

**Kumudini Welfare Trust of Bengal (BD) Ltd.- SEIP
Project
86, Sirajuddowla Road
Narayanganj-1400, Bangladesh**

Shopping for Goods

Package No. SEIP-KWT- GD-11

**Package Name: Procurement of Training
Materials for Nursing Courses for SEIP-KWT
(Tranche-3).**

SHOPPING FOR GOODS

REQUEST FOR QUOTATION (RFQ)

Project Title: SEIP- Kumudini Welfare Trust of Bengal (BD) Ltd. Project

Source of Funding: ADB

Contract Ref: Contract on Grants for Training (Tranche-3)

Package No. GD-11

Date: 13 November 2023

Package Name: Procurement of Training Materials for Nursing Courses for SEIP-KWT (Tranche-3).

To: Prospective Supplier

Sir/Madam:

1. SEIP- Kumudini Welfare Trust of Bengal (BD) Ltd. Project (Purchaser) hereby requests you to submit price quotation(s) for the supply of the following items:

SL.	Name of Items	Unit	Quantity
1	Apron	Pcs	240
2	Safety Shoes	Pair	120
3	Synopsis of Class Materials:		
	A4 Paper	Ream	1550
	Toner	Pcs	50
4	Marker	Pcs	43
5	Notebook	Pcs	26
6	Pen (Black)	Pcs	120
7	Pencil	Pcs	120
8	Soap	Pcs	120
9	Tissue (Facial)	Box	85
10	Tissue (Toilet)	Pcs	207

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 in **Annexure D**.

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 one original of the Price Quotation with the Form of Quotation, and clearly marked "Original". In addition, you shall also submit one copy marked as "COPY". In case of any discrepancy between the Original and Copy, the original shall prevail. 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:

Mozharul Islam
Chief Coordinator
Kumudini Welfare Trust of Bengal (BD) Ltd-SEIP Project
74 Gulshan Avenue, Dhaka, Bangladesh.
Mobile: (+880) 1878241161
Email: imozharul@gmail.com

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: **20.11.2023 at 3.00 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.

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 SEIP-KWT Project Office as mentioned in Supply schedule (place of destination). Prices shall be quoted in Bangladeshi Taka (BDT) inclusive of all local taxes, vat, carriage, installation, commissioning as applicable and after sales services for one year from the date of commissioning.
- (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 evaluation 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 the 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 will be excluded from the list of suppliers for the project for two years.

8. Further information can be obtained from:

Maksudus Zaman Lizen

Coordinator-Job Placement, Database & Procurement
Kumudini Welfare Trust of Bengal (BD) Ltd-SEIP Project
74 Gulshan Avenue, Dhaka, Bangladesh.
Mobile: (+880) 1932477845
E-mail: lizenkhan@yahoo.com

9. The bidder whose quotation had been accepted will be notified of the award of contract through the Letter of Acceptance issued by the Purchaser within 10 days from the date of submission of quotation.

10. The Purchaser intends to apply funds from the SEIP-KWT Project, Kumudini Welfare Trust of Bengal (BD) Ltd eligible payments under the Purchase Order resulting from this RFQ.

11. Under SEIP's Anticorruption Policy bidders shall observe the highest standard of ethics during the procurement and execution of such contracts. SEIP-KWT 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 SEIP's sanctions list.

12. Any quotation submitted will be regarded as an offer by prospective supplier and does not constitute or imply the acceptance of the quotation by purchaser.

13. Purchaser shall not be responsible for any costs associated with a prospective supplier's preparation and submission of a quotation, regardless of the outcome or the manners of conducting the selection process.

14. No price variation due to escalation, inflation, natural calamity or any other market factors shall be accepted at any time during the validity of the price quotation after the quotation has been received.

Sincerely,

(Purchaser)

*To substantiate responsiveness of quotations, please furnish supporting documents/evidence, among others, copies of Valid Trade License, Tax Identification Number (TIN), VAT Registration Certificate and Specification Compliance Sheet as Annexure including its word format soft copy in a CD/Email.

