



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

**Standard Request for Quotation Document (National)
For Procurement of Works (and Physical Services)
[Request for Quotation Method]**

(for values up to Tk.1 million)

**REQUEST FOR QUOTATION
for
Transportation of Books (Instructional Materials) (Package No.: NCS-2)**

**Central Procurement Technical Unit
Implementation Monitoring and Evaluation Division
Ministry of Planning**

August 2009

PW1a (SRFQ)

Government of the People's Republic of Bangladesh
Office of the Project Director
Reaching Out-of-School Children (ROSC) Phase-II Project
Directorate of Primary Education
Mirpur- 2, Dhaka- 1216

REQUEST FOR QUOTATION
for
Transportation of Books (Instructional Materials) (Package No.: NCS-2)

RFQ No: DPE/ROSC-II/BookTransport/NCS-2/2015/178/793

Date: 01-03-2015

To

1. The **Project Director, Reaching Out-of-School Children (ROSC) Phase-II Project** 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 Works and physical services 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 **Lump-sum 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 (i.e. the traditionally termed Earnest Money, Tender Security) and Performance Security shall be required for submission of the Quotation and execution of the Works (if awarded) respectively.
6. Quotation in sealed envelope or by fax or through electronic mail shall be submitted to the office of the undersigned **on or before 09-03-2015 at 3.00 p.m.** The envelope containing the Quotation must be clearly marked "Quotation for **Transportation of Books (Instructional Materials) (Package No.: NCS-2)** and **DO NOT OPEN** before **09-03-2015 at 3.30 p.m.** 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. Quotation shall be submitted as per Bill of Quantities of Works and physical services.
10. All Quotations must be valid for a period of at least **30 days** from the closing date of the Quotation.
11. No public opening of Quotations received by the closing date shall be held.
12. 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.

13. 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.
14. 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** and **Financial Solvency Certificate** from any scheduled Bank; without which the Quotation may be considered non-responsive.
15. 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.
16. 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. In case of quotation submitted on Lump-sum basis, if anomalies found between figures and words, the words will prevail. Quotationer shall remain bound to accept the arithmetic corrections made by the Evaluation Committee.
17. The execution of Works and physical services shall be completed within **30 days** from the date of commencement.
18. Letter inviting the successful Quotationer to sign the Contract shall be issued within **7 days** of receipt of approval from the Approving Authority. The Contract shall have to be signed within **7 days** of issuing such Letter of Invitation.
19. The costs of stamp duties and similar charges, if applicable by the law in connection with entry into the Contract Agreement, as stated in Para 18 above, shall be borne by the Procuring Entity.
20. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.

Signed

01-03-2015

(Md. Fazlur Rahman)
Project Director (In-Charge),
Reaching Out-of-School Children (ROSC) Phase-II Project
Directorate of Primary Education,
Mirpur- 2, Dhaka- 1216.
Phone No: 9009230, Fax No: 9009247
e-mail: rosc@dhaka.net

Distribution:

1. Director Admin, DPE for information and circulation in their notice board.
2. System Analyst, DPE for posting in the website.
3. Assistant Director- Management/ Monitoring, ROSC-II, DPE, for information and wide circulation.
4. Notice Board.
5. Office File.

Quotation Submission Letter

[Use Letter-head Pad]

RFQ No: DPE/ROSC-II/BookTransport/NCS-2/2015/178/793

Date: 01-03-2015

To:

The Project Director (In-Charge),
Reaching Out-of-School Children (ROSC) Phase-II Project
Directorate of Primary Education,
Mirpur- 2, Dhaka- 1216.

I/We, the undersigned, offer to execute in conformity with the Conditions of Contract for execution of the Works and physical services named “**Transportation of Books (Instructional Materials) (Package No.: NCS-2)**”

The total Price of our Quotation is [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 or coercive practices. Furthermore, I/we am/are aware of Para 28(e) of the Conditions of Contract and pledge not to indulge in such practices in competing for or in executing the works.

