

Instruction to Bidder (ITB) for MS Office 2019 Professional version, , Ref no: BBL/Proc/RFQ/Y21/252 (2000000943)

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 MS Office 2019 professional version,		
Buyer	Abu Jafar Al Mamun	Outcome	Purchase Order
E-Mail	abujafaralmamun.30936@bracbank.com		
Introduction			

1.2 Schedule

Preview Date		Open Date	Immediately
Close Date	17-Nov-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

Payment Terms		Freight Terms	
Shipping Method		FOB	
Negotiation Currency	BDT (Taka)	Price Precision	2

2 Lines

2.1 Line Information

Line	Target Quantity	UOM	Response Quantity	Response Price	Line Amount	Promised Date
1-MS Office 2019 professional version	3	EA				

2.2 Line Details

2.2.1 Line 1 MS Office 2019 professional version

To provide an alternate line, see appendix.

Category Name **CAPEX.IT
EQUIPMENTS-
SOFTWARE.SOFTW
ARE OTHER**

Item
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)

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 Quantity	
UOM	
Promised Date	
Note to Buyer	