

**Request for Quotation for the Supply of Goods
for**

**[Purchaser to describe here the nature of the Goods
and Contract Package Numbers as per the Procurement Plan]**

স্মারক নং-দুদক/সাধাঃ/৯/৯২(অংশ-৯)/

২২৬৪৫

তারিখ:

২৫/৯/১৩

Contract Package No:

This Request for Quotation for the Supply of Liveries (Summer) as shown on the attached schedule of requirements is Issued to:

Name of Supplier:

Address of Supplier:

Name of Issuing Officer: Md. Moshir 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].

rec

[Purchaser to use normal Letter Headed format]

Request for Quotation for the Supply of
[brief description of Goods and Contract Package number
as shown in the Procurement Plan]

To:

Date:

1. The *Anti-Corruption Commission* has a budget allocation for the supply of *Liveries (Summer)* to apply some of that allocation for these items for which this Request for Quotation is issued.
2. Sample should be given with the tenders documents during submission of the tender.
3. Payments made against any Purchase Order arising from this Request for Quotation will only be made in Bangladesh Take. The Unit Rate(s) offered by the Supplier, if accepted, shall remain fixed for the duration of the Purchase Order.
4. Your quotation, in duplicate, must be delivered to the office of the undersigned on or before 12/6/2019 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 Liveries (Summer) and **DO NOT OPEN** before 12/6/2019 ; Time : 10:45 am .
5. All quotations must be valid for a period of thirty 45 (Forty five) days from the closing date of the Request for Quotations.
6. The quotation shall be completed and signed by an authorised representative of the Supplier.
7. 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.
8. 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.
9. 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. Moshiur Rahman

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

