



**GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH**  
**Prime Minister's Education Assistance Trust (PMEAT)**  
**Improving Access & Retention Through**  
**Harmonized Stipend Program**  
**House 44, Road-12/A, Dhanmondi, Dhaka-1209.**  
**Phone: 02-55002073**  
**Email No: hsp@pmeat.gov.bd**

**Request for Quotation Document**  
**For**  
**Procurement of Office Stationery and Consumables.**

**[Request for Quotation Method]**

Memo No.: HSP/RFQ/Stationery/202/2024/ 171

Date: 03/06/2024

Issued on: 03/06/2024

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**REQUEST FOR QUOTATION**  
For  
Procurement of Office Stationery and Consumables.

Memo No.: HSP/RFQ/Stationery/202/2024/171

Date: 03/06/2024

To

1. The Harmonized Stipend Program (HSP) 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 Specifications and, Design & Drawings for the intended Goods and related 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 fax or through electronic mail shall be submitted to the office of the undersigned **on or before 03/06/2024 up to 12.00 O'clock noon**. The envelope containing the Quotation must be clearly marked "Quotation Procurement of Office Stationery and Consumables for HSP Office" and **DO NOT OPEN before 12.00 O'clock noon of 03/06/2024**. Quotations received later than the time specified herein shall not be accepted.
7. Quotations received 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 **6 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 **4 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 **4 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.

  
(Mohammad Asadul Hoque)

Scheme Director

Harmonized Stipend Program (HSP)

Date:

House 44, Road-12/A, Dhanmondi, Dhaka-1209.

Phone: 02-55002073

Email No: hsp@pmeat.gov.bd

 **Distribution:**

1. Managing Director, Prime Minister Education Assistant Trust, Dhaka
2. Admin. Wing for information and circulation in the notice board, website.
3. Assistant Programmer, Harmonized Stipend Program for posting in the website.

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

Memo No.:

Date: /06/2024

To:

Scheme Director  
Harmonized Stipend Program (HSP)  
House 44, Road-12/A, Dhanmondi, Dhaka-1209.  
Phone: 02-55002073  
Email No: hsp@pmeat.gov.bd

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Goods and related services named "Procurement of Office Stationery and Consumables for HSP Office"

The total Price of my/our Quotation is BDT **[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 Office Stationery and Consumables

Memo No.: HSP/RFQ/Stationery/202/2024/ 171

Date: 03/06/2024

Item no	Description of Items	Unit of Measurement	Quantity	Unit Rate or Price	Total Amount	Destination for Delivery of Goods
1	2	3	4	5	6	7
1	Offset Paper A4	Rim	50			Harmonized Stipend Program (HSP) House 44, Road-12/A, Dhanmondi, Dhaka-1209
2	Hand Wash	Pcs	36			
3	Harpic	Pcs	08			
4	Multiplug	Pcs	08			
5	Mouse	Pcs	12			
6	Pencil Battery	Pcs	48			
7	AC remote Battery	Pcs	12			
8	Calling Bel Remote Battery	Pcs	12			
9	Air Freshner	Pcs	36			
10	Odonil	Pcs	12			
11	Trix	Pcs	12			
12	Knife (middle)	Pcs	08			
13	Duster	Pcs	36			
14	Paper Folder	Pcs	300			
15	Wall Curtain Fabric With All Accessories (270 Pcs)	Goj	82			
16	Artificial Flower for conferenc Table With Fitting and Fixing	Sq feet	50			
17	Wall Paper with Fitting and Fixing	Sq feet	385			
Total Amount for Supply of Goods and related services (inclusive of VAT and all applicable taxes; see Note 2 below)			<b>Total</b>			
Total Amount in Taka (in words)						
Delivery Offered		4 days from the issuance of purchase order				
Warranty Provided		N/A				

[insert number] number corrections made by me/us have been duly initialed in this Price Schedule.

My/Our Offer is valid until /06/2024.

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

1. Col. 1, 2, 3, 4, and 7 to be filled in by the Procuring Entity and Col. 5 & 6 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 Office Stationery and Consumables

Item no	Description of Items	Full Technical Specification and Standards	Country of Origin	Make and Model
1	2	3	4	5
1.	Offset Paper A4	Double A (AA) or equivalent 80 GSM	To be mentioned by the bidder	To be mentioned by the bidder
2.	Hand Wash	Standard Quality as per sample	To be mentioned by the bidder	To be mentioned by the bidder
3.	Harpic	Standard Quality as per sample	To be mentioned by the bidder	To be mentioned by the bidder
4.	Multiplug	Standard Quality as per sample	To be mentioned by the bidder	To be mentioned by the bidder
5.	Mouse	A4TCH or equivalent	To be mentioned by the bidder	To be mentioned by the bidder
6.	Pencil Battery	Standard Quality as per sample	To be mentioned by the bidder	To be mentioned by the bidder
7.	AC remote Battery	Standard Quality as per sample	To be mentioned by the bidder	To be mentioned by the bidder
8.	Calling Bel Remote Battery	Standard Quality as per sample	To be mentioned by the bidder	To be mentioned by the bidder
9.	Air Freshner	Pirs or equivalent	To be mentioned by the bidder	To be mentioned by the bidder
10.	Odonil	Standard Quality as per sample	To be mentioned by the bidder	To be mentioned by the bidder
11.	Trix	Standard Quality as per sample	To be mentioned by the bidder	To be mentioned by the bidder
12.	Knife (middle)	Standard Quality as per sample	To be mentioned by the bidder	To be mentioned by the bidder
13.	Duster	Standard Quality as per sample	To be mentioned by the bidder	To be mentioned by the bidder
14.	Paper Folder	Size: 9"/13". Paper: 300 gsm Art Card, Print: 4 Color, Inside Pocket, Lamination and Dai Cut and Pasting	To be mentioned by the bidder	To be mentioned by the bidder
15.	Wall Curtain Fabric With All Accessories (270 Pcs)	Standard Quality as per sample	To be mentioned by the bidder	To be mentioned by the bidder
16.	Artificial Flower for conferenc Table	Fitting and Fixing Bucket Conference Room Table Bottom. Made by PVC 8mm White Board and Other Supporting Materials	To be mentioned by the bidder	To be mentioned by the bidder
17.	Wall Paper with Fitting and Fixing	Standard Quality as per sample	To be mentioned by the bidder	To be mentioned by the bidder

I/We declare to supply Goods and related 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
<b>Name of Quotationer</b>	

Note:

- Col. 1 & 2 to be filled in by the Procuring Entity and Col. 3, 4 & 5 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.

