

## REQUEST FOR QUOTATION

For

### Procurement of Furniture (01 Senior Executive Table & 01 Side Table/Rack)

RFQ No: 28.15.0000.000.209.52.0001.23-1810

Date: 23.04.2025

To

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1. The Karnaphuli Gas Distribution Company Limited, 137/A, CDA Avenue, Sholashahar, Chattogram 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, Design & Drawings (where appropriate) 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 seal, 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 shall be submitted to the office of the undersigned on **30.04.2025** at 11.00 am. The envelope containing the Quotation must be clearly marked "Quotation for Furniture (**01 Senior Executive Table & 01 Side Table/Rack**) and **DO NOT OPEN** before **30.04.2025 at 11.15** am. Quotations received later than the time specified herein shall not be accepted.
7. The Procuring Entity may extend the deadline for submission of Quotations on justifiably acceptable grounds duly recorded subject to threshold of 10 (ten) days pursuant to Rule 71 (4) of the Public Procurement Rules, 2008.
8. All Quotations must be valid for a period of at least 60 (Sixty) days from the closing date of the Quotation.
9. No public opening of Quotations received by the closing date shall be held.
10. Quotationer's rates or prices shall be inclusive of profit and overhead as well as all kinds of taxes, duties, fees, levies, and other charges to be paid under the Applicable Law, if the Contract is awarded.

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11. Rates shall be quoted and, subsequent payments under this Contract shall be made in BDT currency. The price offered by the Quotationer, if accepted shall remain fixed for the duration of the Contract.
12. 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), Acknowledgment slip of last fiscal year's Income tax return and VAT Registration Number** without which the Quotation may be considered non-responsive. The tenderer will must submit Consolidated Tax Certificate and Deducted at Source Certificate (VAT form-6.3).
13. Quotations shall be evaluated based on information and documents submitted with the Quotations, by the Evaluation Committee and, at least 3 (three) responsive Quotations will be required to determine the lowest evaluated responsive Quotations for award of the Contract.
14. 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.
15. The supply of Goods and related services shall be completed within 15 (Fifteen) days from the date of issuing the Purchase Order.
16. The Purchase Order that constitutes the Contract binding upon the Supplier and the Procuring Entity shall be issued within 07 (seven) days of receipt of approval from the Approving Authority.
17. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.

Signature of the official inviting Quotation



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