

Request for Quotation (RFQ) for "Welcome Gift Box for New Joiners" of BRAC Bank Ltd.

DRAFT

Submit your response to the following contact.

Company **BRAC Bank Ltd.**
 Buyer **Shakil Ahmed**
 Location **House No. 220/B**
Tejgaon Industrial Area,
Gulshan Link Road
DHAKA 1208
BANGLADESH

Phone
 Fax
 E-mail **shakil.ahmed@bracbank.com**

When submitting your response, include the following information.

| | |
|---|--|
| Your Company Name | |
| Company Site (<i>Optional</i>) | |
| Address | |
| Contact Details | |
| Response Valid Until (<i>Optional</i>) | |

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1 Overview

1.1 General Information

| | | | |
|--------------|---|---------|-----------------------|
| Title | RFQ for Welcome Gift Box for New Joiners | | |
| Buyer | Shakil Ahmed | Outcome | Purchase Order |
| E-Mail | shakil.ahmed@bracbank.com | | |
| Introduction | <p>1. The quoted price should include applicable VAT. The rate of VAT should be mentioned in the quotation.</p> <p>2. Quoted price must include delivery and other installation charges.</p> <p>3. Delivery lead-time must be mentioned in the offer.</p> <p>4. Delivery is to be done at Bank's Head Office at 220/B, Anik Tower, Gulshan-Tejgaon Link Road, Tejgaon, Dhaka.</p> <p>5. Penalty may be imposed for unreasonable delayed delivery @ 1% of total value of work order of delayed site.</p> <p>6. In the event of supply of any items, which do not match with the required specification, quantity or sample's quality or is of substandard quality, the Bank reserves the right for outright rejection of the goods, and the supplier will have to take back those at their own cost and will replace with acceptable quality within 10 (Ten) days from the date of rejection.</p> <p>7. This price will be valid for reordering same quantity up to December 31, 2021</p> <p>8. Mode of Payment is to be mentioned in the offer. BRAC Bank Limited discourages advance payment.</p> <p>9. Complete proposal/offer must be signed with date by the authorized representative of the company</p> <p>10. BRAC Bank Limited reserves the right to accept or reject the Proposal/Offer without assigning any reasons thereof. Please contact undersigned for any types of clarifications in regard to products/services/works related clarifications only. Manipulation or any kind of unusual approach or failure to submit the proposal/offer within stipulated time frame will be treated as "Disqualification" to attend in the bidding</p> | | |

1.2 Schedule

| | | | |
|--------------|-----------------------------|------------|--------------------|
| Preview Date | | Open Date | Immediately |
| Close Date | 27-Jun-2021 14:00:00 | Award Date | |
| Time Zone | Bangladesh Time | | |

1.3 Negotiation Controls

| | |
|---------------------|--------------|
| Response Visibility | Blind |
|---------------------|--------------|

Lines Settings

| | |
|----------------|-------------------|
| Rank Indicator | 1,2,3... |
| Ranking Method | Price only |

1.4 Terms

Payment Terms
Shipping Method
Negotiation Currency **BDT (Taka)**

Freight Terms
FOB

Price Precision **2**

1.5 Attachments

| File Name or URL | Type | Description |
|--------------------------------|------|---------------|
| Sample pictures.pdf | File | |
| ITB-HR Welcome Gift Boxfor new | File | |
| HR Welcome Pack for New Joiner | File | |
| Fusion Manual(vendor).docx | File | Fusion Manual |

2 Requirements

**Response is required*

DRAFT

Ref: BBL/Proc/RFQ/Y21/151 (2000000 737)

Dated: June 24, 2021

Subject: Request for Quotation (RFQ) for "Welcome Gift Box for New Joiners" of BRAC Bank Ltd.

Dear Sir:

BRAC Bank Limited invites Commercial proposals for the requirement mentioned in the RFQ from reputed Companies having experiences in Offset Lithography, Flexography, Digital Printing, Large Format, Screen Printing, 3D Printing & LED UV, gift and promotional items sectors.

Please check following attached files for detail scope and instruction for your response.

A) Annexure 1: Scope of work and Pricing Format.

