

Ref: BBL/Proc/Rfq/Y20/100

Dated: 30th June, 2020

Subject: Request for Quotation (RFQ) for UPC of Fire Control Panel System, Access Control System, Intruder/Security Control System and CCTV Surveillance System for BRAC Bank, Ref no: BBL/Proc/Rfq/Y20/100

Dear Sir:

BRAC Bank Limited invites proposals for the requirement mentioned in the RFQ from reputed Companies having experiences in similar type of jobs.

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

- a) Annexure 1: Instruction to bidder
- b) Annexure 2 : Price Annexure
- c) Annexure 3: Terms of Reference
- d) Annexure 4: Enlistment Document

Utmost care in preparing the bid documents from bidder end is expected.

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 bid to the email address: **tender@bracbank.com** by **07th July, 2020** (Bangladesh Standard Time). Please note that email size should not exceed 10 MB. If require, you can break mail and send more than 1 mail. The Purchaser reserves the right to change the Time schedule at any time.
3. **Required Content and Structure of the Quotation:** The bidder shall submit soft copy of the **commercial offer** through e-mail. The **subject of the e-mail containing offer would be mentioned as "UPC of Fire Control Panel System, Access Control System, Intruder/Security Control System and CCTV Surveillance System for BRAC Bank, Ref no: BBL/Proc/Rfq/Y20/100"**
4. **Quotation Validity:** The Quotation shall be valid for 24 months from the Quotation submission/ closing date.
5. 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.
6. **Point of Contact:**
Technical/Functional Issues: Mr. Sarowar Alam, Email: sarowar.alam@bracbank.com, contact no: 01730006236
Commercial Issues: Md. Ehsanuzzaman Riyad, Email: ehsanuzzaman.riyad@bracbank.com, contact no: 01711296158
7. 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 floated again as re-tender to allow participation that may ensure submission of better proposals to suit BBL need/expectation the best.