** To substantiate financial capabilities, please furnish supporting document/evidence such as Bank solvency Certificate and/or Bank Statement.

Annexure A FORM OF QUOTATION

To

Mozharul Islam
Chief Coordinator
Kumudini Welfare Trust of Bengal (BD) Ltd-SEIP Project
74 Gulshan Avenue, Dhaka, Bangladesh.
Mobile: (+880) 1878241161
Email: imozharul@gmail.com

We offer to execute the contract titled Package No. SEIP-KWT– GD-10, Package Name: Procurement of Training Material for Caregiving Course for SEIP-KWT in accordance with the Conditions of Contract accompanying this Quotation for the Contract Price of ____ (amount in words and numbers) (BDT)_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:

SL No.	Name of the Item	Unit	Quantity	Rate per Unit (Tk)	Total Price (Tk.)
1	Apron	Pcs	240		
2	Safety Shoes	Pair	120		
3	Synopsis of Class Materials:				
	A4 Paper	Ream	1550		
	Toner	Pcs	50		
4	Marker	Pcs	43		
5	Notebook	Pcs	26		
6	Pen (Black)	Pcs	120		
7	Pencil	Pcs	120		
8	Soap	Pcs	120		
9	Tissue (Facial)	Box	85		
10	Tissue (Toilet)	Pcs	207		
Grand Total					
In Words:					

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 SEIP sanctions list.

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Supplier: _____

Address: _____

Phone Number: _____

Fax Number, if any: _____

Email address (optional): _____

Annexure B

FORM OF CONTRACT

THIS AGREEMENT number _____ 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 **Procurement of Training Materials for Nursing Courses for SEIP-KWT (Tranche-3)** to be supplied by Supplier, viz. GD-11 (hereinafter called "Contract") and has accepted the quotation by the Supplier for the supply of goods under Contract at the sum of (_____, in words: _____) 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:
 - (a) Form of Quotation; Terms and Conditions of Supply, Technical Specifications.
 - (b) Addendum (if applicable):
2. 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.
3. The Purchaser hereby covenants to pay, in consideration of the acceptance of 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

Signature and seal of the Supplier:
For and on behalf of

Name of Authorized Representative

Name of Authorized Representative

TERMS AND CONDITIONS OF SUPPLY

Project Name: Kumudini Welfare Trust of Bengal (BD) Ltd.- SEIP Project

Purchaser:

Mozharul Islam

Chief Coordinator

Kumudini Welfare Trust of Bengal (BD) Ltd-SEIP Project

74 Gulshan Avenue, Dhaka, Bangladesh.

Telephone: (+88-02)58817100

Mobile: (+880) 1878241161

Package No. GD-11

Package Name: Procurement of Training Materials for Nursing Courses for SEIP-KWT (Tranche-3)

1. Schedules for Supply and Place for Destination

The place of destination of the goods/equipment is Kumudini Welfare Trust of Bengal (BD) Ltd.-SEIP Project.

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 Book for SEIP-KWT Project, are as stated below:

SL No.	Name of the Item	Unit	Quantity	Delivery Time	Delivery At Mirzapur
1	Apron	Pcs	240	15 Days from the day of Contract	240
2	Safety Shoes	Pair	120		120
3	Synopsis of Class Materials:				
	A4 Paper	Ream	1550		1550
	Toner	Pcs	50		50
4	Marker	Pcs	43		43
5	Notebook	Pcs	26		26
6	Pen (Black)	Pcs	120		120
7	Pencil	Pcs	120		120
8	Soap	Pcs	120		120
9	Tissue (Facial)	Box	85	85	
10	Tissue (Toilet)	Pcs	207	207	

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 shall be completed as per the above schedule but not exceeding 15 (Fifteen) days from the date of signing of contract.

4. Applicable Law: The Contract shall be interpreted in accordance with the laws of the Purchaser's country.

5. 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.

