



**LEATHERGOODS AND FOOTWEAR MANUFACTURERS & EXPORTERS ASSOCIATION OF
BANGLADESH (LFMEAB)**

SKILLS FOR EMPLOYMENT INVESTMENT PROGRAM (SEIP)

**HOUSE NO. 12 (4th FLOOR), ROAD NO. 06, BLOCK-C,
BANANI, DHAKA-1213**

Shopping for Goods

Package No. GD-02

Package Name: Procurement of Printing Items

1	Sewing Practice Paper (five different sheets)	Set	2,500
2	Admission Form	Copies	2,000
3	Certificate with folder	Copies	2,000
4	A4 Envelope		
5	Small Envelope		
6	Letter Head Pad		
7	Note Book	Copies	500
8	Paper File	Per	1,000

SHOPPING FOR GOODS
REQUEST FOR QUOTATION (RFQ)

Project Title: LFMEAB-SEIP Project

Source of Funding: ADB

Package No: GD-2

Date of Issue of Request: 03 July 2022

To:

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Dear 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:

Sl	Description of Item	Unit	Quantity
1	Sewing Practice Paper (Five different sheets)	Set	2,600
2	Admission Form	Copies	5,000
3	Certificate with folder	Copies	5,000
4	A4 Envelope	Copies	1,000
5	Small Envelope	Copies	1,000
6	Letter Head Pad	Copies	1,000
7	Note Book	Copies	500
8	Paper File	Pcs.	1,000

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: Chief Coordinator
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: **21/07/2022 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 and should inclusive all local taxes, carriage, installation, commissioning as applicable and after sale services for two years if applicable.

(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 there 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 Sixty (60) 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
LFMEAB-SEIP Project
House: 12 (4th Floor), Road: 06
Block: C, Banani, Dhaka-1213
Email: himaddry@lfmeab.org
Telephone: 01712-503133

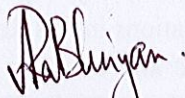
9. The bidder whose quotation has been accepted will be notified of the award of contract through the **Letter of Acceptance** issued by the Purchaser within 60 days from the date of submission of quotation.

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,



Md. Arifur Rahman Bhuiyan
Chief Coordinator
LFMEAB-SEIP Project

****To substantiate responsiveness of quotations, please furnish supporting documents/evidences, among others, 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

The Chief Coordinator

LFMEAB-SEIP Project

House: 12 (4th Floor), Road: 06

Block: C, Banani, Dhaka-1213

We offer to execute the Procurement of **Printing Items** for LFMEAB-SEIP Project, **GD-02** in accordance with the Conditions of Contract accompanying this Quotation for the Contract Price of BDT, (Amount in words:). 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

Item No.	Description of Item	Unit	Quantity	Unit Price		Total Price in Figure and Word	Delivery Time
				In figure	In words		
1	2	3	4	5	6	7	8
1	Sewing Practice Paper (Five different sheets)	Set	2,600				As mentioned in Terms & Conditions of Supply
2	Admission Form	Copies	5,000				
3	Certificate with folder	Copies	5,000				
4	A4 Envelope	Copies	1,000				
5	Small Envelope	Copies	1,000				
6	Letter Head Pad	Copies	1,000				
7	Note Book	Copies	500				
8	Paper File	Pcs.	1,000				
Total Amount					In figure		
					In words		
Goods to be supplied to		LFMEAB-SEIP Project Office, House: 12 (4th Floor), Road: 06, Block: C, Banani, Dhaka-1213					
Total Amount in Taka (in words)		[Enter the Total Amount as in Col.7 above for the delivery of Goods and related services].					
Delivery Offered		[insert weeks/days] from date of issuing the Purchase Order]					
Warranty Provided		One-year warranty for free replacement or repairing					

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:

FORM OF CONTRACT

THIS AGREEMENT numbers _____ made on 2022_, between

(Hereinafter called "the Purchaser") on the one part and _____

(Hereinafter called "the Supplier") on the other part.

WHEREAS the Purchaser has requested for quotation for____(description of goods) to be supplied by Supplier, viz. Contract____, (hereinafter called "Contract") and has accepted the Quotation by the Supplier for the supply of goods under Contract at the sum of _____ (_____) hereinafter called "the Contract Price".

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. The following documents shall be deemed to form and be read and construed as part of this agreement, viz:
2.
 - a) Form of Quotation; Terms and Conditions of Supply, Technical Specifications;
 - b) Addendum (if applicable);
3. Taking into account payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby concludes an Agreement with the Purchaser to execute and complete the supply of goods under the Contract and remedy any defects therein in conformity with the provisions of the Contract.
4. The Purchaser hereby covenants to pay, in consideration of the acceptance of Contract, supply and delivery of the goods and remedying of defects therein, the Contract Price in accordance with Payment Conditions prescribed by the Contract.

IN WITNESS whereof the parties hereto have executed the Contract under the laws of Bangladesh(country of Purchaser) on the date indicated above:

Signature and seal of the Purchaser

Signature and seal of the Purchaser

For and on behalf of

For and on behalf of

Name of Authorized Representative

Name of Authorized Representative

TERMS AND CONDITIONS OF SUPPLY

Project Name: LFMEAB-SEIP Project, Tranche-3

Purchaser: Chief Coordinator
LFMEAB-SEIP Project
House: 12 (4th Floor), Road: 06
Block: C, Banani, Dhaka-1213
Mobile: 01730611038

Package Name: Procurement of Printing Items for LFMEAB-SEIP Project

Package No: GD-02

1. Schedules for Supply and Place for destination

Sl	Description of Item	Unit	Quantity	Delivery Time & Place
1	Sewing Practice Paper (Five different sheets)	Set	2,600	As per Terms & Conditions of Supply. (Delivery Schedule-I).
2	Admission Form	Copies	5,000	
3	Certificate with folder	Copies	5,000	
4	A4 Envelope	Copies	1,000	
5	Small Envelope	Copies	1,000	
6	Letter Head Pad	Copies	1,000	
7	Note Book	Copies	500	
8	Paper File	Pcs.	1,000	

The supply shall include carriage, installation, commissioning as applicable and after sales service/defect liability for one year from the date of commissioning. The supply schedule of the equipment/goods are as stated below:

Delivery Schedule-I:

Sl	Description of Item	Unit	Quantity	Delivery Time & Place
1	Sewing Practice Paper (Five different sheets)	Set	2,600	To be delivered by 28 August, 2022 at LFMEAB-SEIP Project Office
2	Admission Form	Copies	5,000	
3	Certificate with folder	Copies	5,000	
4	A4 Envelope	Copies	1,000	
5	Small Envelope	Copies	1,000	
6	Letter Head Pad	Copies	1,000	
7	Note Book	Copies	500	
8	Paper File	Pcs.	1,000	

- Fixed Price:** The prices indicated in the Form of Quotation are firm and fixed and not subject to any adjustment during contract performance.
- Delivery Schedule:** The delivery should be completed as per above schedule but not exceeding 07 days from each delivery date.

4. **Insurance:** The Goods (if shipped from abroad) supplied under the Contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery. The insurance shall be in an amount equal to 110 percent of the value of the Goods on "All risks" basis.
5. **Applicable Law:** The Contract shall be interpreted in accordance with the laws of the Purchaser's country.
6. **Resolution of Disputes:** The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute between them under or in connection with the Contract. In the case of a dispute between the Purchaser and the Supplier, the dispute shall be settled in accordance with the provisions of the Arbitration Act, 2001 of the Purchaser's country.
7. **Delivery and Documents:** Upon delivery, the Supplier shall provide the following documents to the Purchaser:
 - copies of the Supplier's invoice showing goods' description, quantity, unit price, and total amount;
 - manufacturer's or supplier's warranty certificate; and
 - certificate of origin if applicable

If goods are coming by courier, supplier shall also provide prior to delivery, copies of documents that will enable Purchaser to receive the goods. The above documents shall be received by the Purchaser at least 3 days arrival of the goods and, if not received, the Supplier shall be responsible for any consequent expenses.

8. **Payment:** Payment of the contract price shall be made in the following manner:

100% payment (excluding AIT and VAT which will be deducted at source by purchaser) made upon receipt by the Purchaser of the delivered goods (payments will be made within 3-5 working days upon receiving each goods package in full) on site in accordance with the contract agreement as well as others terms and conditions imposed hereby.
9. **Warranty:** If anywhere of the shopping documents mention about the warranty of goods, then Goods offered should be covered by manufacturer's warranty for at least 12 months from the date of delivery to the Purchaser.
10. **Defects:** All defects will be corrected by the Supplier without any cost to the Purchaser within 15 days from the date of notice by Purchaser. The name and address of service facility where the defects are to be corrected by the supplier within the warranty period are:
LFMEAB-SEIP as specified in the Supply Schedule (Place of Destination).
11. **Force Majeure:** The supplier shall not be liable for penalties or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

For purposes of this clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but not restricted to, act of Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser

in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by Force Majeure event.

12. **Required Technical Specifications:** (As Attachment-A) Supplier confirms compliance with attached specifications.

13. **Failure to Perform:** The Purchaser may cancel the Agreement if the Supplier fails to deliver the Goods, in accordance with the above terms and conditions, in spite of a 7 days' notice given by the Purchaser, without incurring any liability to the Supplier.

Authorized Signature

Name and Title of Signatory

Name of Supplier

Address

Cell Number

Email address

Technical Specification Compliance Sheet

Item No.	Description of Item	Required Technical Specification	Offered Technical Specification	Compliance (C/NC)/Remarks
(i)	Sewing Practice Paper (Five different sheets)			
(ii)	Admission Form			
(iii)	Certificate with folder			
(iv)	A4 Envelope			
(v)	Small Envelope			
(vi)	Letter Head Pad			
(vii)	Note Book			
(viii)	Paper File			

LETTER OF ACCEPTANCE

Date: _____

To: _____

Dear Sir or Madam,

This is to notify you that your Quotation dated _____ for the execution of the [GD-02] 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: _____

Technical Specifications of Supplying of Printing Items

Specification: Sewing Practice Paper (Five Different Sheets)	
Country of Origin	To be mentioned by the bidder
Brand	To be mentioned by the bidder
Design	01 side print, one color, 05 different pattern
Size	13 inches X 9 inches
Paper	350 gsm paper, solid card, 05 different color paper
Features	Delivered as per sample. Before final production, two sets (10 PCS) of finalized practice papers to be printed and required to be officially approved by the purchaser.

Specification: Admission Form	
Country of Origin	To be mentioned by the bidder
Brand	To be mentioned by the bidder
Design	Compute compose two pages
Size	A4 Paper
Paper	100 gsm, 4 color, both side print
Features	Delivered as per sample. Before final production, two copies of finalized admission forms to be printed and required to be officially approved by the purchaser. Bind 100 sheets per set with removable glue on the top, so that each copy can be tear up.

Specification: Certificate with folder	
Country of Origin	To be mentioned by the bidder
Brand	To be mentioned by the bidder
Design	Computer compose
Size	A4 Paper
Paper	300 gsm, 04 color, 01 side print
Folder	2 folded certificate holder files, with 02-sided print, 04 color
Features	Delivered as per sample. Before final production, two copies of certificates with folder to be printed and required to be officially approved by the purchaser.

Specification: A4 Envelop	
Country of Origin	To be mentioned by the bidder
Brand	To be mentioned by the bidder
Design	Compute compose one pages
Size	Length (34.5 cm, 3.5 cm flip included) X Width (24.6 cm)
Paper	120 gsm offset paper, 04 color, one side print
Features	Delivered as per sample. Before final production, two copies of finalized A4 envelope to be printed and required to be officially approved by the purchaser.

Specification: Small Envelope	
Country of Origin	To be mentioned by the bidder
Brand	To be mentioned by the bidder
Design	Compute compose one pages
Size	Length (27 cm, 2.5 cm flip included) X Width (11 cm)
Paper	120 gsm offset paper, 04 color, one side print
Features	Delivered as per sample. Before final production, two copies of finalized small envelope to be printed and required to be officially approved by the purchaser.

Specification: Letterhead Pad	
Country of Origin	To be mentioned by the bidder
Brand	To be mentioned by the bidder
Design	Compute compose one page
Size	A4 Paper
Paper	100 gsm, 04 color, one side print
Features	Delivered as per sample. Individual packet containing 100 sheets per pack. Before final production, two copies of letterhead pad to be printed and required to be officially approved by the purchaser.

Specification: Note Book	
Design	Cover page design, Inner 3/4 pages design with text-info and picture, and inner page layout design
Cover Page	300 gsm art card, 4 colour, mat & spot lamination
Inner Page	<ul style="list-style-type: none"> - 3/4 pages design with info-text and picture - General pages both side one colour print, 80 gsm offset paper, brightness of paper not less than provided document
Biding	Ring binding
Pages per book	50 sheets without cover page & both side print
Features	Delivered as per sample. Before final production, two copies of note book to be printed and required to be officially approved by the purchaser.

Specification: Paper File	
Country of Origin	To be mentioned by the bidder
Brand	To be mentioned by the bidder
Design	2-sided logo, picture and text
Size	Length 35 CM X Width 24 CM
Paper	400 gsm paper, 4 color, front and back side print
Features	Delivered as per sample. Before final production, two copies of finalized admission forms to be printed and required to be officially approved by the purchaser. A middle paper guard can be metallic or ribbon binding.

Letter of Acceptance

Date:

To

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Dear Mr.,

This is to notify you that your quotation dated for the execution of the **Package Name:** Procurement of Printing items, **Package No:** GD-02, for the contract price of BDT (Amount in words:), 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 goods not later than 15 days and ensure the completion of delivery goods within the delivery time specified in the contract.

For and on behalf of the Purchaser:

Authorize Signature:

Name of Signatory:

Designation:

**Letter of Authorization
(Letter Head Pad)**

Date:

To,
The Chief Coordinator
LFMEAB-SEIP Project
House: 12 (4th Floor), Road: 06
Block: C, Banani, Dhaka-1213.

Subject: Letter of Authorization for signing Shopping for GD-02

Dear Sir,

With reference to **Package Name:** Procurement of Printing Items, **Package No:** GD-02, I give Mr..... ,

Designation: the authority to sign all the relevant and required documents on behalf of our company and process all related actions as per the need.

Given below is identity proof of the person with details and signature for the verification purpose.

Name of Authorized Person:		
Designation of Authorized Person:		
Signature of Authorized Person:	1.	2.

Sincerely,

Signature:

Name of the Person:

Designation:

Cell:

Email: