Skills for Industry Competitiveness and Innovation Program (SICIP)

Kumudini Welfare Trust of Bengal Ltd.
PIU Office
House-13, Road-04, Block-F, Sector-01, Jahurul Islam City, Aftabnagar, Dhaka-1212

Request for Quotation (RFQ) Document For Procurement of Caregiving Training Synopsis of Class Materials for SICIP-KWT, KNC- Dhaka,Mirzapur and Narayangonj [Request for Quotation Method]

- **Quotation Number:** SICIP-KWT-APP-27/2026-214
- **Package Number:** GD-006
- **Date:** 08 October, 2026
- **Procurement Method:** RFQ (Request for Quotation)

SICIP-KWT-PIU Date: Dhaka

Kumudini Welfare Trust of Bengal (BD) Ltd.

SICIP Kumudini Program

REQUEST FOR QUOTATION

for

Procurement of Caregiving Training Synopsis of Class Materials for SICIP-KWT, KTTI-Dhaka, KTTI-Mirzapur and KTTI-Narayangonj GD-006

Ref: SICIP-KWT-APP-27/2026-214

Package No: GD-006 **Date:** 08/10/2026

To

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1. **The Chief Coordinator, SICIP Kumudini Program** 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 are available in the office of the Procuring Entity for inspection by the potential Quotationers during office hours on all working days.

3. Quotation is being requested on **Unit-Rate** basis.

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 and Performance Security shall be required for submission of the Quotation and supply of the Goods (if awarded) respectively.

6. Quotation in sealed envelope or through electronic mail shall be submitted to the office of the undersigned **on or before 15 October 2026**, 02:00 PM. The envelope containing the Quotation must be clearly marked "Quotation for **Procurement of Caregiving Training Synopsis of class Materials for SICIP-KWT, KTTI-Dhaka, KTTI-Mirzapur & KTTI Narayangonj and DO NOT OPEN** before **15 October 2026, 02:00 PM**. Quotations received later than the time specified herein shall not be accepted.

7. Quotations received 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.

SICIP-KWT-PIU Date: Dhaka

8. The Procuring Entity may extend the deadline for submission of Quotations on justifiably acceptable grounds duly recorded subject to threshold of seven (7) days pursuant to Rule 92 (4) of the Public Procurement Rules, 2025.

9. All Quotations must be valid for a period of at least **60 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 Clearance Certificate (or** Acknowledgement slip issued by the competent authority as a proof of submission of income tax return for the **Assessment Year 20*25-2026* ,VAT Registration Number/Business Identification Number (BIN)** and **Financial Solvency Certificate** showing liquid asset of at least BDT **3,00,000.00 (Three Lac)** 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, in the quotation submitted on unit rate basis, 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 Quotationers prices, being responsive to the Procuring Entity's requirements, shall be checked for SLT (Significantly Low-priced Tender) in accordance with the Rules 25 and 26 of the Public Procurement Rules, 2025.

17. The supply of Goods shall be completed within **15 days** from the date of issuing Purchase Order.

18. The Purchase Order that constitutes the Contract binding upon the Supplier and the Procuring Entity shall be issued within **3 days** of receipt of approval from the Approving Authority.

19. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.

Signature of the Procuring Entity:

Name: Mozharul Islam
Designation: Chief Coordinator, SICIP-KWT Program.
Date:08.10.2026
Address: House-13, Road-04, Block-F, Sector-01, Jahurul Islam City,
Aftabnagar, Dhaka-1212.

Distribution:
1. Website of SICIP.
2.Website of SICIP-KWT Program.
3.Notice Board.
4. Office File.



Quotation Submission Letter

[Use Letter-head Pad]

Ref: SICIP-KWT-APP-27/2026-214
Package No: GD-006

Date: dd/mm/yy

To:
Chief Coordinator,
SICIP-KWT Program.
House-13, Road-04, Block-F, Sector-01, Jahurul Islam City,
Aftabnagar, Dhaka-1212.

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Goods named **Procurement of Caregiving Training Synopsis of class Materials for SICIP-KWT- KTTI-Dhaka, KTTI-Mirzapur and KTTI-Narayangonj.**

The total Price of our Quotation is BDT..... **[insert amount both in figure and words]**

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, coercive or obstructive practices. Furthermore, I am/we are aware of Para 21(b) of the Terms and Conditions and pledge not to indulge in such practices in competing for or in executing the works.

I am/We 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..... **[insert date]**

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:

SICIP-KWT-PIU
Date:
Dhaka

Price Schedule for Goods and Related Services

1. Price Schedules for Supply and Place for Destination

The place of destination of the goods/equipment is SICIP-KWT Program, KTTI-Dhaka.

The supply shall include carriage, installation, commissioning as applicable, and after-sales service/defect liability for one year from the date of supply/commissioning as mentioned in the Annexure. The supply schedule of the TTM for the SICIP-KWT Program Dhaka is as stated below:

1	2	3	4	5	6	7	8
Item No.	**Descriptions of Items**	**Unit**	**Requirement of Quantity**	**Unit price In Figure**	**Unit price In word**	**Total Amount (col. 4 × 5) In Figure In Words**	**Destination for Delivary of Goods**
1.	Synopsis of class Materials:			**(Note1)**			**(Note2)**
a)	A4 Size Paper	Pkt	160 Ream				KTTi-Dhaka
b)	Toner	Pcs	7				KTTI-Dhaka
	Total BDT:						

Total BDT in word----------

2. Price Schedules for Supply and Place for Destination

The place of destination of the goods/equipment is SICIP-KWT Program, KTTI-Mirzapur.

The supply shall include carriage, installation, commissioning as applicable, and after-sales service/defect liability for one year from the date of supply/commissioning as mentioned in the Annexure. The supply schedule of the TTM for the SICIP-KWT Program Mirzapur is as stated below:

1	2	3	4	5	6	7	8
Item No.	**Descriptions of Items**	**Unit**	**Requirement of Quantity**	**Unit price In Figure (Note-1)**	**Unit price In word**	**Total Amount (col. 4 × 5) In Figure In Words**	**Destination for Delivary of Goods**
1.	Synopsis of class Materials:						**(Note2)**
a)	A4 Size Paper	Pkt	160 Ream				KTTI-Mirzapur
b)	Toner	Pcs	7				KTTI-Mirzapur
	Total:						

Total BDT. In word:_____

SICIP-KWT-PIU Date: Dhaka

3.Price Schedules for Supply and Place for Destination

The place of destination of the goods/equipment is SICIP-KWT Program, KTTI-Narayanganj.

The supply shall include carriage, installation, commissioning as applicable, and after-sales service/defect liability for one year from the date of supply/commissioning as mentioned in the Annexure. The supply schedule of the TTM for the SICIP-KWT Program Narayanganj is as stated below:

1	2	3	4	5	6	7	8
Item No.	**Descriptions of Items**	**Unit**	**Requirement of Quantity**	**Unit price In Figure**	**Unit price In word**	**Total Amount (col. 4 × 5) In Figure In Words**	**Destination for Delivary of Goods**
1.	Synopsis of class Materials:			**(Note1)**			**(Note2)**
a)	A4 Size Paper	Pkt	80 Ream				KTTI Narayangonj
b)	Toner	Pcs	4				KTTI Narayangonj
	Total:						

Total BDT word_____

Summary of Quoted Price of RFQ for 3(Three) KTTI:

Total BDT FOR Dhaka : .....

Total BDT FOR Mirzapur: .....

Total BDT FOR Narayanganj: .....

Grand Total BDT: .....

BDT In word:.....

Seal and Signature of Quotatione:

SICIP-KWT-PIU Date: Dhaka

Technical Specification of the Goods Required

Item no	Description of Items	Required Technical Specification and Standards	Offered Technical Specification and Standards	Country of Origin	Make and Model
1	2	3	4	5	6
1.	Synopsis of Class Material :				
	a)A4 Size Paper	High quality 80 GSM A4 size plain paper,500 sheets per Ream with packet			
	b)Toner	Original Blac Toner Cartidge for HP laser Jet Pro M404dn			

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

Signature of Quotationer with Seal	Date: dd/mm/yy
Name of Quotationer	

Note:

1. **Col. 1, 2 & 3 to be filled in by the Procuring Entity and Col. 4, 5 & 6 by the Quotationer.**
2. **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 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.**
3. **Technical Specifications of the Goods 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.**

SICIP-KWT-PIU Dhaka

SICIP-KWT Program, PIU Office, House-13, Road-04, Block-F, Sector-01, Jahurul Islam City, Aftabnagar, Dhaka-1212

PURCHASE ORDER FOR THE SUPPLY OF GOODS

[insert name of the supplies in brief]

Purchase Order No._____ **Date: dd/mm/yy**

RFQ No: SICIP-KWT-APP-27/2026-214	**Date: dd/mm/yy**
To: **[name and address of the Supplier]**	
Delivery Date: **[insert completion date]**	**Order Value:BDT . [insert Contract Price]**
Delivery: As per Terms and Conditions	

The Procuring Entity has accepted your Quotation dated **[insert date]** for the supply of Goods as listed below and requests that you supply the Goods within the delivery date stated above, in the quantities and units in conformity with the Technical Specifications under the Terms and Conditions as annexed.

ORDER ITEMS
Attached Certified photocopy of approved Priced Schedule for Goods Attached Certified photocopy of approved Technical Specification of the Goods Required Attached Certified photocopy of Terms and Conditions
For the Procuring Entity: Signature of the Procuring Entity with name and Designation
Date

Attachments: As stated above

SICIP-KWT-PIU Date: Dhaka

Terms and Conditions
for
Supply of Goods and Payment

1. Terms and Conditions contained herein shall be binding upon both the Procuring Entity and the Supplier for the purpose of administration and management of this Contract.

2. Implementation and interpretation of these Terms and Conditions shall, in general, be under the purview of the Public Procurement Act, 2006 and the Public Procurement Rules, 2025.

3. The Supplier shall have to complete the delivery in all respects within **15 Days** of issuing the Purchase Order in conformity with the Terms and Conditions.

4. The Supplier shall be entitled to an extension of the Delivery Schedule if the Procuring Entity delays in receiving the Goods or if Force Majeure situation occurs or for any other reasons acceptable to the Procuring Entity on justifiable grounds duly recorded.

5. All delivery under the Contract shall at all times be open to examination, inspection, measurements, testing, commissioning, and supervision of the Procuring Entity or the Technical Examination and Acceptance Committee (TEAC) formed by the PE.

6. The Procuring Entity shall check and verify the delivery made by the Supplier in conformity with the Technical Specifications and notify the Supplier of any Defects found.

7. If the Goods are found to be defective or otherwise not in accordance with the specifications, the Procuring Entity may reject the supplies by giving due notice to the Supplier, with reasons.

8. The Supplier shall be entirely responsible for payment of all taxes, duties, fees, and such other levies under the Applicable Law.

9. Notwithstanding any other practice, the payment shall be based on the actual delivery of goods on the basis of the quantity of each item of Goods in accordance with the Priced Schedule and Specifications. 100% of the Contract price of the Goods shall be paid after submission and acceptance of the Delivery Chalan.

SICIP-KWT-PIU Date: Dhaka

10. The Supplier'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.

11. The total Contract Price is BDT..... **[insert figure] [in words].**

12. The minimum Warranty Period of the Supplies shall be **12 Months** starting from the date of completion of delivery in the form of submission by the Supplier and acceptance by the Procuring Entity, of goods and related services.

13. The Procuring Entity shall retain or in other words deduct from the final payment due to the Supplier at the rate of five (5) percent of the invoice amount as Retention Money under the Contract. This Retention Money shall be kept in PE's end for meeting any claims during the Warranty Period.

14. The Supplier shall remain liable to fulfil the obligations regarding Warranty, after-sales services and any other issues pursuant to Rule 55 (8) of the Public Procurement Rules, 2025.

15. The Supplier shall keep the Procurement Entity harmless and indemnify from any claim, loss of property or life to himself/herself, his/her workmen or staff, any staff of the Procurement Entity or any third party while delivering the Goods.

16. Any claim arising out of delivery of Goods shall be settled by the Supplier at his/her own cost and responsibility. Damage to the Goods during the Warranty Period shall be remedied by the

Supplier at the Supplier's own cost, if the damage arises from the supply and installation by the Supplier.

17. No modification to Scope of Supply and no Variations to the quantities ordered shall be permissible under any circumstances.
18. The Procuring Entity shall amend the Contract incorporating required approved changes subsequently introduced to the original Terms and Conditions in line with Rules, where necessary.
19. The Procuring Entity may, by written Notice sent to the Supplier, terminate the Contract in whole or in part at any time, if the Supplier:

    a. fails to deliver Goods as per Delivery Schedule and Specifications.
    b. in the judgement of the Procuring Entity, has engaged in any corrupt, fraudulent, collusive or coercive or obstructive practices in competing for or in delivery of Goods.
    c. fails to perform any other obligation(s) under the Contract.

20. The Procuring Entity and the Supplier shall use their best efforts to settle amicably all possible disputes arising out of or in connection with this Contract or its interpretation.
21. The Supplier shall be subject to, and aware of provision on corruption, fraudulence, collusion, coercion and obstruction in Section 64 of the Public Procurement Act, 2006 and Rule 149 of the Public Procurement Rules, 2025.

For the Procuring Entity: Signature of the Procuring Entity with name and Designation	**For the Supplier:** Signature of the Supplier with name Designation
Date	Date

SICIP-KWT-PIU Date: Dhaka