GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

Request for Quotation Document (RFQ)

Name of the package: Supply of IPS (15 KVA) for Own Training Center-1 no.

Package No: GD-08

Skills for Industry Competitiveness and Innovation Program (SICIP)
Leathergoods And Footwear Manufacturers & Exporters Association of Bangladesh (LFMEAB)

SICIP LFMEAB Program

June 2026

Guidance Notes on the use of
The Request for Quotation Document

1. These guidance notes have been prepared by the BPPA to assist a Procuring Entity in the preparation of Quotation document, using the Standard Request for Quotation, SRFQ, for the procurement of low value Goods. All concerned are advised to refer to the Public Procurement Rules, 2025 issued to supplement the Public Procurement Act, 2006; available on BPPA's website: http://www.bppa.gov.bd/. Notes and guidance are provided for both the Procuring Entity and the Quotationer.
2. The procurement under Request for Quotation Method (RFQM) shall follow the provisions pursuant to Rules 90 to 94 of the Public Procurement Rules, 2025 and in accordance with Section 32 of the Public Procurement Act, 2006. SRFQ is based upon best national practices that have been adapted to suit the particular needs of procurement.
3. The use of SRFQ (PG1) applies when a Procuring Entity intends to select a Quotationer (a Supplier) for the Procurement of Goods under RFQ Method (RFQM) pursuant to Rule 90(3) of the Public Procurement Rules, 2025.
4. Pursuant to Rule 92(1) and Rule 92(2) of the Public Procurement Rules, 2025, RFQ shall be invited through letter or e-mail. RFQ shall not be required to be advertised in the daily newspapers but for the minimum circulation the Procuring Entity shall publish that advertisement in its website (if any), including posting in the Notice Board and, shall send with request for publication to the administrative wing of some other Procuring Entities nearby.
5. Pursuant to Rule 92(3) of the Public Procurement Rules, 2025, RFQ Document shall be issued or made available to potential Quotationers **'free-of-cost'.**
6. The time-limit for Request for Quotation shall in no case exceed seven (7) days pursuant to Rule 92 (4) of the Public Procurement Rules, 2025. The Procuring Entity must provide minimum three (3) days for submitting Quotations.
7. No Securities such as Quotation Security (i.e. Tender Security) and Performance Security shall be required pursuant to Rule 91(6) of the Public Procurement Rules, 2025.
8. Submission, Opening and Evaluation of the Quotations shall respectively be dealt with pursuant to Rule 93(1), Rule 93(2) and Rule 94(1) of the Public Procurement Rules, 2025 as specified in the RFQ.
9. The criteria for evaluation, pursuant to Rule 91(4) of the Public Procurement Rules, 2025, shall be pre-disclosed.
10. Pursuant to Rule 90(5) of the Public Procurement Rules, 2025 the Quotation for standard off-the-shelf low value readily available Goods shall usually be on **'Unit-Rate'** basis.
11. The specifications of Goods shall be framed pursuant to Rule 38 of the Public Procurement Rules, 2025.
12. Splitting the object of Procurement is not permissible pursuant to Rule 90(4)(ka) of the Public Procurement Rules, 2025.
13. The Procuring Entity shall issue the Purchase Order, pursuant to Rule 94(5) of the Public Procurement Rules, 2025, to the successful Quotationer following recommendations of the Evaluation Committee and approval thereupon of the Approving Authority.
14. Items to be procured under this package do not fall under the warranty provision and 100% payment shall be made upon delivery of all goods.
16. The Procuring Entity shall further be required to maintain the record of procurement proceedings pursuant to Rule 60 of the Public Procurement Rules, 2025.

Skills for Industry Competitiveness and Innovation Program (SICIP)

Leathergoods and Footwear Manufacturers & Exporters Association of Bangladesh

(LFMEAB)

SICIP LFMEAB Program,

House 12, Road 06, Block C, Banani, Dhaka

REQUEST FOR QUOTATION

for

Supply of IPS (15 KVA) for Own Training Center-1 no.

RFQ No: GD-08	**Date: 11 June 2026**

To

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1. The **Chief Coordinator, SICIP LFMEAB Program** 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 and Design & Drawings for the intended Goods are available in the office of the Procuring Entity for inspection by the potential Quotationers during office hours on all working days.
3. Quotation is being requested on **Unit-Rate** basis.
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 and Performance Security shall be required for submission of the Quotation and supply of the Goods (if awarded) respectively.
6. Quotation in sealed envelope or through electronic mail shall be submitted to the office of the undersigned **on or before 17 June 2026, 01:00 PM**. The envelope containing the Quotation must be clearly marked "Quotation for **Supply of IPS (15 KVA) for Own Training Center-1 no.** and **DO NOT OPEN** before **17 June 2026, 02:00 PM**. Quotations received later than the time specified herein shall not be accepted.
7. Quotations received 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 seven (7) days pursuant to Rule 92 (4) of the Public Procurement Rules, 2025.
9. All Quotations must be valid for a period of at least **30 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. Quotationer shall have legal capacity to enter into a Contract. Quotationer, in support of its qualification shall be required to submit certified photocopies of latest documents related to valid **Trade License**, **Tax Clearance Certificate (or** Acknowledgement slip issued by the competent authority as a proof of submission of income tax return for the **Assessment Year 2025-26, VAT Registration Number/Business Identification Number (BIN)** and **Financial Solvency Certificate** showing liquid asset of at least **BDT 400,000** (four lac only) 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, in the quotation submitted on unit rate basis, 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 shall be completed within **30** days from the date of issuing Purchase Order.
17. The Purchase Order that constitutes the Contract binding upon the Supplier and the Procuring Entity shall be issued within **03** days of receipt of approval from the Approving Authority.
18. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.