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 your written invitation to sign the Contract shall become binding upon us, until a formal Contract is signed.

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:

Bill of Quantities

Item No.	Description of Items of Works (Physical Services)	Unit	Quantity	Unit rates or prices quoted by the Quotationer		Total rates or prices quoted by the Quotationer	
				In figures	In words	In figures	In words
1	2	3	4	5	6	7	8
1	Transportation of Books (Instructional Materials) to 140 Upazila under ROSC-II Project. The name of Upazila is attached in Annex-1	Lump-sum Per Upazila	140 Upazila				
Total Amount (in figure and words)							

[Insert number] number corrections made by me/us have been duly initialed in this page of BoQ. My/Our Offer is valid until dd/mm/yy [insert Quotation Validity date].

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

Government of the People's Republic of Bangladesh
Office of the Project Director
Reaching Out-of-School Children (ROSC-II) Phase-II Project
Directorate of Primary Education
Mirpur- 2, Dhaka- 1216

Invitation for signing Contract

[Rule 72 (5) of PPR,2008]

RFQ No. _____

Ref:
To:

Date: dd/mm/yy

[name of Contractor _____]
[address _____]

This is to notify you that your **Quotation** dated [dd/mm/yy] for the execution of the Works and physical services named [insert name of work] for the Contract Price of Tk [state amount in figures and in words] as corrected, has been approved by the competent authority.

You are thus requested to attend the office of the undersigned to sign the Contract within [insert days] of issuing this Letter of Invitation; but in no case later than [specify dd/mm/yy].

You may proceed with the execution of the Works only upon signing the Contract. You may also please note that this invitation shall constitute the formation of this Contract which shall become binding upon you.

We attach the draft Contract and all other documents for your perusal.

Attachment: Draft Contract

Signature of the Procuring Entity with name
and designation
Date: dd/mm/yy

Contract Agreement

THIS AGREEMENT made on this **[insert day]** day of **[insert month and year]** between **[name and address of Procuring Entity]** (hereinafter called “the Procuring Entity”) of the one part and **[name and address of Contractor]** (hereinafter called “the Contractor”) of the other part:

WHEREAS the Procuring Entity invited Quotation for certain Works and physical services named **[insert name of Works]** and has accepted the Quotation submitted by the Quotationer for the execution of those works in the sum of Taka **[insert Contract price in figures and in words]** (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the General Conditions of Contract hereinafter referred to.
2. The documents forming the Contract shall be interpreted in the following order of priority:
 - (a) the signed Contract Agreement
 - (b) the Letter of Invitation
 - (c) the Conditions of Contract
 - (d) the Specifications – (TOR and Criteria of Services)
 - (e) the Design and Drawings – N/A
 - (f) the priced Bill of Quantities
 - (g) any other document listed anywhere in the Contract. – N/A
3. In consideration of the payments to be made by the Procuring Entity to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Procuring Entity to execute and complete the works and to remedy any defects therein in conformity in all respects with the provisions of the Contract.
4. The Procuring Entity hereby covenants to pay the Contractor in consideration of the execution and completion of the works and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Bangladesh on the day, month and year first written above.

For the Procuring Entity

For the Contractor

Signature

Name

Designation

National ID No.

In the presence
of
Name

Conditions of Contract

1. Conditions of Contract contained herein shall be binding upon both the contracting parties for the purpose of administration and management of this Contract.
2. Implementation and interpretation of these Conditions of Contract shall, in general, be under the purview of the Public Procurement Act, 2006 and the Public Procurement Rules, 2008.
3. The Contractor shall have to commence the Works within 3 days of signing of the Contract Agreement and complete in conformity in all respects with the provisions of the Contract within 30 days
4. The Contractor shall immediately submit to the Procuring Entity a Programme of Works showing the timing for all the activities and components of Works.
5. The Contractor shall maintain Pro Rata progress of the Works. Progress shall be determined in terms of the value of the works executed.
6. The Contractor shall be entitled to an extension of the Intended Completion Date if the Procuring Entity delays in handing over the Site or if Force Majeure situation occurs or for any other reasons acceptable to the Procuring Entity on justifiable grounds duly recorded.
7. The Procuring Entity shall check and verify the Works executed by the Contractor and notify the Contractor of any Defects found.
8. Notwithstanding any testing and examination, the Procuring Entity by visual inspection or field tests may instruct the Contractor to:
 - a. remove and replace any works or part thereof which is not in accordance with the Contract,
 - b. remove and re-execute any other work or part thereof which is not in accordance with the Contract, and
 - c. execute any work which is urgently required for the safety of the Works.
9. The Contractor shall submit to the Procuring Entity the progressive invoices for estimated value of works executed less the cumulative amount certified previously.
10. The Contractor shall be entirely responsible for payment of all taxes, duties, fees, and such other levies under the Applicable Law.
11. Notwithstanding any other practice, the method of measurement and mode of payment shall be based on the type of the Contract corresponding to the Bill of Quantities (**choose any one of the two**) below:

Unit-rate Basis

Measurement shall be made of the net quantity of each item of the Works actually executed in accordance with the Bill of Quantities. The first progressive payment shall be made only after twenty (20) percent progress achieved. The Procuring Entity shall make payments to the Contractor in Taka currency, while the Final payment shall be made upon fulfilment of all contractual obligations by the Contractor.

or

Lump-sum Basis

The Lump-sum payments shall be made in three instalments; the first progressive payment on completion of thirty (30) percent, the second progressive payment on completion of cumulative seventy five (75) percent and the remaining twenty five

(25) percent payment shall be made on completion of 100% of the Works duly certified by the Procuring Entity. The Procuring Entity shall make payments to the Contractor in Taka currency, while the Final payment shall be made upon fulfilment of all contractual obligations by the Contractor.

12. The Contractor'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.
- 13. The total Contract Price is BDT [insert figure] BDT [in words].**
14. No works under Extra Work Orders shall be permissible and, works under Variation Orders (except in case of Lump-sum basis) shall under no circumstances exceed fifteen (15) percent of the Contract Price subject to threshold specified in Rule 69 (1) and 69 (6) (ka) & (ga) of the Public Procurement Rules, 2008, as appropriate.
15. The Procuring Entity contracting shall amend the Contract incorporating required approved changes subsequently introduced to the original Conditions of Contract in line with Rules, where necessary.
16. The Procuring Entity shall retain or in other words deduct from each progressive payment due to the Contractor at the rate of ten (10) percent as Retention Money (i.e. the traditional Security Deposit) until completion of the whole of the Works under the Contract. – Not applicable
17. The Contractor shall be paid bill after the completion of whole work. No part or progressive payment shall be made. The payment shall be made upon the submission of bill by the Contractor with the invoice and chalan signed by the officials at receiving points and properly checked and certified by the officials of Procuring Entity.
18. The Contractor shall apply by notice to the Procuring Entity for issuing a Completion Certificate of the Works, and the Procuring Entity shall do so upon deciding that the work is completed.
19. The Procuring Entity shall, within seven (7) working days after receiving the Contractor's application:
 - a. issue the Completion Certificate to the Contractor stating that the Works were completed in accordance with the Contract, or
 - b. reject the application, giving reasons and specifying the works required to be done/redone by the Contractor to enable issuance of the Completion Certificate.
20. The Procuring Entity shall Take-Over the Site and the Works not later than seven (7) working days of issuing the Completion Certificate.
21. The Procuring Entity may issue a notice for correction of Defects within fourteen (14) days from the Contractor's request for **Final Payment** stating the scope of corrections or additions that are necessary.
22. The Defects Liability Period of the Works shall be **[insert months]** starting from the date of issuing the Completion Certificate by the Procuring Entity. – Not applicable
23. After the Defects Liability Period has passed and, the Procuring Entity has certified in the form of **Defects Corrections Certificate** that all Defects notified by the Procuring Entity to the Contractor before the end of this period have been corrected. – Not applicable
24. The Defects Liability Period may be extended for as long as the Defects notified by the Procuring Entity remain to be corrected. – Not applicable

