



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

**Request for Quotation Document  
For Printing & Publication of LASI-17 Report for SEDP**

**[Request for Quotation Method]**

RFQ No.: SEDP/PCU/Procure/RFQ/Part-1/07/2020/240

Issued on: 07/12/2021

---

*[Handwritten Signature]*

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

**REQUEST FOR QUOTATION**  
**For**  
**Printing & Publication of LASI-17 Report for SEDP**

RFQ No: SEDP/PCU/Procure/RFQ/Part-1/07/2020/ 240  
To

Date: 07/12/2021

1. The **Program Coordinator, SEDP** 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 through electronic mail shall be submitted to the office of the undersigned **on or before 13/12/2021 up to 12.00 O'clock noon**. The envelope containing the Quotation must be clearly marked "Quotation for **Printing & Publication of LASI-17 Report for SEDP**" and "**DO NOT OPEN before 12.30 O'clock noon of 13/12/2021**". Quotations received later than the time specified herein shall not be accepted.
7. Quotations received by 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 10 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 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 7 days from the dates issuing the purchase order.
17. The Purchase Order that constitutes the Contract binding upon the Supplier and the Procuring Entity shall be issued within **3 days** of receipt of approval from the Approving Authority.
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 & Finance (for informing & circulation in the notice board/Website of SEDP) PCU, SEDP.
2. Office File.



## Quotation Submission Letter

[Use Letter-head Pad]

RFQ No.: SEDP/PCU/Procure/RFQ/Part-1/07/2020/ 290

Date:

To:

Program Coordinator  
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 **"Printing & Publication of LASI-17 Report for 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 Para 21(b) 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 07/12/2021

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:

