



**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.

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

বিদ্যমান পিএবিএক্স সিস্টেম আপগ্রেডেশন করে হাইব্রিড পিএবিএক্স ক্রয়

RFQ No: 37.02.0000.114.46.038.16. **3528**

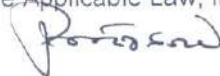
Date: 02/03/2020

To

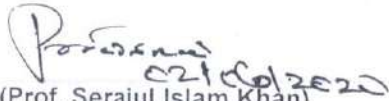
M/S-----

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 **04 March 2020, 3.00 pm**. The envelope containing the Quotation must be clearly marked "বিদ্যমান পিএবিএক্স সিস্টেম আপগ্রেডেশন করে হাইব্রিড পিএবিএক্স ক্রয়" for DSHE and **DO NOT OPEN** before **04 March 2020, 3.30 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.
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.

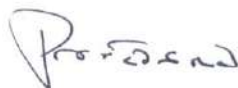

02/06/2020

(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: 37.02.0000.114.46.038.16. **3528**

Date: 02/03/2020

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.

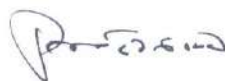
I/We declare that I/we have the legal capacity to enter into a contract with you, and have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive or coercive practices. Furthermore, I/we am/are aware of Para 21(b) of the Terms and Conditions 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:

Quotation for বিদ্যমান পিএবিএক্স সিস্টেম আপগ্রেডেশন করে হাইব্রিড পিএবিএক্স ক্রয়

RFQ No: 37.02.0000.114.46.038.16. 3528

Date: 02/03/2020

Required Quantity for

“বিদ্যমান পিএবিএক্স সিস্টেম আপগ্রেডেশন করে হাইব্রিড পিএবিএক্স ক্রয়”

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
১		PABX (Main Controller)	No's	01				Administrati on Wing
২		Extension Card Interface for (24 port SLT)	No's	04				
৩		Power Supply Unit	No's	01				
৪		Master Telephone Set	No's	-				
৫		Telephone Set	No's	05				
৬		Others Accessories (work for Approx. 30 SLTs) <ul style="list-style-type: none"> • Modular Box No's 100 • R11 Connector No's 200 • line Cord No's 150 • 20 pair Cable Mtr. 200 • 2 pair Cable Mtr. 1,500 • PVC Channel rft 400 • PVC Pipe (3/4)" rft 300 • PVC Flexible (3/4)"rft 200 Cable, Screw, Tape, Saddle (Lot) 01	Lot	01				
৭		Installation including supply of all materials and labor (work for Approx. 30 SLTs)	Lot	01				
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]

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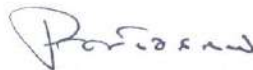
Prof. Dr. M. A. H. M. M. M.

[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:

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



বিদ্যমান পিএবিএক্স সিস্টেম আপগ্রেডেশন করে হাইব্রিড পিএবিএক্স ক্রয়ের জন্য কারিগরি বিনির্দেশ

The Goods and Related Services shall comply with following Technical Specifications and Standards. The Bidder shall prepare a similar table to justify compliance with the requirements.

Item No.	Name of Goods	Technical Description, Specifications and Standards
01	PABX (Main Controller)	<p>Brand: To be mentioned by the bidder. Model: To be mentioned by the bidder. Country of Origin: Japan Country of Manufacturer: To be mentioned by the bidder.</p> <p>Technical/ Functional features: Extension: Max Extension Port (DPT and SLT) (Without DXDP ,160)with DXDP,240 Single Line (a/b) Telephone (SLT),160 Digital Proprietary Telephone (DPT), (Type 1) Note 1, Note 3 (256) Digital Proprietary Telephone (DPT) (Type 2) Note 2 ,128 Analogue Proprietary Telephone (APT),80 Direct Station Select (DSS) Console,64 Voice Processing System (VPS),8 Trunks: Trunks Port, 160; ISDN Trunk. BRI 160,PRI 150; Analogue Trunk,160; IP-Gateway,160 Wireless: Portable Station,256; Cell Station,32; Door phone Port 16; Door Opener 16; External Sensor 16; External Relay 16; USB Module 160; PC Console 8; PC Phone 128</p> <p>General Features: Power Voltage AC100V~ 240V External Battery ,+36V (+12V x 3), Built-in interface Memory Back-up Duration:7 Years Dialing Extension - z (10pps, 20pps), DTMF CO - DP (10pps, 20pps), DTMF Mode Conversion: DP-DTMF, DTMF-DP Connectors: CO Line - Amphenol Connector Station - Amphenol Connector; Paging Output - 2 conductor jack External Voice Output - 2 conductor jack Ring Frequency: 20/25 Hz (Selectable) Central Office Loop Limit: 1600 ohms Max. Operating Environment: Temperature - 0 - 40 C (32 - 104 F) Humidity - 10 - 90% MOH (Music on Hold): 2 ports MOH # 1: External Music Source; MOH # 2: Internal Music / External Music Source (Level control: -6dB ~ +6dB per 3dB) Internal Paging: Level control: -6dB ~ +6dB per 3dB Serial Interface Port: USB: 1port; RS-232C: 1port (115.2kbps) Structure: Free Slot style Can be accommodated into 19" Rack Dimensions: Basic Shelf: 430mm(W) x 415mm(H) x 270mm(D) Expansion Shelf: 430mm(W) x 415mm(H) x 270mm(D) Tenderer should provide Original Manufacturer Authorization Certificate to be submitted along with the bid Tenderer should provide available spare parts and maintenance Authorization Warranty: Should provide 01 year of OEM warranty and support</p>
02	Extension Card for (24 port SLT)	<p>Brand: Same brand as PABX Main Controller Model: To be mentioned by the bidder. Country of Manufacturer: To be mentioned by the bidder. General 6 Port w/ Power Failure Transfer and 16 DTMF receivers On-board Range 20/25Hz 75VrmsPhase control (Three-phase / Four-phase On-board DC/DC Power Supply: Input +15VOutput +5V, +3.3VInput +40VOutput for Bell ringing relay: +160V, -100V Self-Diagnostic Function Carried out with outside-line interface in a pair (only one port)Speech path test, Dial pulse test, DTMF test Tenderer should provide same brand product and spare parts Warranty: 1 year</p>

