

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

Request for Quotation (RFQ) for
**Supply, Installation and Commissioning of Air Conditioner
for BEIOA Training Centre-03: Package No. GD-75**

Skills for Employment Investment Program (SEIP) Project
Finance Division, Ministry of Finance.
Probashi Kallyan Bhaban (15th Floor)
71-72 Old Elephant Road, Eskaton Garden
Ramna, Dhaka-1000

October, 2017

Skills for Employment Investment Program (SEIP) Project

REQUEST FOR QUOTATION

For

Supply, Installation and Commissioning of Air Conditioner for
BEIOA Training Centre-03: Package No. GD-75

No: FD/SEIP/GD-75/306/2017-2018/1618

Date: 17/10/2017

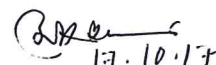
To:

S.L	Name Address	Signature
1.	Bay Air Cool Suleman Plaza, Suite # 06 (5th Floor), 162 Shahid Syed Nazrul Islam Sarani, 3/3-B Purana Paltan (old), Dhaka-1000	
2.	Comfort Engineering & HVAC Sys. Co. 80/1 Kakrail, VIP Road, (G.F), Dhaka-1000	
3.	Siga Power Electrical & Electronics 98, West Dholairpar (1st floor), Shampur, Dhaka-1204	
4.	Creative Plus International 48/1, Yousuf Mansion, 2nd floor, Motijheel C/A, Dhaka-1000	
5.	White Products & Electronics Limited Sonartori Tower, (11th floor), 12, Sonargaon Road, Dhaka-1000	

1. The Skills Development Coordination and Monitoring Unit (SDCMU), 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.

Quotation in a sealed envelope or by fax or through electronic mail shall be submitted to the office of the undersigned **on or before 26-10-2017, 2:00 PM**. The envelope containing the Quotation must be clearly marked "Quotation for [Supply, Installation and Commissioning of Air Conditioner for BEIOA Training Centre-03] and **DO NOT OPEN** before **26-10-2017, 2:30 PM**. Quotations received later than the time specified herein shall not be accepted.

6. 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.
7. 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.
8. All Quotations must be valid for a period of at least **60 days** from the closing date of the Quotation.
9. No public opening of Quotations received by the closing date shall be held.
10. 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.
11. 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.
12. 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.
13. 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.
14. 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.
15. The supply of Goods and related services shall be completed within **10** days from the date of issuing the Purchase Order.
16. The Purchase Order that constitutes the Contract binding upon the Supplier and the Procuring Entity shall be issued within **10** days of receipt of approval from the Approving Authority.
17. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.



(Md. Safiul Alam)

Assistant Executive Project Director

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Distribution:

1. IT Specialist, SDCMU, SEIP Project (For publishing the RFQ in project website)
2. Mr. Tazul Islam Patwary, Project Officer, SDCMU, SEIP Project
(For displaying in SDCMU, SEIP Notice Board).
3. Office File.

Quotation Submission Letter

[Use Letter-head Pad]

RFQ No: FD/SEIP/GD-75/306/2017-2018/

Date: dd/mm/yy

To:

National Project Director

Skills for Employment Investment Program (SEIP) Project
Finance Division, Ministry of Finance.
Probashi Kallyan Bhaban (15th Floor)
71-72, Old Elephant Road, Eskaton Garden
Ramna, 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 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:

