

Date: March 04, 2025

Tender Reference# CBBL/GSD/RFQ/2025/0022

Tender Title- RFQ (Request for Quotation) and UPC (Unit Price Confirmation) for 06 months' supply of "Wooden Pen Holder" for Community Bank Bangladesh PLC.

Dear Sir,

Greetings from Community Bank Bangladesh PLC.

Community Bank Bangladesh PLC is the 59th Schedule Bank of Central Bank. Quotation (BOQ attached herewith) is hereby invited UPC (Unit Price Confirmation) i.e. unit rate for supply of

i) Wooden Pen Holder

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 your offer in a hard copy, enclosed in a sealed envelope, as per the schedule mentioned below. Kindly ensure the offer meets all specified requirements. Additionally, please provide a **physical sample** of a Wooden Pen Holder along with your submission.

TENDER FOR supply of Gift Items

i)	TENDER REFERENCE NO	CBBL/GSD/RFQ/2025/0022
ii)	DATE OF TENDER DOCUMENT	04.03.2025
iii)	LAST DATE FOR SUBMISSION OF TENDER	12.03.2025
iv)	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
v)	COST OF TENDER DOCUMENT	Free of Cost
vi)	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

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:
- Proposal must be addressed for “**Chairman Purchase Committee**” of Community Bank Bangladesh PLC.
 - Complete Proposal / Offer must be signed with date by the authorized representative of the company.
 - Must mention the subject line **RFQ (Request for Quotation) and UPC (Unit Price Confirmation) for 06 months’ supply of “Wooden Pen Holder” for Community Bank Bangladesh PLC. (Ref: CBBL/GSD/RFQ/2025/0022)** 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):
- Valid Trade License
 - Bank solvency certificate/documents (If applicable)
 - VAT Registration certificate
 - Up-to-date TIN certificate
 - Up-to-date copy of TAX payment receipt
 - 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.

Regards,


(SM Shanin Iqbal)
Member Secretary, Purchase Committee
VP & HoGSD



Financial Offers

SN	Item	Specification	Quantity	Unit rate (in BDT)	Total Amount (including VAT & Tax)
01	Wooden Pen Holder	<ul style="list-style-type: none"> • Preferred Size: H-4" x W-3.5" • Preferred Color: Wooden texture, Walnut Color • Color logo laser engraving (Two Side) • Paper box (300gsm Art card). 	500 Pcs		
			1000 Pcs		

BOQ for supply of Wooden Pen Holder for Community Bank Bangladesh PLC.

