

Government of the People's Republic of Bangladesh
District Cooperative Office, Bagerhat
www.cooperative.bagerhat.gov.bd

REQUEST FOR QUOTATION

for
Computer & Accessories

RFQ No: DCO/Bag/Com-2019/1

Date: 26/08/2019

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1. The District Cooperative Office, Bagerhat 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 or by fax or through electronic mail shall be submitted to the office of the undersigned **on or before** 09.09.2019 1700 hours. The envelope containing the Quotation must be clearly marked "Quotation for **Multimedia Projector** and **DO NOT OPEN** before 09.09.2019 1700 hours. 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 **90 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.

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 **Tax Identification Number (TIN)**, **VAT Registration Number** 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 **40** 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.



(শেখ ফজলুল করিম)
জেলা সমবায় কর্মকর্তা
বাগেরহাট।

Name: Sheikh Fozlul Karim
Designation: District Cooperative Officer, Bagerhat
Date: 26 August 2019
Address: District Cooperative Office, Bagerhat.
Phone No: 046862569
e-mail: dcobagerhat@gmail.com

Distribution:

1. UNO, Sadar, Bagerhat for information and circulation in their notice board.
2. District Information Office, Bagerhat for information and wide circulation.
3. Mahmood Imam, Incharge, RTI for posting in the website, if applicable.
4. Notice Board/office website (www.cooperative.bagerhat.gov.bd)
5. Office File.

Price Schedule for Goods and Related Services

RFQ NO. DCO/Bag/Computer-2019/1

Date: 26/08/2019

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	1	Monitor HP Eliie Display E-233	N/A	1					District Co-Operative Office, Bagerhat
2	2	Monitor HP N 223V	N/A	1					Do
3	3	Printer Canon LBP 6030 Laser	N/A	2					Do
4	4	CPU Prodesk 400 G4	N/A	2					Do
5	5	UPS Apollo 1120F 1200VA	N/A	3					Do
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 District cooperative office, Bagerhat.	[insert destination of Goods]
Total Amount in Taka (in words)	
Delivery Offered	
Warranty Provided	

My Offer is valid until

Signature of Quotationer with Seal	Date:
Name of Quotationer	

Technical Specification of the Goods Required

Sl no	Item no	Description of Items	Full Technical Specification and Standards	Country of Origin	Make and Model
1	2	3	4	5	6
1	1	Monitor	HP Elite Display E-233		
2	2	Monitor	HP N 223V		
3	3	Printer	Canon LBP 6030 Laser		
4	4	CPU	Prodesk 400 G4		
5	5	UPS	Apollo 1120F 1200VA		

I declare to supply Goods and related services offered by me fully in compliance with the Technical Specifications and Standards mentioned hereinabove

Signature of Quotationer with Seal Name of Quotationer	Date:
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