



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

**Request for Quotation Document (National)  
For  
Pest Control Service  
(Package No. FDP-NS2)**

Strengthening Public Financial Management Program to Enable Service Delivery (SPFMS)  
Scheme on "Improving Pension Management System and Quality and Timeliness of  
Financial Reporting"  
Finance Division, Ministry of Finance



## **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 Works and physical 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/>. 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 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 (PW1) applies when a Procuring Entity intends to select a Quotationer (a Contractor) for the Procurement of Works and physical 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 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 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 Rule 73(1) of the Public Procurement Rules, 2008 as specified in the 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 low value simple Works and physical services shall be on the basis of either '**Unit-Rate**' '**Lump-sum**' depending on the level of estimating the quantity of works. 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 69(4) (ka) of the Public Procurement Rules, 2008.
12. The Procuring Entity shall invite the successful Quotationer to sign the contract, pursuant to Rule 73 (5) of the Public Procurement Rules, 2008, following recommendations of the Evaluation Committee and approval thereupon by the Approving Authority.
13. Provision of Retention Money (i.e. the traditionally termed Security Deposit) shall however be kept in Conditions of Contract pursuant to Rule 28 of the Public Procurement Rules, 2008.
14. The Defects Liability Period shall be 01 months.
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



Government of the People's Republic of Bangladesh  
Scheme on Improving Pension Management System and Quality and Timeliness of Financial Reporting  
Strengthening Public Financial Management Program to Enable Service Delivery (SPFMS)  
Finance Division, Ministry of Finance  
Shoheed Prokoushohi Bhaban (4th Floor), IEB, Ramna, Dhaka-1000

**REQUEST FOR QUOTATION**

for  
**Pest Control Service**  
**(Package No. FDP-NS2)**

**RFQ No: 07.00.0000.000.07.129.25- 452**


**Date: 27/08/2025**

To

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1. The **Strengthening Public Financial Management Program to Enable Service Delivery (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 Works and physical services are available in the office of the Procuring Entity for inspection by the potential Quotationers during office hours on all working days.
3. Quotation is being requested on **Lump-sum Basis** 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 (i.e. the traditionally termed Earnest Money, Tender Security) and Performance Security shall be required for submission of the Quotation and execution of the Works (if awarded) respectively.
6. Quotation in sealed envelope or by fax or through electronic mail shall be submitted to the office of the undersigned **on or before** 01 September, 2025. The envelope containing the Quotation must be clearly marked "Quotation for **Pest Control Service** and **DO NOT OPEN** before 01 September, 2025; 2.00 pm. Quotations received later than the time specified herein shall not be accepted.
7. Quotations received by fax or through electronic mail shall be sealed-enveloped by the Procuring Entity duly marked as state 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 ten (10) days pursuant to Rule 71 (4) of the Public Procurement Rules, 2008.
9. Quotation shall be submitted as per Bill of Quantities of Works and 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**, upto date **Tax clearance certificate with TIN Number, VAT Registration Number, document related to at least one (1) NOA/Work order of similar nature 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 Works and physical services shall be completed within 10 months from the date of commencement.
18. Letter inviting the successful Quotationer to sign the Contract shall be issued within 07 (seven) days of receipt of approval from the Approving Authority. The Contract shall have to be signed within 14 (Fourteen) days of issuing such Letter of Invitation.
19. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.

  
27/08/25  
(Dr. Mahfuza Begum)  
Program Executive & Coordinator  
Scheme on 'Improving Pension Management System  
and Quality and Timeliness of Financial Reporting'  
Strengthening Public Financial Management Program  
to Enable Service Delivery (SPFMS)  
Finance Division, Ministry of Finance

**Distribution:**

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

## Quotation Submission Letter

[Use Letter-head Pad]

RFQ No: \_\_\_\_\_

Date: dd/mm/yy

To:

National Program Director

Strengthening Public Financial Management Program to Enable Service Delivery (SPFMS)

Scheme on Improving Pension Management System and Quality and Timeliness of Financial Reporting

Finance Division, Ministry of Finance

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 Works and physical services named **Pest Control Service**.

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 or coercive practices. Furthermore, I/we am/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 works.

I/We am/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 Physical Service (specifications preferably built-in)	Unit	Quantity	Prices quoted by the Quotationer	
				In figures	In words
1	2	3	4	5	6
1	<b>Rodent, Cockroach, Bedbug, Mosquitoes, Flies etc Insect</b>  Treatment for crawling insects by approved gel, spray, and drainage methods; rodent control using bait and traps; targeted treatments for wasps, bees, fleas, and similar pests.	Lump-sum	1 Item		
* Reference is drawn to Rule 69 (5) of the Public Procurement Rules, 2008 and to Para 4 of the Guidance Notes before opting for this Form. Lump-sum Contract price is specified as a fixed sum and not subjected to any adjustments.					<b>Total Amount</b> (in figure and words)

[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].



