

# RFQ 2000000193 for Printing Items

*Submit your response to the following contact.*

Company **BRAC Bank Ltd.**  
 Buyer **Nafis Rashid**  
 Location **House No. 220/BTejgaon 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	<b>RFQ 2000000193</b>	Outcome	<b>Blanket Purchase Agreement</b>
Buyer	<b>Nafis Rashid</b>		
E-Mail	<b>nafis.farhan@bracbank.com</b>		
Introduction			

1. The quoted price should include applicable VAT. The rate of VAT should be mentioned in the quotation.
2. Quoted price must include delivery and other installation 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.
5. Penalty may be imposed for unreasonable delayed delivery @ 1% of total value of work order of delayed site.
6. 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 within 3 (Three) days from the date of rejection.
7. This price will be valid for reordering same quantity up to December 31, 2019.
8. Mode of Payment is to be mentioned in the offer. BRAC Bank Limited discourages advance payment.
9. Complete proposal/offer must be signed with date by the authorized representative of the company
10. 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	<b>13-Jun-2019 11:30:51</b>
Close Date	<b>18-Jun-2019 12:00:00</b>	Award Date	
Time Zone	<b>Bangladesh Time</b>		

### 1.3 Negotiation Controls

Response Visibility **Blind**

### Lines Settings

Rank Indicator **1,2,3...**

Proprietary and Confidential 13-Jun-2019 11:59:34

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****1.5 Attachments**

File Name or URL	Type	Description
Statement_Template.pdf	File	

## 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.  
 The specs are as follows:  
**Account Statement Window Envelope:**Size: 9" x 4.3" (When closed) Paper: 100 gsm offset paper (Indonesian) Printing: 4 colour print single side, Window: dice cutting, poly sheet pasting Flap: Adhesive tape on flap  
**Account statement sheet**Size: 8.27 X 11.69 ( Standard A4 size) 120 GSM Indonesian offset 4 color both side print (design attached)

### 2.1 Line Information

Line	Estimated Quantity	UOM	Response Price	Line Amount	Response Minimum Release Amount
1-Account Statement Window Envelope	500,000	PC			
2-Accounts Statement Sheet	900,000	PC			

### 2.2 Line Details

#### 2.2.1 Line 1 Account Statement Window Envelope

To provide an alternate line, see appendix.

Category Name **OPEX.STATIONERY**  
**.CONSUMABLE**  
 Item **ENVGN00015**  
 Allow Alternate Lines **Yes** Revision  
 Target Minimum Release Amount (BDT) Alternate Line Provided ☐Yes ☐No  
 Start Price (BDT)

#### Price Breaks

You may propose price breaks in the space provided or on a separate sheet of paper. The break quantity is cumulative.

Location	Quantity	Pricing Basis (Circle One Value)	Response Value

#### 2.2.2 Line 2 Accounts Statement Sheet

To provide an alternate line, see appendix.

Category Name **OPEX.STATIONERY**  
**.CONSUMABLE**  
 Item **FRMGN00003**  
 Allow Alternate Lines **Yes** Revision  
 Target Minimum Release Amount (BDT) Alternate Line Provided ☐Yes ☐No  
 Start Price (BDT)

#### Price Breaks

You may propose price breaks in the space provided or on a separate sheet of paper. The break quantity is

*cumulative.*

Location	Quantity	Pricing Basis (Circle One Value)	Response Value

### 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	

#### Price Breaks

*If the negotiation line has price breaks which you are required to enter, then you must copy those price breaks for your alternate line. If they are optional, then you may propose price breaks in the space provided or on a separate sheet of paper.*

Location	Quantity	Pricing Basis (Price/Discount Percentage)	Response Value	Start Date	End Date


