

**Request for Quotation for the Supply of Goods  
for  
Books**

স্মারক নং-দুদক/প্রশা: ও লজি:/০৪/২০১৩(অংশ-১) ২৪২৪৪ তারিখ: ২০/৪/১৩

Contract Package No:

This Request for Quotation for the Supply of Books as shown on the attached schedule of requirements is Issued to:

Name of Supplier:

Address of Supplier:

Name of Issuing Officer : Md. Moshir Rahman

Job Title of Issuing Officer: Deputy Director(Admin), Anti-Corruption Commission  
1 Segunbagicha, Dhaka-1000

Date:

## Request for Quotation for the Supply of Books

To:

Date

:

1. The Anti-Corruption Commission has a budget allocation for the supply of books and wishes to apply some of that allocation for said Books for which this Request for Quotation is issued.
2. Payments made against any Purchase Order arising from this Request for Quotation will only be made in Bangladesh Taka. The Unit Rate(s) offered by the Supplier, if accepted, shall remain fixed for the duration of the Purchase Order.
3. Your quotation, in duplicate, must be delivered to the office of the undersigned on or before 23/04/2019. Any quotation received later than the scheduled time will be rejected and returned unopened. The envelope containing the quotation must be clearly marked "Quotation for purchase of Books" and **DO NOT OPEN** before 23/04/2019 at 10:30 am.
4. All quotations must be valid for a period of thirty (30) days from the closing date of the Request for Quotations.
5. The quotation shall be completed and signed by an authorised representative of the Supplier. In the case of a Supplier offering to supply goods that the Supplier itself does not manufacture or otherwise produce, the Supplier must show that they have been duly authorised by the goods' manufacturer to supply the goods in Bangladesh.
6. In the case of any arithmetical discrepancy between the Unit Rate and the Total Amount quoted, then the Unit Rate shall prevail both for the evaluation of quotations and for the subsequent Purchase Order.
7. Depending on the final requirement, the quantities shown may increase or decrease by fifteen percent (15%) and this shall be reflected in the Purchase Order.
1. There will be no public opening of quotations; the Purchaser is not bound to accept the lowest quotation and reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.

*MD* 20/08/2019  
Md. Moshir Rahman  
Deputy Director (Admin)  
Anti-Corruption Commission  
1 Segunbagicha, Dhaka-1000

