

Request for Quotation (RFQ) for Case Tracking Software for BBL Legal & Recovery

DRAFT

Submit your response to the following contact.

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

Phone
 Fax
 E-mail **reezwan.ahmed@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.....	5
1.4 Terms.....	5
2 Requirements.....	8
2.1 Section 1. Technical.....	11

DRAFT

1 Overview

1.1 General Information

Title	Case Tracking Software for Legal & Recovery
Buyer	Reezwan Ahmed
E-Mail	reezwan.ahmed@bracbank.com
Introduction	Dear Sir:

BRAC Bank Limited invites Technical 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: Scope of work & SLA
- b) Annexure 2: Supplier Declaration Form
- c) Annexure 3 : Draft Agreement

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

-

1.2 Schedule

Preview Date	
Close Date	18-Mar-2021 20:00:00

Open Date	Immediately
-----------	--------------------

Time Zone **Bangladesh Time**

1.3 Negotiation Controls

Response Visibility **Blind**

1.4 Terms

DRAFT

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 Clarification Date:** Vendor need to confirm their participation in bid by sending their expression of interest at email of Khaleda.kabir@bracbank.com by 25th January,2021. **Subject of email** will be "EOI for Firewall for Bangladesh Bank, Ref no BBL/Proc/RFQ/Y21/18".
3. **Bid Submission/ Closing Date: BBL shall send link for submitting technical proposal only to those vendor who Submits EOI.** Vendor will submit technical proposal only. Commercial bid will be conducted through online/live auction later. 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.
4. **Required Content and Structure of the Quotation:** The bidder shall submit soft copy of the **Technical Offer** through ERP.
5. **Quotation Validity:** The Quotation shall be valid for One Twenty (120) calendar days from the Quotation submission/ closing date.
6. 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.

7. Point of Contact:

Technical Issues: Saiful Hoque Robin, mohammadsaiful.haque@bracbank.com, contact no: +8801713187775

Commercial Issues: Khaleda Kabir, khaleda.kabir @bracbank.com, contact no: - 01844 048 111

8. 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.

9. 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 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*

DRAFT

Dear Sir:

BRAC Bank Limited invites Technical 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. Functional & Technical Scope & SLA
- b) Annexure 2. Supplier Relationship Declaration Form
- c) Manual for Techno-Functional Offer submission in Fusion

Submission of above mentioned documents has got direct bearing on the technical scoring of the bidder. Hence 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. **Expression of Interest (EOI) & Offer Submission Date:** Vendor need to confirm their participation in bid by sending their expression of interest at email of reezwan.ahmed@bracbank.com by 18th March, 2021. **Subject of email** will be "EOI for Techno-Functional Offer for Case Track Software for Legal & Recovery of BRAC Bank , Ref no BBL/Proc/RFQ/Y21/58".
3. **Bid Submission/ Closing Date:** Bidders shall submit their Techno-Functional offers through BBL Fusion Portal (<https://eega.fa.ap1.oraclecloud.com/>). Vendor will submit technical proposal to the link **by 18th March, 2021**. 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.
4. **Quotation Validity:** The Quotation shall be valid for One Twenty (120) calendar days 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 Issues: Mr. Golam Rabbany, mdgolam.rabbany@bracbank.com, contact no: +88-01711082104

Functional Issues: Mr. Sabbir Abedin, sabbir.abedin@bracbank.com, +8801730 704768

Commercial/Fusion Portal Related Issues: Reezwan Ahmed, reezwan.ahmed@bracbank.com, contact no: +8801711296157

7. Technically qualified vendors shall later be called in an Online Bid. 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 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.

2.1 Section 1. Technical

*1. Please attach technical documents

Response attachments are required.

DRAFT