



Bangladesh Red Crescent Society

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<http://www.bdracs.org>

Ref. No. MRRO/ADM/BDRCS/2018/UNHCR/002

Date: 19.12.2018

REQUEST FOR QUOTATION (RFQ)

Bangladesh Red Crescent Society (BDRCS) requests you to give your best firm offer for the following items for the Myanmar Refugee Relief Operation (MRRO):

1. Type of materials and Quantity:

SI	Item Type	Details	Quantity
1	Steel Almirah	Please see annex-1	17 nos
2	Beneficiary card	Please see annex-1 and quote for b/w and color	7,20,000 nos

- The required no. of items may change (increase or decrease)
- Authorized vendors/ Importers of the respective brands would be preferred. Please provide the proof of authorization
- The specifications are available with Annex 1
 - Vendors can quote for individual item.
- The above mentioned product/item (in clause 1) should be included the following:
 - Warranty details (Replacing full set or partially)
 - Repairing and Maintenance details.
 - After sales service details.

2. Specifications of the items: The details specifications of the items are given with Annexure 1. After placing the contract/order, no alternative item will be acceptable. Before submitting the offer you are requested to check and make sure that the product you are offering is in ready stock and will be supplied by you within the offered timeframe if the order/contract placed to you.

3. Delivery Period & Destinations:

Equipment are required to be delivered at **Myanmar Refugee Relief Operation, Bangladesh Red Crescent Society (BDRCS) Cox's Bazar Unit, Motel Road, Cox's Bazar-4700** at the soonest but within a maximum period of 2 (two) days of signing the purchase order/contract as per delivery schedule mutually agreed. **Please state clearly in your quotation on your printed letterhead pad (not computer generated pad) regarding the delivery schedule.**

4. Packaging:

Individual packing per item. Commercial packing in manufacturers export quality cardboard boxes, Suitable for road transportation and loading/unloading including rough handling.

5. Marking/Labelling:

Standard manufacturers marking/labelling including name of the item, content.

6. Language:

All documents, markings and labelling should appear in English and Bangla (where applicable).

7. Price: Price should be quoted per unit inclusive of all costs loading, unloading, transportation, vat, taxes, duties, levies etc. for delivery in the districts mentioned above. **VAT and Tax will be included in the quoted price which will be deducted at source as per Govt. rules.**

8. Earnest Money

The quotation should be accompanied by a pay order / DD of 2.5% of the quoted amount from a Scheduled Bank in favour of '**Bangladesh Red Crescent Society Refujee**'. This amount is refundable.

9. Security Money

The awarded vendors should submit a security deposit amount of 7.5% of total amount by a pay order / DD from a Scheduled Bank in favour of '**Bangladesh Red Crescent Society Refujee**'. This security amount will be refunded after two months of satisfactory services.

10. Required Documents/Certificates:

The documents/certificates that may be required are:

- a. Up to date trade license.
- b. TIN certificate
- c. Relevant past experience certificates
- d. VAT registration certificate.
- e. **Brand authorized distributorship certificate**
- f. Availability of required spare parts
- g. Certification of compliance with attached specifications and BDRCS's purchasing terms.

11. Samples:

Not applicable, but you have to submit the **catalogue/brochure and the technical specification details** of the items (if available).

12. Validity:

Your offer must remain valid until **90 days** from the date of opening of the quotation before which a Purchase Order, if placed will be accepted by you.

13. Inspection:

Goods supplied must meet our requirements as mentioned in the RFQ document. Quality inspection might be carried out by our team/inspection agency before accepting the goods at the delivery destination. The supplies not found in accordance with the required specifications will not be accepted and in that eventuality the supplier has to replace the goods and bear the inspection cost and/or other losses (like delay, etc.), penalty, as may be fixed by the buyer.

14. Payment:

Within 30 days from date of receipt of goods with all supporting documents in order by the Buyer, i.e. commercial invoice, signed delivery Challan, Goods Received Notes (GRN) issued by consignee (receiver). While collecting the payment you have to bring the money receipt and a revenue stamp of BDT 10.00 (BDT ten only). Payment will be made after deducting VAT and income tax as per NBR rule.

15. Your Offer should clearly State the following:

- a) Price should be competitive and net after deduction of any discount and should be inclusive of all cost, taxes, duties and VAT. (Please refer to clause 7 - Price)
- b) **Firm dates for starting and completion of the delivery of the item(s).**
- c) Specifications for the item – confirmation to comply with the quality and required specifications as per Annexure 1, if you meet the specifications. If not, state clearly.
- d) All necessary documents concerning your business/trade and showing your past experience, financial and technical ability to do the work.

16. Pertinent information:

1. Goods are required urgently. You must state an exact delivery date at the delivery destination.
2. **BDRCS reserves the right to split up the order between sellers.**

17. Principles of Conduct Clause: Supplier seeking to work with the BDRCS shall respect the following principles:

Business Ethics: supplier is expected to maintain the highest degree of business ethics when working with the BDRCS.

Transparency of information provision: supplier shall not be involved in any fraudulent activities, misrepresent information or facts for the purpose of influencing the selection and contract awarding process in its favour.

Fair competition: supplier shall not be involved in any corrupt, collusive or coercive practices.

Officials not to benefit: The Supplier represents and warrants that no official of the BDRCS has been, or shall be, admitted by the Supplier to any direct or indirect benefit arising from this Request for Quotation, Purchase Order / Contract or the award thereof. The Supplier agrees that breach of this provision is a breach of an essential term of this Purchase Order/Contract.

If at any time during the registration or procurement process the BDRCS determines that the supplier is in violation of the above mentioned principles, that supplier's request for registration or bid may be rejected as ineligible. All costs in relation to the cancellation of contracts shall be borne by the supplier.

18. All or None Clause:

BDRCS reserves the right to accept or reject any or all offers and the lowest bid need not be accepted without assigning any reason. Failure to comply with any of the above requirements will justify rejection of the quotation.

Should your offer be accepted, you will be required to sign, stamp and return our formal Purchase Contract(s) confirming your acceptance of the agreed terms and conditions.

19. Conditions/Last Date for submitting offers:

Your quotation completes in all respect must be received latest by **the 26th December 2018 at 16.00 hrs** or earlier if possible, in sealed envelopes to the following addresses:

**Myanmar Refugee Relief Operation,
Bangladesh Red Crescent Society (BDRCS) Cox's Bazar Unit,
Motel Road, Cox's Bazar - 4700
Attn: Coordinator, Myanmar Refugee Relief Operation**

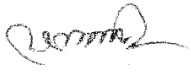
with marking on the envelope "**Supply of Steel Almirah and Beneficiary Card**". Offers not addressed and sent as such will not be considered. Do not send your offer by fax.

Please acknowledge receipt of this request and indicate your intention to bid. Our telephone numbers for further information: 0341-63257

20. Confirmation:

Please acknowledge your acceptance to bid by signing on the Request for Quotation (RFQ) along with the terms and conditions and attach it with your quotation.

Thanks and best regards,



Md. Selim Ahmed

Coordinator

Myanmar Refugee Relief Operation (MRRO)

Bangladesh Red Crescent Society

Date: 20th December, 2018.

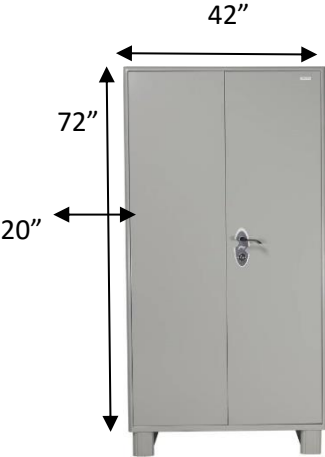
Attachments:

Annexure 1 – Specifications – 1 page

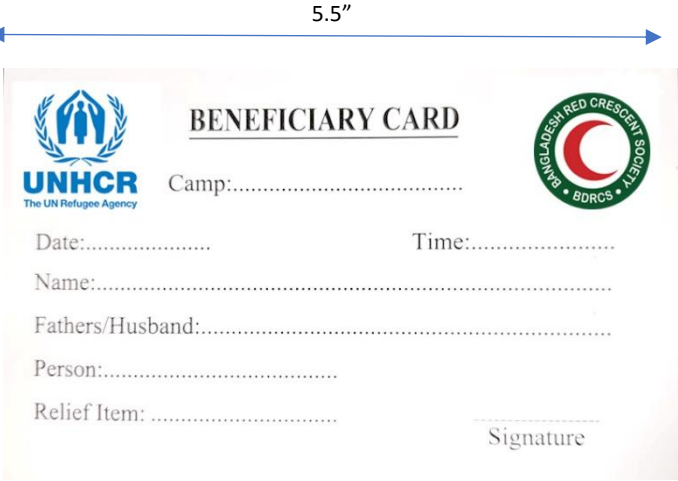
Specifications

Annex-1

Steel Almira Specification:

Description	Sample
Size: 72"x42"x20"	
Materials sheet: 22Gazi	
Self: 04, size: 16"	
Vault Size: 01, size: 16" x 21" with lock	
Side size: 20"	
Color: Gray	
Security lock for doors	

Beneficiary Card Specification: (Reqd. Qty 7,20,000 and please send two types of quotations for b/w and color)

Description	Sample
Paper: 300 GSM Art paper (Matt type) Paper color: white	
Size: 5.5"x3.5"	
Print Color: Black and White (off set print) Or Print Color: Four color(off set print)	
Logos: BDRCS and UNHCR	