



**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-04

Package Name: Procurement of Office Furniture

SHOPPING FOR GOODS
REQUEST FOR QUOTATION (RFQ)

Project Title: LFMEAB-SEIP Project

Source of Funding: ADB

Package No: GD-04

RFQ memo no: LFMEAB-SEIP/Procurement/GD-04/2022/960

Date of Issue of Request: 15 December 2022

To:

.....
.....
.....

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:

Office furniture for Project Implementation Unit (PIU)			
Sl. No.	Description of Item	Unit	Quantity
1	Table	Pcs	4
2	Executive chair	Pcs	4
3	Shelve	Pcs	2
Office furniture for own training center			
4	Table for Equipment	Pcs	6
5	Executive Table with chair	Pcs	4
6	Tool (Maintenance Operator)	Pcs	20
7	File Cabinet	Pcs	3

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 a closed 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: 01730-611038



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: **02/01/2023 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 PIU, House: 12 (4th Floor), Road: 06, Block: C, Banani, Dhaka-1213 and LFMEAB CAD-CAM Cell, Dewan Plaza, 2nd Floor Holding #E-20, Word# 7, Pallibiddut, Chandra, Kaliakoir, Gazipur. 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 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 Quotationer offering the lowest evaluated price and that meets the required standards of technical and financial capabilities. The successful Quotationer 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:

Md. Mehedi Hasan

Coordinator- Job placement, database and procurement

LFMEAB-SEIP Project

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

Block: C, Banani, Dhaka-1213

Email: mehedi.hasan@lfmeab.org

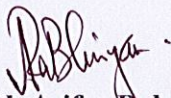
Telephone: +8801730 611 038

9. The Quotationer 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 Quotationers 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 Quotationer 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.

Sincerely,



Md. Arifur Rahman Bhuiyan
Chief Coordinator
LFMEAB-SEIP Project
Finance Division, Ministry of Finance

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-A.*

***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 Office Furniture for LFMEAB-SEIP Project, **GD-04** 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 mentioned in the terms & conditions of supply.

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	Table	Pcs	4				As mentioned in Terms & Conditions of supply
2	Executive chair	Pcs	4				
3	Shelve	Pcs	2				
4	Table for Equipment	Pcs	6				
5	Executive Table with chair	Pcs	4				
6	Tool (Maintenance Operator)	Pcs	20				
7	File Cabinet	Pcs	3				
Total Amount					In figure		
					In words		
Goods to be supplied to		Item no: 1 to 3	LFMEAB-SEIP PIU, House: 12 (4th Floor), Road: 06, Block: C, Banani, Dhaka-1213				
		Item no: 4 to 7	LFMEAB CAD-CAM Cell, Dewan Plaza, 2nd Floor Holding #E-20, Word# 7, Pallibiddut, Chandra, Kaliakoir, Gazipur.				
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:

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:

For and on behalf of

Name of Authorized Representative

Signature and seal of the Supplier:

For and on behalf of

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 Office Furniture

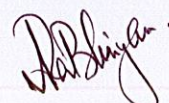
Package No: GD-04

1. Schedule for Supply and Place for destination

SI	Description of Item	Unit	Quantity	Place to be delivered	Delivery Time
1	Table	Pcs	4	LFMEAB-SEIP PIU, House: 12 (4th Floor), Road: 06, Block: C, Banani, Dhaka-1213	15 days from date of issuing the Purchase Order.
2	Executive chair	Pcs	4		
3	Shelve	Pcs	2		
4	Table for Equipment	Pcs	6	LFMEAB CAD-CAM Cell, Dewan Plaza, 2nd Floor Holding #E-20, Word# 7, Pallibiddut, Chandra, Kaliakoir, Gazipur.	
5	Executive Table with chair	Pcs	4		
6	Tool (Maintenance Operator)	Pcs	20		
7	File Cabinet	Pcs	3		

The supply shall include carriage, installation, commissioning as applicable and after sales service/defect liability for one year from the date of commissioning.

