

**RFQ for Poster for BRAC Bank Ltd.**

*Submit your response to the following contact.*

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

Phone  
 Fax  
 E-mail **farzana.haque@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>	

This document has important legal consequences. The information contained in this document is proprietary of BRAC Bank Ltd.. It shall not be used, reproduced, or disclosed to others without the express and written consent of BRAC Bank Ltd..

## Table of Contents

1 Overview.....	4
1.1 General Information.....	4
1.2 Schedule.....	4
1.3 Negotiation Controls.....	4
1.4 Terms.....	4
2 Requirements.....	7
3 Lines.....	8
3.1 Line Information.....	8
3.2 Line Details.....	8
3.2.1 Line 1.....	8
3.2.2 Line 2.....	9
3.2.3 Line 3.....	9
3.2.4 Line 4.....	9
4 Appendix: Alternate Lines.....	10
4.1 Instructions for Alternate Lines.....	10
4.2 Alternate Lines Template.....	10

## 1 Overview

### 1.1 General Information

Title	<b>Poster for BRAC Bank Ltd.</b>	Outcome	<b>Purchase Order</b>
Buyer	<b>Farzana Haque</b>		
E-Mail	<b>farzana.haque@bracbank.com</b>		

#### Introduction

Dear Sir:

BRAC Bank Limited invites Commercial proposals for the requirement mentioned in the RFQ from reputed Companies having experiences in Telco & Banking. Utmost care in preparing the bid documents from bidder end is expected.

### 1.2 Schedule

Preview Date		Open Date	<b>07-Jul-2021 17:03:19</b>
Close Date	<b>08-Jul-2021 12:00:00</b>	Award Date	
Time Zone	<b>Bangladesh Time</b>		

### 1.3 Negotiation Controls

Response Visibility **Blind**

### Lines Settings

Rank Indicator **1,2,3...**  
Ranking Method **Price only**

### 1.4 Terms

## Instructions

## 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 offer in BBL Fusion Portal. The closing time of the RFQ is 08-Jul-2021 12:00:00.

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 mailing the following documents to [a.haque@bracbankcom](mailto:a.haque@bracbankcom) by July 7 16:00:00 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:

Name: Md. Ariful Haque; e-mail: a.haque@bracbank.com; Mobile: +8801713350233

8. 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.

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

Freight Terms  
FOB  
Price Precision **2**

## 2 Requirements

*\*Response is required*

### 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 (IT 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.

**3 Lines**

Instructions Vendors are requested to fill in the price in the table 'Response Price' field.  
There may be multiple orders throughout 2021 at the same price level.  
The specs are as follows:

**Specification:**

150gm ART Paper

Size: 20" x 30"

04 color print

Glossy Lamination

**Quantity: 2,290pcs****3.1 Line Information**

Line	Target Quantity	UOM	Response Quantity	Response Price	Line Amount	Promised Date
1-Poster-Rural Male	810	PC				
2-Poster- Rural Female	810	PC				
3-Poster- Urban Male	335	PC				
4-Poster-Urban Female	335	PC				

**3.2 Line Details****3.2.1 Line 1 Poster-Rural Male**

*To provide an alternate line, see appendix.*

Category Name **OPEX.STATIONERY  
.CONSUMABLE**  
Item **ENVGN00005**  
Allow Alternate Lines **Yes**  
Requested Date

Revision  
Alternate Line Provided  Yes  No  
Location

**House No. 220/B  
Tejgaon Industrial  
Area,  
Gulshan Link Road  
DHAKA 1208  
BANGLADESH**

Start Price (BDT)



**3.2.2 Line 2 Poster- Rural Female***To provide an alternate line, see appendix.*

Category Name **OPEX.STATIONERY  
.TRADE &  
BUSINESS**

Item **ENVCC00002**

Allow Alternate Lines **Yes**

Requested Date

Revision  Yes  No

Alternate Line Provided  Yes  No

Location **House No. 220/B  
Tejgaon Industrial  
Area,  
Gulshan Link Road  
DHAKA 1208  
BANGLADESH**

Start Price (BDT)

**3.2.3 Line 3 Poster- Urban Male***To provide an alternate line, see appendix.*

Category Name **OPEX.STATIONERY  
.TRADE &  
BUSINESS**

Item **ENVCC00003**

Allow Alternate Lines **Yes**

Requested Date

Revision  Yes  No

Alternate Line Provided  Yes  No

Location **House No. 220/B  
Tejgaon Industrial  
Area,  
Gulshan Link Road  
DHAKA 1208  
BANGLADESH**

Start Price (BDT)

**3.2.4 Line 4 Poster-Urban Female***To provide an alternate line, see appendix.*

Category Name **OPEX.STATIONERY  
.TRADE &  
BUSINESS**

Item **ENVCC00006**

Allow Alternate Lines **Yes**

Requested Date

Revision  Yes  No

Alternate Line Provided  Yes  No

Location **House No. 220/B  
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	