Insurance Development & Regulatory Authority
37/A, Dilkusha C/A, Dhaka

Standard Request for Quotation Document (National)
For Full Height Cabinet.

সুত্র নংঃ ৫৩.০৩.০০০০.০০৬.৩২.০৩৪.১৮- 125
তারিখঃ ১৮ মার্চ, ২০১৯ ইং
ইস্যুর তারিখঃ ১৮ মার্চ, ২০১৯ ইং

March 2019

PG1(SRFQ)

Guidance Notes on the use of
The Request for Quotation Document

1. These 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 low value simple, off-the-self, low value Goods and related services. 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 Quotationer.

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 (**PG1**) applies when a Procuring Entity intends to select a Quotationer (a Supplier) for the Procurement of Goods and related services 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 and 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 and, shall send with request for publication to the administrative wing of some other Procuring Entities nearby.

5. Pursuant to Rule 71(3) of the Public Procurement Rules, 2008, RFQ Document shall be issued or made available to potential Quotationers **'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. No Securities such as Quotation Security (i.e. the traditionally termed Earnest Money, Tender Security) and Performance Security shall be required pursuant to Rule 70(6) of the Public Procurement Rules, 2008.

8. Submission, Opening and Evaluation of the Quotations shall respectively be dealt with pursuant to Rule 72(1), Rule 72(2) and Rule73(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 pre-disclosed.

10. Pursuant to Rule 69(5) of the Public Procurement Rules, 2008 the Quotation for standard off-the-shelf low value readily available Goods and related services shall usually be on **'Unit-Rate'** basis.

11. The specifications of Goods and related services 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 Quotationer following recommendations of the Evaluation Committee and approval thereupon of the Approving Authority.

14. The Warranty Period shall usually remain between 12 months; where applicable.

15. The Procuring Entity shall further be required to maintain the record of procurement proceedings pursuant to Rule 43 of the Public Procurement Rules, 2008.