25. If the Contractor has not corrected a Defect within the time specified in the Procuring Entity's notice, the Procuring Entity shall assess the cost of having the Defects corrected by it, and the Contractor shall remain liable to pay the expenditures incurred on account of correction of such Defects. – Not applicable
26. The Contractor 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 executing the work. Any claim arising out of execution of the works shall be settled by the Contractor at his/her own cost and responsibility.
27. Loss or damage to the Works or Materials to be incorporated in the Works between the Start Date and the end of the Defects Liability Period shall be remedied by the Contractor at the Contractor's own cost, if the loss or damage arises from the Contractor's acts or omissions.
28. The Retention Money shall be returned to the Contractor within twenty one (21) days after expiry of the Defects Liability Period. – Not applicable
29. The Procuring Entity may, by written Notice sent to the Contractor, terminate the Contract in whole or in part at any time, if the Contractor:
 - a) fails to sign the Contract or commence the Work within the specified time.
 - b) fails to achieve satisfactory progress of Works in accordance with the Programme of Works.
 - c) fails to complete the Work as per design, drawing and specifications.
 - d) after receipt of a written notice from the Procuring Entity does not remedy its failure within the time period specified therein.
 - e) in the judgement of the Procuring Entity, has engaged in any corrupt, fraudulent, collusive or coercive practices in competing for or in executing the Work.
 - f) fails to perform any other obligation(s) under the Contract.
30. The Procuring Entity and the Contractor shall use their best efforts to settle amicably all possible disputes arising out of or in connection with this Contract or its interpretation.
31. The Contractor shall be subject to, and aware of provision on corruption, fraudulence, collusion and coercion in Section 64 of the Public Procurement Act, 2006 and Rule 127 of the Public Procurement Rules, 2008.

Specifications Design and Drawings

Not Applicable

Insert here the Specification of Works and the list of Design and Drawings

List of Upazilla

100 new Upazila

District	Sl. No.	Upazila	Remarks
Barisal	1.	Mhendiganj	
	2.	Hizla	
Bhola	3.	Lalmohan	
	4.	Burhanuddin	
	5.	Tazumuddin	
	6.	Daulat khan	
Pirojpur	7.	Bhandaria	
Bandarban	8.	Thanchi	
	9.	Naikhongchhari	
	10.	Alikadam	
	11.	Ruma	
Brahmanbaria	12.	Nasirnagar	
	13.	Akhaura	
	14.	Banchharampur	
	15.	Kasba	
Chandpur	16.	Faridganj	
Chittagong	17.	Sandwip	
	18.	Fatikchhari	
	19.	Anwara	
Comilla	20.	Comilla Sadar Dakshi	
	21.	Chauddagram	
Cox's Bazar	22.	Pekua	
	23.	Kutubdia	
Feni	24.	Chhagalnaiya	
Khagrachhari	25.	Lakshmichhari	
	26.	Panchhari	
Lakshmipur	27.	Ramgati	
	28.	Kamalnagar	
Noakhali	29.	Hatiya	
	30.	Subarnachar	
	31.	Kabirhat	
Bagerhat	32.	Sarankhola	
Chuadanga	33.	Jiban Nagar	

