

Government of the People's Republic of Bangladesh  
Land Reforms Board  
Ministry of Land  
141-143 Motijheel C/A, Dhaka-1000.

REQUEST FOR QUOTATION  
For

Supply of Desktop Brand Computer, Laser Printer, UPS and Scanner

RFQ No. 31.02.0000.012.36.001.18.302

Date: 17/05/2018

To

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1. The Land Reforms Board has been allocated 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 description and condition for the intended purchase are 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 is being requested on Unit Rate basis.
5. 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 7 below.
6. 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 execution of the works (if awarded) respectively.
7. Quotation in a sealed envelope shall be submitted to the office of the undersigned on or before 23 May 2018 at 11.30 am The envelope containing the Quotation must be clearly marked "Quotation for supply of Computer Printer Toner and DO NOT OPEN before 23 May 2018 at 12.00 pm." Quotations received later than the time specified herein shall not be accepted.
8. Quotations received 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.
9. 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.
10. All Quotations must be valid for a period of at least 30(Thirty) days from the closing date of the Quotation.
11. No public opening of Quotations received by the closing date shall be held.
12. 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.

13. 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.

14. Quotationer shall have legal capacity to enter into Contract. Quotationer, in support of its qualification shall be required to submit 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.

15. Quotations shall be evaluated based on information and documents submitted with the Quotations, by the Evaluation Committee and, at least 3 (three) responsive Quotations will be required to determine the lowest evaluated responsive Quotations for award of the Contract.

16. 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.

17. Letter inviting the successful Quotationer to sign the contract shall be issued within 7(seven) days of receipt of Approval from the approving Authority. The contract shall have to be reigned within 7(Seven) days of issuing such letter of invitation.

18. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.

19. A "FORMAT" for submitting quotation has been attached herewith for your guidance.

  
(Md. Rezaul Kabir)

Assistant Land Reforms Commissioner-2  
Land Reforms Board, Dhaka.  
Phone No. 9562671  
Fax No. 9562227

**Distribution:**

- ✓ 1. Assistant Land Reforms Commissioner-1 (Admin), for Posting in the Website of Land Reforms Board
2. Notice board of Ministry of Land for mass circulation.
3. Notice Board of Land Appeal Board for mass circulation.
4. Notice Board of Land Reforms Board for mass circulation.
5. Notice board of BIWTA for mass circulation.
6. Notice board of Motijheel Police Station for mass circulation.
7. Office file.

