



**GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH  
MINISTRY OF POWER, ENERGY AND MINERAL RESOURCES**

**POWER DIVISION**

**Sustainable and Renewable Energy Development Authority (SREDA)  
IEB BHABAN, LEVEL-10, RAMNA  
DHAKA-1000**

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**Request for Quotation (RFQ)  
For supply Food and Stationary Items in the Workshop**

**AS PER PPA-2008**

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**February, 2019**

Ministry of Power Energy & Mineral Resources  
Power Division  
**Sustainable and Renewable Energy Development Authority (SREDA)**  
IEB Bhaban (10<sup>th</sup> Floor), Ramna, Dhaka-1000.

RFQ No : 27.02.0000.030.29.004.17. 1\35

Date: 10/02/2019

**Subject : Request for Quotation (RFQ) for supply Food and Stationary Items in the Workshop**

To :	M/S. .... ..... ..... Phone : Mobile :
Date :	

1. SREDA, Power Division, Ministry of Power, Energy & Mineral Resources has a budget allocation for the purchase of Goods and wishes to apply some of that allocation for the purchase of Goods for which this Request for Quotation 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 of 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 or before **11:00 AM, 17/02/2019**. The envelope containing the Quotation must be clearly marked "**Quotation for supply Food and Stationary Items in the Workshop**" and **DO NOT OPEN** before **11:30 AM., 17/02/2019.**" 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 30 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 and, all finds of texts, duties, fees, levies, and other charges to be paid under the Applicable Law, if the Contract is awarded.
11. Rates shall be Quotationed 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.



12. Quotationer shall have legal capacity to enter into Contract, 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 **Bank Solvency Certificate** without which the Quotation may be considered non-responsive.
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. Incase of discrepancy between words and figures the former will govern. Quotationer shall issuing bound to accept the arithmetic corrections made by Evaluation Committee.
15. The supply of Goods and related services shall be completed within 7 days from the date of issuing the Purchase Order.
16. The Purchase Order constitutes the Contract binding upon the Supplier and the Procuring Entity shall be issued within 5 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.



10.02.2019

Md. Rashedul Alam  
Assistant Director (Solar)  
**Sustainable and Renewable Energy Development Authority**

Date: 10/02/2019.

Address: Level-10, IEB Bhaban, Ramna, Dhaka.

**Distribution:**

1. Director (Renewable Energy/Admin), SREDA; for information and wide circulation.
2. Assistant Director (Admin/Accounts/Logistics), SREPGen Project, SREDA; for information and circulation in their notice board.
3. ICT support officer, SREDA; for posting in the website, if applicable.
4. Notice Board.
5. Office File.