6. Delivery and Documents: Upon delivery, the Supplier shall provide the following documents to the Purchaser:

- (i) Copies of the Supplier's invoice showing goods description, quantity, unit price, and total amount;
- (ii) Manufacturers or supplier's warranty certificate.
- (iii) Manuals; and
- (iv) Certificate of origin.
- (v) VAT Challan 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 one week before arrival of the goods and if not received, the Supplier shall be responsible for any consequent expenses.

7. Payment: Payment of the contract price shall be made in the following manner:

- a) 100% (excluding AIT and VAT which will be deducted at source by purchaser if applicable) within 30 days upon receipt by the Purchaser of the delivered goods on site and acceptance of the delivered goods by the purchaser in accordance with the contract.

8. Warranty: Goods offered should be covered by manufacturer's warranty as mentioned in respective annexure.

9. Defects: All defects will be corrected by the Supplier without any cost to the Purchaser within 30 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 is:

SEIP-KWTas specified in the Supply Schedule (place of Destination).

10. Force Majeure: The supplier shall not be liable for penalties of 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 of 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: (with attachments as necessary)

- (i) General Description
- (ii) Specific details and technical standards
- (iii) Performance Parameters

Supplier confirms compliance with above 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 14-day notice given by the Purchaser, without incurring any liability to the Supplier.

NAME OF SUPPLIER: _____

Authorized Signature: _____

Place: _____

Date:

Annexure C

LETTER OF ACCEPTANCE

Date: _____

To: _____ [Name and address of the Supplier]

Dear Sir or Madam,

This is to notify you that your Quotation dated _____ for the execution of the [name and number of the Contract Package] for the Contract price of _____ [amount in words and figures], 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 commence supply of the goods not later than _____ and ensure the completion of the delivery of goods within the delivery time specified in the contract.

For and on behalf of the Purchaser:

Authorized Signature: _____

Name of Signatory: _____

Title: _____

Annexure D

Technical Specifications for Training Materials

SL No.	Name of the Item	Brand	Model	Country of Origin	Unit	Specifications
		To Be Mentioned by Bidder				
1	Apron				Pcs	Medical Apron for Students, Apron Materials: Torre, Color: White. <ul style="list-style-type: none"> • Main Materials: cotton & Torre fabrics • GSM: 110-130 Grams • Size: <ul style="list-style-type: none"> 38 - 80 Pcs, 40 - 120 Pcs 42- 40 Pcs • Easy to wash. • Comfortable to use, Long Lasting
2	Safety Shoes				Pair	FEATURES: <ul style="list-style-type: none"> - Type: Nursing Shoes - Gender: Unisex - Upper Material: PU Synthetic - Color: Black - Sole: TPR - Closing: Closed - Size:
Synopsis of Class Materials:						
3	A4 Paper				Pcs	High Quality 80 GSM A4 size plain paper, 500 Sheets per Ream.
	Toner				Pcs	Kyocera TK-6110; Original Black Toner Cartridge.
4	Marker				Pcs	Ink Color: Multi Color Size: 138 x 12(mm) Body Materials: Plastic Ink Refillable: Yes
5	Notebook				Pcs	Binding: Hard Binding Cover: "250-300 gsm white backboards matt finished and round cutting" Size: W- 5.10 x H- 8.10 inches Page Type: Fresh Page GSM: 80 gsm fine paper Total Page Number 50 Page Color: Cream white
6	Pen (Black)				Pcs	Deli EQ8-C Black Ink 0.7mm Semi Gel Pen

SL No.	Name of the Item	Brand	Model	Country of Origin	Unit	Specifications
		To Be Mentioned by Bidder				
7	Pencil				Pcs	Fiber Castle: HB-15 Pcs, 2B-15 Pcs
8	Soap				Pcs	Product Type: Soap Bar Weight: 150g
9	Tissue (Facial)				Box	Product Name: Facial White Tissue Box Contains: 200 Sheets (100 Pcs x 2 Ply) Layer/Thickness: 2 Ply Chemical free
10	Tissue (Toilet)				Pcs	Product Name -Toilet Tissue, 2Ply, 1 Roll. Soft & Hygienic & White Color