

Standard Request for Quotation (RFQ) – (Goods)

Request for Quotation for the Supply of Goods
for
[Purchaser to describe here the nature of the Goods
and Contract Package Numbers as per the Procurement Plan]

স্মারক নং দুদক/প্রশাঃ ও লজিঃ/৭৭/০৮(অংশ-১২)/১৯৭১৩

তারিখ : ১৫/০৫/১৯

Contract Package No:

This Request for Quotation for the Supply of a **Printer Toner** 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)

Date:

[Note the Issuing Officer should keep a photocopy of this Issue Sheet for record purposes].

me

Standard Request for Quotation (RFQ) – (Goods)

[Purchaser to use normal Letter Headed format]


Request for Quotation for the Supply of
[brief description of Goods and Contract Package number
as shown in the Procurement Plan]

To:

Date

:

1. *The Anti-Corruption Commission* has a budget allocation for the supply of a *Printer Toner* and wishes to apply some of that allocation for the said *Printer Toner* 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 Bangladeshi 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 ~~22-05-2019~~ **at 10.30 am**. 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 "*Printer Toner* " and **DO NOT OPEN** before ~~22-05-2019~~ **at 11.00 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.
8. 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. Moshir Rahman)
Deputy Director (Admin)
Anti-Corruption Commission
1, Segun Bagicha, Dhaka.

