



**GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH**

**Request for Quotation Document (National)**

**For**

**Printing and Binding-3**

**(FD-PS2)**

Strengthening Public Financial Management Program to Enable Service Delivery (SPFMS)  
Scheme on "PFM Reforms Leadership, Coordination and Monitoring"  
Finance Division, Ministry of Finance

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## Guidance Notes on the use of The Request for Quotation Document

1. These guidance notes have been prepared by the BPPA 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 Physical services. All concerned are advised to refer to the Public Procurement Rules, 2025 issued to supplement the Public Procurement Act, 2006; available on BPPA's website: <http://www.bppa.gov.bd/>. Notes and guidance 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 90 to 94 of the Public Procurement Rules, 2025 and 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 (PW1) applies when a Procuring Entity intends to select a Quotationer (a Contractor) for the Procurement of Physical services under RFQ Method (RFQM) pursuant to Rule 90(3) of the Public Procurement Rules, 2025.
4. Pursuant to Rule 92(1) and Rule 92(2) of the Public Procurement Rules, 2025, RFQ shall be invited through letter or 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 92(3) of the Public Procurement Rules, 2025, 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 seven (7) days pursuant to Rule 92 (4) of the Public Procurement Rules, 2025. The Procuring Entity must provide minimum three (3) days for submitting Quotations.
7. No Securities such as Quotation Security (i.e. Tender Security) and Performance Security shall be required pursuant to Rule 91(6) of the Public Procurement Rules, 2025.
8. Submission, Opening and Evaluation of the Quotations shall respectively be dealt with pursuant to Rule 93(1), Rule 93(2) and Rule 94(1) of the Public Procurement Rules, 2025 as specified in the RFQ.
9. The criteria for evaluation, pursuant to Rule 91(4) of the Public Procurement Rules, 2025, shall be pre-disclosed.
10. Pursuant to Rule 90(5) of the Public Procurement Rules, 2025 the Quotation for low value simple Physical services shall be on the basis of either 'Unit-Rate' or 'Lump-sum' depending on the level of estimating the quantity of physical services. Such two different BoQ formats are attached with the RFQ Document. The Procuring Entity shall have the option to choose any one of these two BoQs, as appropriate, for a particular procurement.
11. Splitting the object of Procurement is not permissible pursuant to Rule 90(4)(ka) of the Public Procurement Rules, 2025.
12. The Procuring Entity shall invite the successful Quotationer to sign the contract, pursuant to Rule 94(5) of the Public Procurement Rules, 2025, following recommendations of the Evaluation Committee and approval thereupon by the Approving Authority.
13. Provision of Retention Money shall however be kept at the rate of (5) percent of the contract price from contractor's payable amount against any claims during the Defect Liability Period.
14. The Defects Liability Period shall usually remain between 6 and 12 months.
15. The Procuring Entity shall further be required to maintain the record of procurement proceedings pursuant to Rule 60 of the Public Procurement Rules, 2025.



**REQUEST FOR QUOTATION**  
**for**  
**Printing and Binding-3**

RFQ No:07.00.0000.000.07.228.26- ১৩৮৩

Date: 15.02.2026


To

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1. The **National Program Director, SPFMS** 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 Physical services are available in the office of the Procuring Entity for inspection by the potential Quotationers during office hours on all physical serviceing days.
3. Quotation is being requested on **Unit-Rate** basis.
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 and Performance Security shall be required for submission of the Quotation and execution of the Physical services (if awarded) respectively.
6. Quotation in sealed envelope or through electronic mail shall be submitted to the office of the undersigned **on or before 18 February, 2026 and 2.00 pm**. The envelope containing the Quotation must be clearly marked "Quotation for Procurement of **Printing and Binding-3** and **DO NOT OPEN** before **18 February, 2026 and 2.00 pm**. Quotations received later than the time specified herein shall not be accepted.
7. Quotations received through electronic mail 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 seven (7) days pursuant to Rule 92 (4) of the Public Procurement Rules, 2025.
9. Quotation shall be submitted as per Bill of Quantities of Physical services.
10. All Quotations must be valid for a period of at least 30 days from the closing date of the Quotation.
11. No public opening of Quotations received by the closing date shall be held.
12. 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.



