

RFQ for Printing of Calendar, Diary and Notebook for the Year 2020

Submit your response to the following contact.

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

Phone
 Fax
 E-mail **nafis.farhan@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	Calendar, Diary and Notebook for the Year 2020		
Buyer	Nafis Rashid	Outcome	Blanket Purchase Agreement
E-Mail	nafis.farhan@bracbank.com		
Introduction			

1. The quoted price should include applicable VAT and all other TAXs. The rate of VAT should be mentioned in the quotation.
2. Quoted price must include delivery and other charges.
3. Delivery lead-time must be mentioned in the offer.
4. Delivery is to be done at Bank's Head Office at 220/B, Anik Tower, Gulshan-Tejgaon Link Road, Tejgaon, Dhaka and/or courier service points.
5. **Security Money:** Awarded vendor has to submit security money equivalent 10% of the awarded value after getting the purchase order. Vendor can submit equivalent amount of pay order in favor of BRAC Bank as security money.
6. Penalty may be imposed for unreasonable delayed delivery.
7. 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.
8. This price will be valid for reordering up to next 6 (six) months.
9. Mode of Payment is to be mentioned in the offer. BRAC Bank Limited discourages advance payment.
10. Complete proposal/offer must be signed with date by the authorized representative of the company
11. 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.

1.2 Schedule

Preview Date		Open Date	02-Sep-2019 16:04:50
Close Date	15-Sep-2019 18:00:00	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

Agreement Start Date
Agreement Amount
(BDT)
Payment Terms
Shipping Method
Negotiation Currency **BDT (Taka)**

Agreement End Date
Minimum Release
Amount (BDT)
Freight Terms
FOB

Price Precision **2**

2 Lines

Instructions

Vendors are requested to fill in the price in the table. There may be multiple orders throughout 2019 at the same price level.

Product specification:

Desk Calendar-2020:

- Size: Width 9 inch x 6 inch Height
- Paper: 300 GSM Art Card
- Print: 4 Color Print both side
- Binding: Foreign wire-O-binding with 32 ounce straw board with 200 GSM matte card pasting to make stand for desk calendar. Stand size: Fit to One calendar sheet size.
- Number of sheets: 13 sheets (12 inner & 1 front cover)
- Envelope: 120 GSM offset paper, 4 Color Print one side

Wall: Calendar-2020:

- Size: Width 18 inch X 24 inch Height (Sheet 22" X 28")
- Paper: 200 GSM Art card both side printing, Top Sheet: 120 GSM (Indonesia offset paper),
- Top Sheet: 120 GSM Offset, Four color print
- Binding: Foreign Wire binding with 600 GSM Swedish board 18 inch

(W) x 4 inch (H)

- Number of sheets: 6 sheets (6 inner with both side print)
- Envelop: 120 GSM Offset with 4 Color Printing one side

Notebook for Employees 2020:

- Cover size: 8.5"X 5.5"
- 32 GSM Straw board made front and back cover
- Cover print: 150 GSM matte paper with 4 color print and pasting on straw board. Matte and Spot Lamination as per design. Second cover made of 300 GSM Art card in one sheet only.
- Inner paper size: 8.3"X5.3"
- Total leaves-120 sheets
- Dividers: 120 GSM art paper made dividers after every 10 pages. Total 10 dividers, four color both side print.
- Inner pages paper- 2 color both side print, 80 GSM offset Boshundhara
- Binding: Imported ring binding.
- Diary packing for delivery: Transparent plastic sheet wrapped packing for delivery.

Notebook for General Customers 2020:

- Cover size: 8.5"X 5.5"
- 32 GSM Straw board made front and back cover
- Cover print: 150 GSM matte paper with 4 color print and pasting on

straw board. Matte and Spot Lamination as per design. Second cover made of 300 GSM Art card in one sheet only.

- Inner paper size: 8.3"X5.3"
- Total leaves-120 sheets
- Dividers: 120 GSM art paper made dividers after every 10 pages. Total 10 dividers, four color both side print.
- Inner pages paper- 2 color both side print, 80 GSM offset Bashundhara
- Binding: Imported ring binding.
- Diary packing for delivery: Transparent plastic sheet wrapped packing for delivery

Business Class Diary 2020:

- Cover size: H 8.6" X 6.5" W
- Highest quality leather cover with Bold Sewing and Magnetic lock. Leather will have foam embedding underneath to make sophisticated feeling.
- Cover material color will be black. Logo will be embossed in color engraving . Cover inner will have pockets for Business card and one loop for pen holder. Front and back cover sheet with 300 GSM Art Card and Tracing paper at the beginning.
- Inner paper size: H 8.4" X W 06"
- Inner paper: 80 GSM Indonesian Offset
- Total leaves-100 sheets
- Binding: Jewish binding
- Print-4 color
- Diary box: 300 GSM Swedish board made cassette shaped box with bi color print. Matte lamination.

