



**GOVERNMENT OF THE PEOPLE'S REPUBLIC OF
BANGLADESH**

**Standard Request for Quotation Document (National)
For Procurement of Goods**

[Request for Quotation Method]

(for values up to Taka 0.5million/5 Lac)

Central Procurement Technical Unit

Implementation Monitoring and Evaluation Division

Ministry of Planning

August 2014

PG1(SRFQ)

Guidance Notes on the use of

The Request for Quotation Document

1. These guidance notes have been prepared by the CPTU to assist a Procuring Entity in the preparation of Quotation document, using the Standard Request for Quotation, SRFQ, for the procurement of low value simple off-the-shelf, low value Goods and related services. All concerned are advised to refer to the Public Procurement Rules, 2008 issued to supplement the Public Procurement Act, 2006, available on CPTU's website <http://www.cptu.gov.bd/>. Guidance notes are provided for both the Procuring Entity and the Quotationer.
2. The procurement under Request for Quotation Method (RFQM) shall follow the provisions pursuant to Rules 69 to 73 of the Public Procurement Rules, 2008 in accordance with Section 32 of the Public Procurement Act, 2006. SRFQ is based upon best national practices that have been adapted to suit the particular needs of procurement.
3. The use of SRFQ (PG1) applies when a Procuring Entity intends to select a Quotationer (a Supplier) for the Procurement of Goods and related services under RFQ Method (RFQM) pursuant to Rule 69(3) of the Public Procurement Rules, 2008.
4. Pursuant to Rule 71(1) and Rule 71(2) of the Public Procurement Rules, 2008, RFQ shall be invited through letter, Fax and e-mail. RFQ shall not be required to be advertised in the daily newspapers but for the minimum circulation the Procuring Entity shall publish that advertisement in its website (if any), including posting in the Notice Board and, shall send with request for publication to the administrative wing of some other Procuring Entities nearby.
5. Pursuant to Rule 71(3) of the Public Procurement Rules, 2008, RFQ Document shall be issued or made available to potential Quotationers 'free-of-cost'.
6. The time-limit for Request for Quotation shall in no case exceed ten (10) days pursuant to Rule 71 (4) of the Public Procurement Rules, 2008.
7. No Securities such as Quotation Security (i.e. the traditionally termed Earnest Money, Tender Security) and Performance Security shall be required pursuant to Rule 70(6) of the Public Procurement Rules, 2008.
8. Submission, Opening and Evaluation of the Quotations shall respectively be dealt with pursuant to Rule 72(1), Rule 72(2) and Rule 73(1) of the Public Procurement Rules, 2008 as specified in RFQ.
9. The criteria for evaluation, pursuant to Rule 70(4) of the Public Procurement Rules, 2008, shall be pre-disclosed.
10. Pursuant to Rule 69(5) of the Public Procurement Rules, 2008 the Quotation for standard off-the-shelf low value readily available Goods and related services shall usually be on 'Unit-Rate' basis.
11. The specifications of Goods and related services shall be framed pursuant to Rule 29 of the Public Procurement Rules, 2008.
12. Splitting the object of Procurement is not permissible pursuant to Rule 69(4) (ka) of the Public Procurement Rules, 2008.
13. The Procuring Entity shall issue the Purchase Order pursuant to Rule 73(5) of the Public Procurement Rules, 2008, to the successful Quotationer following recommendations of the Evaluation Committee and approval thereupon of the Approving Authority.
14. The Warranty Period shall usually remain between 3 and 6 months; where applicable.
15. The Procuring Entity shall further be required to maintain the record of procurement proceedings pursuant to Rule 43 of the Public Procurement Rules, 2008.

REQUEST FOR QUOTATION (RFQ)

for

[‘৬,০০০ (ছয় হাজার) কপি সাদা খাতা (বিশ্ববিদ্যালয়ের লোগো সম্বলিত)’]

RFQ No: ঢাবিপ্রস/০৪/২০২৫-২৬

Date: ০৪.০৮.২০২৫

To

[.....]

