



Memo No: 12.01.0000.018.03.001.21.5094

Date: 24.01.2021

**Notice for Request for Quotation**

- 1. Ministry/Department:** Ministry of Agriculture/Department of Agricultural Extension
- 2. Procuring Entity Name & Address:** Project Director (PD), Agro-Meteorological Information Systems Development Project, Room No: 728, Department of Agricultural Extension, Khamarbari, Farmgate, Dhaka.
- 3. Description of Work:**

Sl No.	Name of Goods/ Packages	Specification/Items	Quantity (Nos./ PCs.)	Unit Price (BDT)	Total Price (BDT)	Comments																																
1	2	3	4	5	6	7																																
1	Package No: AMISDP/RFO/05/2020-21.  Package Name: Supply and Delivery of Training and Workshop Materials for FY 2020-2021	<b>1. Backpack:</b> <table border="1"><tr><td>Type</td><td>Backpack</td></tr><tr><td>Size</td><td>30×22.5×8 cm</td></tr><tr><td>Material</td><td>100% polyester</td></tr><tr><td>Features</td><td>Backpack and zipper are waterproof, adjustable padded shoulder straps and convenient side water bottle pockets. Locker loop at top. Large main compartment with double-zipper closure and small front pocket with zip closure.</td></tr><tr><td>Pocket</td><td>4 pockets in front and One side net Pocket for carrying water bottle</td></tr><tr><td>Additional</td><td>Will be suitable for 14-inches notebook, Mi Pad, iPad and One charging and head phone included</td></tr><tr><td>Color</td><td>Dark Gray</td></tr><tr><td>Weight</td><td>Maximum 500 gram</td></tr><tr><td>Packaging</td><td>Backpack x 1. with recycle bag</td></tr></table> <b>2. Notebook:</b> <table border="1"><tr><td>Cover Paper</td><td>Art paper (350 GSM)</td></tr><tr><td>Print</td><td>4 Color</td></tr><tr><td>Lamination</td><td>Matt, sport, Foil</td></tr><tr><td>Cutting and pasting</td><td>(die cut)</td></tr><tr><td>Design</td><td>Design must be created by the supplier</td></tr><tr><td>Inner Size page</td><td>8.5-inch x 5.20 inch 120 pages</td></tr><tr><td>Paper</td><td>Paper offset 120 GSM (Indonesia or equivalent)</td></tr></table>	Type	Backpack	Size	30×22.5×8 cm	Material	100% polyester	Features	Backpack and zipper are waterproof, adjustable padded shoulder straps and convenient side water bottle pockets. Locker loop at top. Large main compartment with double-zipper closure and small front pocket with zip closure.	Pocket	4 pockets in front and One side net Pocket for carrying water bottle	Additional	Will be suitable for 14-inches notebook, Mi Pad, iPad and One charging and head phone included	Color	Dark Gray	Weight	Maximum 500 gram	Packaging	Backpack x 1. with recycle bag	Cover Paper	Art paper (350 GSM)	Print	4 Color	Lamination	Matt, sport, Foil	Cutting and pasting	(die cut)	Design	Design must be created by the supplier	Inner Size page	8.5-inch x 5.20 inch 120 pages	Paper	Paper offset 120 GSM (Indonesia or equivalent)	1. Backpacks -300 2. Notebook (80 pages)- 520 3. Folder-520 4. Brochure- 520 5. Writing pen- 520 6. Pencil - 520 7. Eraser -520 8. Banner- 10			
Type	Backpack																																					
Size	30×22.5×8 cm																																					
Material	100% polyester																																					
Features	Backpack and zipper are waterproof, adjustable padded shoulder straps and convenient side water bottle pockets. Locker loop at top. Large main compartment with double-zipper closure and small front pocket with zip closure.																																					
Pocket	4 pockets in front and One side net Pocket for carrying water bottle																																					
Additional	Will be suitable for 14-inches notebook, Mi Pad, iPad and One charging and head phone included																																					
Color	Dark Gray																																					
Weight	Maximum 500 gram																																					
Packaging	Backpack x 1. with recycle bag																																					
Cover Paper	Art paper (350 GSM)																																					
Print	4 Color																																					
Lamination	Matt, sport, Foil																																					
Cutting and pasting	(die cut)																																					
Design	Design must be created by the supplier																																					
Inner Size page	8.5-inch x 5.20 inch 120 pages																																					
Paper	Paper offset 120 GSM (Indonesia or equivalent)																																					