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**Invitation for signing Contract**  
[ Rule 72 (5) of PPR,2008]

RFQ No. \_\_\_\_\_

Ref:  
To:

Date: dd/mm/yy

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

This is to notify you that your **Quotation** dated [dd/mm/yy] for the execution of the Works and physical services named [insert name of work] 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 Works 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 Works and physical services named [insert name of Works] and has accepted the Quotation submitted by the Quotationer for the execution of those works 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 Design and Drawings
  - (f) the priced Bill of Quantities
  - (g) 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 works 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 works 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, 2008.
3. The Contractor shall have to commence the Works within **07 (Seven) days** of signing of the Contract Agreement and complete in conformity in all respects with the provisions of the Contract within **10 (Ten) months**.
4. The Contractor shall immediately submit to the Procuring Entity a Programme of Works showing the timing for all the activities and components of Service.
5. The Contractor shall maintain Pro Rata progress of the Service. Progress shall be determined in terms of the value of the works 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 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 tests may instruct the Contractor to:
  - a. remove and replace any works or part thereof which is not in accordance with the Contract,
  - b. remove and re-execute any other work or part thereof which is not in accordance with the Contract, and
  - c. execute any work which is urgently required for the safety of the Works.
9. The Contractor shall submit to the Procuring Entity the progressive invoices for estimated value of works 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 below:

### **Lump-sum Basis**

The Lump-sum payments shall be made in three instalments; the first progressive payment on completion of thirty (30) percent, the second progressive payment on completion of cumulative seventy five (75) percent and the remaining twenty five (25) percent payment shall be made on completion of 100% of the Works duly certified by the Procuring Entity. The Procuring Entity shall make payments to the Contractor in Taka currency, while the Final 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. No works under Extra Work Orders shall be permissible and, works under Variation Orders (except in case of Lump-sum basis) shall under no circumstances exceed fifteen (15) percent of the Contract Price subject to threshold specified in Rule 69 (1) and 69 (6) (ka) & (ga) of the Public Procurement Rules, 2008, 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 Contractor shall apply by notice to the Procuring Entity for issuing a Completion Certificate of the Works, and the Procuring Entity shall do so upon deciding that the work is completed.
17. The Procuring Entity shall, within seven (7) working days after receiving the Contractor's application:
  - a. issue the Completion Certificate to the Contractor stating that the Works were completed in accordance with the Contract, or
  - b. reject the application, giving reasons and specifying the works required to be done/redone by the Contractor to enable issuance of the Completion Certificate.
18. The Procuring Entity shall Take-Over the Site and the Works not later than seven (7) working days of issuing the Completion Certificate.
19. 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.
20. The Defects Liability Period of the Service shall be **01 (One) months** starting from the date of issuing the Completion Certificate by the Procuring Entity.
21. 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.
22. The Defects Liability Period may be extended for as long as the Defects notified by the Procuring Entity remain to be corrected.
23. 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.
24. The Contractor shall keep the Procurement Entity harmless and indemnify from any claim, loss of property or life to himself/herself, his/her workmen or staff, any staff of the Procurement Entity or any third party while executing the work. Any claim arising out of execution of the works shall be settled by the Contractor at his/her own cost and responsibility.
25. Loss or damage to the Works or Materials to be incorporated in the Works 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.
26. 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 Work within the specified time.
  - b) fails to achieve satisfactory progress of Works in accordance with the Programme of Works.
  - c) fails to complete the Work as per design, drawing and specifications.
  - 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 or coercive practices in competing for or in executing the Work.
  - f) fails to perform any other obligation(s) under the Contract.
27. 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.
28. The Contractor shall be subject to, and aware of provision on corruption, fraudulence, collusion and coercion in Section 64 of the Public Procurement Act, 2006 and Rule 127 of the Public Procurement Rules, 2008.
29. Payment on Monthly Basis.



## **Performance Specifications**

### **(Terms of Reference)**

#### **General Pest Control (Rodent, Cockroach, Bedbug etc.) Service (Package No. FDP-NS2)**

#### **Background and Objective of the Pension & Fund Management and Financial Reporting Scheme (PFMFRS)**

The Pension & Fund Management and Financial Reporting Scheme constitutes a critical component of the Strengthening Public Financial Management Program to Enable Service Delivery (SPFMS) in Bangladesh. This program is designed to address the growing challenges in managing pension systems and improving financial reporting. Bangladesh's civil service pension system, governed by the Pension Act of 1871 and subsequent amendments, operates under a non-contributory, pay-as-you-go (PAYG) scheme, with pensions primarily financed through the government's recurrent budget. The system has faced mounting pressure due to an increasing number of retirees, a shrinking workforce, and escalating pension expenditures, resulting in significant sustainability concerns. The government's commitment to reform is part of a broader strategy aimed at establishing a more efficient and transparent public financial management (PFM) system, including modernization of pension processes and strengthening of financial reporting frameworks.

