

Government of the People's Republic of Bangladesh  
Ministry of Agriculture  
**National Agricultural Technology Project (NATP): Phase-1  
Project Coordination Unit (PCU), AIC Bhaban (3<sup>rd</sup> floor))  
Bangladesh Agricultural Research Council (BARC) Complex  
Farmgate, Dhaka 1215**

Request for Quotation (RFQ)  
for procurement of Fax Machine

**Package: GD/PCU-02/09-10**

**Request for** : NATP: Phase-1/PCU- 144 /Fax / Date: 08.11.2009  
**Quotation No.** :  
**Issued on** :  
**Issued to** :

Signature of the Authorized Officer/ Cashier

**November, 2009**

## **Request for Quotation for the Supply of Fax Machine**

Package No: GD/PCU/02/09-10

Date: 08.11.2009

This Request for Quotation for the Supply of Goods as shown on the attached schedule of requirements is Issued to:

Name of Supplier:

Address of Supplier:

Issuing Officer:

(Md. Azizul Haque)  
Independent Procurement Expert (IPE)  
Project Coordination Unit (PCU)  
AIC Bhaban (3<sup>rd</sup> floor), BARC Complex  
Farmgate, Dhaka-1215.

Date:

# Request for Quotation for the Supply of Fax Machine

NATP: Phase-1/PCU-144 /Fax /2009/  
Package No: GD/PCU/02/09-10

Date: 08.11.2009

To:

1. The PCU of NATP: Phase-1 has a budget allocation for purchase of one Fax Machine and wishes to apply the allocated fund for purchase of one Fax Machine for which this Request for Quotation (RFQ) is issued.
2. Payments made against any Purchase Order arising from this Request for Quotation (RFQ) will only be made in Bangladesh Taka. The Unit Rate(s) offered by the Supplier, if accepted, shall remain fixed for the duration of the Purchase Order.
3. Your quotation, in duplicate, must be delivered to the office of the undersigned on or before 23 November 2009 at 3:00 PM. Any quotation received later than the scheduled time will be rejected and returned unopened. The envelope containing the quotation must be clearly marked "Quotation for Supply of Stationery items" and DO NOT OPEN before 23 November 2009 at 3:15 PM.
4. All quotations must be valid for a period of 30 (Thirty) days from the closing date (23 November 2009) of the Request for Quotations (RFQ).
5. The quotation shall be completed and signed by an authorised representative of the Supplier.
6. In the case of any arithmetical discrepancy between the Unit Rate and the Total Amount quoted, then the Unit Rate shall prevail both for the evaluation of quotations and for the subsequent Purchase Order.
7. There will be no public opening of quotations. The Purchaser is not bound to accept the lowest quotation and reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.

Signature of official authorised to receive RFQ

(Md. Azizul Haque)  
Independent Procurement Expert (IPE)  
Project Coordination Unit (PCU)

## Schedule of Item and Priced Quotation

Sl	Item	Description & Details	Unit	Qty	Unit Rate (Tk)	Total Amount (Tk)
1.	FAX Machine	Transmission Speed: 03 Seconds per page Print Speed: Min. 11 PPM Resolution: 600x600 dpi Data compression: MH/MR/MMR Paper type: Plain paper Media size: A <sub>4</sub> Automatic Document Feeder: Min 30 Sheets Broadcasting Capability: Min 20 Locations Fax Speed: 31.2/33.3/33.6 kbps Memory: Min. 120 pages Paper Capacity: Min. 150 Pages Phone: Speed Dialing, Built in Hand Set	No.	1		
		<b>Sub-Total for Supply of Goods</b>				
		<b>Additional Costs for delivery to Purchaser (if applicable)</b>				
		<b>Total Amount for Supply of Goods, excluding VAT/Taxes</b>				
		<b>VAT/Taxes</b>				

Goods to be supplied to:  
Office of Project Coordination Unit (PCU)  
National Agricultural Technology Project: Phase-1  
AIC Bhaban (3<sup>rd</sup> floor), BARC Complex  
Farmgate, Dhaka 1215

# Technical Specification of the Goods Required

The Goods shall comply with following Technical Specifications

Sl	Item	Description & Details
1.	FAX Machine	Transmission Speed: 03 Seconds per page Print Speed: Min. 11 PPM Resolution: 600x600 dpi Data compression: MH/MR/MMR Paper type: Plain paper Media size: A <sub>4</sub> Automatic Document Feeder: Min 30 Sheets Broadcasting Capability: Min 20 Locations Fax Speed: 31.2/33.3/33.6 kbps Memory: Min. 120 pages Paper Capacity: Min. 150 Pages Phone: Speed Dialing, Built in Hand Set

<b>Signature of Supplier</b>	<b>Supplier's Stamp</b>
Name of Supplier	
Date	

## 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 (updated) Trade License;
- c. A valid TIN Certificate;
- d. VAT Registration Certificate
- e. Technical Specification of the Goods to be supplied; and
- e. A Completion Certificate/Evidence for at least one (1) similar nature of goods of the value of BDT 1.00 (one) lakh supplied by the Supplier during the last two (2) years.

## 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 10 days from the date of issue of the Purchase Order,
- (c) after completion of the supply of the goods, the Supplier shall submit an original and two (2) copies of Invoice to the Purchaser. The invoices shall show the cost of the goods and VAT/Taxes separately,
- (d) payment of the Invoice shall be arranged by the Purchaser, within fifteen (15) days, but only against the actual supplied quantities of goods as listed in the Purchase Order;
- (e) VAT/Taxes will be deducted at source
- (f) 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 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 working 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

For the Purchaser:	For the Supplier:
Signature	Signature
Print Name	Print name
Designation	Designation
Date	Date

[Purchaser to use normal Letter Headed format]

## PURCHASE ORDER FOR THE SUPPLY OF GOODS

<b>Purchase Order No:</b>	<b>Purchase Order Date:</b>
<b>From:</b> Project Director Project Coordination Unit (PCU), NATP: Phase-1 AIC Building (3 <sup>rd</sup> Floor), BARC Complex, Farmgate, Dhaka-1215. Tel: 8158055 Fax: 9131170 E-mail: pdnatp@yahoo.com	<b>Contact Person:</b> Md. Azizul Haque Independent Procurement Expert (IPE) NATP: Phase-1 Project Coordination Unit (PCU) AIC Building (3 <sup>rd</sup> Floor), BARC Complex, Farmgate, Dhaka-1215. Tel: 812 6126 Fax: 9131170
<b>To:</b> <i>[name and address of the Supplier]</i>	<i>[Contact person, Telephone Number Fax Number e-mail address supplier reference]</i>
<b>Delivery date:</b>	<b>Order Value:</b> BDT ( in words) (including VAT & Taxes)
<b>Delivery terms:</b>	

The Purchaser has accepted your Quotation dated *[insert date]* for the supply of Goods as listed below and requests that you provide the goods within the delivery date stated above, in the quantities and units and on the Terms and Conditions as stipulated below For convenience a copy of your signed quotation is attached.

ORDER ITEMS					
Item No	Description	Supplier Ref	Unit Price	Qty	Total Price

For the Purchaser:	For the Supplier:
Signature	Signature
Print Name	Print name
Designation	Designation
Date	Date

In acceptance of this Purchase Order you are requested to sign below, at which time the Contract shall become legally binding upon both parties. You are also requested to confirm that you will be supplying the goods within the Delivery date mentioned above.