# **REQUEST FOR QUOTATION (RFQ)**

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| RFQ Reference: RFP-PL-024-0027 | Date: 20 December 2023 |

# **SECTION 1: REQUEST FOR QUOTATION (RFQ) for supplying PLANTING Tools**

Pulse Bangladesh Society hereby kindly requests your quotation for the submission of proposal . Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Issued by:

Procurement Department

Pulse Bangladesh Society

BGB Camp, Chowdhury Para, Cox’s Bazar, Bangladesh

## **SECTION 2: RFQ INSTRUCTIONS AND DATA**

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| **Deadline for the Submission of Quotation** | **26 December 2023 (11:59 PM)**  If any doubt exists as to the time zone in which the quotation should be submitted, refer to <http://www.timeanddate.com/worldclock/>. |
| **Method of Submission** | Quotations must be submitted as follows:  via mail : [contact@pulseprocurement.space](mailto:contact@pulseprocurement.space) |
| **Cost of preparation of quotation** | Pulse Bangladesh Society shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process. |
| **Supplier Code of Conduct** | All prospective suppliers must read Pulse Bangladesh Society Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: Supplier Code of Conduct. |
| **Conflict of Interest** | **Pulse BD encourages every prospective Supplier to** avoid and prevent conflicts of interest, by disclosing to Pulse BD management if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. |
| **General Conditions of Contract** | Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the Pulse BD General Conditions of Contract for provision of goods. |
| **Eligibility** | Bidders shall have the legal capacity to enter into a binding contract with Pulse BD and to deliver in the country, or through an authorized representative. |
| **Currency of Quotation** | Quotations shall be quoted in **BDT** |
| **Duties and taxes** | Pulse BD follows NBR guidelines regarding vat and tax for every procurement and financial transaction as a local NGO Pulse BD use vendor code wise vat & tax payment. Pulse BD deduct vat & tax as a source:  All prices shall:  be inclusive of VAT and other applicable indirect taxes |
| **Language of quotation and documentation including catalogues, instructions and operating manuals** | ENGLISH |
| **Documents to be submitted** | Bidders shall include the following documents in their quotation:  Annex 2: Quotation Submission Form duly completed and signed  Annex 3: Technical and Financial Offer duly completed and signed and in  accordance with the Schedule of Requirements in Annex 1  Technical data sheet/catalogue/brochure if applicable to the goods  Certificate of origin for each of the offered goods if applicable.  ☒ Authorization certificate on standard for each of the offered product if (applicable) from concerned standard testing and approval authority.  Business profile including the legal documents (Trade licence, BIN, TIN)  Completed Vendor Information Sheet (VIS) as per the form provided with this RFQ.  ☒ At least three (03) documentary evidence (Copy of PO/Work Order) for supply & delivering similar category of goods. |
| **Quotation validity period** | Quotations shall remain valid for 60 days from the deadline for the Submission of Quotation. |
| **Price variation** | No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received. |
| **Partial Quotes** | Permitted *for any item as required in this RFQ* |
| **Payment Terms** | 100% within 30 days after receipt of goods, and submission of payment documentation. |
| **Contact for correspondence, notifications & clarifications** | For any query, please send email to: [**contact@pulseprocurement.space**](mailto:contact@pulseprocurement.space) |
| **Clarifications** | Requests for clarification from bidders will not be accepted any later than 02 days before the submission deadline. Responses to request for clarification will be communicated over email by 24 December 2023 |
| **Evaluation method** | The contract will be awarded to the lowest price and the highest value (Including technical & other criteria) substantially compliant offer. |
| **Evaluation criteria** | Full compliance with all requirements as specified in Annex 1  Compatibility of the specification and authorization of the products offered by the bidders’ with Pulse BD requirement.  ☒Successful submission of the certification documents as required in Section 2 & Annex 1. |
| **Right not to accept any quotation** | Pulse BD is not bound to accept any quotation, nor award a contract or Purchase Order |
| **Right to vary requirement at time of award** | At the time of award of Contract or Purchase Order, Pulse BD reserves the right to vary (increase or decrease) the quantity of goods, by up to a maximum 25% of the total offer, without any change in the unit price or other terms and conditions. |
| **Type of Contract to be awarded** | Purchase Order / Short term contract for 7 months (1st January 2023 to 31st July 2023) |
| **Expected date for contract award.** | 27th December,2024 |
| **Policies and procedures** | This RFQ is conducted in accordance with Policies and Procedures of Pulse BD |
| **UNGM registration** | Pulse BD is encouraging all suppliers to register at the United Nations Global Marketplace (UNGM) website at [www.ungm.org](http://www.ungm.org). The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award of BDT 1000,000 and above, the Bidder is recommended to register on the UNGM prior to contract signature. For vendors who do not have the technical means to register in UNGM, the UNGM has implemented an assisted vendor registration functionality that allows Pulse BD procurement personnel to add local vendors to the UNGM. |

## **ANNEX 1: SCHEDULE OF REQUIREMENTS**

**Technical Specifications for Goods:**

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| --- | --- | --- | --- |
| **Item No** | **Minimum technical requirements** | **Unit** | **Quantity** |
| 01 | **Geo bag**   * Product Name:Grow bags/Geo Bag * Soil Capacity (Gallon): 20 Gallon * Soil Capacity 75.78kg * Washable: Yes * Type:Grow Bags * Material:Non-woven fabric, Non woven fabric * Usage:Vegetables/Flowers/Trees Planting * Size:20"(D)\*15.5"(H) * Color:Black * Shape: Round * Handles:Customizable * Feature: Eco-friendly/UV Resistance | nos | 800 |
| 02 | *Plastic Bucket*  *-*Material: PP Dimension (LxWxH): 27.5X27.5X25 cm Capacity: 10 Liters (approximate) Color: Red (as per given picture) | nos | 200 |
| 03 | **Plastic mug**  Material: Polypropylene Dimension (LxWxH): 19X18X14.5 CM Capacity: 1.5L Color: Red-(As given picture). | nos | 200 |
| **04** | **Net-Polyvinyl Chloride-PVC Garden Fencing Net; (2 x 6) Ft/ (24 x 72) Inch, Polyvinyl Chloride-PVC Barricade Net, Tree Guard Net, Anti Bird Net**  * Product type : Polyvinyl chloride-PVC garden fencing net * Main material : Polyvinyl chloride (PVC) plastic * Product size : Length 24 inch/61 cm x width 72 inch/184 cm * Color : Orange, green * Easy to maintain & installation * In the pack : L-2 X W-6 Ft orange/green color garden fencing * Useful to protect your plants & gardens * This can be used to your balconies, grills, windows, open areas, gardens as an anti bird net * Works as a boundary fencing net to your fields, crops, plots, open areas | Nos | 200 |
| 05 | **Bamboo-**   |  |  | | --- | --- | | Type Of Wood | Natural Bamboo | | Usage/Application | Shuttering/pole | | Length | 18 feet | | Shape | Round | | Color | Brown | | Diameter | 2 inch | | Nos | 400 |
| 06 | **Bamboo-**   |  |  | | --- | --- | | Type Of Wood | Natural Bamboo | | Usage/Application | Shuttering/pole | | Length | 12 feet | | Shape | Round | | Color | Brown | | Diameter | 1.5 inch | | Nos | 2000 |
| 07 | **Spade with haldle-Gardening hoe spade**   Wooden handle branded   Steel Spade branded   wooden handle size = 28.5 inch   Steel Spade (Hoe)size = 8 INCH   Longlasting | Nos | 200 |
| 08 | **Rope-Coconut made Coir Rope**   |  |  | | --- | --- | | Diameter | 32 mm | | Length | 220 m | | Rope Type | Twisted Rope | | Color | Natural | | kg | 100 |

**Delivery Requirements**

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| --- | --- |
| **Delivery Requirements** | |
| **Delivery date and time** | As soon as possible after issuance of PO/Agreement. |
| **Exact Address(es) of Delivery Location(s)** | Pulse Bangladesh Society Head Office,BGB Camp, Chowdhury para, Cox’s Bazar. |
| **Brand & Origin of offered vehicle:** | Must be mentioned in offer. |
| **Warranty:** | Must be mentioned in offer. |
| **After-sales service and**  **local service support** | Must be mentioned in offer. |
| **Certification:** | ☒ Technical data sheet/catalogue/brochure of each of the offered .  ☒ Certificate of origin for each of the offered  ☒ Authorization certificate on standard for each of the offered from concerned standard testing and approval authority.  ☒ At least three (03) documentary evidence (Copy of PO/Work Order/Agreement) for supply & delivering similar category of vehicle. |

**Note:** **The specification and details of the equipment in the above annex is standard requirement for Pulse BD. Please describe the specification and details of your offered respective biscuits in the quotation.**

**ANNEX 2: QUOTATION SUBMISSION FORM**

*Bidders are requested to complete this form, including the Company Profile and Bidder’s Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

|  |  |  |
| --- | --- | --- |
| Name of Bidder: |  | |
| RFQ reference: | RFP-PL-024-0027 | Date: |

**VENDOR INFORMATION SHEET[[1]](#footnote-2)**

Please fill and initiate the attached vendor information sheet which must be submitted with bid/tender.

**BIDDER’S DECLARATION OF CONFORMITY[[2]](#footnote-3)**

| **Yes** | **No** |  |
| --- | --- | --- |
|  |  | On behalf of the Supplier, I hereby represent and warrant that neither the Supplier, nor any person having powers of representation, decision-making or control over it or any member of its administrative, management or supervisory body, has been the subject of a final judgement or final administrative decision for one of the following reasons: bankruptcy, insolvency or winding-up procedures; breach of obligations relating to the payment of taxes or social security contributions; grave professional misconduct, including misrepresentation, fraud; corruption; conduct related to a criminal organisation; money laundering or terrorist financing; terrorist offences or offences linked to terrorist activities; child labour and other trafficking in human beings, any discriminatory or exploitative practice, or any practice that is inconsistent with the rights set forth in the Convention on the Rights of the Child or other prohibited practices; irregularity; creating or being a shell company. |
|  |  | On behalf of the Supplier, I further represent and warrant that the Supplier is financially sound and duly licensed. |
|  |  | On behalf of the Supplier, I further represent and warrant that the Supplier has adequate human resources, equipment, competence, expertise and skills necessary to complete the contract fully and satisfactorily, within the stipulated completion period and in accordance with the relevant terms and conditions. |
|  |  | On behalf of the Supplier, I further represent and warrant that the Supplier complies with all applicable laws, ordinances, rules and regulations. |
|  |  | On behalf of the Supplier, I further represent and warrant that the Supplier will in all circumstances act in the best interests of Pulse Bangladesh Society. |
|  |  | On behalf of the Supplier, I further represent and warrant that no official of Pulse BD or any third party has received from, will be offered by, or will receive from the Supplier any direct or indirect benefit arising from the contract. |
|  |  | On behalf of the Supplier, I further represent and warrant that the Supplier has not misrepresented or concealed any material facts during the contracting process. |
|  |  | On behalf of the Supplier, I further represent and warrant that the Supplier will respect the legal status, privileges and immunities of Pulse BD as a Non Governmental organization(NGO). |
|  |  | On behalf of the Supplier, I further represent and warrant that neither the Supplier nor any persons having powers of representation, decision-making or control over the Supplier or any member of its administrative, management or supervisory body are included in the most recent Consolidated United Nations Security Council Sanctions List (the “UN Sanctions List”) or are the subject of any sanctions or other temporary suspension. The Supplier will immediately disclose to Pulse BD if it or they become subject to any sanction or temporary suspension. |
|  |  | On behalf of the Supplier, I further represent and warrant that the Supplier does not employ, provide resources to, support, contract or otherwise deal with any person, entity or other group associated with terrorism as per the UN Sanctions List and any other applicable anti-terrorism legislation. |
|  |  | On behalf of the Supplier, I further represent and warrant that, the Supplier will apply the highest ethical standards, the principles of efficiency and economy, equal opportunity, open competition and transparency, and will avoid any conflict of interest. |
|  |  | On behalf of the Supplier, I further represent and warrant that the Supplier undertakes to comply with the Code of Conduct, available at <https://www.ungm.org/Public/CodeOfConduct>. |
|  |  | It is the responsibility of the Supplier to inform Pulse BD immediately of any change to the information provided in this Declaration. |
|  |  | On behalf of the Supplier, I certify that I am duly authorized to sign this Declaration and on behalf of the Supplier I agree to abide by the terms of this Declaration for the duration of any contract entered into between the Supplier and Pulse BD. |
|  |  | Pulse BD reserves the right to terminate any contract between Pulse BD and the Supplier, with immediate effect and without liability, in the event of any misrepresentation made by the Supplier in this Declaration. |

Signature:

Name:

Title:

Date:

## **ANNEX 3: TECHNICAL AND FINANCIAL OFFER - GOODS**

*Bidders are requested to complete this form, sign it and return it as part of their bid along with Annex 2: Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

|  |  |  |
| --- | --- | --- |
| Name of Bidder: |  | |
| RFQ reference: | RFP-PL-024-0027 | Date: |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SL** | **Item** | **Quantity of Product** | | **Unit Price** | **Total Price** |
|
|  |  | unit | no |  |  |
| 1 | Geo Bag | Nos | 800 |  |  |
| 2 | 10 Ltr Plastic Bucket | Nos | 200 |  |  |
| 3 | 1.5 ltr plastic Mug | Nos | 200 |  |  |
| 4 | Net (0.5 kg pack) | Nos | 200 |  |  |
| 5 | Bamboo Big | Nos | 400 |  |  |
| 6 | Bamboo small | Nos | 2000 |  |  |
| 7 | Small Spade with handle | Nos | 200 |  |  |
| 8 | Coconut Coir Rope | kg | 100 |  |  |
|  | **Total** |  |  |  | **-** |

**Note: Please mention the Brand, Origin, Warranty & after-sales service and describe the detailed specification of your offered respective vehicle in the above quotation.**

**Compliance with Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **You Responses** | | |
| **Yes, we will comply** | **No, we cannot comply** | **If you cannot comply, pls. indicate counter proposal** |
| Minimum Technical Specifications |  |  |  |
| Delivery Lead Time |  |  |  |
| Validity of Quotation |  |  |  |
| Payment terms |  |  |  |

|  |  |
| --- | --- |
| I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted. | |
| *Exact name and address of the company*  Company Name  Address:    Phone No.:  Email Address: | Authorized Signature:  Date:  Name:  Functional Title of Authorised  Signatory:  Email Address: |

1. [↑](#footnote-ref-2)
2. 1 This form is mandatory to fill in and sign by every vendor who submits quotation [↑](#footnote-ref-3)