

PG1 - Preliminary Working draft: Standard Request for Quotation (SRFQ) Document (National) for Procurement of Goods (for values up to BDT 5 lakh) [August, 2014.

Link: <http://www.cptu.gov.bd/STD.aspx>

(Open it and click on 2nd 'Download' link of the right side of this page)

'Preliminary Working Draft' লেখা উঠাতে ওপরে বা নিচে Double Click করে Header-Footer Section –এ যেতে হয়। অতঃপর (Preliminary Working Draft) Text Select করে Delete Press করতে হয়।

=====CPTU Quotation STD (Start)=====



DRAFT

This is the Preliminary working draft. PE can use this draft for their Tender preparation. During preparation of Tender, if any problem/ confusion arise, PE's are requested to contact with CPTU for further clarifications. If any comments/suggestions to offer, please send them to e-mail: info@cptu.gov.bd; cptudg@cptu.gov.bd as early as possible.

**GOVERNMENT OF THE PEOPLE'S REPUBLIC OF
BANGLADESH**

**Standard Request for Quotation Document (National)
For Procurement of Goods
[Request for Quotation Method]
(for values up to Tk.0.5 million)**

**Central Procurement Technical Unit
Implementation Monitoring and Evaluation Division
Ministry of Planning**

August 2009

PG1a (SRFQ)

Guidance Notes on the use of The Request for Quotation Document

1. These guidance notes have been prepared by the CPTU to assist a Procuring Entity in the preparation of Quotation document, using the Standard Request for Quotation, SRFQ, for the procurement of simple, off-the-self, low value Goods and related services.. All concerned are advised to refer to the Public Procurement Rules, 2008 issued to supplement the Public Procurement Act, 2006; available on CPTU's website: <http://www.cptu.gov.bd/>. Guidance notes are provided for both the Procuring Entity and the Quotationer.
2. The procurement under Request for Quotation Method (RFQM) shall follow the provisions pursuant to Rules 69 to 73 of the Public Procurement Rules, 2008 in accordance with Section 32 of the Public Procurement Act, 2006. SRFQ is based upon best national practices that have been adapted to suit the particular needs of procurement.
3. The use of SRFQ (**PG1a**) applies when a Procuring Entity intends to select a Quotationer (a Supplier) for the Procurement of Goods and related services under RFQ Method (RFQM) pursuant to Rule 69(3) of the Public Procurement Rules, 2008.
4. Pursuant to Rule 71(1) and Rule 71(2) of the Public Procurement Rules, 2008, RFQ shall be invited through letter, Fax and e-mail. RFQ shall not be required to be advertised in the daily newspapers but for the minimum circulation the Procuring Entity shall publish that advertisement in its website (if any), including posting in the Notice Board and, shall send with request for publication to the administrative wing of some other Procuring Entities nearby.
5. Pursuant to Rule 71(3) of the Public Procurement Rules, 2008, RFQ Document shall be issued or made available to potential Quotationers '**free-of-cost**'.
6. The time-limit for Request for Quotation shall in no case exceed ten (**10**) days pursuant to Rule 71 (4) of the Public Procurement Rules, 2008.
7. No Securities such as Quotation Security (i.e. the traditionally termed Earnest Money, Tender Security) and Performance Security shall be required pursuant to Rule 70(6) of the Public Procurement Rules, 2008.
8. Submission, Opening and Evaluation of the Quotations shall respectively be dealt with pursuant to Rule 72(1), Rule 72(2) and Rule 73(1) of the Public Procurement Rules, 2008 as specified in RFQ.
9. The criteria for evaluation, pursuant to Rule 70(4) of the Public Procurement Rules, 2008, shall be pre-disclosed.
10. Pursuant to Rule 69(5) of the Public Procurement Rules, 2008 the Quotation for standard off-the-shelf low value readily available Goods and related services shall usually be on '**Unit-Rate**' basis.
11. The specifications of Goods and related services shall be framed pursuant to Rule 29 of the Public Procurement Rules, 2008.
12. Splitting the object of Procurement is not permissible pursuant to Rule 69(4) (ka) of the Public Procurement Rules, 2008.
13. The Procuring Entity shall issue the Purchase Order, pursuant to Rule 73(5) of the Public Procurement Rules, 2008, to the successful Quotationer following recommendations of the Evaluation Committee and approval thereupon of the Approving Authority.
14. The Warranty Period shall usually remain between 3 and 6 months; where applicable.
15. The Procuring Entity shall further be required to maintain the record of procurement proceedings pursuant to Rule 43 of the Public Procurement Rules, 2008

[enter here the name and address of the Procuring Entity]

REQUEST FOR QUOTATION

for

[.....]

(insert name of the goods)

RFQ No:.....

Date: dd/mm/yy

To

[insert name and address of the Quotationers]

1. The [insert name of the Procuring Entity] has been allocated public funds and intends to apply a portion of the funds to eligible payments under the Contract for which this Quotation Document is issued.
2. Detailed Specifications and, Design & Drawings for the intended Goods and related services shall be available in the office of the Procuring Entity for inspection by the potential Quotationers during office hours on all working days.
3. Quotation shall be prepared and submitted using the 'Quotation Document'.
4. Quotation shall be completed properly, duly signed-dated each page by the authorized signatory and submitted by the date to the office as specified in **Para 6** below.
5. No Securities such as Quotation Security (i.e. the traditionally termed Earnest Money, Tender Security) and Performance Security shall be required for submission of the Quotation and delivery of the Goods (if awarded) respectively.
6. Quotation in a sealed envelope or by fax or through electronic mail shall be submitted to the office of the undersigned **on or before** [insert date and time]. The envelope containing the Quotation must be clearly marked "Quotation for [insert name of Goods] and **DO NOT OPEN** before [insert date and time]. Quotations received later than the time specified herein shall not be accepted.
7. Quotations received by fax or through electronic mail shall be sealed-enveloped by the Procuring Entity duly marked as stated in **Para 7** above and, all Quotations thus received shall be sent to the Evaluation Committee for evaluation, without opening, by the same date of closing the Quotation.
8. The Procuring Entity may extend the deadline for submission of Quotations on justifiably acceptable grounds duly recorded subject to threshold of ten (10) days pursuant to Rule 71 (4) of the Public Procurement Rules, 2008.
9. All Quotations must be valid for a period of at least [insert days] from the closing date of the Quotation.
10. No public opening of Quotations received by the closing date shall be held.
11. Quotationer's rates or prices shall be inclusive of profit and overhead and, all kinds of taxes, duties, fees, levies, and other charges to be paid under the Applicable Law, if the Contract is awarded.
12. Rates shall be quoted and, subsequent payments under this Contract shall be made in Taka currency. The price offered by the Quotationer, if accepted shall remain fixed for the duration of the Contract.
13. Quotationer shall have legal capacity to enter into Contract. Quotationer, in support of its qualification shall be required to submit certified photocopies of latest documents related to valid **Trade License, Tax Identification Number (TIN), VAT Registration Number** and **Financial Solvency Certificate** from any scheduled Bank; without which the Quotation may be considered non-responsive.
14. Quotations shall be evaluated based on information and documents submitted with the Quotations, by the Evaluation Committee and, at least three (3) responsive Quotations will be required to determine the lowest evaluated responsive Quotations for award of the Contract.
15. In case of anomalies between unit rates or prices and the total amount quoted, the unit rates or prices shall prevail. In case of discrepancy between words and figures the former will govern. Quotationer shall remain bound to accept the arithmetic corrections made by the Evaluation Committee.

16. The supply of Goods and related services shall be completed within [insert number] days from the date of issuing the Purchase Order.
17. The Purchase Order that constitutes the Contract binding upon the Supplier and the Procuring Entity shall be issued within [insert number] days of receipt of approval from the Approving Authority.
18. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.

Signature of the official inviting Quotation

Name.....

Designation.....

Date.....

Address:.....Phone No.....Fax No.....e-mail

Distribution:

1. [Administrative wings of other Procuring Entities] for information and circulation in their notice board.
4. [Any other concerned offices] for information and wide circulation.
5. [Authorized Officer] for posting in the website, if applicable.
6. Notice Board.
7. Office File.

Quotation Submission Letter

[Use Letter-head Pad]

RFQ No: _____

Date: dd/mm/yy

To:

[Name and address of Procuring Entity]

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Goods and related services named [insert name of goods]

The total Price of my/our Quotation is BDT [insert amount both in figure and words]

My/Our Quotation shall remain valid for the period stated in the RFQ Document and it shall remain binding upon us and, may be accepted at any time prior to the expiration of its validity period.

I/We declare that I/we have the legal capacity to enter into a contract with you, and have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive or coercive practices. Furthermore, I/we am/are aware of Para 21(b) of the Terms and Conditions and pledge not to indulge in such practices in competing for or completion of delivery of Goods.

I/We am/are not submitting more than one Quotation in this RFQ process in my/our own name or other name or in different names. I/We understand that the Purchase Order issued by you shall constitute the Contract and will be binding upon me/us.

I/We have examined and have no reservations to the RFQ Document issued by you on [insert date]

I/We understand that you reserve the right to reject all the Quotations or annul the procurement proceedings without incurring any liability to me/us.

Signature of Quotationer with Seal
Date:

Price Schedule for Goods and Related Services

RFQ NO. _____

Date: dd/mm/yy

Sl no	Item no	Description of Items	Unit of Measurement	Quantity	Unit Rate or Price		Total Amount		Destination for Delivery of Goods
					In figure	In words	In figure	In words	
1	2	3	4	5	6	7	8	9	

Total Amount for Supply of Goods and related services (inclusive of VAT and all applicable taxes; see Note 2 below)

In figure
In words

Goods to be supplied to	[insert destination of Goods]
Total Amount in Taka (in words)	[enter the Total Amount as in Col.8 above for the delivery of Goods and related services].
Delivery Offered	[insert weeks/days] from date of issuing the Purchase Order]
Warranty Provided	[insert weeks/months from date of completion of the delivery; state none if not applicable]

[insert number] number corrections made by me/us have been duly initialed in this Price Schedule. My/Our Offer is valid until dd/mm/yy [insert Quotation Validity date].

<p>Signature of Quotationer with Seal</p>	<p>Date: dd/mm/yy</p>
<p>Name of Quotationer</p>	

- Note:**
1. Col. 1, 2, 3, 4, 5 and 9 to be filled in by the Procuring Entity and Col. 6, 7 & 8 by the Quotationer.
 2. Rates or Prices shall include profit and overhead and, all kinds of taxes, duties, fees, levies, and other charges earlier paid or to be paid under the Applicable Law, if the Contract is awarded; including transportation, insurance etc. whatsoever up to the point of delivery of Goods and related services in all respects to the satisfaction of the Procuring Entity.

Technical Specification of the Goods Required

SI no	Item no	Description of Items	Full Technical Specification and Standards	Country of Origin	Make and Model
1	2	3	4	5	6

I/We declare to supply Goods and related services offered by me/us fully in compliance with the Technical Specifications and Standards mentioned hereinabove

Signature of Quotationer with Seal	Date: dd/mm/yy
Name of Quotationer	

Note:

1. Col. 1, 2, 3 & 4 to be filled in by the Procuring Entity and Col. 5 & 6 by the Quotationer.
2. Specifications are to be filled in by the Procuring Entity. A set of precise and clear specifications is a pre-requisite for Quotations to respond realistically and competitively to the requirements of the Procuring Entity. In the context of competitive Quotations, the specifications shall be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the Goods and related services to be procured. The specifications should require that all items, materials and accessories to be included or incorporated in the Goods be new, unused and of most recent or current models, and that they include or incorporate all recent improvements in design and materials.
3. Technical Specifications of the Goods and related services shall be in compliance with the requirements of the Procuring Entity specified in this document. Quotationer is required to mention make / model (as applicable) of the Goods offered and must attach the appropriate original printed (if not available copied) literature / brochures for the listed items.

[enter here the name and address of the Procuring Entity]

PURCHASE ORDER FOR THE SUPPLY OF GOODS

[insert name of the supplies in brief]

Purchase Order No. _____

Date: dd/mm/yy

RFQ No: _____	Date: dd/mm/yy
To: [name and address of the Supplier]	
Delivery Date: [insert completion date]	Order Value: TK. [insert Contract Price]
Delivery: As per Terms and Conditions	

The Purchaser has accepted your Quotation dated [insert date] for the supply of Goods and related services as listed below and requests that you supply the Goods and related services within the delivery date stated above, in the quantities and units in conformity with the Technical Specifications under the Terms and Conditions as annexed.

ORDER ITEMS
Attached Certified photocopy of approved Priced Schedule for Goods and related services Attached Certified photocopy of approved Technical Specification of the Goods Required Attached Certified photocopy of Terms and Conditions
For the Purchaser:
Signature of the Procuring Entity with name and Designation
Date

Attachments: As stated above

Terms and Conditions for Supply of Goods and Payment

1. Terms and Conditions contained herein shall be binding upon both the Procuring Entity and the Supplier for the purpose of administration and management of this Contract.
2. Implementation and interpretation of these Terms and Conditions shall, in general, be under the purview of the Public Procurement Act, 2006 and the Public Procurement Rules, 2008.
3. The Supplier shall have to complete the delivery in all respects within **[insert days]** days of issuing the Purchase Order in conformity with the Terms and Conditions.
4. The Supplier shall be entitled to an extension of the Delivery Schedule if the Procuring Entity delays in receiving the Goods and related services or if Force Majeure situation occurs or for any other reasons acceptable to the Procuring Entity on justifiable grounds duly recorded.
5. All delivery under the Contract shall at all times be open to examination, inspection, measurements, testing, commissioning, and supervision of the Procuring Entity or his/her authorized representative.
6. The Procuring Entity shall check and verify the delivery made by the Supplier in conformity with the Technical Specifications and notify the Supplier of any Defects found.
7. If the Goods are found to be defective or otherwise not in accordance with the specifications, the Procuring Entity may reject the supplies by giving due notice to the Supplier, with reasons.
8. The Supplier shall be entirely responsible for payment of all taxes, duties, fees, and such other levies under the Applicable Law.
9. Notwithstanding any other practice, the payment shall be based on the actual delivery of goods on the basis of the quantity of each item of Goods in accordance with the Priced Schedule and Specifications. 100% of the Contract price of the Goods and related services shall be paid after submission and acceptance of the Delivery Chalan.
10. The Supplier's rates or prices shall be inclusive of profit and overhead and, all kinds of taxes, duties, fees, levies, and other charges to be paid under the Applicable Law.
11. The total Contract Price is BDT **[insert figure] [in words]**.
12. The Procuring Entity shall retain or in other words deduct from the Payment due to the Supplier, at the rate of five (05-10) percent of the contract price as security Deposit and kept it until expiration of the Warranty Period.
13. The minimum Warranty Period of the Supplies shall be **[insert months; state none if not applicable]** starting from the date of completion of delivery in the form of submission by the Supplier and acceptance by the Procuring Entity, of the Delivery Chalan.
14. The Security deposit shall be returned to the Supplier within twenty one (21) days after expiry of the Warranty Period.
15. The Supplier shall remain liable to fulfil the obligations pursuant to Rule 40 (5) of the Public Procurement Rules, 2008.
16. The Supplier shall keep the Procurement Entity harmless and indemnify from any claim, loss of property or life to himself/herself, his/her workmen or staff, any staff of the Procurement Entity or any third party while delivering the Goods and related services .
17. Any claim arising out of delivery of Goods and related services shall be settled by the Supplier at his/her own cost and responsibility.
18. Damage to the Goods during the Warranty Period shall be remedied by the Supplier at the Supplier's own cost, if the damage arises from the supply and installation by the Supplier.

19. No modification to Scope of Supply and no Variations to the quantities ordered shall be permissible under any circumstances.
20. **The Procuring Entity contracting shall amend the Contract incorporating required approved changes subsequently introduced to the original Terms and Conditions in line with Rules, where necessary.**
21. The Procuring Entity may, by written Notice sent to the Supplier, terminate the Contract in whole or in part at any time, if the Supplier:
 - a. fails to deliver Goods and related services as per Delivery Schedule and Specifications.
 - b. in the judgement of the Procuring Entity, has engaged in any corrupt, fraudulent, collusive or coercive practices in competing for or in delivery of goods and related services.
 - c. fails to perform any other obligation(s) under the Contract.
22. The Procuring Entity and the Supplier shall use their best efforts to settle amicably all possible disputes arising out of or in connection with this Contract or its interpretation.
23. The Supplier shall be subject to, and aware of provision on corruption, fraudulence, collusion and coercion in Section 64 of the Public Procurement Act, 2006 and Rule 127 of the Public Procurement Rules, 2008.

For the Purchaser:	For the Supplier:
Signature of the Procuring Entity with name and Designation	Signature of the Supplier with name Designation
Date	Date

=====CPTU Quotation STD (End)=====

====To do ready the document as you want/desire as below====

It's a Sample
যাৰ সব কিছু কাল্পনিক তথ্য দ্বাৰা প্ৰস্তুত

=== For distribution to Quotationer/Tenderer (Start) =====



Government of the People's Republic of Bangladesh
Ministry of Health & Family Welfare
Directorate General of Family Planning
6 Karwanbazar, Dhaka1215, Bangladesh

QUOTATION/TENDER DOCUMENTS

Procurement
Of

**Stretcher, Forceps (Tooth type), Forceps (Non-tooth type),
Instrument tray & Sterilizing drum)**

Through
Request for Quotation Method [RFQM]

Under
(RPA Funded)

Contract Package No. GFP/CC- 21/13

&

RFQ Nr: DGFP/L&S-3/Stretcher/3013-14/50/104 , Date: March 10, 2014

= PURCHASER =

Director (Logistics and Supply) and
Line Director (Procurement, Storage and Supply Management)
Directorate General of Family Planning (DGFP)
6 Karwanbazar, 5th floor, Dhaka 1215, Bangladesh
E-mail: dirlsdgfp@gmail.com
Telephone No.: 880-02-9101232, Fax No.: 880-2-9101232

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH
DIRECTORATE GENERAL OF FAMILY PLANNING
LOGISTICS & SUPPLY UNIT
6 KAWRANBAZAR, DHAKA-1215, BANGLADESH

REQUEST FOR QUOTATION

For

Stretcher, Forcefs (Tooth type), Forcefs (Non-tooth type),
Instrument tray & Sterilizing drum

RFQ Nr: DGFP/L&S-3/Stretcher etc/2013-14/50/104

Date: March 10, 2014

To

-
-
-
19. The Director (Logistics & Supply) & Line Director (Procurement, Storage & Supply Management) has been allocated public funds and intends to apply a portion of the funds to eligible payments under the Contract for which this Quotation Document is issued.
 20. Detailed Specifications and, Design & Drawings for the intended Goods and related services shall be available in the office of the Procuring Entity for inspection by the potential Quotationers during office hours on all working days.
 21. Quotation shall be prepared and submitted using the 'Quotation Document'.
 22. Quotation shall be completed properly, duly signed-dated each page by the authorized signatory and submitted by the date to the office as specified in Para 6 below.
 23. No Securities such as Quotation Security (i.e. the traditionally termed Earnest Money, Tender Security) and Performance Security shall be required for submission of the Quotation and delivery of the Goods (if awarded) respectively.
 24. Quotation in a sealed envelope [redacted] shall be submitted to the office of the undersigned on or before March 19, 2014 at 11:30 am. The envelope containing the Quotation must be clearly marked "Quotation for Stretcher, Forcefs (Tooth type), Forcefs (Non-tooth type), Instrument tray & Sterilizing drum and DO NOT OPEN before on March 19, 2014 at 12:00 am". Quotations received later than the time specified herein shall not be accepted. Quotations received by fax or through electronic mail shall be sealed-enveloped by the Procuring Entity duly marked as stated in Para 6 above and, all Quotations thus received shall be sent to the Evaluation Committee for evaluation, without opening, by the same date of closing the Quotation.
 25. The Procuring Entity may extend the deadline for submission of Quotations on justifiably acceptable grounds duly recorded subject to threshold of ten (10) days pursuant to Rule 71 (4) of the Public Procurement Rules, 2008.
 26. All Quotations must be valid for a period of at least 60 [sixty] days from the closing date of the Quotation.
 27. No public opening of Quotations received by the closing date shall be held.
 28. Quotationer's rates or prices shall be inclusive of profit and overhead and, all kinds of taxes, duties, fees, levies, and other charges to be paid under the Applicable Law, if the Contract is awarded.
 29. Rates shall be quoted and, subsequent payments under this Contract shall be made in Taka currency. The price offered by the Quotationer, if accepted shall remain fixed for the duration of the Contract.
 30. Quotationer shall have legal capacity to enter into Contract. Quotationer, in support of its qualification shall be required to submit certified photocopies of Latest Documents related to valid Trade License, Tax Identification Number (TIN), VAT Registration Number and Financial Solvency Certificate from any scheduled Bank, without which the Quotation may be considered non-responsive.
 31. Quotations shall be evaluated based on information and documents submitted with the Quotations, by the Evaluation Committee and, at least three (3) responsive Quotations will be required to determine the lowest evaluated responsive Quotations for award of the Contract.

32. In case of anomalies between unit rates or prices and the total amount quoted, the unit rates or prices shall prevail. In case of discrepancy between words and figures the former will govern. Quotationer shall remain bound to accept the arithmetic corrections made by the Evaluation Committee.
33. The supply of Goods and related services shall be completed within 7 [seven] days from the date of issuing the Purchase Order.
34. The Purchase Order that constitutes the Contract binding upon the Supplier and the Procuring Entity shall be issued within 7 [seven] days of receipt of approval from the Approving Authority.
35. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.

Sd/=

Md. Kafil Uddin

Director (Logistics & Supply)

&

Line Director (Procurement, Storage & Supply Management)

Logistics & Supply Unit, Directorate General of Family Planning,

6 Kawranbazar, Dhaka 1215, Bangladesh.

Phone No.: +880-2-9101232,

E-mail address: dirisdgfp@gmail.com

Distribution:

1. Director, Admiration/Finance/MCH-Services/ CCSDP/MIS/Audit/Planning/----- (All), Directorate General of Family Planning, 6 Kawranbazar, Dhaka 1215. Request for information and circulation in their notice board.
2. Director, IEM, Directorate General of Family Planning, 6 Kawranbazar, Dhaka 1215. Request for posting in the website.
3. Secretary, Bangladesh Textile Mills Corporation [BTMC], 7-9 Kawranbazar, Dhaka 1215. Request for information and circulation in their notice board.
4. Vice-Chairman, Bureau of Export Development, TCB Bhaban, 4th Floor, 1 Kawranbazar, Dhaka 1215. Request for information and circulation in their notice board.
5. Director [Administration], Bangladesh Rural Development Bord [BRDB], 5 Kawranbazar, Dhaka 1215. Request for information and circulation in their notice board.
6. Notice Board.
7. Office File.

Quotation Submission Letter

[Use Letter-head Pad]

RFQ Nr: DGFP/L&S-2/Dev/PrT&A/2013-14/16/

Date: October , 2012

To:
The Director (Logistics & Supply)
&
Line Director (Procurement, Storage & Supply Management)
Directorate General of Family Planning
Logistics & Supply Unit, 6th Floor
6 Kawranbazar, Dhaka-1215, Bangladesh

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Goods and related services named **Printer Toner & Accessories** and **Contract Package No. GFP/LP/Dev/PSS/13-14/04.**

The total Price of my/our Quotation is BDT [insert amount both in figure and words]

My/Our Quotation shall remain valid for the period stated in the RFQ Document and it shall remain binding upon us and, may be accepted at any time prior to the expiration of its validity period.

I/We declare that I/we have the legal capacity to enter into a contract with you, and have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive or coercive practices. Furthermore, I/we am/are aware of Para 21.b. of the Terms and Conditions and pledge not to indulge in such practices in competing for or completion of delivery of Goods.

I/We am/are not submitting more than one Quotation in this RFQ process in my/our own name or other name or in different names. I/We understand that the Purchase Order issued by you shall constitute the Contract and will be binding upon me/us.

I/We have examined and have no reservations to the RFQ Document issued by you on **October , 2013.**

I/We understand that you reserve the right to reject all the Quotations or annul the procurement proceedings without incurring any liability to me/us.

Signature of Quotationer with Seal
Date:

Price Schedule for Goods and Relate Services

RFQ Nr: DGFP/L&S-2/Dev/PrT&A/2013-14/16/

Date: October , 2013

Lot Nr.	Itemr.	Description of Items	Unit of Measurement	Quantity	Unit Rate or Price		Total Amount	Destination for Delivery of Goods
					In figure	In words		
1	2	3	4	5	6	7	8	9
1	1	Printer Toner (Samsung ML 1640)	Nos.	3				Logistics & Supply Unit, 5 th floor, Directorate General of Family Planning, 6 Kawranbazar, Dhaka-1215, Bangladesh
1	2	Printer Toner (Samsung ML 2850)	Pcs	23				
1	3	Mouse	Pcs	20				
1	4	Key Board	Pcs	10				
Total Amount for Supply of Goods and related services (inclusive of VAT and all applicable taxes; see Note 2 below)					Intotal [In figure]			
					Intotal [In words]			
Goods to be supplied to			Logistics & Supply Unit, 5 th floor, Directorate General of Family Planning, 6 Kawranbazar, Dhaka-1215, Bangladesh					
Total Amount in Taka (in words)			[Enter the Total Amount as in Col.8 above for the delivery of Goods and related services].					
Delivery Offered			[[insert weeks/days] from date of issuing the Purchase Order]					
Warranty Provided			[[insert weeks/months] from date of completion of the delivery; state none if not applicable]					

[Insert number] number corrections made by me/us have been duly initialed in this Price Schedule. My/Our Offer is valid until dd/mm/yy [insert Quotation Validity date].

Signature of Quotationer with Seal	Date: dd'mm/yy
Name of Quotationer	

Note:

3. Col. 1, 2, 3, 4, 5 and 9 to be filled in by the Procuring Entity and Col. 6, 7 & 8 by the Quotationer.
4. Rates or Prices shall include profit and overhead and, all kinds of taxes, duties, fees, levies, and other charges earlier paid or to be paid under the Applicable Law, if the Contract is awarded; including transportation, insurance etc. whatsoever up to the point of delivery of Goods and related services in all respects to the satisfaction of the Procuring Entity.

Technical Specification of the Goods and Related Services

SI no	Item no	Description of Items	Full Technical Specification and Standards	Country of Origin	Make and Model
-------	---------	----------------------	--	-------------------	----------------

SI no	Item no	Description of Items	Full Technical Specification and Standards	Country of Origin	Make and Model
1	2	3	4	5	6
		Stretcher (2 pcs)	(এখানে বিস্তারিত লিখতে হবে)		
1	1	Forceps (Tooth type)	(এখানে বিস্তারিত লিখতে হবে)		
2	2	Forceps (Non-tooth type)	(এখানে বিস্তারিত লিখতে হবে)		
3	3	Instrument tray	(এখানে বিস্তারিত লিখতে হবে)		
4	4	Sterilizing drum	(এখানে বিস্তারিত লিখতে হবে)		

I/We declare to supply Goods and related services offered by me/us fully in compliance with the Technical Specifications and Standards mentioned hereinabove

Signature of Quotationer with Seal	Date: dd/mm/yy
Name of Quotationer	

Note:

1. Col. 1, 2, 3 & 4 to be filled in by the Procuring Entity and Col. 5 & 6 by the Quotationer.
2. Specifications are to be filled in by the Procuring Entity. A set of precise and clear specifications is a pre-requisite for Quotations to respond realistically and competitively to the requirements of the Procuring Entity. In the context of competitive Quotations, the specifications shall be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the Goods and related services to be procured. The specifications should require that all items, materials and accessories to be included or incorporated in the Goods be new, unused and of most recent or current models, and that they include or incorporate all recent improvements in design and materials.
3. Technical Specifications of the Goods and related services shall be in compliance with the requirements of the Procuring Entity specified in this document. Quotationer is required to mention make / model (as applicable) of the Goods offered and must attach the appropriate original printed (if not available copied) literature / brochures for the listed items.

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH
Directorate General of Family Planning
Logistics & Supply Unit
6 Kawranbazar, Dhaka 1215, Bangladesh.

PURCHASE ORDER FOR THE SUPPLY OF GOODS

[insert name of the supplies in brief]

Package Name: Printer Toner & Accessories and Contract Package No. GFP/LP/Dev/PSS/13-14/04.

Purchase Order No.: DGFP/L&S-2/Dev/PrT&A/2013-14/16/

Date: dd/mm/yy

Ref.: DGFP/L&S-2/Dev/PrT&A/2013-14/16/	Date: October , 2013
To: [name and address of the Supplier]	
Delivery Date: [insert completion date]	Order Value: TK. [insert Contract Price]
Delivery: As per Terms and Conditions	

The Purchaser has accepted your Quotation dated [insert date] for the supply of Goods and related services as listed below and requests that you supply the Goods and related services within the delivery date stated above, in the quantities and units in conformity with the Technical Specifications under the Terms and Conditions as annexed.

ORDER ITEMS

Attached Certified photocopy of approved Priced Schedule for Goods and related services.
Attached Certified photocopy of approved Technical Specification of the Goods Required.
Attached Certified photocopy of Terms and Conditions.

For the Purchaser:

Md. Kafil Uddin
Director (Logistics & Supply) &
Line Director (Procurement, Storage & Supply Management)

Date:

Attachments: As stated above

Terms and Conditions
for
Supply of Goods and Payment

9. Terms and Conditions contained herein shall be binding upon both the Procuring Entity and the Supplier for the purpose of administration and management of this Contract.
10. Implementation and interpretation of these Terms and Conditions shall, in general, be under the purview of the Public Procurement Act, 2006 and the Public Procurement Rules, 2008.
11. The Supplier shall have to complete the delivery in all respects within [insert days] days of issuing the Purchase Order in conformity with the Terms and Conditions.
12. The Supplier shall be entitled to an extension of the Delivery Schedule if the Procuring Entity delays in receiving the Goods and related services or if Force Majeure situation occurs or for any other reasons acceptable to the Procuring Entity on justifiable grounds duly recorded.
13. All delivery under the Contract shall at all times be open to examination, inspection, measurements, testing, commissioning, and supervision of the Procuring Entity or his/her authorized representative.
14. The Procuring Entity shall check and verify the delivery made by the Supplier in conformity with the Technical Specifications and notify the Supplier of any Defects found.
15. If the Goods are found to be defective or otherwise not in accordance with the specifications, the Procuring Entity may reject the supplies by giving due notice to the Supplier, with reasons.
16. The Supplier shall be entirely responsible for payment of all taxes, duties, fees, and such other levies under the Applicable Law.
24. Notwithstanding any other practice, the payment shall be based on the actual delivery of goods on the basis of the quantity of each item of Goods in accordance with the Priced Schedule and Specifications. 100% of the Contract price of the Goods and related services shall be paid after submission and acceptance of the Delivery Chalan.
25. The Supplier's rates or prices shall be inclusive of profit and overhead and, all kinds of taxes, duties, fees, levies, and other charges to be paid under the Applicable Law.
26. The total Contract Price is BDT [insert figure] [in words].
27. The Procuring Entity shall retain or in other words deduct from the Payment due to the Supplier, at the rate of five (05-10) percent of the contract price as security Deposit and kept it until expiration of the Warranty Period.
28. The minimum Warranty Period of the Supplies shall be 01 (One) year starting from the date of completion of delivery in the form of submission by the Supplier and acceptance by the Procuring Entity, of the Delivery Chalan.
29. The Security deposit shall be returned to the Supplier within twenty one (21) days after expiry of the Warranty Period.
30. The Supplier shall remain liable to fulfil the obligations pursuant to Rule 40 (5) of the Public Procurement Rules, 2008.
31. The Supplier shall keep the Procurement Entity harmless and indemnify from any claim, loss of property or life to himself/herself, his/her workmen or staff, any staff of the Procurement Entity or any third party while delivering the Goods and related services .

32. Any claim arising out of delivery of Goods and related services shall be settled by the Supplier at his/her own cost and responsibility.
33. Damage to the Goods during the Warranty Period shall be remedied by the Supplier at the Supplier's own cost, if the damage arises from the supply and installation by the Supplier.
34. No modification to Scope of Supply and no Variations to the quantities ordered shall be permissible under any circumstances.
35. The Procuring Entity contracting shall amend the Contract incorporating required approved changes subsequently introduced to the original Terms and Conditions in line with Rules, where necessary.
36. The Procuring Entity may, by written Notice sent to the Supplier, terminate the Contract in whole or in part at any time, if the Supplier:
 - d. Fails to deliver Goods and related services as per Delivery Schedule and Specifications.
 - e. In the judgement of the Procuring Entity, has engaged in any corrupt, fraudulent, collusive or coercive practices in competing for or in delivery of goods and related services.
 - f. Fails to perform any other obligation(s) under the Contract.
37. The Procuring Entity and the Supplier shall use their best efforts to settle amicably all possible disputes arising out of or in connection with this Contract or its interpretation.
38. The Supplier shall be subject to, and aware of provision on corruption, fraudulence, collusion and coercion in Section 64 of the Public Procurement Act, 2006 and Rule 127 of the Public Procurement Rules, 2008.

For the Purchaser: Md. Kafil Uddin Director (Logistics & Supply) & Line Director (Procurement, Storage & Supply Management)	For the Supplier: Signature of the Supplier with name Designation
Date:	Date:

=== For distribution to Quotationer/Tenderer (End) =====

=== Next to preparation of Quotation/Tender Documents (Start) ===

REQUEST FOR QUOTATION

Page # 1/

For

Stretcher, Forceps (Tooth type), Forceps (Non-tooth type), Instrument tray & Sterilizing drum

Under Contract Package No.: GFP/CC- 21/13

&

RFQ No: DGFP/L&S-3/Stretcher etc/2013-14/50/104, Date: March 10, 2014.

'Quotation Document' Distribution-Sheet

Sl. No.	Name & Address of Quotationer (with phone number)	Signature of Quotationer or his/her Legal Representative with Seal for Receiving the Quotation Document		Distribution Date & Time	Remark [Quotation Distributor's Sign./initial]	
		Sign.	Seal		AO	Package Officer
1	Ph. No.					
2	Ph. No.					
3	Ph. No.					
4	Ph. No.					
5	Ph. No.					
6	Ph. No.					
7	Ph. No.					
8	Ph. No.					
9	Ph. No.					
10	Ph. No.					
11	Ph. No.					

12						
	Ph. No.					

Not more than Two
One child is better

Government of the People's Republic of Bangladesh
Directorate General of Family Planning (DGFP)
Logistics & Supply Unit (5th Floor)
6 Karwanbazar, Dhaka 1215, Bangladesh

Memo Nr: DGFP/L&S-3/Stretcher/2013-14/50/
Date: /11/1420 BS; /3/2014 AD

Notice

A meeting of the Tender Evaluation Committee (TEC) will be held on 19 March 2014 at 12.00 pm [Bst] [noon] at TEC room (Room # 15) of Logistics & Supply Unit. All members of TEC are requested to attend the meeting in time.

Agenda of the meeting:

1. To evaluate the tenders against Contract Package No.: GFP/CC- 21/13 for Procurement of Stretcher, Forceps (Tooth type), Forceps (Non-tooth type), Instrument tray & Sterilizing drum through Request for Quotation Method [RFQM] (RPA Funded).
2. AOB (Any Other Business).

S.M. Anwar Hossain
Deputy Director (Foreign Procurement)
(In-charge)
And Chairman of TEC

Distribution:

All members of TEC:

1. Deputy Director (Foreign Procurement) of this unit & chairman of Tec.
2. Assistant Director (Logistics & Supply), Mch unit of this directorate general & member of TEC.
3. Assistant Director (Monitoring), Administrative unit of this directorate general & member of TEC.
4. Assistant Executive (Import), Trading Corporation of Bangladesh, Tcb bhaban, Kawranbazar, Dhaka 1215 & member of TEC.
5. Assistant Director, Export Promotion Bureau, Kawranbazar, Dhaka 1215 & member of TEC.
6. Md. Shamsuddin Mollah, Family Planning Officer (L/R) & Concern desk officer of this Unit & member secretary of TEC.

Copy for information & necessary action:

1. PA to Director General, Dgfp, Dhaka.
2. PA to Director (L & S) of this unit.
3. Office copy.

For

Stretcher, Forceps (Tooth type), Forceps (Non-tooth type), Instrument tray & Sterilizing drum

Under Contract Package No.: GFP/CC- 21/13

&

RFQ No: DGFP/L&S-3/Stretcher etc/2013-14/50/104, Date: March 10, 2014.

'Quotation' Receiving-Sheet [As per Art. # 72(2) of PPR 2008].

Sl. No.	Name & Address of Quotationer	Receiving Time & Date	Is Sample Submitted? (Yes or Not) [not Compulsory]	Signature of Quotationer	Signature with Seal of Official authorized to receive the Quotation	Re-marks
1	2	3	4	5	6	7
1	Ph. No.	Time & Date			Signature with Seal	
2	Ph. No.	Time & Date			Signature with Seal	
3	Ph. No.	Time & Date			Signature with Seal	
4	Ph. No.	Time & Date			Signature with Seal	
5	Ph. No.	Time & Date			Signature with Seal	

For

Stretcher, Forceps (Tooth type), Forceps (Non-tooth type), Instrument tray & Sterilizing drum

Under Contract Package No.: GFP/CC- 21/13

&

RFQ No: DGFP/L&S-3/Stretcher etc/2013-14/50/104, Date: March 10, 2014.

At a Glance Evaluation-Sheet

Sl. No.	Name & Address of Quotationer	Valid Trade License [Y/N]	Valid Tax Identification Number (TIN) [Y/N]	Valid VAT Registration Number [Y/N]	Valid Financial Solvency Certificate [Y/N]	Comply with Technical Specification [Y/N]	Quoted Price in BDT	Responsive or Non-responsive?
1	Online Trade, 157 Shantinagar, Unit 3, Ideal Point, 3rd Floor, Dhaka 1217.							
2	Sagar Enterprize, Haragachh, Chawnia, Rangpur							
3.	S. K. Trading, 86 North Basabo, Dhaka							
4	Sakura Tex-Design, Centre point concord space # 5/B, 14/A & 31/A Tejkunipara, Tejgaon, Dhaka							
5	Vista International, 75 Green Road, Dhaka 1215.							
6	Volvo Engineering Corporation Ltd., 351 Free School Street, Hatirpool, Dhaka 1205.							

===== Attendance (Start) =====

TEC Meeting Attendance Sheet [Member(s)]

REQUEST FOR QUOTATION

For

Stretcher, Forceps (Tooth type), Forceps (Non-tooth type), Instrument tray & Sterilizing drum

Contract Package Nr: GFP/CC- 21/13.

RFQ No: DGFP/L&S-3/Stretcher etc/2013-14/50/104, Date: March 10, 2014

Venue: Conference Room of Director (Logistics & Supply), Room # 15, DGFP, Dhaka 1215

Date & Time: March 19, 2014 at 12.00 p.m. [BST] [Noon]

Name, Signature etc of the Member(s) Present

Sl. No.	Name, Designation & Mobile Number of the Member(s)	Office Address with phone #	Signature
1			
2			
3			
4			
5			
6			

===== Attendance (End) =====

----- Evaluation Sheet (Start) -----

REQUEST FOR QUOTATION

Page # 1/1

For

Stretcher, Forceps (Tooth type), Forceps (Non-tooth type), Instrument tray & Sterilizing drum
Under Contract Package No.: GFP/CC- 21/13

&

RFQ No: DGFP/L&S-3/Stretcher etc/2013-14/50/104, Date: March 10, 2014.

At a Glance Evaluation-Sheet

Sl. No.	Name & Address of Quotationer	Valid Trade License [Y/N]	Valid Tax Identification Number (TIN) [Y/N]	Valid VAT Registration Number [Y/N]	Valid Financial Solvency Certificate [Y/N]	Comply with Technical Specification [Y/N]	Quoted Price in BDT	Responsive or Non-responsive?
1	Online Trade, 157 Shantinagar, Unit 3, Ideal Point, 3rd Floor, Dhaka 1217.							
2	Sagar Enterprize, Haragachh, Chawnia, Rangpur							
3.	S. K. Trading, 86 North Basabo, Dhaka							
4	Sakura Tex-Design, Centre point concord space # 5/B, 14/A & 31/A Tejkunipara, Tejgaon, Dhaka							
5	Vista International, 75 Green Road, Dhaka 1215.							
6	Volvo Engineering Corporation Ltd., 351 Free School Street, Hatirpool, Dhaka 1205.							

----- Evaluation Sheet (End) -----

==== Minutes (Start) =====

দুটি সন্তানের বেশি নয়
একটি হলে ভালো হয়

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
পরিবার পরিকল্পনা অধিদপ্তর
উপকরণ ও সরবরাহ ইউনিট (৬ষ্ঠ তলা)
৬ কাওরানবাজার, ঢাকা ১২১৫

স্মারক নং পপঅ/উওস-৩/Stretcher etc/২০১৩-১৪/৫০/

তারিখঃ ১২/১৪২০ বঙ্গাব্দ, ১৩/২০১৩ খ্রিষ্টাব্দ।

Contract Package Nr: GFP/CC- 21/13 & RFQ Nr: DGFP/L&S-3/Stretcher etc/2013-14/50/104,
Date: March 10, 2014-Gi Aaxb ৫ [পাঁচ] ধরন/আইটেমের [Stretcher, Forcefs (Tooth type), Forcefs (Non-tooth type), Instrument tray & Sterilizing drum] ক্রয়/সংগ্রহের লক্ষে অনুষ্ঠিত দরপত্র মূল্যায়ন কমিটির সভার কার্যবিবরণী।

১৯/৩/২০১৪ খ্রিঃ তারিখ দুপুর ১২.০০ ঘটিকায় পরিবার পরিকল্পনা অধিদপ্তরের উপকরণ ও সরবরাহ ইউনিটের টিইসি রুমে (৬ষ্ঠ তলা, রুম নং ১৫) Tender/Quotation Evaluation Committee (TEC)-র এক সভা কমিটির সভাপতি জনাব এস. এম. আনোয়ার হোসেন, উপপরিচালক (বৈদেশিক সংগ্রহ)-এর সভাপতিত্বে অনুষ্ঠিত হয়। সভাপতি এবং বহুসংখ্যক উপস্থিত সদস্যসহ উপস্থিত সকলকে স্বাগত জানান এবং সভার কাজ শুরু করার জন্য সদস্য-সচিব পরিবার পরিকল্পনা কর্মকর্তা (লিভ রিজার্ভ) মোঃ শামসুদ্দীন মোল্লাকে অনুরোধ করেন।

সভাপতি মহোদয়ের অনুরোধক্রমে Tender Evaluation Committee-র সদস্য-সচিব সভাকে জানান যে, ২০১৩-২০১৪ অর্থ বছরের ক্রয় পরিকল্পনার আওতায় Contract Package Nr: GFP/CC- 21/13-Gi Aaxb ৫ [পাঁচ] ধরন/আইটেমের [Stretcher, Forcefs (Tooth type), Forcefs (Non-tooth type), Instrument tray & Sterilizing drum] ক্রয়/সংগ্রহের লক্ষে ১০/৩/২০১৪ তারিখ RFQ Nr: DGFP/L&S-3/Stretcher/3013-14/50/104-এর মাধ্যমে কোটেশন আহ্বান এবং তা চচজ ২০০৮ মোতাবেক যথাযথভাবে প্রচার করা হয়। কোটেশন ডকুমেন্ট অনুসারে কোটেশন ডকুমেন্ট বিতরণের শেষ সময় পর্যন্ত (১৯/৩/২০১৪ খ্রিঃ তারিখ সকাল ১১.৩০ ঘটিকা) মোট ১১টি (এগারটি) প্রতিষ্ঠান কোটেশন ডকুমেন্ট গ্রহণ করেন। সকল প্রতিষ্ঠান সরাসরি প্রকিউরিং এনটিটি-র (Procuring Entity) অফিসে এসে কোটেশন ডকুমেন্ট গ্রহণ/সংগ্রহ করেন।

সদস্য সচিব সভাকে জানান যে, কোটেশন প্রদানের অনুরোধজ্ঞাপনপত্র, বহুল প্রচারের জন্য, নিম্নলিখিত প্রতিষ্ঠানকে তাঁদের নামের পাশে বর্ণিত প্রচারের অনুরোধসহ প্রেরণ/বিতরণ করা হয়:

8. Director [Admiration/Finance/MCH-Services/CCSDP/MIS/Audit/Planning/ ----- (All units)], Directorate General of Family Planning, 6 Kawranbazar, Dhaka 1215. Request for information and circulation in their notice board.
9. Director, IEM, Directorate General of Family Planning, 6 Kawranbazar, Dhaka 1215. Request for posting in the website.
10. Secretary, Bangladesh Textile Mills Corporation (BTMC), 7-9 Kawranbazar, Dhaka 1215. Request for information and circulation in their notice board.
11. Vice-Chairman, Bureau of Export Development, TCB Bhaban, 4th Floor, 1 Kawranbazar, Dhaka 1215. Request for information and circulation in their notice board.
12. Director [Administration], Bangladesh Rural Development Bord (BRDB), 5 Kawranbazar, Dhaka 1215. Request for information and circulation in their notice board.
13. Notice Board of logistics & supply unit, Directorate General of Family Planning, 6 Kawranbazar, Dhaka 1215.

কোটেশন ডকুমেন্টে নির্ধারিত কোটেশন দাখিলের সর্বশেষ দিন ও সময় (১৯/৩/২০১৪ খ্রিঃ তারিখ সকাল ১১.৩০ ঘটিকা) পর্যন্ত Contract Package Nr.: GFP/CC- ২১/১৩-এর বিপরীতে মোট ৬টি (ছয়টি) প্রতিষ্ঠান কোটেশন দাখিল করেন। একই দিন (১৯/৩/২০১৪ খ্রিঃ তারিখ) দুপুর ১২.০০ ঘটিকার সময়ে দাখিলকৃত সকল কোটেশন Tender Evaluation Committee (TEC) উন্মুক্ত করেন এবং প্রস্তাবিত দর এবং অন্যান্য তথ্যাদি লিপিবদ্ধ করেন [পরিশিষ্ট- ক]। কোটেশন দাখিলকারী ৬টি (ছয়টি) প্রতিষ্ঠান হচ্ছে:

1	Online Trade, 157 Shantinagar, Unit 3, Ideal Point, 3rd Floor, Dhaka 1217.
2	Sagar Enterprize, Haragachh, Chawnia, Rangpur
3	S. K. Trading, 86 North Basabo, Dhaka
4	Sakura Tex-Design, Centre point concord space # 5/B, 14/A & 31/A Tejkunipara, Tejgaon, Dhaka
5	Vista International, 75 Green Road, Dhaka 1215.
6	Volvo Engineering Corporation Ltd., 351 Free School Street, Hatirpool, Dhaka 1205.

Tender Evaluation Committee (TEC) দাখিলকৃত কোটেশনসমূহ, কোটেশন ডকুমেন্টের ১৩ অনুচ্ছেদ বর্ণিত নির্ধারিত Qualification Requirements যেমন- Certified photocopies of latest documents related to valid Trade License, Tax Identification Number (TIN), VAT Registration Number and Financial Solvency Certificate from any scheduled Bank Ges Technical Specification-এর আলোকে পরীক্ষা-নিরীক্ষা ও মূল্যায়ণ করেন। কমিটি বর্ণিত Qualification Requirements-এর আলোকে পরীক্ষা-নিরীক্ষা ও মূল্যায়ণ শেষে ৩টি (তিনটি) প্রতিষ্ঠানের কোটেশনকে গ্রহণযোগ্য [Responsive] বলে মতামত ব্যক্ত করেন। গ্রহণযোগ্য [Responsive] উক্ত ৩টি (তিনটি) কোটেশন দাতা প্রতিষ্ঠানের নাম ও ঠিকানা নিচে বর্ণিত হলঃ

Sl. #	Name & Address of Institution/Quotationer(s)
1	Online Trade, 157 Shantinagar, Unit 3, Ideal Point, 3rd Floor, Dhaka 1217.
2	Sagar Enterprize, Haragachh, Chawnia, Rangpur
3	S. K. Trading, 86 North Basabo, Dhaka

পক্ষালভের নিচে বর্ণিত ৩টি (তিনটি) কোটেশন দাতা প্রতিষ্ঠান, তার/তাদের নামের ডান পাশে বর্ণিত কারণে [যেমন- Qualification Requirement(s) যথা- Certified photocopies of latest documents related to valid Trade License, Tax Identification Number (TIN), VAT Registration Number and Financial Solvency Certificate from any scheduled Bank দাখিলকৃত কোটেশনের সাথে জমা না-দেয়ার কারণে] অগ্রহণযোগ্য [Non-Responsive] বলে মতামত ব্যক্ত করেনঃ

Sl. #	Name & Address of Non-responsive Institution/Quotationer(s)	Reason of making Non-responsive
1.	Sakura Tex-Design, Centre point concord space # 5/B, 14/A & 31/A Tejkunipara, Tejgaon, Dhaka	Not-Submission of VAT Registration Number and Financial Solvency Certificate from any scheduled Bank.
2	Vista International, 75 Green Road, Dhaka 1215.	Not-Submission of VAT Registration Number and Financial Solvency Certificate from any scheduled Bank.
	Volvo Engineering Corporation Ltd., 351 Free School Street, Hatirpool, Dhaka 1205.	Not-Submission of VAT Registration Number and Financial Solvency Certificate from any scheduled Bank.

গ্রহণযোগ্য [Responsive] কোটেশন দাতা প্রতিষ্ঠানগুলোর নামের পাশে তাঁদের Quoted Price (in BDT) নিচের ছকে উল্লেখ করা হল:

Sl. #	Name & Address of Institution/Quotationer(s)	Quoted Price in BDT
1	Online Trade, 157 Shantinagar, Unit 3, Ideal Point, 3rd Floor, Dhaka 1217.	1,18,296/-
2	Sagar Enterprize, Haragachh, Chawnia, Rangpur	1,65,654/-
3	S. K. Trading, 86 North Basabo, Dhaka	1,80,674/-

ওপরে বর্ণিত প্রতিষ্ঠানগুলো- কোটেশন ডকুমেন্টে যাচিত [অর্থাৎ কোটেশন ডকুমেন্টের ১৩ অনুচ্ছেদ বর্ণিত] সকল Qualification Requirements Ges Technical Specification-এর আলোকে Tender Evaluation Committee (TEC) কর্তৃক গ্রহণযোগ্য [Responsive]। কিন্তু প্রতিষ্ঠানগুলোর offered Price, Estimated cost-এর চেয়ে অনেক কম। তাই TEC DGFP Market Varification Committee-র মাধ্যমে মালামালগুলোর বাজার দর যাচাইয়ের সুপারিশ গ্রহণ করেন।

সুপারিশ:

Tender Evaluation Committee (TEC) বিস্তারিত আলোচনা ও মূল্যায়ণ শেষে Contract Package Nr.: GFP/CC- 21/13 & RFQ Nr. DGFP/L&S-3/Stretcher/3013-14/50/104, তারিখঃ ১০/৩/২০১৪ এর অধীন ৫ [পাঁচ] ধরন/আইটেমের [Stretcher, Forcefs (Tooth type), Forcefs (Non-tooth type), Instrument tray & Sterilizing drum], Request for Quotation Method (RFQM)-এ, ক্রয় বা সংগ্রহের লক্ষ্যে, সর্বনিম্ন গ্রহণযোগ্য [Lowest Responsive] কোটেশন দাখিলকারী প্রতিষ্ঠান নির্বাচিত হয় এই প্রতিষ্ঠানটিঃ Online Trade, 157 Shantinagar, Unit 3, Ideal Point, 3rd Floor, Dhaka 1217 এবং এই প্রতিষ্ঠানটির offered Price হল মাত্র ১,৪৯,৯৫০/- [কথায় ১ টাকা এক লক্ষ ঊনপঞ্চাশ হাজার নয়শত পঞ্চাশ মাত্র] টাকা যা Estimated cost (৪,১২,০০০/-) -এর চেয়ে অনেক কম। এ ছাড়া Responsive অন্য দুটি প্রতিষ্ঠানের offered Price Estimated cost-এর চেয়ে অনেক কম। তাই TEC DGFP Market Varification Committee-র মাধ্যমে মালামালগুলোর বাজার দর যাচাইয়ের সুপারিশ গ্রহণ করেন।

1.	S. M. Anwer Hossain Deputy Director (Foreign Procurement) Directorate General of Family Planning, Dhaka 1215.	Chairman
2.	Sharif Md. Shazedul Alam Assistant Director MCH-Services Unit, DGFP, Dhaka 1215.	Member
3.	M. Naser Uddin Assistant Director (Monitoring) Administration Unit, DGFP, Kawranbazar, Dhaka 1215.	Member
4.	Md. Miskatul Alam Assistant Executive, Trade Corporation of Bangladesh (TCB),	

	Kawranbazar, Dhaka 1215.	Member
5.	Md. Mamun-Or-Rashid Sarder Assistant Director Export Promotion Bureau, Kawranbazar, Dhaka.	Member
6.	Md. Shamsuddin Mollah Family Planning Officer (L/R) Logistics & Supply Unit, Directorate General of Family Planning, Dhaka 1215.	Member-Secretary

Collective Certification
[As per Rules No. 8. 13 (b) of the PPR 2008]

Procurement
of
Stretcher, Forceps (Tooth type), Forceps (Non-tooth type), Instrument tray & Sterilizing drum
Through
Request for Quotation Method [RFQM]
Under
RPA (GoB) and
Contract Package Nr: GFP/CC- 21/13 &
RFQ Nr. DGFP/L&S-3/Stretcher/3013-14/50/104, Date: 10/3/2014

“Certify collectively in the Tender Evaluation Report, by jointly signing that “in compliance with Rules 8. 13 (b) of the Public Procurement Rules 2008, the Tender Evaluation Committee certifies that the examination and evaluation has followed the requirements of the Regulations, the Procedures and tender document, that all facts and information have been correctly reflected in the Evaluation Report, and that no substantial or important information has been omitted.”

1.	S. M. Anwer Hossain Deputy Director (Foreign Procurement) Directorate General of Family Planning, Dhaka 1215.	Chairman
2.	Sharif Md. Shazedul Alam Assistant Director MCH-Services Unit, DGFP, Dhaka 1215.	Member
3.	M. Naser Uddin Assistant Director (Monitoring) Administration Unit, DGFP, Kawranbazar, Dhaka 1215.	Member
4.	Md. Miskatul Alam Assistant Executive, Trade Corporation of Bangladesh (TCB), Kawranbazar, Dhaka 1215.	Member
5.	Md. Mamun-Or-Rashid Sarder Assistant Director Export Promotion Bureau, Kawranbazar, Dhaka.1215.	Member
6.	Md. Shamsuddin Mollah Family Planning Officer (L/R) Logistics & Supply Unit, Directorate General of Family Planning, Dhaka 1215.	Member-Secretary

Individual Declaration
[As per Rules No. 8. 13 (a) of the PPR 2008]

Procurement
of
Stretcher, Forceps (Tooth type), Forceps (Non-tooth type), Instrument tray & Sterilizing drum
Through
Request for Quotation Method [RFQM]
Under
RPA (GoB) and
Contract Package Nr: GFP/CC- 21/13 &
RFQ Nr. DGFP/L&S-3/Stretcher/3013-14/50/104, Date: 10/3/2014

“I, Md. Momtaz Uddin, Deputy Director (Local Procurement) do hereby declare and confirm that I have no business or other links to any of the competing Tenderers.”

S. M. Anwer Hossain
Deputy Director (Foreign Procurement)
Directorate General of Family Planning, Dhaka 1215.

Individual Declaration
[As per Rules No. 8. 13 (a) of the PPR 2008]

Procurement
of
Stretcher, Forceps (Tooth type), Forceps (Non-tooth type), Instrument tray & Sterilizing drum
Through
Request for Quotation Method [RFQM]
Under
RPA (GoB) and
Contract Package Nr: GFP/CC- 21/13 &
RFQ Nr. DGFP/L&S-3/Stretcher/3013-14/50/104, Date: 10/3/2014

“I, Sharif Md. Shazedul Alam, Assistant Director, do hereby declare and confirm that I have no business or other links to any of the competing Tenderers.”

Sharif Md. Shazedul Alam
Assistant Director
MCH-Services Unit, DGFP, Dhaka 1215

Individual Declaration
[As per Rules No. 8. 13 (a) of the PPR 2008]

Procurement
of
Stretcher, Forceps (Tooth type), Forceps (Non-tooth type), Instrument tray & Sterilizing drum
Through
Request for Quotation Method [RFQM]
Under
RPA (GoB) and
Contract Package Nr: GFP/CC- 21/13 &
RFQ Nr. DGFP/L&S-3/Stretcher/3013-14/50/104, Date: 10/3/2014

“I, M. Naser Uddin, Assistant Director (Monitoring) do hereby declare and confirm that I have no business or other links to any of the competing Tenderers.”

M. Naser Uddin
Assistant Director (Monitoring)
Administration Unit
DGFP, Kawranbazar, Dhaka 1215

Individual Declaration
[As per Rules No. 8. 13 (a) of the PPR 2008]

Procurement
of
Stretcher, Forceps (Tooth type), Forceps (Non-tooth type), Instrument tray & Sterilizing drum
Through
Request for Quotation Method [RFQM]
Under
RPA (GoB) and
Contract Package Nr: GFP/CC- 21/13 &
RFQ Nr. DGFP/L&S-3/Stretcher/3013-14/50/104, Date: 10/3/2014

“I, Md. Miskatul Alam, Assistant Executive, do hereby declare and confirm that I have no business or other links to any of the competing Tenderers.”

Md. Miskatul Alam
Assistant Executive
Trade Corporation of Bangladesh (TCB)
Kawranbazar, Dhaka 1215

Individual Declaration
[As per Rules No. 8. 13 (a) of the PPR 2008]

Procurement
of
Stretcher, Forceps (Tooth type), Forceps (Non-tooth type), Instrument tray & Sterilizing drum
Through
Request for Quotation Method [RFQM]
Under
RPA (GoB) and
Contract Package Nr: GFP/CC- 21/13 &
RFQ Nr. DGFP/L&S-3/Stretcher/3013-14/50/104, Date: 10/3/2014

“I, Md. Mamun or Rashid Sarder, Assistant Director, do hereby declare and confirm that I have no business or other links to any of the competing Tenderers.”

Md. Mamun-Or-Rashid Sarder
Assistant Director
Export Promotion Bureau
Kawranbazar, Dhaka.1215

Individual Declaration

[As per Rules No. 8. 13 (a) of the PPR 2008]

Procurement
of
Stretcher, Forceps (Tooth type), Forceps (Non-tooth type), Instrument tray & Sterilizing drum
Through
Request for Quotation Method [RFQM]
Under
RPA (GoB) and
Contract Package Nr: GFP/CC- 21/13 &
RFQ Nr. DGFP/L&S-3/Stretcher/3013-14/50/104, Date: 10/3/2014

“I, Md. Shamsuddin Mollah, Family Planning Officer (L/R), do hereby declare and confirm that I have no business or other links to any of the competing Tenderers.”

Md. Shamsuddin Mollah
Family Planning Officer (L/R)
Logistics & Supply Unit
Directorate General of Family Planning, Dhaka 1215

===== Minutes (End) =====

===== Market Varification (Start) =====

দুটি সন্তানের বেশি নয়
একটি হলে ভালো হয়

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
পরিবার পরিকল্পনা অধিদপ্তর
উপকরণ ও সরবরাহ ইউনিট (৬ষ্ঠ তলা)
৬ কাওরানবাজার, ঢাকা ১২১৫

স্মারক নং পপঅ/উওস-৩/Stretcher etc/২০১৩-১৪/৫০/
তারিখঃ /১২/১৪২০ বঙ্গাব্দ, /৩/২০১৩ খ্রিষ্টাব্দ।

বিষয়ঃ পরিবার পরিকল্পনা আধিদপ্তরের Contract Package Nr. GFP/CC- 21/13 -এর আওতায় সংগ্রহ/ক্রয়তব্য চিকিৎসা সামগ্রীর বাজার দর যাচাই।

সূত্রঃ (১) ১৯/৩/২০১৪ খ্রিঃ তারিখে অনুষ্ঠিত সভার সিদ্ধান্ত। (২) Contract Package Nr. GFP/CC- 21/13-এর অধীন Contract Package Name: Procurement of Stretcher, Forceps (Tooth type), Forceps (Non-tooth type), Instrument tray & Sterilizing drum

উপর্যুক্ত বিষয় ও সূত্রের আলোকে জানানো যাচ্ছে যে, পরিবার পরিকল্পনা অধিদপ্তরের সূত্রোক্ত প্যাকেজটির নিচের ছকে বর্ণিত চিকিৎসা সামগ্রীর Tender/Offered Price, Estimated cost-র চেয়ে অনেক কম হওয়ায় বাজার দর যাচাই প্রয়োজন।

Sl #	Particular of goods
1	Stretcher (2 pcs)
2	Forceps (Tooth type) (12 pcs)
3	Forceps (Non-tooth type) (12 pcs)
4	Instrument tray (6+6=12 pcs)
5	Sterilizing drum (4+3+3=10 set)

এ অবস্থায়, বর্ণিত চিকিৎসা সামগ্রীর বাজার দর যাচাই করে প্রতিবেদন দেয়ার জন্য তাঁকে বিশেষভাবে অনুরোধ করা হল।

সংযুক্তিঃ চিকিৎসা সামগ্রীর
Technical specification (পাতা)।

এস. এম. আনোয়ার হোসেন
উপপরিচালক (বৈদেশিক সংগ্রহ)
ফোন ও ফ্যাক্স নং +৮৮০২ ৯১০ ১২ ৩২

প্রাপকঃ
পরিচালক (পরিকল্পনা)ও
সভাপতি, বাজার দর যাচাই কমিটি
পরিবার পরিকল্পনা অধিদপ্তর
৬ কাওরানবাজার, ঢাকা ১২১৫।

বিতরণঃ

১. সদস্য-সচিব, বাজার দর যাচাই কমিটি, পরিবার পরিকল্পনা অধিদপ্তর, ৬ কাওরানবাজার, ঢাকা ১২১৫।
২. দপ্তর কপি।

==== Market Varification (End) =====
==== 2nd TEC Minutes (Start) =====

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
পরিবার পরিকল্পনা অধিদপ্তর
উপকরণ ও সরবরাহ ইউনিট (৬ষ্ঠ তলা)
৬ কাওরানবাজার, ঢাকা ১২১৫

স্মারক নং পপঅ/উওস-৩/Stretcher etc/২০১৩-১৪/৫০/

তারিখঃ ১২/১৪২০ বঙ্গাব্দ, ১৪/২০১৩ খ্রিষ্টাব্দ।

Contract Package Nr: GFP/CC- 21/13 & RFQ Nr: DGFP/L&S-3/Stretcher etc/2013-14/50/104, Date: March 10, 2014-এর অধীন **৫ [পাঁচ]** ধরন/আইটেমের [Stretcher, Forcefs (Tooth type), Forcefs (Non-tooth type), Instrument tray & Sterilizing drum] ক্রয়/সংগ্রহের লক্ষে অনুষ্ঠিত দরপত্র মূল্যায়ন কমিটির সভার কার্যবিবরণী।

১৩/৪/২০১৪ খ্রিঃ তারিখ **বিকাল ২.০০** ঘটিকায় পরিবার পরিকল্পনা অধিদপ্তরের উপকরণ ও সরবরাহ ইউনিটের টিইসি রুমে (৬ষ্ঠ তলা, **রুম** নং ১৫) Tender/Quotation Evaluation Committee (TEC)-র **২য়** সভা কমিটির সভাপতি **জনাব মোঃ মমতাজ উদ্দিন**, উপপরিচালক (বৈদেশিক সংগ্রহ)-এর সভাপতিত্বে অনুষ্ঠিত হয়। **উল্লেখ্য**, গত **১৯/৩/২০১৪** খ্রিঃ তারিখ **এই কমিটির ১ম সভা অনুষ্ঠিত হয়।** সভাপতি Tender Evaluation Committee-র উপস্থিত সকলকে স্বাগত জানান এবং সভার কাজ **শুরু** করার জন্য সদস্য-সচিব **পরিবার পরিকল্পনা কর্মকর্তা (লিভ রিজার্ভ) মোঃ শামসুদ্দীন মোল্লাকে** অনুরোধ করেন।

সভাপতি মহোদয়ের অনুরোধক্রমে Tender Evaluation Committee-র সদস্য-সচিব সভাকে জানান যে, **২০১৩-২০১৪** অর্থ বছরের ক্রয় পরিকল্পনার আওতায় Contract Package Nr: GFP/CC- 21/13-এর অধীন **৫ [পাঁচ]** ধরন/আইটেমের [Stretcher, Forcefs (Tooth type), Forcefs (Non-tooth type), Instrument tray & Sterilizing drum] ক্রয়/সংগ্রহের লক্ষে **১০/৩/২০১৪** তারিখ RFQ Nr: DGFP/L&S-3/Stretcher/3013-14/50/104-এর মাধ্যমে কোটেশন আহ্বান এবং তা PPR 2008 **মোতাবেক** যথাযথভাবে প্রচার করা হয়। কোটেশন ডকুমেন্ট অনুসারে কোটেশন ডকুমেন্ট বিতরণের শেষ সময় পর্যন্ত (**১৯/৩/২০১৪** খ্রিঃ তারিখ সকাল **১১.৩০** ঘটিকা) মোট **১১টি (এগারটি)** প্রতিষ্ঠান কোটেশন ডকুমেন্ট গ্রহণ করেন। সকল প্রতিষ্ঠান সরাসরি প্রকিউরিং এনটিটি-র (Procuring Entity) অফিসে এসে কোটেশন ডকুমেন্ট গ্রহণ/সংগ্রহ করেন।

সদস্য সচিব সভাকে জানান যে, কোটেশন প্রদানের অনুরোধজ্ঞাপনপত্র, বহুল প্রচারের জন্য, **নিম্নলিখিত** প্রতিষ্ঠানকে তাঁদের নামের পাশে বর্ণিত প্রচারের অনুরোধসহ প্রেরণ/বিতরণ করা হয়:

14. Director [Admiration/Finance/MCH-Services/CCSDP/MIS/Audit/Planning/ ----- (All units)], Directorate General of Family Planning, 6 Kawranbazar, Dhaka 1215. Request for information and circulation in their notice board.
15. Director, IEM, Directorate General of Family Planning, 6 Kawranbazar, Dhaka 1215. Request for posting in the website.
16. Secretary, Bangladesh Textile Mills Corporation [BTMC], 7-9 Kawranbazar, Dhaka 1215. Request for information and circulation in their notice board.
17. Vice-Chairman, Bureau of Export Development, TCB Bhaban, 4th Floor, 1 Kawranbazar, Dhaka 1215. Request for information and circulation in their notice board.
18. Director [Administration], Bangladesh Rural Development Bord [BRDB], 5 Kawranbazar, Dhaka 1215. Request for information and circulation in their notice board.
19. Notice Board of logistics & supply unit, Directorate General of Family Planning, 6 Kawranbazar, Dhaka 1215.

কোটেশন ডকুমেন্টে নির্ধারিত কোটেশন **দাখিলের সর্বশেষ** দিন ও সময় (**১৯/৩/২০১৪** খ্রিঃ তারিখ সকাল **১১.৩০** ঘটিকা) পর্যন্ত Contract Package Nr.: GFP/CC- 21/13-এর বিপরীতে মোট **৬টি (ছয়টি)** প্রতিষ্ঠান কোটেশন

দাখিল করেন। একই দিন (১৯/৩/২০১৪ খ্রিঃ তারিখ) দুপুর ১২.০০ ঘটিকার সময়ে দাখিলকৃত সকল কোটেশন Tender Evaluation Committee (TEC) উন্মুক্ত করেন এবং প্রস্তাবিত দর এবং অন্যান্য তথ্যাদি লিপিবদ্ধ করেন [পরিশিষ্ট-ক]। কোটেশন দাখিলকারী ৬টি (ছয়টি) প্রতিষ্ঠান হচ্ছে:

1	Online Trade, 157 Shantinagar, Unit 3, Ideal Point, 3rd Floor, Dhaka 1217.
2	Sagar Enterprize, Haragachh, Chawnia, Rangpur
3	S. K. Trading, 86 North Basabo, Dhaka
4	Sakura Tex-Design, Centre point concord space # 5/B, 14/A & 31/A Tejkunipara, Tejgaon, Dhaka.
5	Vista International, 75 Green Road, Dhaka 1215.
6	Volvo Engineering Corporation Ltd., 351 Free School Street, Hatirpool, Dhaka 1205.

Tender Evaluation Committee (TEC) দাখিলকৃত কোটেশনসমূহ, কোটেশন ডকুমেন্টের ১৩ অনুচ্ছেদ বর্ণিত নির্ধারিত Qualification Requirements যেমন- Certified photocopies of latest documents related to valid Trade License, Tax Identification Number (TIN), VAT Registration Number and Financial Solvency Certificate from any scheduled Bank এবং Technical Specification-এর আলোকে পরীক্ষা-নিরীক্ষা ও মূল্যায়ণ করেন। কমিটি বর্ণিত Qualification Requirements-এর আলোকে পরীক্ষা-নিরীক্ষা ও মূল্যায়ণ শেষে ৩টি (তিনটি) প্রতিষ্ঠানের কোটেশনকে গ্রহণযোগ্য [Responsive] বলে মতামত ব্যক্ত করেন। গ্রহণযোগ্য [Responsive] উক্ত ৩টি (তিনটি) কোটেশন দাতা প্রতিষ্ঠানের নাম ও ঠিকানা নিচে বর্ণিত হলঃ

Sl. #	Name & Address of Institution/Quotationer(s)
1	Online Trade, 157 Shantinagar, Unit 3, Ideal Point, 3rd Floor, Dhaka 1217.
2	Sagar Enterprize, Haragachh, Chawnia, Rangpur
3	S. K. Trading, 86 North Basabo, Dhaka

পক্ষান্ধরে নিচে বর্ণিত ৩টি (তিনটি) কোটেশন দাতা প্রতিষ্ঠান, তার/তাদের নামের ডান পাশে বর্ণিত কারণে [যেমন- Qualification Requirement(s) যথা- Certified photocopies of latest documents related to valid Trade License, Tax Identification Number (TIN), VAT Registration Number and Financial Solvency Certificate from any scheduled Bank দাখিলকৃত কোটেশনের সাথে জমা না-দেয়ার কারণে] অগ্রহণযোগ্য [Non-Responsive] বলে মতামত ব্যক্ত করেনঃ

Sl. #	Name & Address of Non-responsive Institution/Quotationer(s)	Reason of making Non-responsive
1.	Sakura Tex-Design, Centre point concord space # 5/B, 14/A & 31/A Tejkunipara, Tejgaon, Dhaka	Not-Submission of VAT Registration Number and Financial Solvency Certificate from any scheduled Bank.
2	Vista International, 75 Green Road, Dhaka 1215.	Not-Submission of VAT Registration Number and Financial Solvency Certificate from any scheduled Bank.
3	Volvo Engineering Corporation Ltd., 351 Free School Street, Hatirpool, Dhaka 1205.	Not-Submission of VAT Registration Number and Financial Solvency Certificate from any scheduled Bank.

গ্রহণযোগ্য [Responsive] কোটেশন দাতা প্রতিষ্ঠানগুলোর নামের পাশে তাঁদের Quoted Price (in BDT) নিচের ছকে উল্লেখ করা হল:

Sl. #	Name & Address of Institution/Quotationer(s)	Quoted Price in BDT
1	Online Trade, 157 Shantinagar, Unit 3, Ideal Point, 3rd Floor, Dhaka 1217.	1,18,296/-
2	Sagar Enterprize, Haragachh, Chawnia, Rangpur	1,65,654/-
3	S. K. Trading, 86 North Basabo, Dhaka	1,80,674/-

ওপরে বর্ণিত প্রতিষ্ঠানগুলো- কোটেশন ডকুমেন্টে যাচিত [অর্থাৎ কোটেশন ডকুমেন্টের ১৩ অনুচ্ছেদ বর্ণিত] সকল Qualification Requirements এবং Technical Specification-এর আলোকে Tender Evaluation Committee (TEC) কর্তৃক গ্রহণযোগ্য [Responsive]। কিন্তু প্রতিষ্ঠানগুলোর offered Price, Estimated cost-এর চেয়ে অনেক কম। তাই TEC DGFP Market Varification Committee-র মাধ্যমে মালামালগুলোর বাজার দর যাচাইয়ের সুপারিশ গ্রহণ করেন। সুপারিশ মোতাবেক Procuring Entity, DGFP Market Varification Committee-কে বাজার দর যাচাইয়ের অনুরোধ করেন। DGFP Market Varification Committee-র রিপোর্টে দেখা যায় যে, বর্ণিত মালামালের বর্তমান বাজার দর ১,১৮,৫৬০/- (টাকা এক লক্ষ আঠার হাজার পাঁচশত ষাট মাত্র)-টাকার মধ্য। উল্লেখ্য, Online Trade, 157 Shantinagar, Unit 3, Ideal Point, 3rd Floor, Dhaka 1217-এই প্রতিষ্ঠানের offered Price মাত্র ১,১৮,২৯৬/- টাকা [কথায়: টাকা এক লক্ষ আঠার হাজার দুইশত ছিয়ানব্বই মাত্র] যা বর্তমান বাজার দরের ঐ সীমার মধ্যে অবস্থিত।

(অনুমোদন করতে হবে এখানে- by TFPO or ---)

সুপারিশ:

Tender Evaluation Committee (TEC) **বিস্তারিত** আলোচনা ও মূল্যায়ণ শেষে Contract Package Nr.: GFP/CC- 21/13 & RFQ Nr. DGFP/L&S-3/Stretcher/3013-14/50/104, তারিখ: ১০/৩/২০১৪ এর অধীন **৫ [পাঁচ]** ধরন/আইটেমের [Stretcher, Forcefs (Tooth type), Forcefs (Non-tooth type), Instrument tray & Sterilizing drum], Request for Quotation Method (RFQM)-এ, ক্রয় বা সংগ্রহের লক্ষে, সর্বনিম্ন গ্রহণযোগ্য [Lowest Responsive] কোটেশন দাখিলকারী প্রতিষ্ঠান **নির্বাচিত হয়** এই প্রতিষ্ঠানটি: Online Trade, 157 Shantinagar, Unit 3, Ideal Point, 3rd Floor, Dhaka 1217 এবং এই প্রতিষ্ঠানটির offered Price হল মাত্র ১,১৮,২৯৬/- [কথায়: টাকা এক লক্ষ আঠার হাজার দুইশত ছিয়ানব্বই মাত্র] টাকা যা Estimated cost (৪,১২,০০০/-)-এর চেয়ে অনেক কম তবে DGFP Market Varification Committee-র বাজার দরের মধ্য অবস্থান করে।

তাই এই প্যাকেজের অধীন বর্ণিত মালামালগুলো [Stretcher, Forcefs (Tooth type), Forcefs (Non-tooth type), Instrument tray & Sterilizing drum], Request for Quotation Method (RFQM)-এ, ক্রয় বা সংগ্রহের লক্ষে, সর্বনিম্ন গ্রহণযোগ্য [Lowest Responsive] কোটেশন দাখিলকারী প্রতিষ্ঠান Online Trade, 157 Shantinagar, Unit 3, Ideal Point, 3rd Floor,

Dhaka 1217-কে মাত্র ১,১৮,২১৬/- [কথায়: টাকা এক লক্ষ আঠার হাজার দুইশত ছিয়ানব্বই মাত্র] টাকায় Logistics & Supply Unit, 5th floor, Directorate General of Family Planning (DGFP), 6 Kawranbazar, Dhaka 1215, Bangladesh-এ সরবরাহ দেয়ার জন্য Purchase Order প্রদানের পক্ষে **কমিটি** সর্বসম্মতিক্রমে সুপারিশ করেন।

1.	Md. Mamtaj Uddin Deputy Director (Foreign Procurement) Directorate General of Family Planning, Dhaka 1215.	Chairman
2.	Sharif Md. Shazedul Alam Assistant Director MCH-Services Unit, DGFP, Dhaka 1215.	Member
3.	M. Naser Uddin Assistant Director (Monitoring) Administration Unit, DGFP, Kawranbazar, Dhaka 1215.	Member
4.	Md. Miskatul Alam Assistant Executive, Trade Corporation of Bangladesh (TCB), Kawranbazar, Dhaka 1215.	Member
5.	Md. Mamun-Or-Rashid Sarder Assistant Director Export Promotion Bureau, Kawranbazar, Dhaka.	Member
6.	Md. Shamsuddin Mollah Family Planning Officer (L/R) Logistics & Supply Unit, Directorate General of Family Planning, Dhaka 1215.	Member-Secretary

Collective Certification
[As per Rules No. 8. 13 (b) of the PPR 2008]

Procurement
of
Stretcher, Forceps (Tooth type), Forceps (Non-tooth type), Instrument tray & Sterilizing drum Through
Request for Quotation Method [RFQM]
Under
RPA (GoB) and
Contract Package Nr: GFP/CC- 21/13 &
RFQ Nr. DGFP/L&S-3/Stretcher/3013-14/50/104, Date: 10/3/2014

“Certify collectively in the Tender Evaluation Report, by jointly signing that “in compliance with Rules 8. 13 (b) of the Public Procurement Rules 2008, the Tender Evaluation Committee certifies that the examination and evaluation has followed the requirements of the Regulations, the Procedures and tender document, that all facts and information have been correctly reflected in the Evaluation Report, and that no substantial or important information has been omitted.”

1.	Md. Mamtaj Uddin Deputy Director (Foreign Procurement) Directorate General of Family Planning, Dhaka 1215.	Chairman
2.	Sharif Md. Shazedul Alam Assistant Director MCH-Services Unit, DGFP, Dhaka 1215.	Member
3.	M. Naser Uddin Assistant Director (Monitoring) Administration Unit, DGFP, Kawranbazar, Dhaka 1215.	Member
4.	Md. Miskatul Alam Assistant Executive, Trade Corporation of Bangladesh (TCB), Kawranbazar, Dhaka 1215.	Member
5.	Md. Mamun-Or-Rashid Sarder Assistant Director Export Promotion Bureau, Kawranbazar, Dhaka.1215.	Member
6.	Md. Shamsuddin Mollah Family Planning Officer (L/R) Logistics & Supply Unit, Directorate General of Family Planning, Dhaka 1215.	Member-Secretary

Individual Declaration

[As per Rules No. 8. 13 (a) of the PPR 2008]

Procurement
of
Stretcher, Forceps (Tooth type), Forceps (Non-tooth type), Instrument tray & Sterilizing drum Through
Request for Quotation Method [RFQM]
Under
RPA (GoB) and
Contract Package Nr: GFP/CC- 21/13 &
RFQ Nr. DGFP/L&S-3/Stretcher/3013-14/50/104, Date: 10/3/2014

“I, **Md. Mamtaj Uddin**, Deputy Director (Local Procurement) do hereby declare and confirm that I have no business or other links to any of the competing Tenderers.”

Md. Mamtaj Uddin
Deputy Director (Foreign Procurement)
Directorate General of Family Planning, Dhaka 1215.

Individual Declaration
[As per Rules No. 8. 13 (a) of the PPR 2008]

Procurement
of
Stretcher, Forceps (Tooth type), Forceps (Non-tooth type), Instrument tray & Sterilizing drum Through
Request for Quotation Method [RFQM]
Under
RPA (GoB) and
Contract Package Nr: GFP/CC- 21/13 &
RFQ Nr. DGFP/L&S-3/Stretcher/3013-14/50/104, Date: 10/3/2014

“I, Sharif Md. Shazedul Alam, Assistant Director, do hereby declare and confirm that I have no business or other links to any of the competing Tenderers.”

Sharif Md. Shazedul Alam
Assistant Director
MCH-Services Unit, DGFP, Dhaka 1215

Individual Declaration
[As per Rules No. 8. 13 (a) of the PPR 2008]

Procurement
of
Stretcher, Forceps (Tooth type), Forceps (Non-tooth type), Instrument tray & Sterilizing drum Through
Request for Quotation Method [RFQM]
Under
RPA (GoB) and
Contract Package Nr: GFP/CC- 21/13 &
RFQ Nr. DGFP/L&S-3/Stretcher/3013-14/50/104, Date: 10/3/2014

“I, M. Naser Uddin, Assistant Director (Monitoring) do hereby declare and confirm that I have no business or other links to any of the competing Tenderers.”

M. Naser Uddin
Assistant Director (Monitoring)
Administration Unit
DGFP, Kawranbazar, Dhaka 1215

Individual Declaration
[As per Rules No. 8. 13 (a) of the PPR 2008]

Procurement
of
Stretcher, Forceps (Tooth type), Forceps (Non-tooth type), Instrument tray & Sterilizing drum Through
Request for Quotation Method [RFQM]
Under
RPA (GoB) and
Contract Package Nr: GFP/CC- 21/13 &
RFQ Nr. DGFP/L&S-3/Stretcher/3013-14/50/104, Date: 10/3/2014

“I, Md. Miskatul Alam, Assistant Executive, do hereby declare and confirm that I have no business or other links to any of the competing Tenderers.”

Md. Miskatul Alam
Assistant Executive
Trade Corporation of Bangladesh (TCB)
Kawranbazar, Dhaka 1215

Individual Declaration
[As per Rules No. 8. 13 (a) of the PPR 2008]

Procurement
of
Stretcher, Forceps (Tooth type), Forceps (Non-tooth type), Instrument tray & Sterilizing drum Through
Request for Quotation Method [RFQM]
Under
RPA (GoB) and
Contract Package Nr: GFP/CC- 21/13 &
RFQ Nr. DGFP/L&S-3/Stretcher/3013-14/50/104, Date: 10/3/2014

“I, Md. Mamun-Or-Rashid Sarder, Assistant Director, do hereby declare and confirm that I have no business or other links to any of the competing Tenderers.”

Md. Mamun-Or-Rashid Sarder
Assistant Director
Export Promotion Bureau
Kawranbazar, Dhaka.1215

Individual Declaration
[As per Rules No. 8. 13 (a) of the PPR 2008]

Procurement
of
Stretcher, Forceps (Tooth type), Forceps (Non-tooth type), Instrument tray & Sterilizing drum Through
Request for Quotation Method [RFQM]
Under
RPA (GoB) and
Contract Package Nr: GFP/CC- 21/13 &
RFQ Nr. DGFP/L&S-3/Stretcher/3013-14/50/104, Date: 10/3/2014

“I, Md. Shamsuddin Mollah, Family Planning Officer (L/R), do hereby declare and confirm that I have no business or other links to any of the competing Tenderers.”

Md. Shamsuddin Mollah
Family Planning Officer (L/R)
Logistics & Supply Unit
Directorate General of Family Planning, Dhaka 1215

===== 2nd TEC Minutes (End) =====

===== Purchase Order (Start) =====

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH
Directorate General of Family Planning
Logistics & Supply Unit
6 Kawranbazar, Dhaka 1215, Bangladesh.

PURCHASE ORDER FOR THE SUPPLY OF GOODS

[Online Trade, 157 Shantinagar, Unit 3, Ideal Point, 3rd Floor, Dhaka 1217]

Package Name:

Procurement of Stretcher, Forceps (Tooth type), Forceps (Non-tooth type), Instrument tray & Sterilizing drum &
Contract Package Nr: GFP/CC- 21/13.

Purchase Order Nr: DGFP/L&S-3/ Stretcher etc /2013-14/50/

Date: Boishakh 1421 BS; April 2014 AD.

Ref.: RFQ Nr: DGFP/L&S-3/Stretcher etc/2013-14/50/104	Date: March 10, 2014
To: Online Trade 157 Shantinagar, Unit 3, Ideal Point, 3rd Floor, Dhaka 1217.	
Delivery Date: on or before April , 2014 Delivery: As per Terms and Conditions	Order Value: Tk. 1,18,296/-

The Purchaser has accepted your Quotation dated on [March 18, 2014](#), [Choitra 4, 1420](#) for the supply of Goods and related services as listed below and requests that you supply the Goods and related services within the delivery date stated above, in the quantities and units in conformity with the Technical Specifications under the Terms and Conditions as annexed.

ORDER ITEMS

Attached Certified photocopy of approved Priced Schedule for Goods and related services
Attached Certified photocopy of approved Technical Specification of the Goods Required
Attached Certified photocopy of Terms and Conditions

For the Purchaser:

[Md. Kafil Uddin](#)

Director (Logistics & Supply) &

Line Director (Procurement, Storage & Supply Management) (Additional Charge).

Date: [April](#) , 2014

Attachments: As stated above.

Terms and Conditions
for
Supply of Goods and Payment

17. Terms and Conditions contained herein shall be binding upon both the Procuring Entity and the Supplier for the purpose of administration and management of this Contract.
18. Implementation and interpretation of these Terms and Conditions shall, in general, be under the purview of the Public Procurement Act, 2006 and the Public Procurement Rules, 2008.
19. The Supplier shall have to complete the delivery in all respects within **7 [seven] days** of issuing the Purchase Order in conformity with the Terms and Conditions.
20. The Supplier shall be entitled to an extension of the Delivery Schedule if the Procuring Entity delays in receiving the Goods and related services or if Force Majeure situation occurs or for any other reasons acceptable to the Procuring Entity on justifiable grounds duly recorded.
21. All delivery under the Contract shall at all times be open to examination, inspection, measurements, testing, commissioning, and supervision of the Procuring Entity or his/her authorized representative.
22. The Procuring Entity shall check and verify the delivery made by the Supplier in conformity with the Technical Specifications and notify the Supplier of any Defects found.
23. If the Goods are found to be defective or otherwise not in accordance with the specifications, the Procuring Entity may reject the supplies by giving due notice to the Supplier, with reasons.
24. The Supplier shall be entirely responsible for payment of all taxes, duties, fees, and such other levies under the Applicable Law.
39. Notwithstanding any other practice, the payment shall be based on the actual delivery of goods on the basis of the quantity of each item of Goods in accordance with the Priced Schedule and Specifications. 100% of the Contract price of the Goods and related services shall be paid after submission and acceptance of the Delivery Chalan.
40. The Supplier's rates or prices shall be inclusive of profit and overhead and, all kinds of taxes, duties, fees, levies, and other charges to be paid under the Applicable Law.
41. The total Contract Price is **BDT 1,18,296/-** [Bangladesh Taka **One Lakh Eighteen Thousand Two Hundred & Ninety Six** Only].
42. The Procuring Entity shall retain or in other words deduct from the Payment due to the Supplier, at the rate of five (05-10) percent of the contract price as security Deposit and kept it until expiration of the Warranty Period.
43. The minimum Warranty Period of the Supplies shall be **01 (One) year** starting from the date of completion of delivery in the form of submission by the Supplier and acceptance by the Procuring Entity, of the Delivery Chalan.
44. The Security deposit shall be returned to the Supplier within twenty one (21) days after expiry of the Warranty Period.
45. The Supplier shall remain liable to fulfil the obligations pursuant to Rule 40 (5) of the Public Procurement Rules, 2008.
46. The Supplier shall keep the Procurement Entity harmless and indemnify from any claim, loss of property or life to himself/herself, his/her workmen or staff, any staff of the Procurement Entity or any third party while delivering the Goods and related services .
47. Any claim arising out of delivery of Goods and related services shall be settled by the Supplier at his/her own cost and responsibility.

48. Damage to the Goods during the Warranty Period shall be remedied by the Supplier at the Supplier's own cost, if the damage arises from the supply and installation by the Supplier.
49. No modification to Scope of Supply and no Variations to the quantities ordered shall be permissible under any circumstances.
50. The Procuring Entity contracting shall amend the Contract incorporating required approved changes subsequently introduced to the original Terms and Conditions in line with Rules, where necessary.
51. The Procuring Entity may, by written Notice sent to the Supplier, terminate the Contract in whole or in part at any time, if the Supplier:
 - g. fails to deliver Goods and related services as per Delivery Schedule and Specifications.
 - h. in the judgement of the Procuring Entity, has engaged in any corrupt, fraudulent, collusive or coercive practices in competing for or in delivery of goods and related services.
 - i. fails to perform any other obligation(s) under the Contract.
52. The Procuring Entity and the Supplier shall use their best efforts to settle amicably all possible disputes arising out of or in connection with this Contract or its interpretation.
53. The Supplier shall be subject to, and aware of provision on corruption, fraudulence, collusion and coercion in Section 64 of the Public Procurement Act, 2006 and Rule 127 of the Public Procurement Rules, 2008.

For the Purchaser: Md. Kafil Uddin Director (Logistics & Supply) & Line Director (Procurement, Storage & Supply Management)	For the Supplier: Signature of the Supplier with name Designation Online Trade, 157 Shantinagar, Unit 3, Ideal Point, 3rd Floor, Dhaka 1217.
Date: April , 2014	Date: April , 2014

Purchase Order Nr: DGFP/L&S-3/ Stretcher etc /2013-14/50/
 Date: Boishakh 1421 BS; April 2014 AD.

DISTRIBUTION for information & necessary action:

1. Line Director (CCSDP) of this Directorate General.
2. Deputy Director (Logistics & Supply/Froeing Procurement/Local PProcurement), Logistics & Supply Unit, DGFP, Dhaka 1215.
3. Assistant Director (Logistics & Supply/Froeing Procurement/Local PProcurement), Logistics & Supply Unit, DGFP, Dhaka 1215.
4. Procurement Officer, Logistics & Supply Unit, DGFP, Dhaka 1215.
5. Office Copy.

Md. Momtaz Uddin
 Deputy Director (Foreign Procurement)

===== Purchase Order (End) =====

=== Next to preparation of Qutation/Tender Documents (End) ===

=== Information and circulation in the notice board (Start) =====

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH
DIRECTORATE GENERAL OF FAMILY PLANNING
LOGISTICS & SUPPLY UNIT
6 KAWRANBAZAR, DHAKA-1215, BANGLADESH

REQUEST FOR QUOTATION

For

**Stretcher, Forceps (Tooth type), Forceps (Non-tooth type),
Instrument tray & Sterilizing drum**

RFQ Nr: DGFP/L&S-3/Stretcher etc/2013-14/50/104

Date: March 10, 2014

To

- -----

36. The Director (Logistics & Supply) & Line Director (Procurement, Storage & Supply Management) has been allocated public funds and intends to apply a portion of the funds to eligible payments under the Contract for which this Quotation Document is issued.
 37. Detailed Specifications and, Design & Drawings for the intended Goods and related services shall be available in the office of the Procuring Entity for inspection by the potential Quotationers during office hours on all working days.
 38. Quotation shall be prepared and submitted using the 'Quotation Document'.
 39. Quotation shall be completed properly, duly signed-dated each page by the authorized signatory and submitted by the date to the office as specified in Para 6 below.
 40. No Securities such as Quotation Security (i.e. the traditionally termed Earnest Money, Tender Security) and Performance Security shall be required for submission of the Quotation and delivery of the Goods (if awarded) respectively.
 41. Quotation in a sealed envelope [redacted] shall be submitted to the office of the undersigned on or before March 19, 2014 at 11:30 am. The envelope containing the Quotation must be clearly marked "Quotation for Stretcher, Forceps (Tooth type), Forceps (Non-tooth type), Instrument tray & Sterilizing drum and DO NOT OPEN before on March 19, 2014 at 12:00 am". Quotations received later than the time specified herein shall not be accepted. Quotations received by fax or through electronic mail shall be sealed-enveloped by the Procuring Entity duly marked as stated in Para 6 above and, all Quotations thus received shall be sent to the Evaluation Committee for evaluation, without opening, by the same date of closing the Quotation.
 42. The Procuring Entity may extend the deadline for submission of Quotations on justifiably acceptable grounds duly recorded subject to threshold of ten (10) days pursuant to Rule 71 (4) of the Public Procurement Rules, 2008.
 43. All Quotations must be valid for a period of at least 60 [sixty] days from the closing date of the Quotation.
 44. No public opening of Quotations received by the closing date shall be held.
 45. Quotationer's rates or prices shall be inclusive of profit and overhead and, all kinds of taxes, duties, fees, levies, and other charges to be paid under the Applicable Law, if the Contract is awarded.
 46. Rates shall be quoted and, subsequent payments under this Contract shall be made in Taka currency. The price offered by the Quotationer, if accepted shall remain fixed for the duration of the Contract.
 47. Quotationer shall have legal capacity to enter into Contract. Quotationer, in support of its qualification shall be required to submit certified photocopies of Latest Documents related to valid Trade License, Tax Identification Number (TIN), VAT Registration Number and Financial Solvency Certificate from any scheduled Bank, without which the Quotation may be considered non-responsive.
 48. Quotations shall be evaluated based on information and documents submitted with the Quotations, by the Evaluation Committee and, at least three (3) responsive Quotations will be required to determine the lowest evaluated responsive Quotations for award of the Contract.

49. In case of anomalies between unit rates or prices and the total amount quoted, the unit rates or prices shall prevail. In case of discrepancy between words and figures the former will govern. Quotationer shall remain bound to accept the arithmetic corrections made by the Evaluation Committee.
50. The supply of Goods and related services shall be completed within 7 [seven] days from the date of issuing the Purchase Order.
51. The Purchase Order that constitutes the Contract binding upon the Supplier and the Procuring Entity shall be issued within 7 [seven] days of receipt of approval from the Approving Authority.
52. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.

Sd/=

Md. Kafil Uddin

Director (Logistics & Supply)

&

Line Director (Procurement, Storage & Supply Management)

Logistics & Supply Unit, Directorate General of Family Planning,

6 Kawranbazar, Dhaka 1215, Bangladesh.

Phone No.: +880-2-9101232,

E-mail address: dirisdgfp@gmail.com

Distribution:

20. Director, Admiration/Finance/MCH-Services/ CCSDP/MIS/Audit/Planning/------ (All), Directorate General of Family Planning, 6 Kawranbazar, Dhaka 1215. Request for information and circulation in their notice board.
21. Director, IEM, Directorate General of Family Planning, 6 Kawranbazar, Dhaka 1215. Request for posting in the website.
22. Secretary, Bangladesh Textile Mills Corporation [BTMC], 7-9 Kawranbazar, Dhaka 1215. Request for information and circulation in their notice board.
23. Vice-Chairman, Bureau of Export Development, TCB Bhaban, 4th Floor, 1 Kawranbazar, Dhaka 1215. Request for information and circulation in their notice board.
24. Director [Administration], Bangladesh Rural Development Bord [BRDB], 5 Kawranbazar, Dhaka 1215. Request for information and circulation in their notice board.
25. Notice Board.
26. Office File.

=== Information and circulation in the notice board (End) =====