

# Request for Quotation (RFQ) DOCUMENT

Standard Request for Quotation Document

**For Procurement of Whole Lentil (Red)**  
[Request for Quotation Method]

**RFQ No: /NDP/MCBP/ GD/ Whole Lentil-01**

**National Development Programme (NDP)**

NDP Bhaban, Bagbari, Shahid Nagar, Kamarkhanda, Sirajganj.

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

1. The 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 simple, off-the-self Lentils. 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 Quotation.
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 (PG1a) applies when a Procuring Entity intends to select a Bidder (a Supplier) for the Procurement of Whole Lentil 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 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.
5. Pursuant to Rule 71(3) of the Public Procurement Rules, 2008, RFQ Document shall be issued or made available to potential Bidders 'free-of-cost'.
6. The time-limit for Request for Quotation shall in no case exceed ten (10) days pursuant to Rule 71 (4) of the Public Procurement Rules, 2008.
7. Security (i.e. the traditionally termed Earnest Money, Tender Security) and Performance Security shall be required.
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 predisclosed.
10. Pursuant to Rule 69(5) of the Public Procurement Rules, 2008 the Quotation for standard off-the-shelf low value readily available Lentil shall usually be on 'Unit-Rate' basis.
11. The specifications of Lentils 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 Bidder following recommendations of the Evaluation Committee and approval thereupon of the Approving Authority.
14. The validity period of the offer should be at least 90 days.
15. Warranty Period shall usually remain between 3 and 6 months; where applicable. For commodity the period should be its shelf life.
16. The Procuring Entity shall further be required to maintain the record of procurement proceedings pursuant to Rule 43 of the Public Procurement Rules, 2008

**National Development Programme (NDP)**  
NDP Bhaban, Bagbari, Shahid Nagar, Kamarkhanda, Sirajganj

**REQUEST FOR QUOTATION**  
For  
(Procurement of Whole Lentil)

**RFQ No: NDP/MCBP/ GD/ Whole Lentil-01**

Date: 17.01.2023

To:

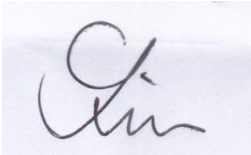
.....  
.....

1. The National Development Programme (NDP) has been allocated funds for the IFPRI research under the Mother & Child Benefit Programme (MCBP) supported by WFP and intends to procure **Whole Lentil** using some portion of that fund under this contract.
2. Detailed Specifications for the intended Whole Lentil and related details shall be available in the office of the Procuring Entity for inspection by the potential Bidders during office hours on all working days.
3. The Bid/Quotation shall be prepared and submitted using the 'RFQ Document'.
4. Quotation shall be completed properly, duly signed-dated and stamped 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) shall be required for submission of the Quotation. But **5% of the contract value should be deposited as Performance Security at the time of signing the contract, which is refundable.**
6. Quotation in a sealed envelope shall be submitted to the office of the undersigned on **or before 25 January, 2023 by 5.00 pm**. The envelope containing the Quotation must be clearly marked "**Quotation for Whole Lentil DO NOT OPEN before 26 January, 2023 on 10.00am**". Quotation received later than the time specified herein shall not be accepted.
7. Quotations received shall be sent to the Evaluation Committee for evaluation, without opening, by the same date of closing the Quotation.
8. All offers must be valid for a period of **at least 90 days** from the closing date of the Quotation.
9. No public opening of Quotations received by the closing date shall be held.
10. Bidder'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.
11. Rates shall be quoted and, subsequent payments under this Contract shall be made in BDT currency. The price offered by the Bidder, if accepted, shall remain fixed for the total duration of the Contract.
12. Bidder should have previous experience of executing this kind of supply of Whole Lentil and shall have legal capacity to enter into Contract. Bidder, in support of its qualification shall be required to submit certified photocopies of latest documents related to experience, valid

Trade License, Tax Identification Number (TIN) and VAT Registration Number and Bank Solvency Certificate from any scheduled Bank; without which the Quotation may be considered non-responsive.

13. Quotations shall be evaluated by the Evaluation Committee based on information and documents submitted with the Quotations.
14. 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. Bidder shall remain bound to accept the arithmetic corrections made by the Evaluation Committee.
15. The supply of Whole Lentil shall be completed as per delivery schedule: in 2 slots (1<sup>st</sup> slots just after signing the contract and 2<sup>nd</sup> slot in April 2023) and /or as per Work Order.
16. The Purchase Order that constitutes the Contract binding upon the Supplier and the Procuring Entity shall be issued within **3 (Three)** days of receipt of approval from the Approving Authority.
17. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.

#### **Signature of the official inviting RFQ**



Name: Sumaia Mariam

Designation: Assistant Director (H R & Admin)

Address: National Development Programme (NDP)

NDP Bhaban, Bagbari, Shahid Nagar, Kamarkhanda, Sirajgonj.

Phone No: 01713383107, E-mail: ndphrd.bd@gmail.com

Date: 17.01.2023

Distribution:

1. Notice Board/NDP website.
2. Office File.

**QUOTATION SUBMISSION LETTER**

**RFQ No: NDP/MCBP/GD/ Rice-01**

Date:.....

To:

**Sumia Mariam**

Assistant Director (H R & Admin)  
National Development Programme (NDP)  
NDP Bhaban, Bagbari, Shahid Nagar  
Kamarkhanda, Sirajganj.

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Whole Lentil. The total Price of my/our Quotation is BDT = ..... (In 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 20(b) of the Terms and Conditions and pledge not to indulge in such practices in competing for or completion of delivery of Whole Lentil.

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 17.01.2023.

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 Bidder with

Seal

Date:

## Price Schedule for Whole Lentil

RFQ No: NDP/MCBP/GD/ Whole Lentil-01

Date:-----

Sl no	Item no	Description of Item	Unit of Measurement	Quantity	Unit Rate or price (BDT)		Total Amount (BDT) Figure	Destination for Delivery of Whole Lentils
					In figure	In words		
1	2	3	4	5	6	7	8	9
1.	1	Whole Lentils	MT	3.518				Godagari, Rajshahi
2	2.	Whole Lentils	MT	3.516				Gongachara, Rangpur
3	3.	Whole Lentils	MT	3.516				Mohonganj, Netrokona
4	4.	Whole Lentils	MT	3.516				Mehendigonj, Barishal
5	5.	Whole Lentils	MT	3.516				Gowainghat, Sylhet
6	6.	Whole Lentils	MT	3.518				Chitalmari, Bagherhat
<b>TOTAL</b>				<b>21.100</b>				
Total Amount for supply of Whole Lentils (inclusive of VAT and all applicable taxes; see Notes 2 below)						<b>In figure</b>		
						<b>In words</b>		

Approximate amount of Whole Lentil to be supplied to:						
Sl. No.	District	Upazilla	Address	Total Quantity (MT)	1 <sup>st</sup> Slot (MT)	2 <sup>nd</sup> Slot (MT)
1	Rajshahi	Godagari	NDP-MCBP Office Vogobantopur Godagari, Rajshahi	3.518	1.759	1.759
2	Rangpur	Gongachara	NDP-MCBP Office Somudra bilash, New starpara, Gojghonta road	3.516	1.758	1.758

			Gangachara, Rangpur			
3	Netrokona	Mohonganj	<b>NDP-MCBP Office</b> Khadija Mention, Milora Adarshanagar Road Mohanganj, Netrakona	<b>3.516</b>	1.758	1.758
4	Barishal	Mehendigonj	<b>NDP-MCBP Office</b> RC College Road, Chunarchar Mehendigonj, Barishal	<b>3.516</b>	1.758	1.758
5	Sylhet	Gowainghat	<b>NDP -MCBP Office</b> Jamir Uddin Villa, College Road, Gowain Gowainghat, Sylhet	<b>3.516</b>	1.758	1.758
6	Bagherhat	Chitalmari	<b>NDP-MCBP office</b> Ladies Club Building Ground Floor Chitalmari Upazila Complex Chitalmari, Bagerhat	<b>3.518</b>	1.759	1.759
<b>TOTAL</b>				<b>21.100</b>	<b>10.550</b>	<b>10.550</b>

Total Amount in BDT (in words)	
Delivery Offered	
Validity Offered	

[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 Bidder with Seal	Date:
Name of Bidder:	

**Note:**

- Col. 1, 2, 3, 4, 5 and 9 to be filled in by the Procuring Entity and Col. 6, 7 & 8 by the Bidder.
- 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 lentils in all respects to the satisfaction of the Procuring Entity.

### TECHNICAL SPECIFICATION OF THE WHOLE LENTIL REQUIRED

Sl no	Item no	Description of Items	Full Specification and Standards	Country of Origin (if applicable)	Make and Model (if applicable)
1	2	3	4	5	6
1	1	Whole Lentil (Red)	<p><b>Whole Lentil:</b> Red (as per WFP specification <b>detail document attached</b>).</p> <p><b>Packaging:</b> Weight <b>3.5 kg per Sack/ Bag</b> (No. of sack to be decided based on the quantity of Whole Lentil)</p> <p><b>Marking:</b> PP Woven Bag/sack to be printed with information and logo of NDP/WFP/GOB (design to be provided later on)</p> <p><b>Delivery schedule:</b> given in above section.</p> <p><b>Quantity per delivery:</b> given in above section.</p> <p><b>Delivery terms:</b> given in below section.</p> <p><b>Destination of delivery:</b> given in above section.</p>		

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

Signature of Bidder with Seal	Date:
Name of Bidder	

Note:

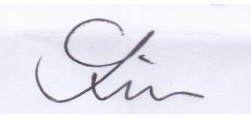
1. Col. 1, 2, 3 & 4 to be filled in by the Procuring Entity and Col. 5 & 6 by the Bidder.
2. Technical Specifications of the Lentils shall be in compliance with the requirements of the Procuring Entity specified in this document. Bidder is required to mention make / model (as applicable) of the Lentils offered and must attach the appropriate original printed (if not available copied) literature / brochures for the listed items.



**TERMS AND CONDITIONS**  
for  
Supply of Whole Lentil 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 as per 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 Lentils 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. A third party **Quality & Quantity Inspection Company** will be engaged by the Procurement Entity for verification of the technical specification of the Lentils and upon satisfactory report from the party, the Procuring Entity will allow the Supplier to supply the Whole Lentil.
7. The supplier shall inform the **Inspection Company and NDP** at least one working day before the Lentils are ready for inspection. Any consignment not meeting the specifications will be rejected outright.
8. If any of the lot of the inspected Whole Lentil did not pass the lab test or the quality test report, the lot will be cancelled in whole or part due to the non-fulfilment of quality criteria. In that case, the supplier must replace the whole/partial lot and will be bound to bear all the cost related to replacement i.e. inspection and Lab test fees.
9. **The Whole Lentil shall be supplied in 2 slots.** Specific amount/quantity for each slot will be informed to the Supplier beforehand. Approximately 50% quantity just after signing the contract and 50% quantity in April 2023.
10. Payment shall be based on the actual quantity of Whole Lentil received. Payment will be made through A/C pay cheque upon submission and acceptance of the Delivery Chalan, Quantity and Quality Inspection (QQI) Report of 3<sup>rd</sup> Party along with WFP's consent on the QQI Report for each time. VAT/Tax will be deducted at source.
11. The Supplier shall be responsible to upload, unload and carrying the Whole Lentil in 6 locations and the Procuring Entity will be responsible receive the Lentils to its respective destinations.
12. 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.
13. If the Whole Lentil is 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.

14. The Supplier shall be entirely responsible for payment of all taxes, duties, fees, and such other levies under the Applicable Law.
15. 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.
16. The total Contract Price is BDT:  
.....
17. The minimum warranty period /shelf life of the Whole Lentil shall be at least 1 year starting from the date of completion of delivery. The supplier shall remain responsible to replace if the Whole Lentil is get rotten during the time.
18. 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 Lentils.
19. Any claim arising out of delivery of the Whole Lentil shall be settled by the Supplier at his/her own cost and responsibility.
20. Damage or loss of the Whole Lentil shall be replaced by the Supplier at the Supplier's own cost, if the damage arises from the supply and transportation of the Lentils.
21. No modification to Scope of Supply and no Variations to the quantities ordered under any circumstances by the Bidder.
22. The Procuring Entity reserves the right to amend the Contract incorporating required changes subsequently be introduced to the original Terms and Conditions in line with Rules, where necessary.
23. 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 supply the Whole Lentil as per delivery Schedule and Specifications. B. in the judgment of the Procuring Entity, if the Bidder engages in any corrupt, fraudulent, collusive or coercive practices in competing for or in delivery of Lentils. C. fails to perform any other obligation(s) under the Contract.
24. 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.
25. The Supplier/Bidder shall be subject to, and aware of provision on corruption, fraudulence, collusion and coercion in Section 64 of the Public Procurement Act, 2006 and Rule 127 of the Public Procurement Rules, 2008.

<p>For the Procuring Entity:</p>  <p>Sumaia Mariam Assistant Director (HR &amp; Admin)</p>	<p>For the Supplier/Bidder :</p> <p>Signature of the supplier with name Designation</p>
<p>Date :17.01.2023</p>	<p>Date :</p>