

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

**Standard Request for Quotation Document (National)
For supply of fruit seedling (grafted) in
Upazila Agriculture Office,
Gaibandha Sadar, Gaibandha**

Government of the People's Republic of Bangladesh
Department of Agricultural Extension
Upazila Agriculture Officer,
Gaibandha Sadar, Gaibandha

26 April 2020

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

Government of the People's Republic of Bangladesh
Department of Agricultural Extension
Upazila Agriculture Officer,

Gaibandha Sadar, Gaibandha

REQUEST FOR QUOTATION

for

For supply of fruit seedling (grafted) in

**Upazila Agriculture Office,
Gaibandha Sadar, Gaibandha**

RFQ No: **RADARDP/fruit seedling/2**

Date: **26/04/2020**

To

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1. The Upazila Agriculture Officer, DAE, **Gaibandha Sadar, Gaibandha** 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 04.05.2020 & 01.00 pm**. The envelope containing the Quotation must be clearly marked "Quotation for supply of fruit seedling (grafted) in Upazila Agriculture Office, **Gaibandha Sadar, Gaibandha** and **DO NOT OPEN** before **04.05.2020 at 2.00 pm**. Quotations received later than the time specified here in 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 **60 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. Incase of Nursery owner TIN & VAT Reg. may be relaxed.
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 15 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 15 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.

Enclose:

- 1) Technical Speciation 01 (one) Copy
- 2) Related Document 03 (Three) Copy.

(AI Emran)

Upazila Agriculture Officer

Gaibandha Sadar, Gaibandha

Phone: 0541-52218

Email: emran356@gmail.com

Distribution:

1. Additional Director, Department of Agricultural Extension, Rangpur region. Rangpur.
2. Deputy Director, Department of Agricultural Extension, Gaibandha.
3. District Account Officer, Gaibandha.
4. M/S.....
5. Office Copy.

Quotation Submission Letter

[Use Letter-head Pad]

RFQ No: RADARDP/fruit seedling/2

Date: 26/04/2020

To:

Upazila Agriculture Officer
Gaibandha Sadar, Gaibandha.

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Goods and related services named supply of fruit seedling (grafted) in Upazila Agriculture Office, Sadar, Gaibandha.

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: RADARDP/fruit seedling/2

Date: 24/04/2020

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	<u>In figure</u> In words	
1	2	3	4	5	6	7	8	9
1	1	Mango fruit grafted seedling	Nos	1110				Upazila Agriculture Office, Sadar, Gaibandha.
2	2	Malta fruit grafted seedling	Nos	2220				
3	3	Guava fruit grafted seedling	Nos	1110				
4	4	Litchi fruit grafted seedling	Nos	1110				
5	5	Neem or Arjun tree seedling	Nos	1110				
Sub Total								
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 :			Upazila Agriculture Office, Gaibandha Sadar, Gaibandha					
Total Amount in Taka (in words)								
Delivery Offered								
Warranty Provided			Not Applicable					

Signature of Quotationer with Seal	Date:
Name of Quotationer:	

Technical Specification of the Goods Required

Sl. no	Item no	Description of Items	Full Technical Specification and Standards	Country of Origin	Make and Model
1	2	3	4	5	6
1	1	Mango fruit grafted seedling	Seedling must be grafted, healthy and strong, disease and pest infestation free, Variety: BARI-4 , Height: min 03 feet; Root system well developed wrapped with polyback in good condition. Age: minimum 01 years	Bangladesh	
2	2	Malta fruit grafted seedling	Seedling must be grafted, healthy and strong, disease and pest infestation free, Variety: BARI Malta-1 Height: min 02 feet; Root system well developed wrapped with polyback in good condition. Age: minimum 01 years	Bangladesh	N/A
3	3	Guava fruit grafted seedling	Seedling must be grafted, healthy and strong, disease and pest infestation free, Variety: Thai , Height: min 02 feet; Root system well developed wrapped with polyback in good condition. Age: minimum 01 years	Bangladesh	N/A
4	4	Litchi fruit grafted seedling	Seedling must be grafted, healthy and strong, disease and pest infestation free, Variety: Bombay/China-3 , Height: min 02 feet; Root system well developed wrapped with polyback in good condition. Age: minimum 01 years	Bangladesh	N/A
5	5	Neem or Arjun tree seedling	Seedling must be healthy and strong, disease and pest infestation free, Height: min 05 feet; Branch: no or less; Root system well developed wrapped with polyback in good condition. Age: minimum 01 years	Bangladesh	N/A

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

Signature of Quotationer with Seal	
Name of Quotationer	

