



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

**SKILLS FOR EMPLOYMENT INVESTMENT PROGRAM (SEIP)**

**HOUSE NO: 12 (4<sup>th</sup> FLOOR), ROAD NO: 06, BLOCK-C,  
BANANI, DHAKA-1213**

**Shopping for Goods**

**Package No.: GD-03**

**Package Name:** Procurement of Personal Protective Equipment (PPE)



SHOPPING FOR GOODS  
REQUEST FOR QUOTATION (RFQ)

**Project Title:** LFMEAB-SEIP Project

**Source of Funding:** ADB

**Package No:** GD-03

**RFQ memo no:** LFMEAB-SEIP/JDP/Procurement/GD-03/23/1082

**Date of Issue of Request:** 20 June 2023

To:

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

Dear Sir/Madam,

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

Sl	Description of Item	Unit	Quantity
1	Apron	Pcs	5,000
2	Mask	Pcs	10,000
3	Cotton Hand Gloves	Pair	11,000
4	Ear Plugs	Pcs	10,000
5	Safety Glass	Pcs	4,700

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.

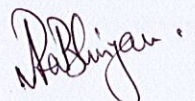
To assist you in the preparation of your price quotation we enclose the necessary technical specifications and required quantities.

**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 Price Quotation with the Form of Quotation. 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 (4<sup>th</sup> 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: **10/07/2023 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 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, 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:

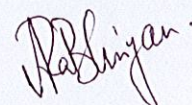
- (a) where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
- (b) where is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern; and
- (c) if a Supplier 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 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:

**Md. Mehedi Hassan**

Coordinator- Job Placement, Database & Procurement

LFMEAB-SEIP Project

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

Block: C, Banani, Dhaka-1213

Email: mehedi@lfmeab.org

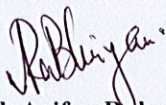
Telephone: 01730-611038

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.

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-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 **Personal Protective Equipment (PPE)** for LFMEAB-SEIP Project, **GD-03** 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	Apron	Pcs	5,000				As mentioned in Terms & Conditions of supply
2	Mask	Pcs	10,000				
3	Cotton Hand Gloves	Pair	11,000				
4	Ear Plugs	Pcs	10,000				
5	Safety Glass	Pcs	4,700				
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]					

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:**

*Rabhiyan*



## FORM OF CONTRACT

THIS AGREEMENT numbers..... made on ....., ..... 2023, 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:**

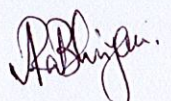
For and on behalf of

\_\_\_\_\_  
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 (4<sup>th</sup> Floor), Road: 06  
Block: C, Banani, Dhaka-1213  
Mobile: 01730611038

**Package Name:** Procurement of Personal Protective Equipment (PPE)

**Package No:** GD-03

## 1. Schedules for Supply and Place for destination

Sl	Description of Item	Unit	Quantity	Place to be delivered	Delivery Time
1	Apron	Pcs	5,000	LFMEAB-SEIP Project, House: 12 (4th Floor), Road: 06, Block: C, Banani, Dhaka- 1213	30 days from date of issuing the Purchase Order.
2	Mask	Pcs	10,000		
3	Cotton Hand Gloves	Pair	11,000		
4	Ear Plugs	Pcs	10,000		
5	Safety Glass	Pcs	4,700		

The supply shall include carriage, commissioning as applicable and after sales defect liability.

2. **Fixed Price:** The prices indicated in the Form of Quotation are firm and fixed and not subject to any adjustment during contract performance.
3. **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

Prabhu



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. **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).**

10. **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.

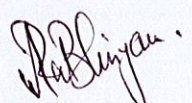
For purposes of this clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but not restricted to, act of Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics,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

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

12. **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.

13. **Sample Approval:** Before final production, it is required for the purchaser to officially approve two copies of the finalized sample.





**Authorized Signature**

**Name and Title of Signatory**

**Name of Supplier**

**Address**

**Cell Number**

**Email address**

*P. Bling*



**Attachment-A**

**Technical Specification Compliance Sheet for “Personal Protective Equipment”**

**1. Technical Specifications of Apron:**

<b>Description of Item</b>	<b>Required Technical Specification</b>	<b>Offered Technical Specification</b>	<b>Compliance (C/NC)/ Remarks</b>
Country of Origin	To be mentioned by bidder		
Brand	To be mentioned by bidder		
Fabrics	100% Cotton		
Print	Multi color print on back side		
<b>Measurement</b>			
Shoulder	40 cm		
Length	73 cm		
Chest	106 cm		
Pipping	Neck and Pocket		
Pocket	Front		
Drawstring	Two on every side Length: 32 cm		

**2. Technical Specifications of Mask:**

<b>Description of Item</b>	<b>Required Technical Specification</b>	<b>Offered Technical Specification</b>	<b>Compliance (C/NC)/ Remarks</b>
Country of Origin	To be mentioned by bidder		
Brand	To be mentioned by bidder		
Fabrics	PP fabrics sublimation -130 GSM Middle Part cotton fabrics- 120 GSM (color: black) 150 GSM (Black cotton fabric)-inner		
Print	Multi color logo print on front side		
Measurement	Length- 23 cm, Middle Height-16 cm, Side width-8 cm, 0 size ear cord with adjustable stopper		
Ear cord & holder	Cord Length is 64 cm and ear holder 6+6cm		

*Rashid Khan*



### 3. Technical Specifications of Cotton Hand Gloves:

Description of Item	Required Technical Specification	Offered Technical Specification	Compliance (C/NC)/ Remarks
Country of Origin	To be mentioned by bidder		
Brand	To be mentioned by bidder		
Fabrics	100% Knitted wool with rubber dotted		
Weight	Weight 160gsm		
Measurement	Glove size is - Length- 21 cm, Width-12 cm		

### 4. Technical Specifications of Ear Plugs:

Description of Item	Required Technical Specification	Offered Technical Specification	Compliance (C/NC)/ Remarks
Country of Origin	To be mentioned by bidder		
Brand	To be mentioned by bidder		
Type	Reusable, noise free time-weighted average exposures do not exceed 100dB(A)		
Material	Pliable, tri-flange design: Plug — Neoprene Cord—PVC Case—Polypropylene		
Cord	Attached cord with plug		

### 5. Technical Specifications of Safety Glass:

Description of Item	Required Technical Specification	Offered Technical Specification	Compliance (C/NC)/ Remarks
Country of Origin	To be mentioned by bidder		
Brand	To be mentioned by bidder		
Type	Reusable safety goggles		
Features	ANSI Z87.1-2003 or equivalent IS Should weigh approx 1.8 ozs. Adjustable Arm Side shield		

*Handwritten signature*



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**

*Rabiyah*



### 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 Personal Protective Equipment (PPE), **Package No:** GD-03, 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 ensure the completion of delivery goods within the delivery time specified in the terms and condition of supply.

For and on behalf of the Purchaser:

**Authorize Signature:**

**Name of Signatory:**

**Designation:**





Attachment-1

Technical Specifications of Supplying of Personal Protective Equipment (PPE)

1. Technical Specifications of Apron:

Country of Origin	To be mentioned by bidder
Brand	To be mentioned by bidder
Fabrics	100% Cotton
Print	Multi color print on back side
Measurement	
Shoulder	40 CM
Length	73 CM
Chest	106 CM
Pipping	Neck and Pocket
Pocket	Front
Drawstring	Two on every side Length: 32 cm

2. Technical Specifications of Mask:

Country of Origin	To be mentioned by bidder
Brand	To be mentioned by bidder
Fabrics	PP fabrics sublimation -130 GSM Middle Part cotton fabrics- 120 GSM (color: black) 150 GSM (Black cotton fabric)-inner
Print	Multi color logo print on front side
Measurement	Length- 23 cm, Middle Height- 16 cm, Side width- 8 cm, 0 size ear cord with adjustable stopper
Ear cord & holder	Cord Length is 64 cm and ear holder 6+6cm

3. Technical Specifications of Cotton Hand Gloves:

Country of Origin	To be mentioned by bidder
Brand	To be mentioned by bidder
Fabrics	100% Knitted wool with rubber dotted
Weight	Weight 160gsm
Measurement	Globe size is - Length- 21 cm, Width-12 cm

4. Technical Specifications of Ear Plugs:

Country of Origin	To be mentioned by bidder
Brand	To be mentioned by bidder
Type	Reusable, noise free time-weighted average exposures do not exceed 100dB(A)

*Handwritten signature*



<b>Material</b>	Pliable, tri-flange design: Plug — Neoprene Cord—PVC Case—Polypropylene
<b>Cord</b>	Attached cord with plug

**5. Technical Specifications of Safety Glass:**

<b>Country of Origin</b>	To be mentioned by bidder
<b>Brand</b>	To be mentioned by bidder
<b>Type</b>	Reusable safety goggles
<b>Features</b>	ANSI Z87.1-2003 or equivalent IS Should weigh approx 1.8 ozs. Adjustable Arm Side shield

*Handwritten signature*



**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-03**

Dear Sir,

With reference to **Package Name:** Procurement of Personal Protective Equipment (PPE), **Package No:** GD-03, 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.

<b>Name of Authorized Person:</b>		
<b>Designation of Authorized Person:</b>		
<b>Signature of Authorized Person:</b>	1.	2.

Sincerely,

**Signature:**

**Name of the Person:**

**Designation:**

**Cell:**

**Email:**