Signature of the official requesting Quotation
Name: **Md. Arifur Rahman Bhuiyan**
Designation: Chief Coordinator
Date: 11 June 2026
Address: SICIP-LFMEAB PIU Office, House 12, Road 06, Block C, Banani, Dhaka-1213.
Phone No. +8801730611038, Fax No N/A, e-mail: lfmeabsicip@gmail.com

Distribution:

1. Website of SICIP for information and wide circulation.
2. Facebook of SICIP LFMEAB Program for information and wide circulation.
3. Notice Board.
4. Office File.

Quotation Submission Letter

[Use Letter-head Pad]

RFQ No: GD-08 Date: dd/mm/yy

To:
Md. Arifur Rahman Bhuiyan
Chief Coordinator
SICIP LFMEAB Program
Flat 4A, House 12, Block C, Banani, Dhaka

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Goods named **[insert name of goods].**

The total Price of our Quotation is [insert amount both in figure and words]

My/Our Quotation shall remain valid for the period stated in the RFQ Document and it shall remain binding upon 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, coercive or obstructive practices. Furthermore, I am/we are aware of Para 21(b) of the Terms and Conditions and pledge not to indulge in such practices in competing for or in executing the works.

I am/We 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:

Price Schedule for Goods (and Related Services)

RFQ NO. GD-08 **Date: dd/mm/yy**

Sl no	Item no	Description of Items	Unit of Measurement	Quantity	Unit Rate or Price		Total Amount	Destination for Delivery of Goods
					In figure	In words	In figure In-words	
1	*2*	*3*	*4*	*5*	*6*	*7*	*8*	*9*
1	1	**Supply of IPS (15 KVA)**	Nos.	01				LFMEAB CAD CAM Cell: Fuad Complex (3rd floor) House no: 751, Zirabo, Ashulia, Dhaka.
Total Amount for Supply of Goods (inclusive of VAT and all applicable taxes; *see Note 2 below*)						In figure		
						In words		

Goods to be supplied to :	LFMEAB CAD CAM Cell (Fuad Complex, Holding no: 751, Zirabo, Savar, Dhaka.
Total Amount in Taka (in words)	**[enter the Total Amount as in Col.8 above for the delivery of Goods and related services].**
Delivery Offered	**[insert weeks/days] from date of issuing the Purchase Order]**
Warranty Provided	**None or Not Applicable**

[insert number] number corrections made by me/us have been duly initialed in this Price Schedule. My/Our Offer is valid until dd/mm/yy [insert Quotation Validity date].

Signature of Quotationer with Seal	Date: dd/mm/yy
Name of Quotationer:	

Note:

1. **Col. 1, 2, 3, 4, 5 and 9 to be filled in by the Procuring Entity and Col. 6, 7 & 8 by the Quotationer.**
2. **Rates or Prices shall include profit and overhead and, all kinds of taxes, duties, fees, levies, and other charges earlier paid or to be paid under the Applicable Law, if the Contract is awarded; including transportation, insurance etc. whatsoever up to the point of delivery of Goods in all respects to the satisfaction of the Procuring Entity.**

Technical Specification of the Goods Required

Item no	Description of Items	Required Technical Specification and Standards	Offered Technical Specification and Standards	Country of Origin	Make and Model
1	*2*	*3*	*4*	*5*	*6*
1	**Supply of IPS (15 KVA)**	IPS: Capacity: 15 kVA / 12 kW Technology: Online IPS/Inverter with Pure Sine Wave Output Input Voltage: 220–240 VAC, 50 Hz Output Voltage: 220–240 VAC, 50 Hz Efficiency: ≥ 90% Transfer Time: Instantaneous / No noticeable interruption Protection: Overload, short circuit, battery low-voltage, overcharge, reverse polarity Display: LCD/LED status display Cooling: Automatic fan cooling Battery Bank: minimum 100Ah (minimum 1 hour backup) Installation: Complete with cables, battery rack, connectors, and commissioning			

I/We declare to supply Goods offered by me/us fully in compliance with the Technical Specifications and Standards mentioned hereinabove

Signature of Quotationer with Seal	Date: dd/mm/yy
Name of Quotationer	

Note:

1. **Col. 1, 2 & 3 to be filled in by the Procuring Entity and Col. 4, 5 & 6 by the Quotationer.**
2. **Specifications are to be filled in by the Procuring Entity. A set of precise and clear specifications is a pre-requisite for Quotations to respond realistically and competitively to the requirements of the Procuring Entity. In the context of competitive Quotations, the specifications shall be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the Goods to be procured. The specifications should require that all items, materials and accessories to be included or incorporated in the Goods be new, unused and of most recent or current models, and that they include or incorporate all recent improvements in design and materials.**
3. **Technical Specifications of the Goods shall be in compliance with the requirements of the Procuring Entity specified in this document. Quotationer is required to mention make / model (as applicable) of the Goods offered and must attach the appropriate original printed (if not available copied) literature / brochures for the listed items.**

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PURCHASE ORDER FOR THE SUPPLY OF GOODS

[insert name of the supplies in brief]

Purchase Order No._____ **Date: dd/mm/yy**

RFQ No:_____	**Date: dd/mm/yy**
To: **[name and address of the Supplier]**	
Delivery Date: [insert completion date]	**Order Value:TK.** [insert Contract Price]
Delivery: As per Terms and Conditions	

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

ORDER ITEMS
Attached Certified photocopy of approved Priced Schedule for Goods Attached Certified photocopy of approved Technical Specification of the Goods Required Attached Certified photocopy of Terms and Conditions
For the Procuring Entity: Signature of the Procuring Entity with name and Designation
Date

Attachments: As stated above

Terms and Conditions for Supply of Goods and Payment

1. Terms and Conditions contained herein shall be binding upon both the Procuring Entity and the Supplier for the purpose of administration and management of this Contract.
2. Implementation and interpretation of these Terms and Conditions shall, in general, be under the purview of the Public Procurement Act, 2006 and the Public Procurement Rules, 2025.
3. The Supplier shall have to complete the delivery in all respects within **30** days of issuing the Purchase Order in conformity with the Terms and Conditions.
4. The Supplier shall be entitled to an extension of the Delivery Schedule if the Procuring Entity delays in receiving the Goods or if Force Majeure situation occurs or for any other reasons acceptable to the Procuring Entity on justifiable grounds duly recorded.
5. All delivery under the Contract shall at all times be open to examination, inspection, measurements, testing, commissioning, and supervision of the Procuring Entity or the Technical Examination and Acceptance Committee (TEAC) formed by the PE.
6. The Procuring Entity shall check and verify the delivery made by the Supplier in conformity with the Technical Specifications and notify the Supplier of any Defects found.
7. If the Goods are found to be defective or otherwise not in accordance with the specifications, the Procuring Entity may reject the supplies by giving due notice to the Supplier, with reasons.
8. The Supplier shall be entirely responsible for payment of all taxes, duties, fees, and such other levies under the Applicable Law.
9. Notwithstanding any other practice, the payment shall be based on the actual delivery of goods on the basis of the quantity of each item of Goods in accordance with the Priced Schedule and Specifications. 100% of the Contract price of the Goods shall be paid after submission and acceptance of the Delivery Chalan.
10. The Supplier'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.
11. The total Contract Price is BDT **[insert figure] [in words].**
12. Items to be procured under this package do not fall under the warranty provision and 100% payment shall be made upon delivery of all goods.
13. The Supplier shall keep the Procurement Entity harmless and indemnify from any claim, loss of property or life to himself/herself, his/her workmen or staff, any staff of the Procurement Entity or any third party while delivering the Goods.
14. Any claim arising out of delivery of Goods shall be settled by the Supplier at his/her own cost and responsibility.
15. Damage to the Goods delivered at the time of final delivery shall be remedied by the Supplier at the Supplier's own cost.
16. No modification to Scope of Supply and no Variations to the quantities ordered shall be permissible under any circumstances.
17. The Procuring Entity shall amend the Contract incorporating required approved changes subsequently introduced to the original Terms and Conditions in line with Rules, where necessary.
18. The Procuring Entity may, by written Notice sent to the Supplier, terminate the Contract in whole or in part at any time, if the Supplier:
    A. fails to deliver Goods as per Delivery Schedule and Specifications.

B. in the judgement of the Procuring Entity, has engaged in any corrupt, fraudulent, collusive or coercive or obstructive practices in competing for or in delivery of Goods.

C. fails to perform any other obligation(s) under the Contract.

19. The Procuring Entity and the Supplier shall use their best efforts to settle amicably all possible disputes arising out of or in connection with this Contract or its interpretation.

20. The Supplier shall be subject to, and aware of provision on corruption, fraudulence, collusion, coercion and obstruction in Section 64 of the Public Procurement Act, 2006 and Rule 149 of the Public Procurement Rules, 2025.

For the Procuring Entity:	**For the Supplier:**
Signature of the Procuring Entity with name and Designation	Signature of the Supplier with name Designation
Date:	Date: