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**SHOPPING FOR GOODS
REQUEST FOR QUOTATION (RFQ)**

Project Title: LFMEAB-SEIP Project

Source of Funding: GoB, ADB

Ref: GD-6

Date of Issue of Request: 10 January 2021

To:

Sir/Madam:

1. The LFMEAB-SEIP Project (Purchaser) hereby requests you to submit price quotation(s) for the supply and installation of the following items:

| Item No. | Description of Item | Unit | Quantity |
|----------|---|------|----------|
| 1 | Sewing Machine Operation Module | Copy | 400 |
| 2 | Formative Assessment Sewing machine operation | Set | 400 |
| 3 | Lasting & Assembling Operation Module | Copy | 300 |
| 4 | Formative Assessment Lasting & Assembling Operation | Set | 300 |
| 5 | A4 Envelop | Copy | 3500 |
| 6 | Letterhead Pad | Copy | 1000 |
| 7 | Training Admission form | Copy | 3000 |
| 8 | Certificate | Copy | 3500 |

If you, however, have been associated with the firm that prepared the design, and specifications of the contract that is subject of this procurement, you shall be disqualified.

To assist you in the preparation of your price quotation we enclose the necessary technical specifications and required quantities.

2. ***You must quote for all the items under this request. Price quotations will be evaluated for all the items together and contract awarded to the firm offering the lowest evaluated total cost of all the items.***

3. You shall submit one original of the Price Quotation with the Form of Quotation, and clearly marked "Original". In addition, you shall also submit one copy marked as "COPY". In case of any discrepancy between the Original and Copy, the original shall prevail. Your quotation in the attached format should be signed, sealed in an envelope and addressed to and delivered to the following address:

Purchaser's Address: LFMEAB-SEIP Project
House 12 (4th Floor), Road 06
Block-C, Banani, Dhaka-1213

Telephone: 01730611038

4. Your quotation in duplicate and written in English language, should be accompanied by adequate technical documentation and catalogue(s) and other printed material or pertinent information (in English language) for each item quoted, including names and addresses of firms providing after-sales service facilities in Bangladesh.

5. The deadline for receipt of your quotation(s) by the Purchaser at the address indicated in Paragraph 3 is: **17/02/2021 at 4.00 PM**

6. You shall submit only one set of quotations for the above items. Your quotation must be typed or written in indelible ink and shall be signed by you or your authorized representative. Without a signature in your Form of Quotation, your quotation will not be considered further. Sample papers (minimum size: 8 inch / 8 inch) attested with your official seal & signature which will be used for printing shall be submitted along with your Quotation.

7. Your quotation(s) should be submitted as per the following instructions and in accordance with the attached form of Contract. The attached Terms and Conditions of Supply is an integral part of the Contract.

(i) **PRICES:** The prices should be quoted for supply and delivery to LFMEAB-SEIP Project, House 12 (4th Floor), Road 06, Block-C, Banani, Dhaka-1213. Prices shall be quoted in the currency of the Purchaser which is BDT.

(ii) **EVALUATION OF QUOTATIONS:** Offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of their prices. An offer is not substantially responsive if it contains material deviations or reservations to the terms, conditions, and specifications in this Request for Quotation, and it will not be considered further. The Purchaser will evaluate and compare only the quotations determined to be substantially responsive*. In evaluating the quotations, the Purchaser will adjust for any arithmetical errors as follows:

(a) where there is a discrepancy between amounts in figures and in words, the amount in words will govern;

(b) where is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern; and

(c) if a Supplier refuses to accept the correction, his quotation will be rejected.

The evaluated price shall include local taxes i.e Value Added Tax (VAT) and Advance Income Tax (AIT) in Bangladesh.

(iii) **AWARD OF PURCHASE ORDER.** The award will be made to the bidder offering the lowest evaluated price and that meets the required standards of technical and financial capabilities**. The successful bidder will sign a Contract as per attached form of contract and terms and conditions of supply.

(iv) **VALIDITY OF THE OFFER:** Your quotation(s) should be valid for a period of thirty (30) days from the deadline for receipt of quotation(s) indicated in Paragraph 5 of this Request for Quotation.

- (v) If you withdraw your quotation during the validity period and/or refuse to accept the award of a contract when and if awarded, then you will be excluded from the list of suppliers for the project for two years.

8. Further information can be obtained from:

Himaddry Sanyal
Coordinator- Finance & Procurement
LFMEAB-SEIP Project
House 12 (4th Floor), Road 06
Block-C, Banani, Dhaka-1213
Telephone: 01730611038

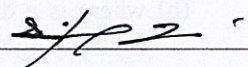
9. The bidder whose quotation has been accepted will be notified of the award of contract through the Letter of Acceptance issued by the Purchaser within 60 days from the date of submission of quotation.

10. The Purchaser intends to apply funds from the Asian Development Bank (ADB) for eligible payments under the Purchase Order resulting from this RFQ.

11. Under ADB's Anticorruption Policy bidders shall observe the highest standard of ethics during the procurement and execution of such contracts. ADB will reject a proposal for award, and will impose sanctions on parties involved, if it determines that the bidder recommended for award or any other party, has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, the Contract. At the time of submission of your quotation, you should not be in ADB's sanctions list.

12. Please Confirm by fax/e-mail the receipt of this request and whether or not you will submit the price quotation(s).

Sincerely,



(Purchaser)

Md. Saiful Islam
President

Leather Goods And Footwear Manufacturers & Exporters Association of Bangladesh (LFMEAB)

**To substantiate responsiveness of quotations, please furnish supporting documents/evidence, including copies of Valid Trade License, Tax Identification Number (TIN), VAT Registration Certificate, and Specification Compliance Sheet as Attachment-1 including its word format soft copy in a CD.*

***To substantiate financial capabilities, please furnish supporting document/evidence such as Bank Solvency Certificate and/or Bank Statement.*

FORM OF QUOTATION

To

Chairman
LFMEAB-SEIP Project Standing Committee

House 12 (4th Floor), Road 06

Block-C, Banani, Dhaka-1213

We offer to execute the Procurement of Apron for LFMEAB-SEIP Project, GD-06 in accordance with the Conditions of Contract accompanying this Quotation for the Contract Price of _____

_____, BDT _____. We propose to complete the delivery of Goods described in the Contract within the following Delivery Time from the Date of Signing of the Contract

Prices (inclusive of local taxes i.e AIT, VAT, etc.) and Schedules for Supply

| SN | Item No. | Description of Item | Unit | Quantity | Unit Price in Figure and Word | Total Price in Figure and Word | Delivery Time |
|----|----------|---|------|----------|-------------------------------|--------------------------------|---------------------------------------|
| | | Printing material | | | | | |
| 1 | (i) | Sewing Machine Operation Module | Copy | 400 | | | Within 15 days after contract signing |
| 2 | (ii) | Formative Assessment Sewing machine operation | Set | 400 | | | Within 15 days after contract signing |
| 3 | (iii) | Lasting & Assembling Operation Module | Copy | 300 | | | Within 15 days after contract signing |
| 4 | (iv) | Formative Assessment Lasting & Assembling Operation | Set | 300 | | | Within 15 days after contract signing |
| 5 | (v) | A4 Envelop | Copy | 3500 | | | Within 15 days after contract signing |
| 6 | (vii) | Letterhead Pad | Copy | 1000 | | | Within 15 days after contract signing |
| 7 | (vii) | Training Admission form | Copy | 3000 | | | Within 15 days after contract signing |
| 8 | (viii) | Certificate | Copy | 3500 | | | Within 15 days after contract signing |

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Offer and Warranty conditions imposed by the Request for Quotation document and the Terms and Conditions of Supply, respectively.

We have not been associated with the firm that prepared the design and specifications of the contract that is subject of this request for quotation.

We are not in the ADB sanctions list.