S. S. S.

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Item No.	Name of Goods	Technical Description, Specifications and Standards
03	Power Supply Unit	<p>Brand: Same brand as PABX Main Controller Model: To be mentioned by the bidder. Country of Manufacturer: To be mentioned by the bidder. Medium Type Power Supply and medium plug-in system for use in the main cabinet and expansion cabinets. PABX (Main Controller) Systems also require a BUS-M and BUS-ME when expanding to additional cabinets Tenderer should provide same brand product and spare parts Warranty: 1 year</p>
04	Master Telephone Set	<p>Brand: To be mentioned by the bidder. Model: To be mentioned by the bidder. Country of Origin: Japan Country of Manufacturer: To be mentioned by the bidder. Type: Master Phone Set Number of phone line: Min 3 Line Speaker: Full Duplex Volume control: 4 levels Features 3-line Graphical LCD with backlighting, 24 freely programmable function keys, EHS (Electronic Hook Switch), Speaker Phone, handset and headset with full duplex, Pure performance - Attractive design, Electric Hook Switch Others LCD Display: Graphic, LCD Size (dots WxH): 242x55, LCD Contrast: 4 levels, LCD Backlight: Yes, Desk mount tilt: Yes (2 positions), Handset / Headset volume: 6 levels, Handset: Wideband compliant, Hearing Aid compatibility (HAC), Speaker phone volume: 8 le Tenderer should provide same brand product and spare parts Warranty: 1 year</p>
05	Telephone Set	<p>Brand: To be mentioned by the bidder. Model: To be mentioned by the bidder. Country of Origin: Japan Country of Manufacturer: To be mentioned by the bidder. Type Black Phone Set Number of phone line: 2 Line Caller ID: (Min 30 Numbers in memory) Speaker, Volume control, Flash button, Flash Time Setting, Tone / Pulse Setting Require power: From Telephone Line Features Redial: Min 5 Numbers, Others LCD Display: 2 Line (16 Digits & Date / Pict) Tenderer should provide same brand product and spare parts Warranty: 1 year</p>
06	Others Accessories	<p>Existing PABX of DSHE has 96 Telephone (SLT) based system and 80 SLTs are currently operational. These 80 SLTs need to be installed in the new PABX system. Connectivity work for Approximately 30 SLTs with the new PABX system needs to be done. The successful bidder shall deploy the new PABX System with total 96 SLTs operational from day One. The successful bidder shall install and commission the above mentioned work with adequate accessories such as Modular Box , RJ11 Connector, Line Cord, 20 pair Cable, 2 pair Cable, PVC Channel, PVC Pipe (3/4)", PVC Flexible Pipe (3/4)", Cable, Screw, Tape, Saddle etc.</p>
07	Installation including supply of all materials and labor	<ol style="list-style-type: none"> Supply, Installation and Commissioning of PABX System instead of existing PABX using existing network at DSHE, Shikkha Bhaban, Dhaka. Installation of all equipment at DSHE including electric and networking appliances, viz. wiring, cutting, drilling, fitting, PVC channel setting, conduit fixing and cable pulling for every end user connection as per requirement. Testing, Commissioning and Operationalizing the Equipment as a whole including necessary arrangement. Submit operation manual and technical layout diagram/design.

S. K. Saha

Prof. Dr. S. K. Saha

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.



