



**Government of the People's Republic of Bangladesh  
Program Coordination Unit  
Secondary Education Development Program (SEDP)  
Secondary and Higher Education Division  
Ministry of Education**

**Request for Quotation  
For Supply & Installation of Tires for the Vehicles of SEDP.**

**[Request for Quotation Method]**

RFQ No.: SEDP/PCU/Procure/RFQ/Part-1/07/2020/226

Issued on: 02/11/2021

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**Program Coordinator**  
**Secondary Education Development Program (SEDP)**  
**Program Coordination Unit**  
**2<sup>nd</sup> Block, 2<sup>nd</sup> Floor, Shikkka Bhaban,**  
**16 Abdul Goni Road, Dhaka-1000**

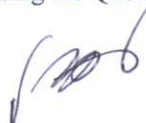
**REQUEST FOR QUOTATION**  
**For**  
**For Supply & Installation of Tires for the Vehicles of SEDP on the basis of**  
**requisition.**

**RFQ No:** SEDP/PCU/Procure/RFQ/Part-1/07/2020/226

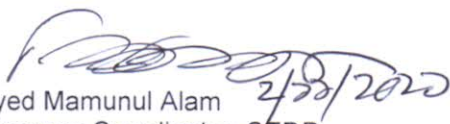
**Date:** 02/11/2021

To

1. The **Program Coordinator, SEDP, Program Coordination Unit** 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 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 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 or by fax or through electronic mail shall be submitted to the office of the undersigned **on or before 09/11/2021 up to 12.00 O'clock noon**. The envelope containing the Quotation must be clearly marked "**Quotation for Supply & Installation of Tires for the Vehicles of SEDP.**" and **DO NOT OPEN** before 12.00 O'clock noon of 09/11/2021. 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. All Quotations must be valid for a period of at least 7 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. Price adjustment will not accept through the contract period.
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 and Financial Solvency Certificate** from any scheduled Bank; without which 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, 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.
16. The supply of Goods and related services shall be completed within **3 days** from the date of issuing the work order based on need for the specific Item/Items.
17. The Framework agreement that constitutes the Contract binding upon the Supplier and the Procuring Entity shall be signed within **3 days** of receipt of approval from the Approving Authority. This framework contract will be valid from the date of contract signing up to 30/06/2023.
18. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.

  
Syed Mamunul Alam  
Program Coordinator, SEDP  
& Additional Secretary  
2<sup>nd</sup> Block, 2<sup>nd</sup> Floor, Shikkha Bhaban  
16, Abdul Goni Road, Dhaka-100  
Phone No.: 9555137 Fax No.: 9555134 e-mail: sedppcu@gmail.com

**Distribution:**

1. Deputy Program Coordinator (Admin) for informing and circulating in the notice board & website of SEDP.
2. Office File.

## Quotation Submission Letter

[Use Letter-head Pad]

RFQ No.: SEDP/PCU/Procure/RFQ/Part-1/07/2020/226

Date:

To:

Program Coordinator  
Program Coordination Unit  
Secondary Education Development Program (SEDP)  
2nd Block, 2nd Floor, Shikkha Bhaban  
16, Abdul Goni Road, Dhaka-100

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Goods and related services named **“Supply & Installation of Tires for the Vehicles of SEDP.”**

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 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 02/11/2021

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:



## Price Schedule for Goods and Related Services

RFQ NO.: SEDP/PCU/Procure/RFQ/Part-1/07/2020/226

Date:

Sl no	Item no	Description of Items	Unit of Measurement	Quantity	Unit Rate or Price		Total Amount	Condition and Destination for Delivery of Goods
					In figure	In words		
1	2	3	4	5	6	7	8	9
1	1	Supply & Installation of Tire for Pajero Jeep	Nos.	12				As per requisition of the PE
2	2	Supply & Installation of Tire for two Toyota Microbus	Nos.	8				As per requisition of the PE
<b>Total Amount for Supply of Goods and related services (inclusive of VAT and all applicable taxes; see Note 2 below)</b>						In figure		
						In words		
Goods to be supplied to			SEDP, PCU Office, 2 <sup>nd</sup> Block, 2 <sup>nd</sup> Floor, Shikkha Bahban, 16 Abdul Goni Road, Dhaka-1000					
Total Amount in Taka (in words)								
Delivery Offered			3 days from the issuance of work order					
Warranty Provided			N/A					

[insert number] number corrections made by me/us have been duly initialed in this Price Schedule.

My/Our Offer is valid until 16/11/2021.

<p style="text-align: center;"><b>Signature of Quotationer with Seal</b></p>	<p style="text-align: center;">Date: dd/mm/yy</p>
<p>Name of Quotationer</p>	

**Note:**

1. Col. 1, 2, 3, 4, 5 and 9 to be filled in by the Procuring Entity and Col. 6, 7 & 8 by the Quotationer.
2. Rates or Prices shall include profit and overhead and, all kinds of taxes, duties, fees, levies, and other charges earlier paid or to be paid under the Applicable Law, if the Contract is awarded; including transportation, insurance etc. whatsoever up to the point of delivery of Goods and related services in all respects to the satisfaction of the Procuring Entity.