13. 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.
14. 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 Clearance Certificate, VAT Registration Number, and Financial Solvency Certificate from any scheduled Bank; without which the Quotation may be considered non-responsive.
15. 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.
16. In case of anomalies between unit rates or prices and the total amount quoted, in the quotation submitted on unit rate basis, the unit rates or prices shall prevail. In case of discrepancy between words and figures, the former will govern. In case of quotation submitted on Lump-sum basis, if anomalies found between figures and words, the words will prevail. Quotationer shall remain bound to accept the arithmetic corrections made by the Evaluation Committee.
17. The execution of Physical services and Physical Service shall be completed within 28 February, 2026.
18. Letter inviting the successful Quotationer to sign the Contract shall be issued within 3 (Three) days of receipt of approval from the Approving Authority. The Contract shall have to be signed within 5 (Five) physical serviceing days of issuing such Letter of Invitation.
19. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.

  
15.02.26

(Tanima Tasmin)  
Program Executive & Coordinator  
Scheme on 'PFM Reforms Leadership,  
Coordination and Monitoring'  
SPFMS, Finance Division, Ministry of  
Finance

**Distribution:**

1. <https://spfms.gov.bd/> the website,
2. Notice Board.
3. Office File.



Government of the People's Republic of Bangladesh  
Finance Division, Ministry of Finance  
Strengthening Public Financial Management Program to Enable Service Delivery (SPFMS)  
Scheme on PFM Reforms Leadership, Coordination and Monitoring  
Shoheed Prokousholi Bhaban (4th Floor), IEB, Ramna, Dhaka-1000

**REQUEST FOR QUOTATION**  
for  
**Printing and Binding-3**

RFQ No:07.00.0000.000.07.228.26-

Date:

To:

National Program Director  
Strengthening Public Financial Management Program to Enable Service Delivery (SPFMS)  
Scheme on PFM Reforms Leadership, Coordination and Monitoring  
Shoheed Prokousholi Bhaban (4th Floor), IEB, Ramna, Dhaka-1000

I/We, the undersigned, offer to execute in conformity with the Conditions of Contract for execution of the Physical services named Printing and Binding-3

The total Price of our Quotation is [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, coercive or obstructive practices. Furthermore, I am/ We are aware of Para 28(e) of the Conditions of Contract and pledge not to indulge in such practices in competing for or in executing the physical services.

I am/We 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 your written invitation to sign the Contract shall become binding upon us, until a formal Contract is signed.

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:



## Bill of Quantities

Item No.	Description of Items of Physical Service (specifications preferably built-in)	Unit	Quantity	Unit rates or prices quoted by the Quotationer		Amount  <i>7 = 4x5</i>	Destination for Delivery  <i>8</i>
				Unit Price In figures	Total price In words		
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7 = 4x5</i>	<i>8</i>
1	13th Semi Annual Progress Report (July 2025 to December 2025) Size : 10.7" X 8.5" (put- 0.35) Paper : 300gsm Art card for Cover and 120 art paper for inner Print : 4 color print full book Page : 168 page (21 Forma) Others : Matt & Spot Lamination for cover and back cover, Sewing and Juice binding	nos	150				SPFMS Program Office
2	Calendar 2026 Paper : 250 gsm Special Card for Calendar pages and 120gsm special grey paper for Calendar stand board Page : 13 leafs' Size : 4.5" x 5.5" Print : 4 colour print for calendar and single colour for stand board Others : Quality full wire-0 binding, board pasting	nos	1000				
3							
						<b>Total Amount</b> (in figure and words)	

\* Reference is drawn to Rule 90(5) of the Public Procurement Rules, 2025 and to the Para 4 of the Guidance Notes before opting for this Format.

[ insert number ] number corrections made by me/us have been duly initialed in this page of BoQ. My/Our Offer is valid until dd/mm/yy [insert Quotation Validity date].

\_\_\_\_\_  
Signature of the Quotationer with Seal

Date :dd/mm/yy



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Shoheed Prokoushali Bhaban (4th Floor), IEB, Ramna, Dhaka-1000

**Invitation for signing contract**

RFQ No:07.00.0000.000.07.228.26-

Date:

Ref:

Date: dd/mm/yy

To:

[name of Contractor \_\_\_\_\_]  
[address \_\_\_\_\_]

This is to notify you that your **Quotation** dated [dd/mm/yy] for the execution of the Physical services named [insert name of physical service] for the Contract Price of Tk [state amount in figures and in words] as corrected, has been approved by the competent authority.

