



REQUEST FOR QUOTATION

Sl	Particulars	Quantity
1	Oil	800 Liter
2	Semolina	400 KG
3	Sugar	800 KG
4	Lentil	800 KG
5	Rice	10,000 KG
6	Salt	400 KG
7	Potato	2000 KG
8	Flour	800 KG
9	Soap (100 gm bar)	1200 Pack
10	Sanitary Pad	1600 Pack
11	Bag - Printed	400 Piece

1. **An Organization for Socio-Economic Development-AOSED** 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 potential Quotations for inspection by AOSED 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 and through E-mail shall be submitted to the office of the undersigned **on or before November 2, 2024**.
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 Procurement 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 **15** from the closing date of the Quotation.
10. No public opening of Quotations received by the closing date will be held.
11. Quotation'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. 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), Business Identification Number (BIN), experience statement of delivering relief materials, VAT Registration Number 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 Procurement Committee and, at least Five (5) 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 Procurement Committee.
16. The supply of Goods and related services shall be completed within **15** days from the date of issuing the Purchase Order.
17. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.

Signature of the official inviting Quotation

Name : Nurul Imam Khan
Designation : Chairman Procurement Committee
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