



**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**

**Request for Quotation (RFQ)
For Supplying Stationary Items in the Preparatory Training Program for Energy Auditor
Certification Examination**

AS PER PPA-2008

August, 2019

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

RFQ No : 27.02.0000.022.16.025.17.49

Date: 07/08/2019

Subject : Request for Quotation (RFQ) for Supplying Stationary Items in the Preparatory Training Program for Energy Auditor Certification Examination.

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 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 **12:00 PM, 18/08/2019**. The envelope containing the Quotation must be clearly marked "**Quotation for Supplying Stationary Items in the Preparatory Training Program for Energy Auditor Certification Examination.**" and **DO NOT OPEN before 12:30 PM., 18/08/2019.**" 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 kinds of tax, 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. 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 5 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.

 AM
7/8/2019

Md. Abdullah Al Mamun
Assistant Director (Energy Audit and Accreditation-1)
Sustainable and Renewable Energy Development Authority
Date: 07/08/2019.
Address: Level-10, IEB Bhaban, Ramna, Dhaka-1000

Distribution:

1. Director (Energy Audit/Admin), SREDA; for information and wide circulation.
2. Assistant Director (Admin/Accounts/Logistics), 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.

Quotation Submission Letter

[Use Letter-head Pad]

RFQ No: _____

Date:

To:

[Name and address of Procuring Entity]

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Goods and related services named **“For supply Stationary Items in the Preparatory Training Programme for Energy Auditor Certification Examination,”** at SREDA Office, IEB Bhaban 9th & 10th Floor”

The total Price of my/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 or coercive practices. Furthermore, I/we am/are aware of Para 21 of the Terms and Conditions and pledge not to indulge in such practices in competing for or completion of delivery of Goods.

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 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:

AN

