



**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**

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**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 6 and 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  
**Supply of Stationeries**

RFQ No: 37.02.0000.114.38.171.20. 4024

Date: 18 /01/2021

To

M/S-----  
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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, 1<sup>st</sup> 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 **26 January 2021, 1.00 pm**. The envelope containing the Quotation must be clearly marked "**Quotation for Supply of Stationeries for DSHE and DO NOT OPEN before 26 January 2021, 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.

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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.

  
(Prof. Serajul Islam Khan)

Director, Finance and Procurement Wing  
Directorate of Secondary & Higher Education  
Shikkha Bhaban, 1<sup>st</sup> Block, 16 Abdul Gani Road, Dhaka 1000.

**Distribution:**

1. Notice Board (DSHE) Dhaka.
2. Website ([www.dshe.gov.bd](http://www.dshe.gov.bd))
3. Office Copy.

## Quotation Submission Letter

RFQ No: 37.02.0000.114.38.171.20. 4024

Date: 18/01/2021

To:

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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.

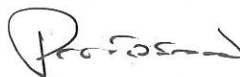
I/We have examined and have no reservations to the RFQ Document issued by you on [insert date]

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 Stationeries

RFQ No: 37.02.0000.114.38.171.20. **4024**

Date: **18** /01/2021

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		Pen (Black) Jel	Nos	12				<b>Training Wing</b>
2		Tissue Box (Facial)	Nos	72				
3		Stapler	Nos	3				
4		Stapler Pin	Box	6				
5		Paper (A4)	Ream	18				
6		Towel (Large)	Nos	5				
7		Towel (Small)	Nos	5				
8		Duster Cloth	Nos	12				
9		Calculator	Nos	4				
10		Tea Cup Set	Nos	6				
11		Glass	Nos	6				
12		Fork	Nos	6				
13		Tea Spoon	Nos	6				
14		Table Spoon	Nos	6				
15		Full Plate	Nos	6				
16		Half Plate	Nos	6				
17		Napkin Tissue	Nos	12				
18		Tissue Paper (Toilet)	Nos	12				
19		Mug	Nos	5				
20		Umbrella	Nos	5				
21		Keyboard	Nos	1				
22		Mouse	Nos	1				
23		Nameplate	Nos	1				
24		Mouse Pad	Nos	5				
25		USB cable Hub	Nos	3				
26		Hand Sanitizer	Nos	6				

**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].

<b>Signature of Quotationer with Seal</b>  _____ Name of Quotationer	Date: dd/mm/yy
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**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.**

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## Technical Specification of the Goods Required

SI no	Item no	Description of Items	Full Technical Specification and Standards	Country of Origin	Make and Model
1	2	3	4	5	6
1		Pen (Black) Jel	Brand: Link Glycer/ Cello/Montex /Equivalent Color: Black (0.5 point)		
2		Tissue Box (Facial)	Brand: Bosundhora/Fay/Fresh or equivalent 120*2 = 240 ply box		
3		Stapler	Brand: Kangaroo/Dali/equivalent Size: Large		
4		Stapler Pin	Brand: Kangaroo/Dali/equivalent Size: Large		
5		Paper (A4)	Size: 8.5"×11.75" Wight: 80 gsm Packing: 500 sheet per pack		
6		Towel (Large)	Size: 27"×54" (Minimum) According to the official sample		
7		Towel (Small)	Size: 22"×40" (Minimum) According to the official sample		
8		Duster Cloth	Size: 18"×24" (Minimum) According to the official sample		
9		Calculator	Brand: Casio/citizen or equivalent 12/14 Digit two way power. High Quality		
10		Tea Cup Set	Cup with plate Size: Standard Size, High Quality		
11		Glass	Size: Medium , High Quality		
12		Fork	Size: Small, High Quality		
13		Tea Spoon	Size: Small, High Quality		
14		Table Spoon	Size: Medium, High Quality		
15		Full Plate	Size: Standard Size, High Quality		
16		Half Plate	Size: Standard Size, High Quality		
17		Napkin Tissue	Brand: Bosundhora/Fay/Fresh or equivalent High Quality		
18		Tissue Paper (Toilet)	Brand: Bosundhora/Fay/Fresh or equivalent Size: Large, High Quality		
19		Mug	Size: Medium, High Quality		
20		Umbrella	Size: Large, Color : Black		
21		Keyboard	Brand: A4 Tech /Logitech/Razor /equivalent Port : USB Port		
22		Mouse	Brand: A4 Tech/ Logitech/Razor /equivalent Wireless		
23		Nameplate	High Quality		
24		Mouse Pad	High Quality		
25		USB cable Hub	High Quality		
26		Hand Sanitizer	Minimum 200 ml, High Quality		

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

<b>Signature of Quotationer with Seal</b>	
Name of Quotationer	
Date: dd/mm/yy	



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

*Handwritten mark*

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*Handwritten signature*