1. The [ঢাকা বিশ্ববিদ্যালয় প্রকাশনা সংস্থা] has been allocated public funds and intends to apply a portion of the funds to eligible payments under the Contract for which this Quotation Document is issued.
2. Detailed Specifications and, Design & Drawings for the intended Goods and related services shall be available in the office of the Procuring Entity for inspection by the potential Quotationers during office hours on all working days.
3. Quotation shall be prepared and submitted using the 'Quotation Document'.
4. Quotation shall be completed properly, duly signed-dated each page by the authorized signatory and submitted by the date to the office as specified in **Para 6** below.
5. No Securities such as Quotation Security (i.e. the traditionally termed Earnest Money, Tender Security) and Performance Security shall be required for submission of the Quotation and delivery of the Goods (if awarded) respectively.
6. Quotation in a sealed envelope or by fax or through electronic mail shall be submitted to the office of the undersigned **on or before [11.08.2025 on or before 11.00am]**. The envelope containing the Quotation must be clearly marked "Quotation for [বিশ্ববিদ্যালয়ের লোগো সম্বলিত সাদা খাতা, ৬,০০০ (ছয় হাজার) কপি '৫৫ জিএসএম অফসেট পেপারে ১১"× ৮.৫" সাইজের ৯৬ পৃষ্ঠার (কভার ব্যতিত) সাদা খাতা (বিশ্ববিদ্যালয়ের লোগো সম্বলিত), কভার - ১২০ জিএসএম ক্র্যাফট পেপারের (দুই রঙ-এ মুদ্রণ হবে), বাঁধাইয়ের ধরন -খাতার পৃষ্ঠা সেলাই করা ও কভার গু-বাঁধাই] and **DO NOT OPEN** before [TEC meeting on 11.08.2025 on or before 12.30 pm]. Quotations received later than the time specified herein shall not be accepted.
7. Quotations received by fax or through electronic mail shall be sealed-enveloped by the Procuring Entity duly marked as stated in **Para 6** above and, all Quotations thus received shall be sent to the Evaluation Committee for evaluation, without opening, by the same date of closing the Quotation.
8. The Procuring Entity may extend the deadline for submission of Quotations on justifiably acceptable grounds duly recorded subject to threshold of ten (10) days pursuant to Rule 71 (4) of the Public Procurement Rules, 2008.
9. All Quotations must be valid for a period of at least [90 days] from the closing date of the Quotation.
10. No public opening of Quotations received by the closing date shall be held.
11. Quotationer's rates or prices shall be inclusive of profit and overhead and, all kinds of taxes, duties, fees, levies, and other charges to be paid under the Applicable Law, if the Contract is awarded.

12. Rates shall be quoted and, subsequent payments under this Contract shall be made in Taka currency. The price offered by the Quotationer, if accepted shall remain fixed for the duration of the Contract.
13. Quotationer shall have legal capacity to enter into Contract. Quotationer, in support of its qualification shall be required to submit certified photocopies of latest documents related to valid **Trade License, Tax Identification Number (TIN), VAT Registration Number, NID and Financial Solvency Certificate** from any scheduled Bank; without which the Quotation may be considered non-responsive.
14. Quotations shall be evaluated based on information and documents submitted with the Quotations, by the Evaluation Committee and, at least three (3) responsive Quotations will be required to determine the lowest evaluated responsive Quotations for award of the Contract.
15. In case of anomalies between unit rates or prices and the total amount quoted, the unit rates or prices shall prevail. In case of discrepancy between words and figures the former will govern. Quotationer shall remain bound to accept the arithmetic corrections made by the Evaluation Committee.
16. The supply of Goods and related services shall be completed within [90] days from the date of issuing the Purchase Order.
17. The Purchase Order that constitutes the Contract binding upon the Supplier and the Procuring Entity shall be issued within [10] days of receipt of approval from the Approving Authority.
18. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.