- 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.
- 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.
- Applicable Law:** The Contract shall be interpreted in accordance with the laws of the Purchaser's country.
- 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 10-15 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 Schedule for Supply and Place for 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

RaShiga.

Technical Specification Compliance Sheet

Technical Specification Compliance Sheet for "Table"

SL	Description of Item	Required Technical Specification	Offered Technical Specification	Compliance (C/NC)/ Remarks
1	Brand	To be specified by the Quotationer		
2	Country of Origin	To be specified by the Quotationer		
3	Country of Assemble	To be specified by the Quotationer		
Features				
4	Table Type	Standard Executive Table with drawer		
5	Material	Chip Board		
6	Size	4'x2.5'x2.5'		

Technical Specification Compliance Sheet for "Executive Chair"

SL	Description of Item	Required Technical Specification	Offered Technical Specification	Compliance (C/NC)/ Remarks
1	Brand	To be specified by the Quotationer		
2	Country of Origin	To be specified by the Quotationer		
3	Country of Assemble	To be specified by the Quotationer		
Features				
4	Executive chair Type	Revolving Chair with arm		
5	Features	It's a premium quality which is made of foam cushioning high quality fabric/Leather upholstery with Swivel back tilt system, manually height adjustable, Imported Nylon Arm, Nylon legs with five casters. Foam thickness: back 35mm, seat 55mm. Structure made of cold rolled mild steel. Chemically		



SL	Description of Item	Required Technical Specification	Offered Technical Specification	Compliance (C/NC)/ Remarks
		de-rusted with zinc phosphate coating oven backed electrostatic paint finished.		
6	Size	350-410mm (H) X 450mm (L) X 460mm (D).		

Technical Specification Compliance Sheet for "Shelve"

SL	Description of Item	Required Technical Specification	Offered Technical Specification	Compliance (C/NC)/ Remarks
1	Brand	To be specified by the Quotationer		
2	Country of Origin	To be specified by the Quotationer		
3	Country of Assemble	To be specified by the Quotationer		
Features				
4	Material	Partex board		
5	Features	Glass door with wooden frame. One lock cabinet with single partition.		
6	Size	6 fit * 4 fit * 1 fit		

Technical Specification Compliance Sheet for "Table for Equipment"

SL	Description of Item	Required Technical Specification	Offered Technical Specification	Compliance (C/NC)/ Remarks
1	Brand	To be specified by the Quotationer		
2	Country of Origin	To be specified by the Quotationer		
3	Country of Assemble	To be specified by the Quotationer		
Features				
4	Table Type	Standard Executive Table with drawer		
5	Material	Chip Board		
6	Size	4'x2.5'x2.5'		

Technical Specification Compliance Sheet for “Executive Table with chair”

SL	Description of Item	Required Technical Specification	Offered Technical Specification	Compliance (C/NC)/ Remarks
1	Brand	To be specified by the Quotationer		
2	Country of Origin	To be specified by the Quotationer		
3	Country of Assemble	To be specified by the Quotationer		
Features				
4	Table and Chair Type	Standard Executive Table with drawer, and Revolving Chair with arm		
5	Table Material	Chip Board		
6	Table Size	4'x2.5'x2.5'		
7	Chair Size	350-410mm (H) X 450mm (L) X 460mm (D)		
8	Chair Features	Revolving Chair with arm: It's a premium quality which is made of foam cushioning high quality fabric/Leather upholstery with Swivel back tilt system, manually height adjustable, Imported Nylon Arm, Nylon legs with five casters. Foam thickness: back 35mm, seat 55mm. Structure made of cold rolled mild steel. Chemically de-rusted with zinc phosphate coating oven backed electrostatic paint finished.		

Technical Specification Compliance Sheet for “Tool (Maintenance Operator)”

SL	Description of Item	Required Technical Specification	Offered Technical Specification	Compliance (C/NC)/ Remarks
1	Brand	To be specified by the Quotationer		
2	Country of Origin	To be specified by the Quotationer		
3	Country of Assemble	To be specified by the Quotationer		

Handwritten signature

SL	Description of Item	Required Technical Specification	Offered Technical Specification	Compliance (C/NC)/ Remarks
Features				
4	Material	Wood		
5	Size	Standard, Height:18", Seating: 1 SQF		

Technical Specification Compliance Sheet for "File Cabinet"

SL	Description of Item	Required Technical Specification	Offered Technical Specification	Compliance (C/NC)/ Remarks
1	Brand	To be specified by the Quotationer		
2	Country of Origin	To be specified by the Quotationer		
3	Country of Assemble	To be specified by the Quotationer		
Features				
4	Type	4 drawers Steel File cabinet		
5	Size	4.8fit * 1.6fit * 1.5fit		

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

Authorized Signature

Name and Title of Signatory

Name of Supplier

Rabindra

Letter of Acceptance

Date:

To

.....

.....

.....

Dear Mr.,

This is to notify you that your quotation dated for the execution of the **Package Name: Procurement of Office Furniture, Package No: GD-04**, 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 requested to sign the attached **Form of Contract** and ensure the completion of delivery goods within the delivery time specified in the terms and conditions of supply.

For and on behalf of the Purchaser:

Authorize Signature:

Name of Signatory:

Designation:



Technical Specifications for Supplying of Office Furniture

1. Technical Specifications of Table:

Country of Origin	To be mentioned by the Quotationer
Brand	To be mentioned by the Quotationer
Table Type	Standard Executive Table with drawer
Material	Chip Board
Size	4'x2.5'x2.5'

2. Technical Specifications of Executive chair:

Country of Origin	To be mentioned by Quotationer
Brand	To be mentioned by Quotationer
Executive chair Type	Revolving Chair with arm
Features	It's a premium quality which is made of foam cushioning high quality fabric/Leather upholstery with Swivel back tilt system, manually height adjustable, Imported Nylon Arm, Nylon legs with five casters. Foam thickness: back 35mm, seat 55mm. Structure made of cold rolled mild steel. Chemically de-rusted with zinc phosphate coating oven backed electrostatic paint finished.
Size	350-410mm (H) X 450mm (L) X 460mm (D).

3. Technical Specifications of Shelf:

Country of Origin	To be mentioned by the Quotationer
Brand	To be mentioned by the Quotationer
Material	Partex board
Features	Glass door with wooden frame. One lock cabinet with single partition.
Size	6 fit * 4 fit * 1 fit

4. Technical Specifications of Table for Equipment:

Country of Origin	To be mentioned by the Quotationer
Brand	To be mentioned by the Quotationer
Table Type	Standard Executive Table with drawer
Material	Chip Board
Size	4'x2.5'x2.5'

5. Technical Specifications of Executive Table with chair:

Country of Origin	To be mentioned by the Quotationer
Brand	To be mentioned by the Quotationer
Table and Chair Type	Standard Executive Table with drawer, and Revolving Chair with arm
Table Material	Chip Board
Table Size	4'x2.5'x2.5'
Chair Size	350-410mm (H) X 450mm (L) X 460mm (D)
Chair Features	Revolving Chair with arm: It's a premium quality which is made of foam cushioning high quality fabric/Leather upholstery with Swivel back tilt system, manually height adjustable, Imported Nylon Arm, Nylon legs with five casters. Foam thickness: back 35mm, seat 55mm. Structure made of cold rolled mild steel. Chemically de-rusted with zinc phosphate coating oven backed electrostatic paint finished.

6. Technical Specifications of Tool (Maintenance Operator):

Country of Origin	To be mentioned by the Quotationer
Brand	To be mentioned by the Quotationer
Material	Wooden tool, standard. Height:18", Seating: 1 SQF.

7. Technical Specifications of File Cabinet:

Country of Origin	To be mentioned by the Quotationer
Brand	To be mentioned by the Quotationer
Type	4 drawers Steel File cabinet
Size	4.8fit * 1.6fit * 1.5fit

**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-04

Dear Sir,

With reference to **Package Name:** Procurement of Office Furniture, **Package No:** GD-04, 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:

