

**Request for Quotation (RFQ) for the procurement of UPC of UTP & Fiber Cable Ref no:
BBL/Proc/RFQ/Y21/287 (2000000898)**

DRAFT

Submit your response to the following contact.

Company **BRAC Bank Ltd.**
 Buyer **Abu Jafar Al Mamun**
 Location **House No. 220/B**
Tejgaon Industrial Area,
Gulshan Link Road
DHAKA 1208
BANGLADESH

 Phone
 Fax
 E-mail **abujafaralmamun.30936@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 the procurement of UPC of UTP & Fiber Cable
Buyer	Abu Jafar Al Mamun
E-Mail	abujafaralmamun.30936@bracbank.com
Introduction	

Ref: BBL/Proc/RFQ/Y21/287 (2000000898)

Dated: 11 October 2021

Subject: Request for Quotation (RFQ) for UPC of UTP & Fiber Cable Ref no: BBL/Proc/RFQ/Y21/287 (2000000898)

Dear Sir:

BRAC Bank Limited invites Commercial proposals for the requirement mentioned in the RFQ from reputed Companies having experiences in Telco & Banking and are OEM specialized partners.

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

a) Annexure 1: List of frequently used IT Lab Accessories

b) Annexure 2: Supplier Relationship Declaration Form

Submission of above mentioned documents has got direct bearing on the scoring of the bidder. Hence utmost care in preparing the bid documents from bidder end is expected.

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GENERAL TERMS AND CONDITIONS:

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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 internal stakeholders. Purchaser reserves the right to: conduct negotiations with one or more Bidder and/ or accept the Bid without any negotiations. Purchaser has the right to change any terms and conditions of this document.

2. **Financial Bid Submission/ Closing Date:** Vendor will submit and upload commercial proposal to the link by 18 October 2021, 3.00 PM. 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. Please upload the price in the attachment section through excel sheet. All the files should be in one folder

3. **Quotation Validity:** The Quotation shall be valid for One Twenty (120) calendar days from the Quotation submission/ closing date.

4. Manipulation or any kind of unusual approach or failure to submit the proposal/offer within stipulated time frame may be treated as "Disqualification" to attend in the bidding.

5. **Point of Contact:**

Technical and Scope Related Issues: Mr Khandaker Ikhtear Uddin Bilash, <kiu.bilash@bracbank.com>, contact no: +880-1714097721

Commercial Issues: Abu Jafar Al Mamun, abujafaralmamun.30936@bracbank.com , contact no: 01711-296184

6. If you have any queries related to Scope of Work, please get it clarified by technical team before commercial bid.

7. 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, BBL may consider ERP/system price as final one. BBL also reserves the right to disqualify the vendor if prices differ.

8. If procurement committee deems that the existing outcome of a particular tender is not suitable/viable/feasible/lucrative enough to meet BBL standard and expectation, the particular bid may be floated again as re-tender to allow participation that may ensure submission of better commercial proposals to suit BBL's need/expectation at the best level.

9. 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 abujafaralmamun.30936@bracbank.com by

email: (Mail size Should not exceed 10 MB) within 13 October 2021

- 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

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COMMERCIAL TERMS AND CONDITIONS:

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1. **Price and VAT and Tax:** The quoted price must include applicable withholding Tax and VAT.

2. **Delivery Place:** The Bidder will deliver the product as per instruction of technology division, on the Agreed Date of Delivery.

3. **Delivery Lead Time:** Vendor will arrange the items in their ready stock after receiving UPC notification letter, or as per the projection by BBL IT Team. Vendor must inform BBL by mail / letter if stock is available earlier or later.

4. **Liquidated Damages for Delay:** The Bidder has to complete the entire work within the stipulated period as mentioned in the purchase order (PO)/ work order (WO), in failure 1% 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 or mutually agreed time extension.

5. **Payment Terms:** 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.

6. Bank Reserves right to conduct 2nd round of bid if deemed necessary.

7. 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.

1.2 Schedule

Preview Date
Close Date **18-Oct-2021 15:00:00**
Time Zone **Bangladesh Time**

Open Date **Immediately**

1.3 Negotiation Controls

Response Visibility **Blind**

1.4 Terms

Instructions

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

Freight Terms
FOB

Price Precision **2**

2 Requirements

**Response is required*

2.1 Section 1. Technical

*1. Please attach technical documents

Response attachments are required.

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