

**Instruction to Bidder (ITB) for business series Laptop Corei3, Ref no: BBL/Proc/RFQ/Y21/347 (2000000966)**

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	<b>RFQ for business series Laptop Core i3 Ref no: BBL/Proc/RFQ/Y21/347 (2000000966)</b>		
Buyer	<b>Abu Jafar Al Mamun</b>	Outcome	<b>Purchase Order</b>
E-Mail	<b>abujafaralmamun.30936@bracbank.com</b>		

### 1.2 Schedule

Preview Date		Open Date	<b>Immediately</b>
Close Date	<b>23-Nov-2021 14:00:00</b>	Award Date	
Time Zone	<b>Bangladesh Time</b>		

### 1.3 Negotiation Controls

Response Visibility	<b>Blind</b>
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### Lines Settings

Rank Indicator	<b>1,2,3...</b>
Ranking Method	<b>Price only</b>

### 1.4 Terms

## Instructions

**GENERAL TERMS AND CONDITIONS:**

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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. **Financial Bid Submission/ Closing Date:** Vendor will submit financial proposal to the link **by 2:00 PM 23 November 2021** (Bangladesh Standard Time). 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.
  3. **Quotation Validity:** The Quotation shall be valid for One Twenty (120) calendar days from the Quotation submission/ closing date.
  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. **Point of Contact:**

**Commercial Issues:** Abu Jafar Al Mamun, [abujafaralmamun.30936@bracbank.com](mailto:abujafaralmamun.30936@bracbank.com),  
contact no: 01711-296184

6. 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.

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 technical and commercial proposals to suit BBL need/expectation the best.

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#### **COMMERCIAL TERMS AND CONDITIONS:**

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1. **Price and VAT and Tax:** The quoted price must include applicable withholding Tax and VAT.

2. **Delivery Place:** The Bidder will deliver the product as per instruction of technology division, on the Agreed Date of Delivery.

3. **Delivery Lead Time:** Vendor will arrange the laptop in their ready stock within the stipulated time or as per the projection by BBL IT Team. Vendor must inform BBL by mail / letter if stock is available earlier or later. **Delivery must be ensured from ready**

stock within 10 December 2021

4. **Liquidated Damages for Delay:** The Bidder has to complete the entire work within the stipulated period as mentioned in the purchase order (PO)/ work order(WO), in failure 1% 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 or mutually agreed time extension.

5. **Payment Terms:** 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 (IT 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.

6. Bank Reserves right to conduct 2<sup>nd</sup> round of bid if deemed necessary.

7. 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.

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

Freight Terms  
FOB

Price Precision **2**

## 2 Lines

### 2.1 Line Information

Line	Target Quantity	UOM	Response Quantity	Response Price	Line Amount	Promised Date
1-Category E - Laptop Core i3 8GB 256 GB SSD 14.1 inch or Equivalent – HP Probook/Dell Latitude/Lenovo ThinkPad, enterprise business series, OS: Win 10 Pro- Ready Stock	70	EA				

### 2.2 Line Details

**2.2.1 Line 1 Category E -Laptop Core i3 8GB 256 GB SSD 14.1 inch or Equivalent – HP Probook/Dell Latitude/Lenovo ThinkPad, enterprise business series, OS: Win 10 Pro- Ready Stock**

Category Name **CAPEX.IT  
EQUIPMENTS-  
HARDWARE.ALL  
CABLES**

Item  
Allow Alternate Lines **No**  
Requested Date **12-Dec-2021**

Revision

Location **House No. 220/B  
Tejgaon Industrial  
Area,  
Gulshan Link Road  
DHAKA 1208  
BANGLADESH**

Start Price (BDT)