The primary objectives of the Pension & Fund Management and Financial Reporting Scheme are to streamline pension processing and payment services while enhancing the management of pension and provident funds. The Scheme aims to automate the pension process, reduce existing backlogs, and implement a transparent and accountable system by integrating key stakeholders within a unified digital platform. This will ensure timely pension payments, improve pensioner identification through national ID integration, and address the issue of "ghost pensioners." Additionally, the Scheme seeks to enhance General Provident Fund (GPF) management via centralized record-keeping coupled with decentralized payment processing, thereby improving system efficiency and responsiveness to retirees' needs.

The Scheme also prioritizes strengthening financial reporting in alignment with the broader objectives of the SPFMS program. It intends to improve the timeliness, accuracy, and transparency of government-wide audited financial statements. By aligning pension fund management with the integrated Budget and Accounting System (iBAS++), the Scheme will facilitate better control over pension liabilities, improve budget planning, and support effective financial decision-making across ministries and agencies. These reforms will contribute not only to the financial sustainability of the pension system but also to the efficient delivery of public services, fostering a more equitable and comprehensive social security system for the citizens of Bangladesh.

#### **Invitation for Quotation**

Sealed quotations are hereby invited from qualified and experienced pest control service providers for the provision of comprehensive pest management services at the Pension & Fund Management and Financial Reporting Scheme Office, Rooms 171–175, CGA Bhaban, Segun Bagicha, Dhaka. The scope of services shall include general pest control, rodent control, and targeted treatment for specific pests, conducted in accordance with approved safety protocols and applicable regulatory standards.



The objective of this engagement is to maintain a clean, hygienic, and pest-free environment to safeguard the health of occupants, protect office assets, and prevent any operational disruptions. Interested firms are required to submit detailed proposals outlining the proposed methods, materials, manpower allocation, and confirmation of compliance with relevant rules and regulations, within the stipulated submission period.

## **1. Scope of Work**

### **General Pest Control**

Treatment shall be carried out for crawling insects including, but not limited to, cockroaches, ants, silverfish, spiders, and lizards. Approved methods may include gel application, spray treatment, and treatment of drainage systems.

### **Rodent Control**

Rodent infestations, including rats and mice within and outside the premises, shall be addressed using methods such as bait stations, trapping, and other approved control measures.

### **Specific Pest Treatments**

Targeted treatments may be implemented for pests such as wasps, bees, fleas, and other species, following specific protocols for nest treatment and infestation control.

### **Areas to be Treated**

Pension & Fund Management and Financial Reporting Scheme Office, Rooms 171, 172, 173, 174, and 175 located at CGA Bhaban, Segun Bagicha, Dhaka.

## **2. Methods and Materials**

### **Pesticide Use**

Only approved pesticides shall be used, accompanied by relevant Material Safety Data Sheets (MSDS). Application methods shall follow established safety and operational guidelines.

### **Monitoring Devices**

Pest monitoring devices, such as pheromone traps or equivalent equipment, may be used to track pest activity and population levels.

## **3. Service Schedule**

### **Operational Plan**

- Treatment operations: 2 days per month
- Monitoring: 16 days per month The service shall include regular inspections to assess pest activity and evaluate the effectiveness of treatments.

### **Manpower**

A minimum of two personnel shall be deployed for operational treatments and one personnel for monitoring activities.



#### **4. Safety and Reporting**

##### **Safety Precautions**

All treatments shall be performed in compliance with prescribed safety standards, including the mandatory use of personal protective equipment (PPE).

##### **Reporting Requirements**

Reports shall be submitted detailing pest sightings, treatment activities, and any incidents.

##### **Compliance**

All work shall be executed in accordance with applicable occupational safety, health, and environmental regulations.

#### **5. Quality Control**

##### **Inspection System**

The contractor shall maintain a quality control system to monitor and evaluate the services provided.

##### **Checklists and Records**

Standardized checklists and proper record-keeping shall be maintained to document inspections and corrective measures undertaken.

##### **Review and Evaluation**

The pest control program shall be subject to periodic review and evaluation to ensure its continued effectiveness.

#### **6. Duration**

The commencement of services is anticipated in September 2025. The initial contract term shall be ten (10) months, subject to adjustment based on program requirements.

#### **7. Payment Terms**

1. Payments shall be made via Account Payee cheque in favor of the service provider, following deduction of applicable VAT and income tax at prevailing rates.
2. The service provider shall submit the monthly bill, along with supporting documents and the monthly report, by the second week of the following month. Payment shall be processed in accordance with contractual provisions, and the service provider shall collect payment from the Office of the National Program Director within the third week of the month.

#### **8. Applicable Rules**

All services shall be performed in accordance with the relevant Acts, Rules, and Regulations of the Government of Bangladesh for the procurement of physical services.