**Government of The People's Republic of Bangladesh**  
 Agro-Meteorological Information Systems Development Project  
 (Component-C of BWCSR)  
 Department Agricultural Extension  
 Khamarbari, Farmgate, Dhaka-1215

কৃষিই সমৃদ্ধি

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার  
 কৃষি আবহাওয়া তথ্য পদ্ধতি উন্নতকরণ প্রকল্প  
 কম্পোনেন্ট-সি, বিডারিউসিএসআরপি  
 কৃষি সম্প্রসারণ অধিদপ্তর  
 খামারবাড়ি, ফার্মগেট, ঢাকা-১২১৫



SI No.	Name of Goods/ Packages	Specification/Items	Quantity (Nos./ PCs.)	Unit Price (BDT)	Total Price (BDT)	Comments												
		<table border="1"> <tr> <td>Print</td> <td>4 Color</td> </tr> <tr> <td>Cutting and pasting</td> <td>(die cut)</td> </tr> </table> <p>3. File folder            Leather foam style file folder - Document bag available In B4 Size A Good quality stitched folder for keeping important documents and can be used every day for presentation reference &amp; storage of certificates &amp; designs, photos, contracts Etc. It contains 20 leaves with clear view pockets of durable thickness which can contain 40 Documents in total. Its Non-Stick Embossed poly propylene pockets. This folder has hard bound cover and has zipper closure for extra safety of all important Documents.</p> <p>Pen Holder: Yes            CD Holder: No            Business Card Holder: Yes            Label Pocket: Yes            Inbuilt Tabs: Yes            Inner Pockets: 20 Inner Pockets            Weight: 450 g            Other Convenience Features: Smooth and shining cover and safe for small thing and light weight            Other Features: POCKETS ON BOTH SIDES</p> <p>4. Writing pen:</p> <table border="1"> <tr> <td>Material</td> <td>Golden Gel pen</td> </tr> <tr> <td>Print</td> <td>UV print</td> </tr> <tr> <td>Ink and Tip</td> <td>Ink colors Black smooth gel ink with a dense color and 0.4 mm tip writes a 0.2 mm line</td> </tr> <tr> <td>Design</td> <td>Design must be created by the supplier</td> </tr> </table> <p>5. Brochure            Size 9-inch x 18.5 inch            Paper :Glossy offset 150 GSM (Indonesia or equivalent), Print 4 colors (4-fold)            Design: Design must be created by the supplier.            Content Provide by the Project            Lamination Matt, sport, foil</p> <p>6 . Pencil:            Graphite pencil            Pencil hardness B            Break-resistant lead due to secural bonding process (SV)            Barrel colour reddish brown</p> <p>7. Eraser:            Quality eraser for graphite pencils            Optimum results without smudging            Made of caoutchouc            PVC-free            Cardboard display</p>	Print	4 Color	Cutting and pasting	(die cut)	Material	Golden Gel pen	Print	UV print	Ink and Tip	Ink colors Black smooth gel ink with a dense color and 0.4 mm tip writes a 0.2 mm line	Design	Design must be created by the supplier				
Print	4 Color																	
Cutting and pasting	(die cut)																	
Material	Golden Gel pen																	
Print	UV print																	
Ink and Tip	Ink colors Black smooth gel ink with a dense color and 0.4 mm tip writes a 0.2 mm line																	
Design	Design must be created by the supplier																	



**Government of The People's Republic of Bangladesh**  
Agro-Meteorological Information Systems Development Project  
(Component-C of BWCSR)

Department Agricultural Extension  
Khamarbari, Farmgate, Dhaka-1215

কৃষিই সমৃদ্ধি

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার  
কৃষি আবহাওয়া তথ্য পদ্ধতি উন্নতকরণ প্রকল্প  
কম্পোনেন্ট-সি, বিডারিউসিএসআরপি  
কৃষি সম্প্রসারণ অধিদপ্তর  
খামারবাড়ি, ফার্মগেট, ঢাকা-১২১৫



Sl No.	Name of Goods/ Packages	Specification/Items	Quantity (Nos./ PCs.)	Unit Price (BDT)	Total Price (BDT)	Comments
		8. Banner Size: 12 feet X 6 feet Resolution: Double saturation, printed at 1440 x 720 resolution (Printed on one side only) Usage: Indoor or Outdoor; Waterproof and UV safe that will last for years.				
Total			1500 Pcs.			

Amount in Detail:

**4. Quotation Collection System:** mail or Hard Copy.

**5. Source of Budget:** Agro-Meteorological Information Systems Development Project, Component-C of BWCSR.

**6. Quotation inviter Name & Address:** Project Director (PD), Agro-Meteorological Information Systems Development Project, Room No: 728, 6<sup>th</sup> floor, Middle Building, Department of Agricultural Extension, Khamarbari, Farmgate, Dhaka.

**7. Place of Submitted Quotation:** Project Director (PD), Agro-Meteorological Information Systems Development Project, Room No: 728, 6<sup>th</sup> floor, Middle Building, Department of Agricultural Extension, Khamarbari, Farmgate, Dhaka. Or Email or Hard Copy through Mail.

**8. Last date & Time of Submitted Quotation:** 01 February 2021, 11.00 A.M.

**Terms & Conditions:**

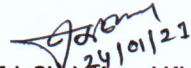
1. Total amount of quotation price must be written in words and in number. Any additional amount, scouring and over writing will not be considered.
2. The Trade license of current fiscal year, VAT certificate, IT certificate to be submitted with the quotation.
3. IT and VAT will be deducted from the bill as per GoB rules at source.
4. The logistics services to be arranged as per specification. Purchase/Work Order may be cancelled if failed to complete the job in time/properly.
5. Authority is not bound to accept lower quotation price. The authority reserves the rights to accept or reject the quotation without showing any reason.

Memo No: 12.01.0000.018.03.001.21.5094

Date:24.01.2021

**Copy forwarded for information and circulation:**

1. Director, Field Services wing/Administration & Finance wing/ Planning, Project implementation and ICT Wing, Plant Protection/ Crops/ Horticulture, DAE and AIS, MOA and Department of Agricultural Marketing, MOA, Khamarbari, Dhaka for information and circulation in their notice board.
2. PS to Director General, DAE, Khamarbari, Dhaka.
3. M/S / Mr.....
4. Notice Board.
5. Office File.

  
(Dr. Md. Shah Kamal Khan)

Project Director  
Agro-Meteorological Information Systems Development Project  
Department of Agricultural Extension  
Khamarbari, Farmgate, Dhaka  
Cell no. +8801712184274  
Telephone: +88-02-55028422  
E-mail: kamalmoa@gmail.com



# **GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH**

## **Standard Request for Quotation Document (National) For Procurement of Goods**

**Package No: AMISDP/RFQ/05/2020-21**

**Package Name: Supply and Delivery of Training and Workshop Materials for FY  
2020-2021**

**[Request for Quotation Method]**

**Agro-Meteorological Information Systems Development Project (AMISDP)  
Component C of Bangladesh Weather and Climate Services Regional Project  
Department of Agricultural Extension (DAE)  
Khamarbari, Farmgate, Dhaka-1215.**

---

January 2021

## **Guidance Notes on the use of The Request for Quotation Document**

1. These guidance notes have been prepared by the CPTU to assist a Procuring Entity in the preparation of Quotation document, using the Standard Request for Quotation, SRFQ, for the procurement of low value simple, off-the-self, low value Goods and related services. All concerned are advised to refer to the Public Procurement Rules, 2008 issued to supplement the Public Procurement Act, 2006; available on CPTU's website: <http://www.cptu.gov.bd/>. Guidance notes 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 69 to 73 of the Public Procurement Rules, 2008 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 and related services under RFQ Method (RFQM) pursuant to Rule 69(3) of the Public Procurement Rules, 2008.
4. Pursuant to Rule 71(1) and Rule 71(2) of the Public Procurement Rules, 2008, RFQ shall be invited through letter, Fax and 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 71(3) of the Public Procurement Rules, 2008, 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 (**07**) days pursuant to Rule 71 (4) of the Public Procurement Rules, 2008.
7. No Securities such as Quotation Security (i.e. the traditionally termed Earnest Money, Tender Security) and Performance Security shall be required pursuant to Rule 70(6) of the Public Procurement Rules, 2008.
8. Submission, Opening and Evaluation of the Quotations shall respectively be dealt with pursuant to Rule 72(1), Rule 72(2) and Rule 73(1) of the Public Procurement Rules, 2008 as specified in RFQ.
9. The criteria for evaluation, pursuant to Rule 70(4) of the Public Procurement Rules, 2008, shall be pre-disclosed.
10. Pursuant to Rule 69(5) of the Public Procurement Rules, 2008 the Quotation for standard off-the-shelf low value readily available Goods and related services shall usually be on '**Unit-Rate**' basis.
11. The specifications of Goods and related services shall be framed pursuant to Rule 29 of the Public Procurement Rules, 2008.
12. Splitting the object of Procurement is not permissible pursuant to Rule 69(4) (ka) of the Public Procurement Rules, 2008.
13. The Procuring Entity shall issue the Purchase Order, pursuant to Rule 73(5) of the Public Procurement Rules, 2008, to the successful Quotationer following recommendations of the Evaluation Committee and approval thereupon of the Approving Authority.
14. The Warranty Period shall usually remain between 3 and 6 months; where applicable.
15. The Procuring Entity shall further be required to maintain the record of procurement proceedings pursuant to Rule 43 of the Public Procurement Rules, 2008.

Government of the People's Republic of Bangladesh  
Agro-Meteorological Information Systems Development Project (AMISDP)  
Component C of Bangladesh Weather and Climate Services Regional Project (BWCSR)  
Department of Agricultural Extension (DAE)  
Khamarbari, Farmgate, Dhaka-1215.

**REQUEST FOR QUOTATION**

for

**Package No: AMISDP/RFQ/05/2020-21**

**Package Name: Supply and Delivery of Training and Workshop Materials for FY 2020-2021**

Memo No: 12.01.0000.018.03.001.21.5095

Date:24.01.2021

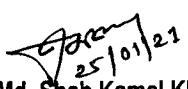
To

.....  
.....  
.....

Greetings from Agro-Meteorological Information Systems Development Project (AMISDP), Department of Agricultural Extension (DAE) under Ministry of Agriculture (MoA), Dhaka, Bangladesh.

1. The Project Director (PD), Agro-Meteorological Information Systems Development Project, Room No: 728, 6<sup>th</sup> floor, Middle Building, Department of Agricultural Extension, Khamarbari, Farmgate, Dhaka. has been allocated public funds (IDA) 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 for the intended Logistics Support services 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. Quotation in a sealed envelope or by mail, fax or through electronic mail shall be submitted to the office of the undersigned on or before 01 February, 2021 at 11.00 a.m. The envelope containing the Quotation must be clearly marked "Quotation for Supply and Delivery of Training and Workshop Materials for FY 2020-2021 (Package no. AMISDP/RFQ/05/2020-21) and DO NOT OPEN before 01 February, 2021 at 11.00 a.m. Quotations received later than the time specified herein shall not be accepted.
7. Quotations received by mail, 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 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 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 within **07 days** from the date of issuing the Purchase Order.
17. The Purchase Order that constitutes the Contract binding upon the Supplier and the Procuring Entity shall be issued within **07 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.

  
(Dr. Md. Shah Kamal Khan)  
Project Director  
Agro-Meteorological Information Systems Development Project  
Department of Agricultural Extension  
Khamarbari, Farmgate, Dhaka  
Cell no. +8801712184274  
Telephone: +88-02-55028422  
E-mail: kamalmoa@gmail.com

**Copy forwarded for information:**

1. Director, Field Services wing/Administration & Finance wing/ Planning, Project implementation and ICT Wing, Plant Protection/ Crops/ Horticulture, DAE and AIS, MOA and Department of Agricultural Marketing, MOA, Khamarbari, Dhaka for information and circulation in their notice board.
2. PS to Director General, DAE, Khamarbari, Dhaka.
3. M/S / Mr.....
4. Notice Board.
5. Office File.

**Quotation Submission Letter**  
**[Use Letter-head Pad]**

RFQ No: 12.01.0000.018.03.001.21.5095

Date: 24.01.2021

To:

Project Director  
Agro Meteorological Information Systems Development Project,  
Room no: 728, 6<sup>th</sup> floor, Middle Building,  
Department of Agricultural Extension,  
Khamarbari, Farmgate, Dhaka.

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Goods and related services named **Supply and Delivery of Training and Workshop Materials for FY 2020-2021 (Package no. AMISDP/RFQ/05/2020-21)**.

The total Price of my/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 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:



**Price Schedule for**

**Supply and Delivery of Training and Workshop Materials for FY 2020-2021  
(Package no. AMISDP/RFQ/05/2020-21)**

RFQ No: 12.01.0000.018.03.001.21.5095

Date:24.01.2021

SI no	Item no	Description of Items	Quantity (pcs.)	Unit Rate or Price (BDT)		Total Amount (BDT)	Destination for Delivery of Service																		
				In figure	In words																				
1	2	3	4	5	6	7	8																		
1	1	I. Backpack: <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>Type</td> <td>Backpack</td> </tr> <tr> <td>Size</td> <td>30×22.5×8 cm</td> </tr> <tr> <td>Material</td> <td>100% polyester</td> </tr> <tr> <td>Features</td> <td>Backpack and zipper are waterproof, adjustable padded shoulder straps and convenient side water bottle pockets. Locker loop at top. Large main compartment with double-zipper closure and small front pocket with zip closure.</td> </tr> <tr> <td>Pocket</td> <td>4 pockets in front and One side net Pocket for carrying water bottle</td> </tr> <tr> <td>Additional</td> <td>Will be suitable for 14-inches notebook, Mi Pad, iPad and One charging and head phone included</td> </tr> <tr> <td>Color</td> <td>Dark Gray</td> </tr> <tr> <td>Weight</td> <td>Maximum 500 gram</td> </tr> <tr> <td>Packaging</td> <td>Backpack x 1, with recycle bag</td> </tr> </table>	Type	Backpack	Size	30×22.5×8 cm	Material	100% polyester	Features	Backpack and zipper are waterproof, adjustable padded shoulder straps and convenient side water bottle pockets. Locker loop at top. Large main compartment with double-zipper closure and small front pocket with zip closure.	Pocket	4 pockets in front and One side net Pocket for carrying water bottle	Additional	Will be suitable for 14-inches notebook, Mi Pad, iPad and One charging and head phone included	Color	Dark Gray	Weight	Maximum 500 gram	Packaging	Backpack x 1, with recycle bag	300 pcs.				PIU, Agro-Meteorological Information System Development Project, Department of Agricultural Extension, Middle Building, Khamarbari, Dhaka
Type	Backpack																								
Size	30×22.5×8 cm																								
Material	100% polyester																								
Features	Backpack and zipper are waterproof, adjustable padded shoulder straps and convenient side water bottle pockets. Locker loop at top. Large main compartment with double-zipper closure and small front pocket with zip closure.																								
Pocket	4 pockets in front and One side net Pocket for carrying water bottle																								
Additional	Will be suitable for 14-inches notebook, Mi Pad, iPad and One charging and head phone included																								
Color	Dark Gray																								
Weight	Maximum 500 gram																								
Packaging	Backpack x 1, with recycle bag																								
2	2	Notebook: <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>Cover Paper</td> <td>Art paper (350 GSM)</td> </tr> <tr> <td>Print</td> <td>4 Color</td> </tr> <tr> <td>Lamination</td> <td>Matt. sport. Foil</td> </tr> <tr> <td>Cutting and pasting</td> <td>(die cut)</td> </tr> <tr> <td>Design</td> <td>Design must be created by the supplier</td> </tr> <tr> <td>Inner Size page</td> <td>8.5-inch x 5.20 inch 120 pages</td> </tr> </table>	Cover Paper	Art paper (350 GSM)	Print	4 Color	Lamination	Matt. sport. Foil	Cutting and pasting	(die cut)	Design	Design must be created by the supplier	Inner Size page	8.5-inch x 5.20 inch 120 pages	520 pcs.										
Cover Paper	Art paper (350 GSM)																								
Print	4 Color																								
Lamination	Matt. sport. Foil																								
Cutting and pasting	(die cut)																								
Design	Design must be created by the supplier																								
Inner Size page	8.5-inch x 5.20 inch 120 pages																								

		<table border="1"> <tr> <td>Paper</td> <td>Paper offset 120 GSM (Indonesia or equivalent)</td> </tr> <tr> <td>Print</td> <td>4 Color</td> </tr> <tr> <td>Cutting and pasting</td> <td>(die cut)</td> </tr> </table>	Paper	Paper offset 120 GSM (Indonesia or equivalent)	Print	4 Color	Cutting and pasting	(die cut)																
Paper	Paper offset 120 GSM (Indonesia or equivalent)																							
Print	4 Color																							
Cutting and pasting	(die cut)																							
3	3	<p>File folder</p> <p>Leather foam style file folder - Document bag available In B4 Size A Good quality stitched folder for keeping important documents and can be used everyday for presentation reference &amp; storage of certificates &amp; designs, photos, contracts Etc. It contains 20 leafs with clear view pockets of durable thickness which can contain 40 Documents in total. Its Non-Stick Embossed poly propylene pockets. This folder has hard bound cover and has zipper closure for extra safety of all important Documents.</p> <table border="1"> <tr> <td>Pen Holder</td> <td>Yes</td> </tr> <tr> <td>CD Holder</td> <td>No</td> </tr> <tr> <td>Business Card Holder</td> <td>Yes</td> </tr> <tr> <td>Label Pocket</td> <td>Yes</td> </tr> <tr> <td>Inbuilt Tabs</td> <td>Yes</td> </tr> <tr> <td>Inner Pockets</td> <td>20 Inner Pockets</td> </tr> <tr> <td>Weight</td> <td>450 g</td> </tr> <tr> <td>Other Convenience Features</td> <td>Smooth and shining cover and safe for small thing and light weight</td> </tr> <tr> <td>Other Features</td> <td>POCKETS ON BOTH SIDES</td> </tr> </table>	Pen Holder	Yes	CD Holder	No	Business Card Holder	Yes	Label Pocket	Yes	Inbuilt Tabs	Yes	Inner Pockets	20 Inner Pockets	Weight	450 g	Other Convenience Features	Smooth and shining cover and safe for small thing and light weight	Other Features	POCKETS ON BOTH SIDES	520 pcs.			
Pen Holder	Yes																							
CD Holder	No																							
Business Card Holder	Yes																							
Label Pocket	Yes																							
Inbuilt Tabs	Yes																							
Inner Pockets	20 Inner Pockets																							
Weight	450 g																							
Other Convenience Features	Smooth and shining cover and safe for small thing and light weight																							
Other Features	POCKETS ON BOTH SIDES																							
4	4	<p>Writing pen:</p> <table border="1"> <tr> <td>Material</td> <td>Golden Gel pen</td> </tr> <tr> <td>Print</td> <td>UV print</td> </tr> <tr> <td>Ink and Tip</td> <td>Ink colors Black smooth gel ink with a dense color and 0.4 mm tip writes a 0.2 mm line</td> </tr> <tr> <td>Design</td> <td>Design must be created by the supplier</td> </tr> </table>	Material	Golden Gel pen	Print	UV print	Ink and Tip	Ink colors Black smooth gel ink with a dense color and 0.4 mm tip writes a 0.2 mm line	Design	Design must be created by the supplier	520 pcs.													
Material	Golden Gel pen																							
Print	UV print																							
Ink and Tip	Ink colors Black smooth gel ink with a dense color and 0.4 mm tip writes a 0.2 mm line																							
Design	Design must be created by the supplier																							
5	5	<p>Brochure</p> <p>Size 9-inch x 18.5 inch</p> <p>Paper Glossy offset 150 GSM (Indonesia or equivalent), Print 4 colors (4-fold)</p> <p>Design Design must be created by the supplier.</p> <p>Content Provide by the Project</p> <p>Lamination Matt, sport, foil</p>	520 pcs.																					
6	6	<p>Pencil:</p> <p>Graphite pencil</p> <p>Pencil hardness B</p> <p>Break-resistant lead due to secural bonding process (SV)</p> <p>Barrel colour reddish brown</p>	520 pcs.																					
7	7	<p>Eraser:</p> <p>Quality eraser for graphite pencils</p> <p>Optimum results without smudging</p> <p>Made of caoutchouc</p> <p>PVC-free</p> <p>Cardboard display</p>	520 pcs.																					

8	8	Banner Size: 12 feet X 6 feet Resolution: Double saturation, printed at 1440 x 720 resolution (Printed on one side only) Usage: Indoor or Outdoor; Waterproof and UV safe that will last for years.	520 pcs.				
<b>Total Amount for Logistics Support services (inclusive of VAT and all applicable taxes; see Note 2 below)</b>						In figure	
						In words	
Services to be supplied to:		PIU, AMISDP, DAE, Khamarbari, 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		[insert weeks/months from date of completion of the delivery; state none if 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].

<b>Signature of Quotationer with Seal</b>	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 and related services in all respects to the satisfaction of the Procuring Entity.

## Technical Specification of the Supply and Delivery of Training and Workshop Materials for FY 2020-2021 (Package no. AMISDP/RFQ/05/2020-21)

RFQ No: 12.01.0000.018.03.001.21.5095

Date: 24.01.2021

Sl no	Item no	Description of Items	Full Technical Specification and Standards		Country of Origin	Make and Model
1	2	3	4		5	6
1	01	Backpack	Type	Backpack		
			Size	30×22.5×8 cm		
			Material	100% polyester		
			Features	Backpack and zipper are waterproof, adjustable padded shoulder straps and convenient side water bottle pockets, Locker loop at top, Large main compartment with double-zipper closure and small front pocket with zip closure.		
			Pocket	4 pockets in front and One side net Pocket for carrying water bottle		
			Additional	Will be suitable for 14-inches notebook, Mi Pad, iPad and One charging and head phone included		
			Color	Dark Gray		
			Weight	Maximum 500 gram		
			Packaging	Backpack x 1, with recycle bag		
2	02	Notebook	Cover Paper	Art paper (350 GSM)		
			Print	4 Color		
			Lamination	Matt, sport, Foil		
			Cutting and pasting	(die cut)		
			Design	Design must be created by the supplier		
			Inner Size page	8.5-inch x 5.20 inch 120 pages		
			Paper	Paper offset 120 GSM (Indonesia or equivalent)		
			Print	4 Color		
			Cutting and pasting	(die cut)		

