GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

Standard Request for Quotation Document (National)
For Procurement of Goods
[Request for Quotation Method]

(for values up to Taka 0.8 million/8 Lac)

Bangladesh Public Procurement Authority
Implementation Monitoring and Evaluation Division
Ministry of Planning

October 2025 e-PG1 (SRFQ)

Guidance Notes on the use of
The Request for e-Quotation Document

1. These guidance notes have been prepared by the BPPA to assist a Procuring Entity in the preparation of e-Quotation document, using the Standard Request for e-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 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, e-RFQ shall be invited through e-GP System.. eRFQ 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, e-RFQ Document shall be issued or made available to potential Quotationers **'free-of-cost'.**

6. The time-limit for Request for e-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 e-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 e-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. Provision of Retention Money shall however be kept at the rate of (5) percent of the contract price from contractor's payable amount against any claims during the Warranty Period.

15. The Defects Liability Period shall usually remain between 6 and 12 months.

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.

REQUEST FOR e-QUOTATION

1. The Procuring Entity has been allocated public funds and intends to apply a portion of the funds to eligible payments under the Contract for which this e-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. e-Quotation is being requested on **Unit-Rate** basis.
4. e-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. e-Quotations received through e-GP System shall be sent to the Evaluation Committee for evaluation.
7. 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.
8. All Quotations must be valid for a period of at least **the Tender Validity Days as per IFT** from the closing date of the Quotation.
9. Auto opening of e-Quotations shall be held in e-GP System after the closing date.
10. 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.
11. 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.
12. 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 Clearance Certificate (or** Acknowledgement slip issued by the competent authority as a proof of submission of income tax return for the Assessment Year (*insert assessment year*)**, VAT Registration Number/Business Identification Number (BIN)** and **Financial Solvency Certificate** showing liquid asset of at least BDT (*please mention an amount equalling seventy percent (70%) of the estimated cost*) from any scheduled Bank; without which the Quotation may be considered non-responsive**.**
13. e-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.
14. 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.
15. The Quotationers prices, being responsive to the Procuring Entity's requirements, shall be checked for SLT (Significantly Low-priced Tender) in accordance with the Rules 25 and 26 of the Public Procurement Rules, 2025.
16. The supply of Goods shall be completed within completiondays from the date of commencement as per contract.
17. The Purchase Order that constitutes the Contract binding upon the Supplier and the Procuring Entity shall be issued through e-GP system after receiving **the** approval from the Approving Authority.

18. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.

e-Quotation Submission Letter

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Goods (and Related Services).

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/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 in executing the works.

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.

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.

Price Schedule for Goods (and Related Services)

Note 1: Delivery period starts from the date of contract signing.

1	2	3	4	5	6	7	8	9	10	11	12	13
Item No.	Name and Description of Item	Measurement Unit	Quantity	Point of Delivery	Delivery Period (in days)	Technical Specification and Standards required	Warranty Period from the date of Acceptance (in days)	Country of Origin	Unit Price in Figure	Unit Price in Words	Total Price in Figure	Total Price in Words
To be filled in by PE								**To be filled in by Tenderer**		**These columns will be filled by System (Auto)**		
	Grand Total									**Grand Total in Figures and words**		

Note:

1. **Col. 1, 2, 3, 4, 5,6, 7 and 8 to be filled in by the Procuring Entity and Col. 9, & 10 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*

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

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.**

[enter here the name and address of the Procuring Entity]

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 Purchaser 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 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, 2025.

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 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. 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 Procuring Entity shall retain or in other words deduct from the final payment due to the Supplier at the rate of ten (10) percent of the invoice amount as Retention Money under the Contract. This Retention Money shall be kept in PE's end for meeting any claims during the Warranty Period.

14. The Supplier shall remain liable to fulfil the obligations pursuant to Rule 55 (8) of the Public Procurement Rules, 2025.

15. 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.
16.
17. Any claim arising out of delivery of Goods shall be settled by the Supplier at his/her own cost and responsibility.

18. 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.
19. No modification to Scope of Supply and no Variations to the quantities ordered shall be permissible under any circumstances.
20. The Procuring Entity contracting shall amend the Contract incorporating required approved changes subsequently introduced to the original Terms and Conditions in line with Rules, where necessary.

21. 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 practices in competing for or in delivery of Goods.
    c. fails to perform any other obligation(s) under the Contract.

22. 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.

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