District	Sl. No.	Upazila	Remarks
Kushtia	34.	Kushtia Sadar	
Narail	35.	Lohagara	
Satkhira	36.	Shyamnagar	
Rangamati	37.	Barkal	
	38.	Baghaichhari	
	39.	Naniarchar	
	40.	Langadu	
Faridpur	41.	Char Bhadrasan	
Gazipur	42.	Kaligonj	
	43.	Kaliakair	
Gopalganj	44.	Muksudpur	
Kishorganj	45.	Austagram	
	46.	Mithamain	
	47.	Kishoreganj Sadar	
Madaripur	48.	Rajoir	
Mymensingh	49.	Nandail	
	50.	Phulpur	
	51.	Gauripur	
	52.	Muktagachha	
Narsingdi	53.	Shibpur	
	54.	Roypura	
Netrakona	55.	Madan	
	56.	Barhatta	
	57.	Mohanganj	
	58.	Kendua	
	59.	Durgapur	
Rajbari	60.	Goalanda	
Sherpur	61.	Nalitabari	
Tangail	62.	Nagarpur	
Habiganj	63.	Madhabpur	
	64.	Chunarughat	
Maulvibazar	65.	Sreemangal	
	66.	Juri	
Sunamganj	67.	Dharampasha	
	68.	Bishwambarpur	
	69.	Sulla	
	70.	Dowarabazar	
	71.	Chhatak	
	72.	Sunamganj sadar	

District	Sl. No.	Upazila	Remarks
	73.	Tahirpur	
	74.	Dakshin sunamganj	
	75.	Derai	
Sylhet	76.	Companiganj	
	77.	Balaganj	
	78.	Gowainghat	
	79.	Kanaighat	
Bogra	80.	Dhunat	
	81.	Shibganj	
	82.	Sariakandi	
Natore	83.	Singra	
Pabna	84.	Bera	
Rajshahi	85.	Tanore	
	86.	Bagmara	
Sirajganj	87.	Royganj	
	88.	Tarash	
	89.	Chauhali	
Dinajpur	90.	Biral	
	91.	Kaharole	
Kurigram	92.	Phulbari	
	93.	Raumari	
Lalmoneerhat	94.	Lalmoneerhat sadar	
	95.	Kaligonj	
	96.	Aditmari	
Panchagarh	97.	Tentulia	
Rangpur	98.	Badarganj	
	99.	Gangachara	
Thakurgoan	100.	Ranisankail	

40 Old Upazila

District	Sl. No.	Upazila	Remarks
Bandarban	1.	Lama	
	2.	Roangchari	
Chandpur	3.	Haymchar	
Comilla	4.	Nangalkot	
Cox's Bazar	5.	Maheshkhali	
	6.	Teknaf	
	7.	Ukhiya	

District	Sl. No.	Upazila	Remarks
Faridpur	8.	Boalmari	
	9.	Nagarkanda	
Kishorganj	10.	Itna	
Mymensingh	11.	Dhubaura	
Narsingdi	12.	Narshingdi Sadar	
Sherpur	13.	Nakla	
	14.	Sreebordi	
Tangail	15.	Gopalpur	
	16.	Kalihati	
Manikgong	17.	Shibalay	
Jamalpur	18.	Bakshigonj	
	19.	Sharishabari	
Sharitpur	20.	Jajira	
Habiganj	21.	Baniachang	
	22.	Lakhai	
	23.	Nabigonj	
Maulvibazar	24.	Kamalgnaj	
Natore	25.	Bariagram	
Rajshahi	26.	Bhaga	
Sirajganj	27.	Ullapara	
	28.	Shajadpur	
Naogaon	29.	Atrai	
Dinajpur	30.	Ghoraghata	
	31.	Parbotipur	
Kurigram	32.	Nageswari	
	33.	Kurigram Sadar	
Lalmoneerhat	34.	Patgram	
Rangpur	35.	Taragonj	
Gaibanda	36.	Gobindognaj	
	37.	Shundorgnaj	
	38.	Shagata	
Nilfamari	39.	Syedpur	
	40.	Jaldhaka	

Total = 100 + 40 = 140 Upazila