You are thus requested to attend the office of the undersigned to sign the Contract within [insert days] of issuing this Letter of Invitation; but in no case later than [specify dd/mm/yy].

You may proceed with the execution of the Physical services only upon signing the Contract. You may also please note that this invitation shall constitute the formation of this Contract which shall become binding upon you.

We attach the draft Contract and all other documents for your perusal.

Attachment: Draft Contract

Signature of the Procuring Entity with name  
and designation

Date: dd/mm/yy



# Contract Agreement

THIS AGREEMENT made on this [insert day] day of [insert month and year] between [name and address of Procuring Entity] (hereinafter called "the Procuring Entity") of the one part and [name and address of Contractor] (hereinafter called "the Contractor") of the other part:

WHEREAS the Procuring Entity invited Quotation for certain Physical services named [insert name of Physical Service] and has accepted the Quotation submitted by the Quotationer for the execution of those physical services in the sum of Taka [insert Contract price in figures and in words] (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSED AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the General Conditions of Contract hereinafter referred to.
2. The documents forming the Contract shall be interpreted in the following order of priority:
  - (a) the signed Contract Agreement
  - (b) the Letter of Invitation
  - (c) the Conditions of Contract
  - (d) the Specifications
  - (e) the priced Bill of Quantities
  - (f) any other document listed anywhere in the Contract.
3. In consideration of the payments to be made by the Procuring Entity to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Procuring Entity to execute and complete the physical services and to remedy any defects therein in conformity in all respects with the provisions of the Contract.
4. The Procuring Entity hereby covenants to pay the Contractor in consideration of the execution and completion of the physical services and the remedying of defects therein; the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Bangladesh on the day, month and year first written above.

For the Procuring Entity

For the Contractor

Signature

Name

Designation

National ID No.

In the presence of

Name



## Conditions of Contract

1. Conditions of Contract contained herein shall be binding upon both the contracting parties for the purpose of administration and management of this Contract.
2. Implementation and interpretation of these Conditions of Contract shall, in general, be under the purview of the Public Procurement Act, 2006 and the Public Procurement Rules, 2025.
3. The Contractor shall have to commence the physical service within **02 (two)** days of signing of the Contract Agreement and complete in conformity in all respects with the provisions of the Contract within **28 February, 2026**.
4. The Contractor shall immediately submit to the Procuring Entity a Programme of physical service showing the timing for all the activities and components of physical service.
5. The Contractor shall maintain Pro Rata progress of the physical service. Progress shall be determined in terms of the value of the physical service executed.
6. The Contractor shall be entitled to an extension of the Intended Completion Date if the Procuring Entity delays in handing over the Site or if Force Majeure situation occurs or for any other reasons acceptable to the Procuring Entity on justifiable grounds duly recorded.
7. The Procuring Entity shall check and verify the physical service executed by the Contractor and notify the Contractor of any Defects found.
8. Notwithstanding any testing and examination, the Procuring Entity by visual inspection or field/lab tests may instruct the Contractor to:
  - a. remove and replace any physical service or part thereof which is not in accordance with the Contract,
  - b. remove and re-execute any other physical service or part thereof which is not in accordance with the Contract, and
  - c. execute any physical service which is urgently required for the safety of the physical service.
9. The Contractor shall submit to the Procuring Entity the progressive invoices for estimated value of physical service executed less the cumulative amount certified previously.
10. The Contractor shall be entirely responsible for payment of all taxes, duties, fees, and such other levies under the Applicable Law.
11. Notwithstanding any other practice, the method of measurement and mode of payment shall be based on the type of the Contract corresponding to the Bill of Quantities (**choose any one of the two**) below:

### Unit-rate Basis

Measurement shall be made of the net quantity of each item of the physical service actually executed in accordance with the Bill of Quantities. The Procuring Entity shall make payments to the Contractor in Taka currency, while the payment shall be made upon fulfilment of all contractual obligations by the Contractor.

12. The Contractor'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.
13. The total Contract Price is BDT [insert figure] BDT [in words].
14. Physical service under Variation Orders (except in case of Lump-sum basis) shall under no circumstances exceed ten (10) percent of the Contract Price subject to threshold specified in Rule 90 (1) and 90 (6) (ka) & (ga) of the Public Procurement Rules, 2025, as appropriate.
15. The Procuring Entity contracting shall amend the Contract incorporating required approved changes subsequently introduced to the original Conditions of Contract in line with Rules, where necessary.



16. The Procuring Entity shall retain or in other words deduct from each progressive payment due to the Contractor at the rate of five (5) percent of the invoice amount as Retention Money until completion of the whole of the physical service under the Contract. This Retention Money shall be kept in PE's end for meeting any claims during the Defect Liability Period.
17. The Contractor shall apply by notice to the Procuring Entity for issuing a Completion Certificate of the Physical services, and the Procuring Entity shall do so upon deciding that the physical service is completed.
18. The Procuring Entity shall, within seven (7) physical service days after receiving the Contractor's application:
  - a. issue the Completion Certificate to the Contractor stating that the physical service were completed in accordance with the Contract, or
  - b. rejects the application, giving reasons and specifying the physical service required to be done/redone by the Contractor to enable issuance of the Completion Certificate.
19. The Procuring Entity shall Take-Over the Site and the Physical services not later than seven (7) physical service days of issuing the Completion Certificate.
20. The Procuring Entity may issue a notice for correction of Defects within fourteen (14) days from the Contractor's request for **Final Payment** stating the scope of corrections or additions that are necessary.
21. The Defects Liability Period of the physical service shall be **01 (one) months** starting from the date of issuing the Completion Certificate by the Procuring Entity.
22. After the Defects Liability Period has passed and, the Procuring Entity has certified in the form of **Defects Corrections Certificate** that all Defects notified by the Procuring Entity to the Contractor before the end of this period have been corrected.
23. The Defects Liability Period may be extended for as long as the Defects notified by the Procuring Entity remain to be corrected.
24. If the Contractor has not corrected a Defect within the time specified in the Procuring Entity's notice, the Procuring Entity shall assess the cost of having the Defects corrected by it, and the Contractor shall remain liable to pay the expenditures incurred on account of correction of such Defects.
25. The Contractor shall keep the Procurement Entity harmless and indemnify from any claim, loss of property or life to himself/herself, his/her physical servicemen or staff, any staff of the Procurement Entity or any third party while executing the physical service. Any claim arising out of execution of the physical service shall be settled by the Contractor at his/her own cost and responsibility.
26. Loss or damage to the physical service or Materials to be incorporated in the physical service between the Start Date and the end of the Defects Liability Period shall be remedied by the Contractor at the Contractor's own cost, if the loss or damage arises from the Contractor's acts or omissions.
27. The Retention Money shall be returned to the Contractor within fourteen (14) days after expiry of the Defects Liability Period.
28. The Procuring Entity may, by written Notice sent to the Contractor, terminate the Contract in whole or in part at any time, if the Contractor:
  - a) fails to sign the Contract or commence the physical service within the specified time; or
  - b) fails to achieve satisfactory progress of physical service in accordance with the Programme of Physical services; or
  - c) fails to complete the physical service as per design, drawing and specifications or
  - d) after receipt of a written notice from the Procuring Entity does not remedy its failure within the time period specified therein.
  - e) in the judgement of the Procuring Entity, has engaged in any corrupt, fraudulent, collusive, coercive or obstructive practices in competing for or in executing the Physical service.
  - f) fails to perform any other obligation (s) under the Contract.
  - g) engages in any of practices mentioned in the Rule 149 of the PPR 2025.



29. In case of acting following paragraph, no 28, the contractor has to pay a penalty at the percentage to apply to the contract price of the physical service not completed, representing the Procuring Entity's additional cost for completing the uncompleted physical service, is 15 percent of the revised official estimated cost of the uncompleted physical services.
30. The Procuring Entity and the Contractor shall use their best efforts to settle amicably all possible disputes arising out of or in connection with this Contract or its interpretation.
31. The Contractor shall be subject to, and aware of provision on corruption, fraudulence, collusion, coercion and obstruction in Section 64 of the Public Procurement Act, 2006 and Rule 149 of the Public Procurement Rules, 2025.