2.1 Line Information

Line	Estimated Quantity	UOM	Response Price	Line Amount	Response Minimum Release Amount
1-Desk Calender-2020	40,000	EA			
2-Desk Calender-2020	50,000	EA			
3-Desk Calender-2020	60,000	EA			
4-Wall Calender-2020	40,000	EA			
5-Wall Calender-2020	50,000	EA			
6-Wall Calender-2020	60,000	EA			
7-Notebook for Employees 2020	10,000	EA			
8-Notebook for General Customers 2020	20,000	EA			
9-Business Class Diary 2020	10,000	EA			
10-Business Class Diary 2020	20,000	EA			

2.2 Line Details

2.2.1 Line 1 Desk Calender- 2020

To provide an alternate line, see appendix.

Category Name	OPEX.STATIONERY .PRINTING- PROMOTIONAL	Revision	
Item		Alternate Line Provided	<input type="checkbox"/> Yes <input type="checkbox"/> No
Allow Alternate Lines	Yes		
Target Minimum Release Amount (BDT)			
Start Price (BDT)			

2.2.2 Line 2 Desk Calender- 2020

To provide an alternate line, see appendix.

Category Name	OPEX.STATIONERY .PRINTING- PROMOTIONAL	Revision	
Item		Alternate Line Provided	<input type="checkbox"/> Yes <input type="checkbox"/> No
Allow Alternate Lines	Yes		
Target Minimum Release Amount (BDT)			
Start Price (BDT)			

2.2.3 Line 3 Desk Calender- 2020*To provide an alternate line, see appendix.*

Category Name	OPEX.STATIONERY .PRINTING- PROMOTIONAL	Revision	
Item		Alternate Line Provided	<input type="checkbox"/> Yes <input type="checkbox"/> No
Allow Alternate Lines	Yes		
Target Minimum Release			
Amount (BDT)			
Start Price (BDT)			

2.2.4 Line 4 Wall Calender- 2020*To provide an alternate line, see appendix.*

Category Name	OPEX.STATIONERY .PRINTING- PROMOTIONAL	Revision	
Item		Alternate Line Provided	<input type="checkbox"/> Yes <input type="checkbox"/> No
Allow Alternate Lines	Yes		
Target Minimum Release			
Amount (BDT)			
Start Price (BDT)			

2.2.5 Line 5 Wall Calender- 2020*To provide an alternate line, see appendix.*

Category Name	OPEX.STATIONERY .PRINTING- PROMOTIONAL	Revision	
Item		Alternate Line Provided	<input type="checkbox"/> Yes <input type="checkbox"/> No
Allow Alternate Lines	Yes		
Target Minimum Release			
Amount (BDT)			
Start Price (BDT)			

2.2.6 Line 6 Wall Calender- 2020*To provide an alternate line, see appendix.*

Category Name	OPEX.STATIONERY .PRINTING- PROMOTIONAL	Revision	
Item		Alternate Line Provided	<input type="checkbox"/> Yes <input type="checkbox"/> No
Allow Alternate Lines	Yes		
Target Minimum Release			
Amount (BDT)			
Start Price (BDT)			

2.2.7 Line 7 Notebook for Employees 2020*To provide an alternate line, see appendix.*

Category Name	OPEX.STATIONERY .PRINTING- PROMOTIONAL	Revision	
Item		Alternate Line Provided	<input type="checkbox"/> Yes <input type="checkbox"/> No
Allow Alternate Lines	Yes		
Target Minimum Release			
Amount (BDT)			
Start Price (BDT)			

2.2.8 Line 8 Notebook for General Customers 2020

To provide an alternate line, see appendix.

Category Name	OPEX.STATIONERY .PRINTING- PROMOTIONAL	Revision	
Item		Alternate Line Provided	<input type="checkbox"/> Yes <input type="checkbox"/> No
Allow Alternate Lines	Yes		
Target Minimum Release			
Amount (BDT)			
Start Price (BDT)			

2.2.9 Line 9 Business Class Diary 2020

To provide an alternate line, see appendix.

Category Name	OPEX.STATIONERY .PRINTING- PROMOTIONAL	Revision	
Item		Alternate Line Provided	<input type="checkbox"/> Yes <input type="checkbox"/> No
Allow Alternate Lines	Yes		
Target Minimum Release			
Amount (BDT)			
Start Price (BDT)			

2.2.10 Line 10 Business Class Diary 2020

To provide an alternate line, see appendix.

Category Name	OPEX.STATIONERY .PRINTING- PROMOTIONAL	Revision	
Item		Alternate Line Provided	<input type="checkbox"/> Yes <input type="checkbox"/> No
Allow Alternate Lines	Yes		
Target Minimum Release			
Amount (BDT)			
Start Price (BDT)			

3 Appendix: Alternate Lines

3.1 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.

3.2 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 Minimum Release Amount	
Note to Buyer	