

**Request for Quotation (RFQ) for UPC of POS machine recycling for BRAC Bank Ltd Ref: BBL/Proc/RFQ/Y21/349 (2000000967)**

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	Request for Quotation (RFQ) for UPC of POS machine recycling for BRAC Bank Ltd		
Buyer	Abu Jafar Al Mamun	Outcome	Purchase Order
E-Mail	abujafaralmamun.30936@bracbank.com		

#### Introduction

#### **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.

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2. **Financial Bid Submission/ Closing Date:** The bidder has to submit their financial bid in BBL Fusion Portal by 28 November 2021 within 3.00 PM. (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.

After bidding, vendors are requested to submit the details (scope response word file + Price format excel file ) through email : [abujafaralmamun.30936@bracbank.com](mailto:abujafaralmamun.30936@bracbank.com)

3. **Quotation Validity:** The Quotation shall be valid for minimum One Twenty (120) calendar days from the Quotation submission/ bid closing date. However, during the tendering process if asked by the Bank, bidder shall be prepared to extend quotation validity.
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. Vendors must submit the filled up and signed (by minimum CXO or Director level) 'Supplier Relationship Declaration Form' attached below
6. In case a willing participant does not have Fusion ID or is not enlisted, they are requested to express their interest to participate by mailing the following documents to 24 November 2021 within 3.00 PM by email: (Mail size Should not exceed 10 MB)
  - a. Trade License/Certificate of Incorporation
  - b. TIN Certificate
  - c. BIN Certificate
  - d. Bank Solvency/Bank Statement
  - e. Company profile
  - f. Contact persons :Name, Mobile no, Email Address

**7. Point of Contact:**

**Technical Issues:** Md. Golam Rabbany, Mobile: +88-01711082104, [mdgolam.rabbany@bracbank.com/](mailto:mdgolam.rabbany@bracbank.com) Mr Saiful Hamid [saiful.hamid@bracbank.com](mailto:saiful.hamid@bracbank.com) 8801730097961

**Commercial/Fusion Related Issues:** Abu Jafar Al Mamun, [abujafaralmamun.30936@bracbank.com](mailto:abujafaralmamun.30936@bracbank.com), 01711-296184 (Procurement Personnel)

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 negotiated with most suitable vendor(s) or 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 carrying cost, maintenance, installation, commission, manual labor charge and any kind of charge thereof-if applicable. The price must also include applicable withholding Tax and VAT, which shall be deducted during payment as per Government rules and regulations.

2. **Delivery Place & Time:** The Bidder will deliver the product as per instruction of BBL Concerned department, on the Agreed Date of Delivery. The Delivery time must be mentioned in vendor's offer.

3. **Liquidated Damages for Delay:** The Bidder has to complete the entire work within the stipulated period as mentioned in clause no 2, in failure 2% 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 (Natural, Political, Government or other similar factors that are out of control of the participant).

4. **Payment Terms:** No Advance shall be paid for supply of Products and Goods. However, on special occasions, such as for services and special products, advance may be provisioned based on discussion between the supplier/service provider and the bank. Payment will be made as per price annexure & 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. Any advance payment and payment milestone fixation request is subject to BBL Policy and Management approval.

5. Bank Reserves right to conduct 2<sup>nd</sup> or multiple rounds of bid if deemed necessary.

6. 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.

7. Any Terms/Conditions in Bidders' offer contradictory to this ITB may lead to disqualification.

## 1.2 Schedule

Preview Date		Open Date	<b>Immediately</b>
Close Date	<b>28-Nov-2021 15:00:00</b>	Award Date	
Time Zone	<b>Bangladesh Time</b>		

## 1.3 Negotiation Controls

Response Visibility **Blind**

## Lines Settings

Rank Indicator **1,2,3...**  
Ranking Method **Price only**

## 1.4 Terms

Payment Terms	Freight Terms
Shipping Method	FOB
Negotiation Currency	<b>BDT (Taka)</b>
	Price Precision <b>2</b>

## 2 Lines

### 2.1 Line Information

Line	Target Quantity	UOM	Response Quantity	Response Price	Line Amount	Promised Date
1-UPC of POS machine recycling for BRAC Bank Ltd	4,000	PC				

### 2.2 Line Details

#### 2.2.1 Line 1 UPC of POS machine recycling for BRAC Bank Ltd

To provide an alternate line, see appendix.

Category Name **OPEX.IT  
EQUIPMENTS-  
HARDWARE.ALL**

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	