Signature of the official inviting Quotation

Name - (ড. তারিক মনজুর)

Designation - অধ্যাপক, বাংলা বিভাগ ও পরিচালক (ভারপ্রাপ্ত), ঢাকা বিশ্ববিদ্যালয় প্রকাশনা সংস্থা, ঢাকা বিশ্ববিদ্যালয়, ঢাকা-১০০০।

Date- ০৪.০৮.২০২৫

Address: ৩২৮ নং কক্ষ, ৩য় তলা, ঢাকা বিশ্ববিদ্যালয় প্রকাশনা সংস্থা, ঢাকা বিশ্ববিদ্যালয়, ঢাকা -১০০০;

Phone No- 9661900. Ext: 4110.

Distribution:

5. Office File
6. Website: <https://www.du.ac.bd>

Quotation Submission Letter

[.....]
.....]

RFQ No: _____ Date:/...../.....

To:

[৩২৮ নং কক্ষ, ৩য় তলা, ঢাকা বিশ্ববিদ্যালয় প্রকাশনা সংস্থা, ঢাকা বিশ্ববিদ্যালয়, ঢাকা -১০০০]

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Goods and related services named [বিশ্ববিদ্যালয়ের লোগো সম্বলিত সাদা খাতা, ৬,০০০ (ছয় হাজার) কপি '৫৫ জিএসএম অফসেট পেপারে ১১"× ৮.৫" সাইজের ৯৬ পৃষ্ঠার (কভার ব্যতীত) সাদা খাতা (বিশ্ববিদ্যালয়ের লোগো সম্বলিত), কভার - ১২০ জিএসএম ক্র্যাফট পেপারের (দুই রঙ-এ মুদ্রণ হবে), বাঁধাইয়ের ধরন -খাতার পৃষ্ঠা সেলাই করা ও কভার গু-বাঁধাই] **The total Price of my/our Quotation is BDT** [..... and]

My/Our Quotation shall remain valid for the period stated in the RFQ Document and it shall remain binding upon us and, may be accepted at any time prior to the expiration of its validity period.

I/We declare that I/we have the legal capacity to enter into a contract with you, and have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive or coercive practices. Furthermore, I/we am/are aware of Para 21(b) of the Terms and Conditions and pledge not to indulge in such practices in competing for or completion of delivery of Goods.

I/We am/are not submitting more than one Quotation in this RFQ process in my/our own name or other name or in different names. I/We understand that the Purchase Order issued by you shall constitute the Contract and will be binding upon me/us.

I/We have examined and have no reservations to the RFQ Document issued by you on [22.06.2025]

I/We understand that you reserve the right to reject all the Quotations or annul the procurement proceedings without incurring any liability to me/us.

Signature of Quotationer with Seal

Date:

Price Schedule for Goods and Related Services

RFQ No: ঢাবিপ্রস/০৪/২০২৪-২৫

Date: 04/08/2025

| Sl no | Total Pages | Description of Items | Unit of Measurement | Quantity | Unit Rate or Price | | Total Amount | Destination for Delivery of Goods |
|---|--|---|---|----------|--------------------|-----------|-----------------------|--|
| | | | | | In figure | In words | In figure In words | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 1 | ৯৬ পৃষ্ঠার (কভার ব্যতীত) সাদা খাতা (বিশ্ববিদ্যালয়ের লোগো সম্বলিত) | বিশ্ববিদ্যালয়ের লোগো সম্বলিত সাদা খাতা, ৬,০০০ (ছয় হাজার) কপি '৫৫ জিএসএম অফসেট পেপারে ১১" x ৮.৫" সাইজের ৯৬ পৃষ্ঠার (কভার ব্যতীত) সাদা খাতা (বিশ্ববিদ্যালয়ের লোগো সম্বলিত), কভার - ১২০ জিএসএম ক্র্যাফট পেপারের (দুই রঙ-এ মুদ্রণ হবে), বাঁধাইয়ের ধরন - খাতার পৃষ্ঠা সেলাই করা ও কভার গু-বাঁধাই | ৫৫ জিএসএম অফসেট পেপারে ১১" x ৮.৫" সাইজের ৯৬ পৃষ্ঠার (কভার ব্যতীত) সাদা খাতা (বিশ্ববিদ্যালয়ের লোগো সম্বলিত), কভার - ১২০ জিএসএম ক্র্যাফট পেপারের (দুই রঙ-এ মুদ্রণ হবে) | ৬০০০ কপি | | | | ৩২৮ নং কক্ষ, ৩য় তলা, ঢাকা বিশ্ববিদ্যালয় প্রকাশনা সংস্থা, ঢাকা বিশ্ববিদ্যালয় ঢাকা -১০০০। |
| Total Amount for Supply of Goods and related services (inclusive of VAT and all applicable taxes; see Note 2 below) | | | | | | In figure | | |
| | | | | | | In words | | |

