

## **Request for Interest (RFI) for UPC of Air Purifier**

*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>	
Response Type	<input type="checkbox"/> Primary <input type="checkbox"/> Alternate  <i>(This negotiation allows you to submit multiple responses. Mark this as your primary response or an alternate one.)</i>

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## 1 Overview

### 1.1 General Information

Title	RFQ for UPC of Air Purifier	Outcome	Purchase Order
Buyer	Farzana Haque		
E-Mail	farzana.haque@bracbank.com		
Introduction			

### 1.2 Schedule

Preview Date		Open Date	10-Oct-2021 16:38:14
Close Date	13-Oct-2021 18:00:00	Award Date	
Time Zone	Bangladesh Time		

### 1.3 Negotiation Controls

Response Visibility	Blind
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### Lines Settings

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

### 1.4 Terms

Instructions

*Ref: BBL/Proc/RFQ/Y21/284- (2000000894)*

**Dated: October 10, 2021**

**Subject: Request for Quotation regarding UPC of Air Purifier for BRAC Bank Limited.**

**Dear Sir,**

BRAC Bank Limited invites Technical proposals for the requirement mentioned in the RFQ from reputed Electronic Manufacture/Retail Companies having experience in delivering world class electronics appliances.

**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 Quotation shall be mail to the below mentioned address: [ivy.rahman@bracbank.com](mailto:ivy.rahman@bracbank.com) by **06:00 PM (Bangladesh Standard Time) October 13, 2021**. Vendor will submit technical proposal only. Commercial bid will be conducted through online/live auction later. The Purchaser reserves the right to reject any Quotation 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 Three sixty five (365) 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

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 **within 13 October, 2021 at 2:00 pm** with the following documents To: [enlistment@bracbank.com](mailto:enlistment@bracbank.com) CC: **Ivy Rahman <[ivy.rahman@bracbank.com](mailto:ivy.rahman@bracbank.com)>; Ariful Haque <[a.haque@bracbank.com](mailto:a.haque@bracbank.com)>; Farzana Haque <[farzana.haque@bracbank.com](mailto:farzana.haque@bracbank.com)>** by email: (Mail size Should not exceed 10 MB).

5.1.Trade License/Certificate of Incorporation

5.2.TIN Certificate

5.3.BIN Certificate

5.4.Bank Solvency/Bank Statement

5.5.Company profile

5.6.Contact persons :Name, Mobile no, Email Address

**6. Point of Contact:**

Technical Issues: Zakaria Kabir, Contact No: 01713110302

Commercial Issues: Ivy Rahman, Contact No: 01708453478

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 then BBL will consider ERP/system price as final one. BBL also reserves the right to disqualify the vendor if price differ.

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.

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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 the 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:0 /Two Stage Techno-Commercial Evaluation and Scoring**



The final selection will be done by the Technical and Price Negotiation Committee on the basis of combined Techno-commercial scoring. The total score will be arrived at by integrating the Technical Scores and Commercial Scores.

The proposals will be ranked in terms of Total Scores arrived at as above. The proposal with the highest Total Score (H1) will be the selected bidder and the price quoted by him will be taken as the bid winning price and will be considered first for award of contract.

## **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

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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.

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

Freight Terms  
FOB

Price Precision **2**

## **2 Requirements**

*\*Response is required*

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Procurement Department

General Services Division

BRAC Bank Ltd.

**3 Lines**

## Instructions

Description Air Purifier  
 Brand  
 Model  
 Origin  
 Warranty  
 Power Consumption  
 Filter Indicator Light  
 Filter Type  
 Sensors  
 Inverter Control  
 Noise Level  
 Weight (kg)  
 Air Flow (m3/min)  
 Area Covered Approx. 50 m²  
 Stock Availability  
 Price including VAT & AIT

**3.1 Line Information**

Line	Target Quantity	UOM	Response Quantity	Response Price	Line Amount	Promised Date
1-Air Purifier	1	PC				

**3.2 Line Details****3.2.1 Line 1 Air Purifier**

To provide an alternate line, see appendix.

Category Name **CAPEX.OFFICE  
EQUIPMENTS.AIR  
CONDITIONER**  
 Item **OEACR00002**  
 Allow Alternate Lines **Yes**  
 Requested Date

Revision  
 Alternate Line Provided  
 Location

☐ Yes ☐ No  
**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	