

Tender Ref: CBBL/GSD/RFQ/2023/0104

Tender Title: RFQ (Request for Quotation) for supply of Gift Items for Community Bank Bangladesh PLC.

Dear All,

Greetings from Community Bank Bangladesh PLC.

Community Bank Bangladesh PLC is the 59th Schedule Bank of Central Bank. Our Bank needs to procure Gift Items. The following

- a) Umbrella (Bank Logo Branded)
- b) Thermos Flask (Bank Logo Branded) and
- c) Bank Logo branded Box

Bonafide and relevant enlisted vendors are hereby requested to participate in the bidding process as per terms and condition and financial offer format mentioned below.

You are requested to submit (HARD COPY) your offer in a closed envelope as per schedule mentioned below.

TENDER FOR supply of Gift Items

i)	TENDER REFERENCE NO	CBBL/GSD/RFQ/2023/0103
ii)	DATE OF TENDER DOCUMENT	24.12.2023
iii)	LAST DATE FOR SUBMITTING PRE-BID QUERIES	27.12.2023
iv)	DATE OF PRE BID MEETING	28.12.2023
v)	LAST DATE FOR SUBMISSION OF TENDER	04.01.2024 up to 12.00 PM
vi)	DATE OF OPENING OF TECHNICAL BID	The sample shall be considered as Technical Offer and will be presented before the Technical Committee of the Bank at a convenient date
vii)	COST OF TENDER DOCUMENT	Free of Cost
viii)	Weightage of Technical and Financial Offer	Will be decided by the Bank Management. However, both offers shall have evaluation weightage before final selection of the vendor
ix)	DATE OF OPENING OF COMMERCIAL BID	Only Technically qualified Offers (as decided by the Bank) will be opened at a later date.

A. General Terms and Conditions:

1. **Procurement Method:** Limited Tendering Method (LTM). The Financial Proposal and the sample must be submitted simultaneously. If there is any exception to this will be considered as disqualified.
2. **Bidder's Technical Eligibility:** The sample shall be considered as Technical Offer and will be presented before the Technical Committee of the Bank at a convenient date
3. **Financial Offer/Price/Quotation:** The quoted price should include applicable VAT. The rate of VAT should be mentioned in the quotation.
4. **Payment Terms:** Payment will be made after each completion the job upon submission of the bill with work order & noc from the deployed location which is duly signed by authorized personnel (Name & Seal, if available). Payment will be made through the Bank Account only.
5. **Price/Financial offer Submission:** The bidder shall have to submit the price in the letter head pad.
6. **Purchaser's Right:** The Purchaser reserves the right to accept/ cancel/ reject any or all offer without assigning any reason. The purchaser is not obliged to purchase the lowest offer at all. The purchaser reserves the right to share the Bidder's response to this RFQ with its advisors and purchaser Business Units. Purchaser reserves the right to conduct negotiations with one or more Bidder and / or accept the Bid without any negotiations.



7. **Bid Submission/ Closing Date:** The Quotation shall have to the submit below mentioned address: **Chairman Purchase Committee**, General Services Division 12th Floor, Community Bank Bangladesh PLC, Police Plaza Concord, Tower-2, Road-144, Plot-02, Gulshan-01, Dhaka as per the schedule mentioned above. The purchaser reserves the right change the Time schedule at any time.
8. **Required Content of the Quotation:** Quotation must be submitted as per prescribed form as instructed below:
- i) Proposal must be addressed for **"Chairman Purchase Committee"** of Community Bank Bangladesh PLC.
 - ii) Complete Proposal / Offer must be signed with date by the authorized representative of the company.
 - iii) Must mention the subject line **"RFQ (Request for Quotation) for supply of Gift Items for Community Bank Bangladesh PLC. (Ref: CBBL/GSD/RFQ/2023/0104)"** in top of the Envelope.
9. **Quotation Validity:** The Quotation shall be valid for 365 calendar days (01 Year) from the Quotation submission/ closing date. Which will continue for a year/until further notice (if both parties agreed).
10. **Disqualification:** Manipulation or any kind of unusual approach or failure to submit the proposal/ offer within stipulated time frame will be treated as "Disqualification" to attend in the bidding.
11. **Sample/Test of the Product/Service:** Bank may ask mock test before selection of any vendors which is FOC (Free of Cost).

B. Financial Terms & Conditions:

12. Quoted Price must include material, labor and service charges as per attached price format.
13. Delivery lead-time will be as per site and Bank requirements.
14. Following papers/documents must be sent with the Technical Proposal (if submitted earlier, may not be require to resubmit):
- i) Valid Trade License
 - ii) Bank solvency certificate/documents (If applicable)
 - iii) VAT Registration certificate
 - iv) Up-to-date TIN certificate
 - v) Up-to-date copy of TAX payment receipt
 - vi) Client list with goodwill certificate (If available)
15. Mode of Payment is to be mentioned in the offer. Community Bank Bangladesh PLC discourages advance payment if not necessary.
16. Please contact undersigned for any types of clarifications in regard to products/services/works related clarifications only.

Mentionable that, if the scope of works and your company type does not match with our requirement, you need not to submit any offer in this regard. In case, any terms & conditions is not compatible with the Tender Process, they may be relaxed.

A handwritten signature in black ink, consisting of stylized, overlapping loops and lines. Below the signature, a long, thin arrow points downwards and to the left.

Financial Offer Format.

SN	Product Description	Amount (Including VAT & TAX)*
1	Umbrella (Bank Logo Branded)	
2	Thermos Flask (Bank Logo Branded)	
3	Bank Logo branded Box	
4	TOTAL	

****VAT shall be as per Government Rules and will be changed accordingly, in case, any change come into effect***

Regards



(SM Shahin Iqbal)

VP & Head of General Services Division

Community Bank Bangladesh PLC.