

Memo No. 51.01.0000.019.07.712.20- 641

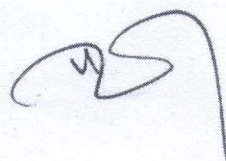
Date: 05-01-2020

REQUEST FOR QUOTATION

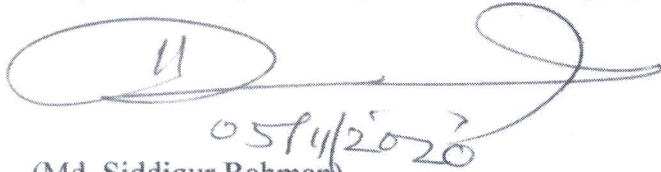
Supply of Computers, Accessories and etc. for DDM
(Contract Package No: G-28)

To

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1. The "Strengthening to the Ministry of Disaster Management and Relief Programs Administration Project" (SMoDMRPA): Component-2 of Safety Net Systems for the Poorest (SNSP) project) has been allocated funds by the International Development Agency and intends to apply a portion of the funds to eligible payments under the Contract for which this Quotation Document along with terms and condition is issued.
 2. Detailed Specifications for supply of 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. The interested potential bidders/Suppliers are requested to collect RFQ document free of cost from the office for Quotation submission. Without full RFQ document no Quotation will be accepted.
 3. Quotation shall be prepared and submitted using the standard "Quotation Document".
 4. Quotation shall be completed properly, duly signed with dated on each page by the authorized signatory and submitted by the date & time 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 non-consulting services/goods (if awarded) respectively.
Quotation in a sealed envelope physically or by post shall be submitted to the office of the undersigned **on or before 16/11/2020 up to 12.00 p.m.** The envelope containing the Quotation must be clearly marked "**Quotation for Supply of Computers, their Accessories and etc. for DDM; Contract Package No: G-28**"
 6. Envelope containing the Quotation shall be marked "**DO NOT OPEN** before "**16/11/2020 at 12.30 p.m.**". Quotations received later than the time specified herein shall not be accepted.
 7. Quotations received by fax if any 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, preferably 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 pursuant to Rule 71 of the Public Procurement Rules, 2008 of GoB.
 9. All Quotations must be valid for a period of at least **30 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, VAT, duties, fees, levies*, and other charges to be paid under the Applicable Law, if the Contract is awarded or purchase order is issued.
 12. Quotation is being requested on **Lump-sum basis**



14. 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
- I. Valid updated **Trade License**, (2) **Tax Identification Number (TIN)** (3) **VAT Registration Number** and (4) **Financial Solvency document (latest Bank A/C statement or Certificate)**, without which the Quotation may be considered **non-responsive**.
 - II. Experience as a supplier of similar goods supply in last 03 (Years) years.
15. 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 issue of purchase order or award of the Contract.
16. 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. The Procuring Entity/ is not bound to accept the lowest quotation
17. The supply and related services shall be completed within **05(Five)** days from the date of issuing Purchase Order.
18. The Purchase Order that constitutes the Contract shall remain binding upon the Supplier/Service Provider and the Procuring Entity shall issue purchase order within 3 days of receipt of approval from the Approving Authority.
19. The Procuring Entity reserves the right to accept or reject any or all the quotations or annul the procurement proceedings without assigning any reason whatsoever.


05/11/2020

(Md. Siddiqur Rahman)
(Additional Secretary)
Project Director
SMoDMRPA Project, Department of Disaster Management
Venture Tower, 3rd floor, Plot no.3
Mohakhali C/A Dhaka-1212

(The Procuring Entity-PE)

Distribution for Information & Circulation

1. Notice Board of Disaster Management Building, Mohakhali, C/A, Dhaka-1212.
2. Notice Board of BFD, old 'Ban Bhaban', Mohakhali, C/A, Dhaka-1212.
3. Project website: www.snsp.ddm.gov.bd