



Government of the People's Republic of Bangladesh
Office of the Project Director
Bangladesh Rural Water Supply and Sanitation Project (BRWSSP)
Department of Public Health Engineering (DPHE)
DPHE Bhaban (5th Floor), 14 Shahid Captain Monsur Ali Sharani, Kakrail,
Dhaka

Request for Quotation Document (National) FOR

**Hiring of Event Management firm for Conducting exposure visit under
Bangladesh Rural Water Supply and Sanitation Project (BRWSSP),
DPHE.**

(Contract Package No. W- 624)

through

Request for Quotation (RFQ) Method

under

**Bangladesh Rural Water Supply and Sanitation Project
(BRWSSP), DPHE, Dhaka**

IDA Credit No. 5075-BD

**Request for Quotation No. : PD/BRWSSP, DPHE/
Issued on : 24-August-2016
Package No. : W- 624**

**Bangladesh Rural Water Supply and Sanitation Project (BRWSSP)
Department of Public Health Engineering (DPHE)
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RFQ No:PD/BRWSSP, DPHE/W- 624 979

Date: 24-August -2016

Request for Quotation
for
Hiring of Event Management firm for Conducting exposure visit under
Bangladesh Rural Water Supply and Sanitation Project (BRWSSP), DPHE.
(Contract Package No. W-624)

To

1. The Bangladesh Rural Water Supply and Sanitation Project (BRWSSP) 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 responsibilities for the intended Works / Physical services are available in the office of the Procuring Entity for inspection by the potential Quotationers during office hours on all working days.
2. Quotation is being requested on **Unit-Rate** basis.
3. 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.
4. 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 execution of the Works (if awarded) respectively.
5. Quotation in sealed envelope or by fax or through electronic mail shall be submitted to the office of the undersigned **on or before 5th September, 2016 within 3.00 PM**. The envelope containing the Quotation must be clearly marked "Quotation for " **Hiring of Event Management Firm**" and **DO NOT OPEN** before **5th September, 2016, 3.00 PM**. Quotations received later than the time specified herein shall not be accepted.
6. Quotations received by 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.

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7. 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.
8. Quotation shall be submitted as per Bill of Quantities of physical services.
9. All Quotations must be valid for a period of at least 60 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 :
 - (i) Valid Trade license/ Registration Number, Legal names and address of the firm (i.e. legal documents) ;
 - (ii) National ID of the proprietor(s) of the firm;
 - (iii) Tax Identification Number (TIN);
 - (iv) Brochure of the firms or description of company profile;
 - (v) Description of relevant experience with all necessary information; (at least 2 Years of Experience of organizing exposure visit/ study tour programs).
 - (vi) List of professional strength of the firm with name, qualification and experience;
 - (vii) Financial Solvency Certificate supported by financial statements.
 - (viii) Forwarding letter in letter head pad with detail address (i.e. mail address, telephone, fax, email) and contact person for communication.
- without above mentioned documents, 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. In case of quotation submitted on Lump-sum basis, if anomalies found between figures and words, the words will prevail. Quotationer shall remain bound to accept the arithmetic corrections made by the Evaluation Committee.
16. The execution of Works and physical services shall be completed within schedule time as agreed / 30th June, 2017 from the date of commencement.
17. Letter inviting the successful Quotationer to sign the Contract shall be issued within 15 days of receipt of approval from the Approving Authority. The Contract shall have to be signed within 7 days of issuing such Letter of Invitation.

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

**Signature of the official
inviting Quotation**

Name

Designation


Date

Address

Phone No

Fax No

e-mail


- (AKM Ibrahim) 
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- 24-August-2016
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Distribution:

1. Programmer, MIS Unit, Planning Circle, DPHE, Dhaka; with a copy of the RFQ, along with the soft version, with a request for posting / publication in the DPHE web site.
2. As per RFQ Documents Distribution Register for Package No.W-624.
3. Notice board.