| | |
|-------------------------|---|
| Goods to be supplied to | [_____] |
| Total Amount in | [_____] |
| Terms of payment | [_____] |
| Delivery period | [_____ weekdays] from date of issuing the Purchase Order |
| Warranty period | [NONE weeks/months from date of completion of the delivery; state none if not applicable] |

[..... number] number corrections made by me/us have been duly initialed in this Price Schedule. My/Our Offer is valid until 30/06/2024-25 [01/10/2025 Quotation Validity date].

| | |
|------------------------------------|-------------------------|
| Signature of Quotationer with Seal | Date: _____/_____/_____ |
| Name of Quotationer | |

Note:

Col. 1, 2, 3, 4, 5 and 9 to be filled in by the Procuring Entity and Col. 6, 7 & 8 by the Quotationer.

Technical Specification of the Goods Required

[বিশ্ববিদ্যালয়ের লোগো সম্বলিত সাদা খাতা, ৬,০০০ (ছয় হাজার) কপি ' ৫৫ জিএসএম অফসেট পেপারে ১১"× ৮.৫" সাইজের ৯৬ পৃষ্ঠার (কভার ব্যতিত) সাদা খাতা (বিশ্ববিদ্যালয়ের লোগো সম্বলিত), কভার - ১২০ জিএসএম ক্র্যাফট পেপারের (দুই রঙ-এ মুদ্রণ হবে), বাঁধাইয়ের ধরন -খাতার পৃষ্ঠা সেলাই করা ও কভার গু-বাঁধাই]

| SI no | Quantity | Description of Items | Total Pages | Unit Rate or Price | Total Amount |
|-------|-----------------|--|------------------------------------|--------------------|--------------|
| 1 | 2 | 3 | 4 | 5 | 6 |
| 2 | ৬,০০০ | 'বিশ্ববিদ্যালয়ের লোগো সম্বলিত সাদা খাতা' | ৯৬ পৃষ্ঠার (কভার ব্যতিত) সাদা খাতা | | |
| 3 | (ছয় হাজার) কপি | ৫৫ জিএসএম অফসেট পেপারে ১১"× ৮.৫" সাইজের ৯৬ পৃষ্ঠার (কভার ব্যতিত) সাদা খাতা (বিশ্ববিদ্যালয়ের লোগো সম্বলিত) | (বিশ্ববিদ্যালয়ের লোগো সম্বলিত) | | |
| 4 | | কভার -১২০ জিএসএম ক্র্যাফট পেপারের (দুই রঙ-এ মুদ্রণ হবে) | | | |
| 5 | | বাঁধাইয়ের ধরন -খাতার পৃষ্ঠা সেলাই করা ও কভার গু-বাঁধাই | | | |
| | | | | | |

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

| | |
|------------------------------------|-------------------------|
| Signature of Quotationer with Seal | Date:/...../..... |
| Name of Quotationer | |

Note:

- Col. 1, 2, 3 & 4 to be filled in by the Procuring Entity and Col. 5 & 6 by the Quotationer.
- Specifications are to be filled in by the Procuring Entity. A set of precise and clear specifications is a pre-requisite for Quotations to respond realistically and competitively to the requirements of the Procuring Entity. In the context of competitive Quotations, the specifications shall be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the Goods and related services to be procured. The specifications should require that all items, materials and accessories to be included or incorporated in the Goods be new, unused and of most recent or current models, and that they include or incorporate all recent improvements in design and materials.
- Technical Specifications of the Goods and related services shall be in compliance with the requirements of the Procuring Entity specified in this document. Quotationer is required to mention make / model (as applicable) of the Goods offered and must attach the appropriate original printed (if not available copied) literature / brochures for the listed items.