



REQUEST FOR QUOTATION

Sealed quotations are hereby invited from the suppliers/vendors for supply of Bags as per the below specifications, terms and conditions:

A. Specifications:

SI No	Descriptions/Particulars	Specifications	Unit	Quantity
1	Bag (Back Pack)	Brand: President; Model: Backpack-PM1010A; Size: 20 inches; Color: Black & Coffee	Pieces	60

B. Terms and Conditions:

- That the Supplier must furnish the following up-to-date documents with the tender/quotation:
a) Copy of Updated Trade License, b) Copy of VAT Registration Certificate, c) Copy of Tax Certificate
- Offer Validity: That the period for validity of the offer is to be mentioned in the quotation.
- That the above mentioned item is to be delivered to **Caritas Central Office, 2 Outer Circular Road, Shantibagh, Dhaka.**
- Delivery: That the delivery will be made within 2 (two) days of receiving work order.
- That the delivery will be accepted after supply of the bags and upon satisfaction of our concerned persons.
- That VAT & Tax will be deducted as per GOB Rules. Deduction of VAT (as per Circular No. 06/Musak/2016, dated 02.06.2016 & Tax (as per Poripatra-01/2016-17, Ref. No. 08.01.000.030.03.010.277 dated 18.08.2016.
- That the purchaser reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.
- That the purchaser reserves the right at time of issuance of supply order to the successful bidder (s) to increase or decrease the quantity of goods and services or/and omit item(s) originally specified in the schedule without any change in unit price or other terms and conditions.
- That the sealed quotations should reach to **Caritas Central Office, 2 Outer Circular Road, Shantibagh, Dhaka by December 08, 2016 up to 10:30 a.m.**

With best wishes,

Assistant Executive Director (F&A)
Caritas Bangladesh

CC: AED (P)
Convener - Procurement Committee
Manager - Administration
SM (DMD)