



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

**Standard Request for Quotation Document (National)
For
Procurement of Printing and Binding for NCSA publications**

National Cyber Security Agency

Ref. 56.05.0000.006.07.003.24- 03

Date: 25/04/2024

CPTU-GOODS (SRFQ) 1

Office of The Director General
National Cyber Security Agency
Guidance Notes on the use of
The Request for Quotation Document

1. These guidance notes have been prepared by the CPTU to assist a Procuring Entity in the preparation of Quotation document, using the Standard Request for Quotation, SRFQ, for the procurement of low value simple Works and physical services. All concerned are advised to refer to the Public Procurement Rules, 2008 issued to supplement the Public Procurement Act, 2006; available on CPTU's website: <http://www.cptu.gov.bd/>. Notes and guidance are provided for both the Procuring Entity and the Quotation.
2. The procurement under Request for Quotation Method (RFQM) shall follow the provisions pursuant to Rules 69 to 73 of the Public Procurement Rules, 2008 in accordance with Section 32 of the Public Procurement Act, 2006. SRFQ is based upon best national practices that have been adapted to suit the particular needs of procurement.
3. The use of SRFQ (**PG1**) applies when a Procuring Entity intends to select a Quotation (a Contractor) for the Procurement of Works and physical services under RFQ Method (RFQM) pursuant to Rule 69(3) of the Public Procurement Rules, 2008.
4. Pursuant to Rule 71(1) and Rule 71(2) of the Public Procurement Rules, 2008, RFQ shall be invited through letter, Fax or e-mail. RFQ shall not be required to be advertised in the daily newspapers but for the minimum circulation the Procuring Entity shall publish that advertisement in its website (if any), including posting in the Notice Board and, shall send with request for publication to the administrative wing of some other Procuring Entities nearby.
5. Pursuant to Rule 71(3) of the Public Procurement Rules, 2008, RFQ Document shall be issued or made available to potential Quotationers '**free-of-cost**'.
6. The time-limit for Request for Quotation shall in no case exceed ten (**10**) days pursuant to Rule 71 (4) of the Public Procurement Rules, 2008.
7. No Securities such as Quotation Security (i.e. the traditionally termed Earnest Money, Tender Security) and Performance Security shall be required pursuant to Rule 70(6) of the Public Procurement Rules, 2008.
8. Submission, Opening and Evaluation of the Quotations shall respectively be dealt with pursuant to Rule 72(1), Rule 72(2) and Rule 73(1) of the Public Procurement Rules, 2008 as specified in the RFQ.
9. The criteria for evaluation, pursuant to Rule 70(4) of the Public Procurement Rules, 2008, shall be pre-disclosed.
10. Pursuant to Rule 69 (5) of the Public Procurement Rules, 2008 the Quotation for low value simple Works and physical services shall be on the basis of either '**Unit-Rate**' or '**Lump-sum**' depending on the level of estimating the quantity of works. Such two different BOQ formats are attached with the RFQ Document. The Procuring Entity shall have the option to choose any one of these two BoQs, as appropriate, for a particular procurement.
11. Splitting the object of Procurement is not permissible pursuant to Rule 69(4) (ka) of the Public Procurement Rules, 2008.
12. The Procuring Entity shall invite the successful Quotationer to sign the contract, pursuant to Rule 73 (5) of the Public Procurement Rules, 2008, following recommendations of the Evaluation Committee and approval thereupon by the Approving Authority.
13. The Defects Liability Period shall usually remain between 3 and 6 months.
14. The Procuring Entity shall further be required to maintain the record of procurement proceedings pursuant to Rule 43 of the Public Procurement Rules, 2008

**Office of Director General
National Security Security Agency
REQUEST FOR QUOTATION**

For

Procurement of Printing and Binding for NCSA publications

Ref. 56.05.0000.006.07.003.24- 03

Date: 25/04/2024

To

Name of the Quotationers:.....

Address of the Quotationers:.....

1. The Director General, National Cyber Security Agency, ICT Division, ICT Tower (Level-12), Agargaon, Dhaka 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 for the intended 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 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.
4. 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.
5. Quotation in sealed envelope or by fax or through electronic mail shall be submitted to the office of the under signed **on or** before 02.05.2024 at 12:00 pm. The envelope containing the Quotation must be clearly marked "**Procurement of Printing and Binding for NCSA Publications**". and **DO NOT OPEN** before 02.05.2024 at 12:30 pm. Quotations received after the time specified herein shall not be accepted.
6. 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.
7. 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.
8. Quotation shall be submitted as per Bill of Quantities of Works and physical services.
9. All Quotations must be valid for a period of at least 30 days from the closing date of the Quotation.
10. No public opening of Quotations, received by the closing date, shall be held.
11. 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.
12. 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.
13. 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 without this the Quotation may be considered non-responsive.

