug	Ceramic		
105	Sticky Notes (Flag)	Standard		

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.