Sl no	Item no	Description of Items	Full Technical Specification and Standards	Country of Origin	Make and Model																		
3	03	File folder	<p>Leather foam style file folder - Document bag available In B4 Size A Good quality stitched folder for keeping important documents and can be used everyday for presentation reference &amp; storage of certificates &amp; designs, photos, contracts Etc. It contains 20 leafs with clear view pockets of durable thickness which can contain 40 Documents in total. Its Non-Stick Embossed poly propylene pockets. This folder has hard bound cover and has zipper closure for extra safety of all important Documents.</p> <table border="1"> <tr> <td>Pen Holder</td> <td>Yes</td> </tr> <tr> <td>CD Holder</td> <td>No</td> </tr> <tr> <td>Business Card Holder</td> <td>Yes</td> </tr> <tr> <td>Label Pocket</td> <td>Yes</td> </tr> <tr> <td>Inbuilt Tabs</td> <td>Yes</td> </tr> <tr> <td>Inner Pockets</td> <td>20 Inner Pockets</td> </tr> <tr> <td>Weight</td> <td>450 g</td> </tr> <tr> <td>Other Convenience Features</td> <td>Smooth and shining cover and safe for small thing and light weight</td> </tr> <tr> <td>Other Features</td> <td>POCKETS ON BOTH SIDES</td> </tr> </table>	Pen Holder	Yes	CD Holder	No	Business Card Holder	Yes	Label Pocket	Yes	Inbuilt Tabs	Yes	Inner Pockets	20 Inner Pockets	Weight	450 g	Other Convenience Features	Smooth and shining cover and safe for small thing and light weight	Other Features	POCKETS ON BOTH SIDES		
Pen Holder	Yes																						
CD Holder	No																						
Business Card Holder	Yes																						
Label Pocket	Yes																						
Inbuilt Tabs	Yes																						
Inner Pockets	20 Inner Pockets																						
Weight	450 g																						
Other Convenience Features	Smooth and shining cover and safe for small thing and light weight																						
Other Features	POCKETS ON BOTH SIDES																						
4	04	Writing pen	<table border="1"> <tr> <td>Material</td> <td>Golden Gel pen</td> </tr> <tr> <td>Print</td> <td>UV print</td> </tr> <tr> <td>Ink and Tip</td> <td>Ink colors Black smooth gel ink with a dense color and 0.4 mm tip writes a 0.2 mm line</td> </tr> <tr> <td>Design</td> <td>Design must be created by the supplier</td> </tr> </table>	Material	Golden Gel pen	Print	UV print	Ink and Tip	Ink colors Black smooth gel ink with a dense color and 0.4 mm tip writes a 0.2 mm line	Design	Design must be created by the supplier												
Material	Golden Gel pen																						
Print	UV print																						
Ink and Tip	Ink colors Black smooth gel ink with a dense color and 0.4 mm tip writes a 0.2 mm line																						
Design	Design must be created by the supplier																						
5	05	Brochure	<p>Size 9-inch x 18.5 inch  Paper Glossy offset 150 GSM (Indonesia or equivalent), Print 4 colors (4-fold)  Design Design must be created by the supplier,  Content Provide by the Project  Lamination Matt, sport, foil</p>																				
6	06	Pencil	<p>Graphite pencil  Pencil hardness B  Break-resistant lead due to secural bonding process (SV)  Barrel colour reddish brown</p>																				
7	07	Eraser	<p>Quality eraser for graphite pencils  Optimum results without smudging  Made of caoutchouc  PVC-free  Cardboard display</p>																				
8	08	Banner	<p>Size: 12 feet X 6 feet  Resolution: Double saturation, printed at 1440 x 720 resolution (Printed on one side only)  Usage: Indoor or Outdoor; Waterproof and UV safe that will last for years.</p>																				

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

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

**Note:**

1. Col. 1, 2, 3 & 4 to be filled in by the Procuring Entity and Col. 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 and related services 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 and related services 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.



Government of the People's Republic of Bangladesh  
Agro-Meteorological Information Systems Development Project (AMISDP)  
Component C of Bangladesh Weather and Climate Services Regional Project (BWCSR)  
Department of Agricultural Extension (DAE)  
Khamarbari, Farmgate, Dhaka-1215.

**PURCHASE ORDER FOR THE SUPPLY OF GOODS**

[insert name of the supplies in brief]

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

Date: dd/mm/yy

<b>RFQ No:</b> _____	<b>Date:</b> dd/mm/yy
<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

# **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, 2008.
3. The Supplier shall have to complete the delivery in all respects within [insert days] 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 and related services 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 his/her authorized representative.
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 and related services 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. The minimum Warranty Period of the Supplies shall be [insert months; state none if not applicable] starting from the date of completion of delivery in the form of submission by the Supplier and acceptance by the Procuring Entity, of the Delivery Chalan.
13. The Supplier shall remain liable to fulfil the obligations pursuant to Rule 40 (5) of the Public Procurement Rules, 2008.
14. 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 and related services .
15. Any claim arising out of delivery of Goods and related services shall be settled by the Supplier at his/her own cost and responsibility.
16. Damage to the Goods during the Warranty Period shall be remedied by the Supplier at the Supplier's own cost, if the damage arises from the supply and installation by the Supplier.