14. 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.
15. 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.
16. The execution of services shall be completed within 15 days from the date of commencement.
17. Letter inviting the successful Quotationer to sign the Contract shall be issued within 3 (Three) days of receipt of approval from the Approving Authority. The Contract shall have to be signed within 3 (three) days of issuing such Letter of Invitation.
18. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.

.....


Director (Admin)
National Cyber Security Agency

Distribution:

1. Website of NCSA
2. Notice Board.

Quotation Submission Letter

[Use Letter-head Pad]

Ref. 56.05.0000.006.07.003.24- 03

Date: 25/04/2024

To:

Director (Admin)

National Cyber Security Agency

ICT Tower, Level-12 Agargaon, Dhaka-1207.

I/We, the undersigned, offer to execute in conformity with the Conditions of Contract for execution of the goods and related services named '**Procurement of Printing and Binding for NCSA Publications**'.

The total Price of our Quotation is **BDT** **TK (In 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:

Schedule of Items and Priced Quotation for Procurement of Printing and Binding for NCSA publications

Sl	Item	Description & Details	Unit	Qty	Unit Rate Tk (with VAT & TAX)	Total Amount Tk
1	2	3	4	5	6	7
1.	Procurement of Printing and Binding for NCSA publications	Shopping Bag (Large)	nos	500		
		Shopping Bag (Small)	nos	300		
		Folder	nos	2000		
		Nothi File	nos	300		
		Letter Envelope	nos	5000		
		Notepad (small)	nos	500		
		Notepad (Large) 60 Leaf	nos	500		
		Notepad (Large) 08 leaf	nos	350		
		CII Guideline Book	nos	100		
		Bangladesh Cyber Security Strategy 2021-25	nos	100		
		Cyber Security Law, 2023	nos	100		
				Sub-Total for Supply of Goods/Services		
		Additional Costs for delivery to Purchaser (if applicable)				
		Total Amount for Supply of Works/Goods/Services, excluding VAT/Taxes				
		VAT/Taxes				
		Total (Including VAT & Taxes)				
		Total Amount for Supply of Goods/Services to Purchaser (Including Vat/Taxes)	In Figure: In words:			

Total Amount in Taka (in words)	[Enter the Total Amount for Supply of Goods/Services, including VAT/Taxes].	
Delivery Offered		Within seven days delivered to purchaser from date of issue of the Purchase Order by the Purchaser

Warranty Provided		
-------------------	--	--

Signature of Supplier	Supplier's Stamp
-----------------------	------------------

Technical Specification/TOR of the Goods Required

Sl	Item	Items Name	Specification
1.	Procurement of Printing and Binding for NCSA publications	Shopping Bag (Large)	Paper: 1500gsm art paper Print: 4 color back to back print Materials: matt and spot lamination with handle Size: W 12in x H 13in
		Shopping Bag (Small)	Paper: 1500gsm art paper Print: 4 color back to back print Materials: matt and spot lamination with handle Size: W 8in x H 8in
		Folder	Paper: 300gsm art card Print: 4color Materials: matt and spot lamination, inner pocket with gutter Size: 9in x 12.5in
		Nothi File	Paper: 300gsm art card with hardboard Print: 4color Materials: matt and spot lamination Size: 9.3 in * 13.4 in
		Letter Envelope	Size: 10" * 4.2" Print: 4 color print 200gsm
		Notepad (small)	Size: (7.5" x 5") Cover: 350 Gsm Art card 4 color print, Matt Lamination Inner: 60 gsm offset paper 1 color print, 50 leaf, Spiral Binding
		Notepad (Large)	Size: (10.5" x 7.5") Cover: 350 Gsm Art card 4 color print, Matt Lamination Inner: 80 gsm offset paper 1 color print, 60 leaf, Spiral Binding
		Notepad (Large)	Size: (10.5" x 7.5") Cover: 120 Gsm Art card 4 color print, Matt Lamination Inner: 80 gsm offset paper 1 color print, 08 leaf, Glue Binding
		CII Guideline Book	Type: Book, Size: 11.00" x 8.25", Cover page:300gsm Mat lamination Art Card 4 Color 4 Color, Inner paper: Offset paper 80 gsm 1 color print, ,Binding: Glue binding. 52 pages (26 sheets) with cover
		Bangladesh Cyber Security Strategy 2021-25	Printing Items Type: Book, Size: 11.00" x 8.25", Cover page:300gsm Mat lamination Art Card 4 Color, Inner paper: Glossy art paper 4 color print, 150 gsm, Binding: Glue binding. 26 Pages (13 sheets) with cover
Cyber Security Law, 2023	Type: Book, Size: 11.00" x 8.25", Cover page:300gsm Mat lamination Art Card 4 Color 4 Color, Inner paper: Offset paper 80 gsm 1 color print, ,Binding: Glue binding. 28 Pages (14 Sheets) with cover		

