



# Social Development Foundation (SDF)

Z House, 6/6, Block # F, Lalmatia, Dhaka-1207.  
Telephone: 8100505/ 8100480 / 8100435/ 8100445; Fax: 8100497  
E-mail: md@sdfbd.org, Website: www.sdfbd.org

Ref. No. SDF/Proc/NJLIP G 8.6/Annual Report/2018/ 2411

Date: 30/09/2018

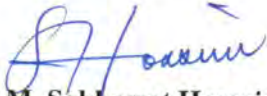
## Request for Quotation (RFQ) For the printing and supply of Annual Report 2017 Package No. G 8.6 (NJLIP)

To

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1. The **Managing Director**, Social Development Foundation (SDF) 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 of the **printing and supply of Annual Report 2017** 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. Your quotation, in duplicate, must be delivered to the office of the undersigned on **or before 2.30 pm of 09 October, 2018**. 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 the printing and supply of Annual Report 2017**" for Social Development Foundation (SDF), 'Z' House 6/6, Block # F, Lalmatia, Dhaka, and **DO NOT OPEN before 2.30 pm of 09 October, 2018**
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 **30 (thirty) days** from the closing date of the Quotation.
10. No public opening of Quotations received by the closing date shall be held.

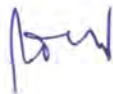
11. Quotationer's rates or prices shall be inclusive of profit and overhead and all kinds of taxes, duties, fees, levies and other charges to be paid under the Applicable Law, if the Contract is awarded.
12. Rates shall be quoted and subsequent payments under this Contract shall be made in Taka currency. The price offered by the Quotationer, if accepted, shall remain fixed for the duration of the Contract.
13. Quotationers 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 and delivered within **21 (twenty one) days** from the date of issuing the Purchase Order.
17. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.



(A.Z.M. Sakhawat Hossain)  
Managing Director

**Distribution:**

1. Director (Finance & Procurement), SDF, Dhaka-1207
2. Notice Board/ Website, Social Development Foundation (SDF), Lalmatia, Dhaka-1207
3. Office File



## Quotation Submission Letter

[Use Letter-head Pad]

Memo No:

Date:

To:

The Managing Director  
Social Development Foundation (SDF)  
Z' House, No. 6/6, Block # F,  
Lalmatia, Mohammadpur, Dhaka-1207.

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Goods and related services named **printing and supply of Annual Report 2017**. Package No. G 8.6 (NJLIP).

The total Price of my/our Quotation is BDT -----

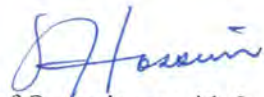
My/Our Quotation shall remain valid for the period stated in the RFQ Document and it shall remain binding upon me/us and may be accepted at any time prior to the expiration of its validity period.

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.

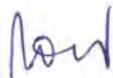
I/We have examined and have no reservations to the RFQ Document issued by you on [insert date]

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:



## Social Development Foundation (SDF)

Z House, 6/6, Block # F, Lalmatia, Dhaka-1207.

### Schedule of Items and Priced Quotation for the printing and supply of Annual Report 2017.

#### Package No. G 8.6 (NJLIP)

Sl.	Item, Description & Details	Quantity	Unit	Unit Rate (Tk.)	Total Amount (Tk.)
	<b>The printing and supply of Annual Report 2017 for SDF</b> (As per technical specification attached) including VAT & Tax	1000	Copies		

Total Amount in taka (in words)	[Enter the Total Amount for Supply of Goods, Including VAT & Tax]. [.....]
Delivery Offered	03 Weeks delivered to Purchaser from date of issue of the Purchase Order by the Purchaser.
Warranty Provided	Not Applicable.

Note: Rate includes all costs, benefits of the supplier/contractor and Taxes (VAT) if applicable of the Goods.

Signature of Supplier	Supplier's stamp
Name of Supplier	
Date:	

*[The Supplier should attach copies of relevant brochures/catalogue for the equipment to be supplied, which will give sufficient data to permit effective evaluation of the quotation].*

*Handwritten signature*

*Handwritten signature*

## Social Development Foundation (SDF)

Z House, 6/6, Block # F, Lalmatia, Dhaka-1207.

### Specification & Particulars for printing and supply of Annual Report 2017 for SDF

#### Package No. G 8.6 (NJLIP)

The Goods shall comply with following Technical Specifications

Item No.	Technical Specification & Minimum Standard	Offered by Quotationer
1.	<b>Size:</b> 11.25 inch X 8.5 inch	
2.	<b>Paper:</b> 300 gsm art card matte paper (not local)	
3.	<b>Page:</b> 110 (leaves-55)	
4.	<b>Cover:</b> Paper: 300 gsm art card matte paper (not local) with extra fold (Folding 4 inch)	
5.	<b>Printing:</b> Text and Cover-4 color offset process.	
6.	<b>Binding:</b> Perfect Juice binding (Spot +Matte +Emboss)	
7.	<b>Envelop:</b> Paper: 120 gsm offset, Printing: 4 color (quantity:1000 copies), size: as per annual report-2016	
8.	<b>Sample Annual Report 2016 has been kept in SDF office so that supplier may follow the sample for designing the Annual Report 2017.</b>	

Signature of Supplier	Supplier's Stamp
Name of Supplier	
Date	

*Handwritten signature*

*Handwritten signature*



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**PURCHASE ORDER FOR THE SUPPLY OF GOODS**  
**Printing and supply of Annual Report 2017**

**Package No. G 8.6 (NJLIP)**

**Purchase Order No.** \_\_\_\_\_

**Date:** ...../...../.....

Ref. No. SDF/Proc/NJLIP G 8.6/Annual Report/2018/ 2411	Date: 30/09/2018
<b>To:</b> [name and address of the Supplier]	
<b>Delivery Date:</b> [insert completion date]	<b>Order Value: Tk.</b> [insert Contract Price]
<b>Delivery: As per Terms and Conditions</b>	

The Purchaser has accepted your Quotation dated [insert date] for the supply of Goods and related services as listed below and requests that you supply the Goods and related services within the delivery date stated above, in the quantities and units in conformity with the Technical Specifications under the Terms and Conditions as annexed.

<b>ORDER ITEMS</b>
Attached Certified photocopy of approved Priced Schedule for Goods and related services Attached Certified photocopy of approved Technical Specification of the Goods Required Attached Certified photocopy of Terms and Conditions
For the Purchaser:
Signature of the Procuring Entity with name and Designation
Date:

**Attachments:** As stated above

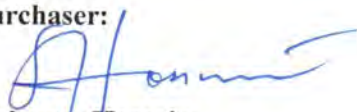
*[Handwritten signature]*

*[Handwritten signature]*

**Terms and Conditions for the preparation & supply and Payment**

The Terms and Conditions may only be changed / modified upon accomplishment of agreement between the Purchaser and Supplier.

- (a) the Supplier shall not be required to submit a performance security;
- (b) the **printing and supply of Annual Report 2017** shall be completed within **21 days** from the date of issue of the Purchase Order;
- (c) after completion of the **printing and supply of Annual Report 2017**, the Supplier shall submit an original Invoice, and four (4) copies, to the Purchaser. The invoice shall show the cost of the preparation for Documentary including all VAT & Tax;
- (d) payment of the Invoice shall be arranged by the Purchaser, within twenty eight (28) days, but only against the actual supplied quantities & qualities of the **printing and supply of Annual Report 2017** as list in the Purchase Order;
- (e) the Purchaser may, by written notice sent to the Supplier, terminate the Purchase Order in whole or in part at any time, If:
  - i. the Supplier fails to deliver any or all the **printing and supply of Annual Report 2017** within the time period(s) specified in the Purchase Order, or
  - ii. the Supplier fails to perform any other obligation(s) under the Purchase Order, or
  - iii. 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.

<p><b>For the Purchaser:</b></p>  <p><b>AZM Sakahawat Hossain</b> Managing Director Social Development Foundation (SDF)</p>	<p><b>For the Supplier:</b></p>  <p>Signature of the Supplier with Name &amp; Designation</p>
<p>Date :</p>	<p>Date :</p>