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Supplier: _____

Address : _____

Phone Number : _____

Fax Number, if any: _____

Email address (optional): _____

| Sl. No. | Description of Item | Unit | Quantity | Price | Remarks |
|---------|-----------------------|------|----------|-------|---------|
| | | | | | |
| 1 | (i) Sewing Machine | Cop | 400 | | |
| 2 | (ii) Sewing machine | Set | 300 | | |
| 3 | (iii) Sewing Machine | Cop | 300 | | |
| 4 | (iv) Sewing Machine | Set | 300 | | |
| 5 | (v) Sewing Machine | Cop | 3500 | | |
| 6 | (vi) Sewing Machine | Cop | 1000 | | |
| 7 | (vii) Sewing Machine | Cop | 3000 | | |
| 8 | (viii) Sewing Machine | Cop | 3500 | | |

Technical Specification Compliance Sheet

| Item No. | Description of Item | Required Technical Specification | Offered Technical Specification | Compliance (C/NC)/Remarks |
|----------|---|----------------------------------|---------------------------------|---------------------------|
| | Printing Material | | | |
| (i) | Sewing Machine Operation Module | | | |
| (ii) | Formative Assessment Sewing machine operation | | | |
| (iii) | Lasting & Assembling Operation Module | | | |
| (iv) | Formative Assessment Lasting & Assembling Operation | | | |
| (v) | A4 Envelop | | | |
| (vi) | Letterhead Pad | | | |
| (vii) | Training Admission Form | | | |
| (viii) | Certificate | | | |

LETTER OF ACCEPTANCE

Date: _____

To: _____

Dear Sir or Madam,

This is to notify you that your Quotation dated _____ for the execution of the [GD-06] for the Contract price of _____ [amount in words and figures], as corrected and modified in accordance with the request for Quotation has been accepted by us.

You are also requested to sign the attached Form of Contract and commence supply of the goods not later than _____ and ensure the completion of the delivery of goods within the delivery time specified in the contract.

For and on behalf of the Purchaser:

Authorized signature: _____

Name of signatory : _____

Title: _____

Annexure A: Specifications under GD-6

| 01: Technical Specification: Sewing Machine Operation Module | |
|--|--|
| Design | Computer compose of full module (100 page), Prepare of Book layout and cover page design. |
| Cover Page | Four colour cover page 300 gsm art paper both side lamination |
| Inner Page | Four color print of 120 gsm mat paper, both side print, brightness of paper not less than provided document, |
| Size | 21cm (W) and 28 cm (H) |
| Biding | Glue and thread binding |
| Pages per book | 100 pages without cover page & both site print |

| 02: Technical Specification: Formative Assessment Sewing Machine Operation | |
|--|---|
| Design | Computer compose (6 page/3 sheets, 100 gsm, 4 color), Prepare layout. |
| Size | 21cm (W) and 28 cm (H) |
| Biding | Only Glue in upper side can be remove as per requirement |

| 03: Technical Specification: Lasting & Assembling Operation Module | |
|--|--|
| Design | Design: Computer compose of full module (120 page), Prepare of Book layout and cover page design. |
| Cover Page | Four color cover page 300 gsm art paper both side lamination |
| Inner Page | Four color print of 120 gsm mat paper, both side print, brightness of paper not less than provided document, |
| Size | 21cm (W) and 28 cm (H) |
| Biding | Glue and thread binding |
| Pages per book | 120 pages without cover page & both site print |

| 04: Technical Specification: Formative Assessment Lasting & Assembling Operation | |
|--|---|
| Design | Computer compose (6 page/3 sheets, 100 gsm, 4 color), Prepare layout. |
| Size | 21cm (W) and 28 cm (H) |
| Biding | Only Glue in upper side can be remove as per requirement |

| 05: Technical Specification: A4 Envelop | |
|---|--|
| Details | As per sample provided, 4 color, one side print, 100gsm paper, size: 25 cm x 33 cm |

| 06: Technical Specification: Letterhead Pad | |
|---|--|
| Details | A4 Paper size, 100gsm, 4 color, one side print |

| 07: Technical Specification: Training Admission Form | |
|--|--|
| Details | 1 sheet, A4 Paper size, 100 GSM, 4 color, two side print |

| 08: Technical Specification: Certificate | |
|--|---------------------------------|
| Details | 21cm x 29.6 cm. |
| | 300gsm, A4 paper, as per sample |