GENERAL TERMS AND CONDITIONS:

1. **Purchaser's Right:** The Purchaser reserves the right to accept/ cancel/ reject any or all offer without assigning any reason. The Purchaser is not obliged to purchase the lowest offer or any offer at all. The Purchaser reserves the right to share the Bidder's response to this RFQ with its advisors and Purchaser Business Units. Purchaser reserves the right to: conduct negotiations with one or more Bidder and/ or accept the Bid without any negotiations.
2. **Bid Submission/ Closing Date:** The bidder has to submit their Technical bid in BBL Fusion Portal by **2:00 PM June 27, 2021** (Bangladesh Standard Time). Vendor will submit Commercial proposal only. The Purchaser reserves the right to reject any Offer submitted after the Closing Date. The Purchaser reserves the right to change the Time schedule at any time.
3. **Quotation Validity:** The Quotation shall be valid for minimum One Twenty (120) calendar days from the Quotation submission/ bid closing date. However, during the tendering process if asked by the Bank, bidder shall be prepared to extend quotation validity.
4. **Manipulation or any kind of unusual approach or failure to submit the proposal/offer within stipulated time frame will be treated as "Disqualification" to attend in the bidding.**
5. Vendors must submit the filled up and signed (by minimum CXO or Director level) 'Supplier

Relationship Declaration Form' attached below.

6. In case a willing participant does not have Fusion ID or is not enlisted, they are requested to express their interest to participate by mail within **12:00 PM 26-June -2021** the following documents TO: enlistment@bracbank.com **CC: Shakil Ahmed <shakil.ahmed@bracbank.com>; Ariful Haque <a.haque@bracbank.com>; Farzana Haque <farzana.haque@bracbank.com>** by email: (Mail size Should not exceed 10 MB)
 - a. Trade License/Certificate of Incorporation
 - b. TIN Certificate
 - c. BIN Certificate
 - d. Bank Solvency/Bank Statement
 - e. Company profile
 - f. Contact persons :Name, Mobile no, Email Address

7. **Point of Contact:**

Commercial Issues: Shakil Ahmed, Contact No: 01730098000 & Ariful Haque, Contact No 01713350233.

8. After quoting price in Oracle Fusion (BRAC Bank ERP system), bidder has to submit breakdown of price through a mail. If ERP/system price does not match with breakdown price then BBL will consider ERP/system price as final one. BBL also reserves the right to disqualify the vendor if price differ.

9. If procurement committee deems that the existing outcome of a particular Open tender is not suitable/viable/feasible/lucrative enough to meet BBL standard and expectation, the particular bid may be negotiated with most suitable vendor(s) or may be floated again as re-tender to allow participation that may ensure submission of better technical and commercial proposals to suit BBL need/expectation the best.

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COMMERCIAL TERMS AND CONDITIONS:

1. Price and VAT and Tax: The quoted price must include carrying cost, maintenance, installation, commission, manual labor charge and any kind of charge thereof-if applicable. The price must also include applicable withholding Tax and VAT, which shall be deducted during payment as per Government rules and regulations.

2. Delivery Place & Time: The Bidder will deliver the product as per instruction of BBL Concerned department, on the Agreed Date of Delivery. The Delivery time must be mentioned in vendor's offer.

3. Liquidated Damages for Delay: The Bidder has to complete the entire work within the stipulated period as mentioned in clause no 2, in failure 5% of total contract value will be deducted for each Week delay but Penalty will be considered pro-rata basis. Bank will not consider any delay in delivery unless due to force majeure.

4. Payment Terms: No Advance shall be paid for supply of Products and Goods. However, on special occasions, such as for services and special products, advance may be provisioned based on discussion between the supplier/service provider and the bank. Payment will be made after successful completion of delivery of ordered product) & upon submission of the bill with work order & original challan which is duly signed by authorized personnel of BRAC Bank Limited (Person's Sign, Name, PIN & Seal, if available). Payment will be made through Bank Account only. BBL will deduct all applicable withholding income Tax and VAT from the invoice at the time of payment as per Government Rules. Any advance payment and payment milestone fixation request is subject to BBL Policy and Management approval.

5. Bank Reserves right to conduct 2nd or multiple rounds of bid if deemed necessary.

6. BRAC Bank Limited reserves the right to call in the bill of Entry for availing applicable adjustment in the VAT or ATV at import stage.

7. Any Terms/Conditions in Bidders' offer contradictory to this ITB may lead to disqualification.

EVALUATION CRITERIA: Single Stage Commercial Evaluation

The participants shall be evaluated based on commercial offer only. Vendor will be awarded after successful development of samples as per BBL requirements.