I/We declare to supply Goods and related services offered by me/us fully in compliance with the Technical Specifications and Standards mentioned hereinabove

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

Note:

1. Col. 1, 2, 3, 4 & 5 to be filled in by the Procuring Entity and Col. 6 & 7 by the Quotationer.
2. Specifications are to be filled in by the Procuring Entity. A set of precise and clear specifications is a pre-requisite for Quotations to respond realistically and competitively to the requirements of the Procuring Entity. In the context of competitive Quotations, the specifications shall be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the Goods and related services to be procured. The specifications should require that all items, materials and accessories to be included or incorporated in the Goods be new, unused and of most recent or current models, and that they include or incorporate all recent improvements in design and materials.
3. Technical Specifications of the Goods and related services shall be in compliance with the requirements of the Procuring Entity specified in this document. Quotationer is required to mention make / model (as applicable) of the Goods offered and must attach the appropriate original printed (if not available copied) literature / brochures for the listed items.

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 WITNESSED 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
 - (e) the Design and Drawings
 - (f) the priced Bill of Quantities
 - (g) any other document listed anywhere in the Contract.
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		

Documentation Required with the Submission of the Quotation

The Supplier shall attach the following documents to its quotation;

- (a) **A duly completed and signed priced offer as per the Schedule of Items and the Priced Quotation. Note that all prices shall be quoted in Bangladesh Taka;**
- (b) **A valid Trade License;**
- (c) **A valid TIN Certificate;**
- (d) **Valid VAT Registration Certificate**
- (e) **A Manufacturer's Authorization Letter (if applicable);**
- (f) **Technical Specification of the Goods to be supplied.**

Terms and Conditions for the Supply of Goods and Payment.

The Terms and Conditions hereinafter may only be varied with the written agreement of the Purchaser and no terms and conditions put forward at any time by the Supplier shall form any part of the Contract.

- (a) The Supplier shall not be required to submit a performance security;
- (b) The supply of the goods shall be completed within ---- 01(One)----- week from the date of issue of the Purchase Order, or the signing of the contract (if applicable);
- (c) After completion of the supply of the goods, the Supplier shall submit an original Invoice, and two (2) copies, to the Purchaser. The invoice shall show the cost of the goods and VAT/Taxes separately;- N/A
- (d) The Purchaser may, by written notice sent to the Supplier, terminate the Purchase Order (or Contract if applicable) in whole or in part at any time for its convenience:
 - (i) if the Supplier fails to deliver any or all the goods(car) within the time period(s) specified in the Purchase Order, or
 - (ii) if the Supplier fails to perform any other obligation(s) under the Purchase Order, or
 - (iii) if the Supplier, in either of the above circumstances does not cure its failure within a period of (3) three calendar days after receipt of a notice of default from the Purchaser specifying the nature of the default(s), or
 - (iv) if the Supplier, in the judgment of the Purchaser, has engaged in any corrupt or fraudulent practices in competing for or in executing the tasks under this Purchase Order; and
- (g) The Supplier shall provide the warranty, as stipulated in the Quotation document, for the goods to be supplied and confirm that if any faults are detected within the warranty period in the supplied/installed goods, the Supplier shall be bound to rectify the fault or replace the goods as the case may be.
- (h) The other conditions shall be implements by the suppliers.-Annexure-A

Conditions of Contract For Services.

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 [Seven days] days of signing of the Contract Agreement and complete in conformity in all respects with the provisions of the Contract within [Seven days].
4. The Contractor shall immediately submit to the Procuring Entity a Programme of Works/Service showing the timing for all the activities and components of Works.
5. The Contractor shall maintain progress of the Works. Progress shall be determined in terms of the value of the works executed.
6. The Procuring Entity shall check and verify the Works executed by the Contractor and notify the Contractor of any Defects found.
7. The Contractor shall submit to the Procuring Entity the progressive invoices for estimated value of works executed less the cumulative amount certified previously.
8. The Contractor shall be entirely responsible for payment of all taxes, duties, fees, and such other levies under the Applicable Law.
9. 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.
10. The total Contract Price is BDT [insert figure]BDT [in words].
11. 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.
12. 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. (N/A).
13. The Procuring Entity shall Take-Over the Site and the Works not later than seven (7) working days of issuing the Completion Certificate. (N/A)
14. 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.
15. The Procuring Entity may, by written Notice sent to the Contractor, terminate the Contract in whole or in part at any time, if the Supplier:
 - 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.
16. 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.
17. 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.

