

Standard Request for Quotation (RFQ) – (Goods)

Request for Quotation for the Supply of
SINGLE LINE EXTENSION CARD OF PANASONIC KK-TDA 600 PABX SYSTEM

স্মারক নং স্মারক নং দুদক/প্রশাঃ ও লজিঃ/০৭/২০১৬/১৭৬৭৮

তারিখ : ৩০/১৫/১৬

Contract Package No:

* This Request for Quotation for the Supply of *SINGLE LINE EXTENSION CARD OF PANASONIC KK-TDA 600 PABX SYSTEM* as shown on the attached schedule of requirements is Issued to:

Name of Supplier:

Address of Supplier:

Name of Issuing Officer: Md. Moshiur Rahman

Job Title of Issuing Officer: Deputy Director (Admin)

Date:

[Note the Issuing Officer should keep a photocopy of this Issue Sheet for record purposes].

me

[Purchaser to use normal Letter Headed format]

Request for Quotation for the Supply of


SINGLE LINE EXTENSION CARD OF PANASONIC KK-TDA 600 PABX SYSTEM

To:

Date

:

1. **The Anti-Corruption Commission** has a budget allocation for the supply of a *SINGLE LINE EXTENSION CARD OF PANASONIC KK-TDA 600 PABX SYSTEM* and wishes to apply some of that allocation for the said *SINGLE LINE EXTENSION CARD OF PANASONIC KK-TDA 600 PABX SYSTEM* for which this Request for Quotation is issued.
2. Payments made against any Purchase Order arising from this Request for Quotation will only be made in Bangladeshi 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 **08/05/2019 at 10.30 am**. 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 Purchase of "*SINGLE LINE EXTENSION CARD OF PANASONIC KK-TDA 600 PABX SYSTEM* " and **DO NOT OPEN** before **09/05/2019 at 11.00 am**
4. All quotations must be valid for a period of thirty (30) days from the closing date of the Request for Quotations.
5. The quotation shall be completed and signed by an authorised representative of the Supplier. In the case of a Supplier offering to supply goods that the Supplier itself does not manufacture or otherwise produce, the Supplier must show that they have been duly authorised by the goods' manufacturer to supply the goods in Bangladesh.
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. Depending on the final requirement, the quantities shown may increase or decrease by fifteen percent (15%) and this shall be reflected in the Purchase Order.
8. 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.


(Md. Moshir Rahman)
Deputy Director (Admin)
Anti-Corruption Commission
1, Segun Bagicha, Dhaka.