Guidelines on Fusion Participation Contingencies

Dear Participants

Please see below precautionary guidelines regarding submission of bid through Fusion Portal:

1. Please ensure that your Internet connection is stable and fast.
2. Please log in the Fusion portal 30-60 minutes before the auction to confirm that you can log in successfully. In case of any issues, please mail to procurement concerned person immediately.
3. You are also advised to keep an alternative device (phone/laptop, etc.) in case there is any issue with your current device
4. In case of any browser issue, you are suggested to restart the browser (and PC, if needed) or clear cache memory of browser. In case the issue remains, please mail to procurement concerned person immediately.
5. For any technical difficulty or issue, please take a screenshot and mail to Procurement concerned before the bidding is over. No verbal request, mail without proof (screenshot) or communication after bidding is over may not be taken under consideration.
6. In case of technical difficulty that prevents one or more bidders from participating successfully, the bid may be cancelled and held at a later time. However, any technical difficulty, issues, lack of understanding, etc., arising from bidder's end shall not be entertained.

We look forward to your successful participation in the Bid.

Regards

Procurement Department

General Services Division

BRAC Bank Ltd.

DRAFT

3 Lines

Instructions Please enter your unit price rate in fields mentioned below. For further details or clarification, please discuss with **procurement** Team. Specs as follows:
Please mentioned delivery lead time.

| SL | Items' Name | Specifications |
|----|--------------------------------|--|
| 1 | Envelop for Appointment Letter | Size : 9.5" □ 4.5", Paper: 120 gsm Indonesia |
| | Part-B | |
| 2 | Customized Box (hard paper) | W-15" □ L-10" □ H-4" Outside: 36 ounce Pasting Board - 300 gsm magnet & carrier Rope/ribbon with Metal Rec Pocket inside: 9.5" □ 4.5" plastic film Pocket. Inside Item Honey Comb: Hard foam with 30 |
| 3 | Welcome Card from HOHR | Size: 9" □ 4", Paper: 300 gsm Art card with 4 |
| 4 | Writing Pad | Cover: Hard Rexene coved Gel with (Branding Postani : 150 gsm Solid card with 4 color prin Inner side: Off white color-80 gsm offset pap |
| 5 | Ball Pen | As per sample (Materials : Stainless Steel) wi |
| 6 | Coffee Mug (ceramic) | As per sample (porcelain mug) with Branding |
| 7 | Key Ring | As per sample (Materials :Stainless Steel) wi |
| 8 | Spinner/Rubi Cube | As per sample (with Branding), Picture Attach |

3.1 Line Information

| Line | Target Quantity | UOM | Response Quantity | Response Price | Line Amount | Promised Date |
|------------------------------------|-----------------|-----|-------------------|----------------|-------------|---------------|
| 1-Welcome Gift Box for New Joiners | 500 | PC | | | | |

| Line | Target Quantity | UOM | Response Quantity | Response Price | Line Amount | Promised Date |
|------------------------------------|-----------------|-----|-------------------|----------------|-------------|---------------|
| 2-Welcome Gift Box for New Joiners | 1,000 | PC | | | | |

3.2 Line Details

3.2.1 Line 1 Welcome Gift Box for New Joiners

To provide an alternate line, see appendix.

| | | | |
|-----------------------|------------------------|-------------------------|--|
| Category Name | OPEX.STATIONERY | Revision | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Item | .CONSUMABLE | Alternate Line Provided | |
| Allow Alternate Lines | GFTIT00045 | Location | House No. 220/B |
| Requested Date | Yes | | Tejgaon Industrial Area, |
| | | | Gulshan Link Road |
| | | | DHAKA 1208 |
| | | | BANGLADESH |
| Start Price (BDT) | | | |

3.2.2 Line 2 Welcome Gift Box for New Joiners

To provide an alternate line, see appendix.

| | | | |
|-----------------------|------------------------|-------------------------|--|
| Category Name | OPEX.STATIONERY | Revision | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Item | .CONSUMABLE | Alternate Line Provided | |
| Allow Alternate Lines | GFTIT00049 | Location | House No. 220/B |
| Requested Date | Yes | | Tejgaon Industrial Area, |
| | | | Gulshan Link Road |
| | | | DHAKA 1208 |
| | | | BANGLADESH |
| Start Price (BDT) | | | |

4 Appendix: Alternate Lines

4.1 Instructions for Alternate Lines

Alternate lines are allowed for some negotiation lines. For these lines, you can propose one or more alternatives by entering information for each alternate line in the format given below. Print and insert multiple copies as per your requirement.

4.2 Alternate Lines Template

| | |
|--|--|
| Negotiation Line <i>(Number and description of the negotiation line for which you have an alternative)</i> | Example: 1-xxxxxx where xxxxxx is the line description of first negotiation line. |
| Alternate Line Number <i>(Enter only numbers in sequence starting with 1 for every alternate line)</i> | |
| Alternate Line Description | |
| Response Price <i>(For a negotiation line with cost factors, enter your line price in the cost factors table)</i> | |
| Response Quantity | |
| UOM | |
| Promised Date | |
| Note to Buyer | |