

Request for Quotation (RFQ)
For
Supply of office Stationery & Consumable Items

Ref: MABD/ADM/GEN/0522/001
Issue Date: 12 May, 2022

BBC Media Action
South Breeze Centre (5th Floor)
House 5, Road 11, Block G, Banani
Dhaka-1213, Bangladesh
Telephone: (02) 55042184; 55042185

Quotation Data Sheet

The Client is: **BBC Media Action**

Represented by:

Md. Al Mamun, Country Director, BBC Media Action, South Breeze Centre (5th Floor), House 5, Road 11, Block G, Banani, Dhaka-1213, Bangladesh

The identification of the Request for Quotation is:

Ref No: MABD/ADM/GEN/0522/001; Date of Issue: 12 May ,2022

The Method of selection is: Quality and Cost Based Selection (QCBS)

The submitted quotation shall be written in the English language.

The response for Quotation:

The response to this RFQ should be submitted in the following 2 folds method separately:

i. Technical Proposal:

Please send your Technical Proposal in a sealed envelope, duly marking the envelope as **“TECHNICAL PROPOSAL”** in 1 Hard Copy (bound copy).

ii. Financial Proposal:

Please send your Financial Proposal in another separate sealed envelope, duly marking the envelope as **“FINANCIAL PROPOSAL”**.

The Quotation Envelop:

Please enclose the TECHNICAL PROPOSAL and the FINANCIAL PROPOSAL envelopes in another sealed envelope, duly marking **“Quotation for Office Stationery & Consumable Items”**.

Quotation Submission Place:

Please submit your sealed quotation to Reception Desk, BBC Media Action, South Breeze Centre (5th Floor), House 5, Road 11, Block G, Banani, Dhaka - 1213, Bangladesh

On or before 25 May,2022; 4:00 PM.

NB: Friday & Saturday office will be closed as a weekend

Documents to be submitted with the Technical Proposal:

1. Updated trade license
2. TIN certificate
3. VAT registration

4. Experience certificate with work/purchase order for at least two (2) similar nature of business by the participant in the last three (3) years.
5. And attachment of any other relevant documents to best illustrate the quotation shall be highly appreciated not more 10 pages.

Documents to be submitted with the Financial Proposal:

- a) A duly completed and signed financial offer to be submitted as per financial template with specification (attached Annexure- A).
- b) Your offer should be inclusive of VAT, AIT and any other charges (*if any*).
- c) Financial offer to be in BDT (Bangladeshi Taka).

General Terms and Conditions:

1. A Proposal must be complete, signed by an authorized signatory and delivered no later than the submission time and date stipulated above.
2. BBC Media Action may reject any quote that is determined to be nonresponsive. A responsive quote is one that complies with all terms and conditions of this RFQ.
3. BBC Media Action may reserve the right to waive any minor discrepancies in a quote.
4. This RFQ does not legally obligate BBC Media Action to award a contract or issuing purchase order. BBC Media Action reserves the right to accept or reject any or none of the proposals those will be submitted in response to this RFQ. No commitment is made, either expressed or implied, to compensate Bidders for costs incurred in the preparation and submission of their quotes.
5. Vendor will ensure to deliver the goods in carton.
- 6. The offer should be valid for three months from the closing date of the request for Quotation.**
7. And attachment of any other relevant documents to best illustrate the quotation shall be highly appreciated not more 10 pages.

Delivery Time: Selected Suppliers will deliver all items any quantity (BBC's need basis) based on list within 3 calendar days from the date of issued Purchase Order.

Delivery Place: Delivery place: BBC Media Action, 5th Floor, South Breeze Centre, House 5, Road 11, Block G, Banani, Dhaka-1213.

Contract will be awarded to: Multi bidder, based on quality and price.

Contract Period: initially two year but contract will be extended another one year based on selected bidder's last two year performance.

NB: Within Contract Period, supplier cannot raise any issue about price increase, Materials shortage or Market unavailability otherwise contract will be cancelled.

Need Sample: Primary selected bidders must be submitted sample (1 nos each items) to BBC

Media Action Office. NB: Sample will be returned after final selection.

Vendor Selection:

The submitted quotation that complies with all of the specifications, requirements, time schedule and offers the lowest price, as well as other evaluation criteria indicated, shall be selected. Any offer that doesn't meet the requirement shall be rejected.

Evaluation & Comparison of Proposals:

A two-stage procedure to be followed for evaluating the proposals. Evaluation of the technical proposal will be completed prior to any financial proposal being opened and compared. The financial proposal will be opened after only the technical proposals are evaluated.

The Technical Proposal will be evaluated on the basis of its responsiveness to the Term of Reference (TOR) attached with the RFQ.

In the Second Stage, the price proposal of all vendors, who have attained minimum 70% score in the technical evaluation, will be compared. The contract will be awarded to the bidder offering the 'best value for money'. The contract will be awarded to the Contractor based on the cumulative method.

In this methodology, the maximum number of points assigned to the financial proposal is allocated to the lowest price proposal. All other financial proposals will receive points in inverse proportion. A formula is as follows:

In QCBS the Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T=the weight given to the Technical Proposal; P=the weight given to the Financial Proposal; T + P= 1) indicated in the PDS: $S=St \times T \% + Sf \times P\%$.

Technical weight (T) : 50%

Financial Weight (P) : 50%

Technical Pass Mark : 50%

Technical Evaluation Criteria:

Criteria	Points	Points Awarded
Legal documentation [Valid Trade licence, TIN, VAT certificate etc.]	Mandatory	
Experience with related equipment supply and service	10	
Understanding of requirement How much relevant with our mentioned specification.	40	
	50 Points	

Quality Assurance:

Goods and service provided shall be reviewed on completeness and compliance of the minimum specifications described in the RFQ.

Calculation error adjustment:

Any discrepancy between the unit price and the total price shall be re-computed by BBC Media Action. The unit price shall prevail and the total price shall be corrected.

If VAT & AIT and other indirect calculation is not shown or not mentioned, will be considered as all taxes inclusive prices.

If the supplier does not accept the final price based on BBC Media Action's re-computation and correction of errors, the submitted response to this RFQ will be rejected.

Payment Terms:

Payment will be made through AC payee cheque within 15 working days after submission of the original invoice upon delivery of the product in good/working condition and service completion. Deduction of Income Tax at Source will be applicable as per the Bangladesh Income Tax Ordinance and VAT will be addressed as per the VAT rules.

Terms of Reference (ToR)

Background:

BBC Media Action is the BBC's international development charity. We use media and communications to reduce poverty and promote human rights in developing countries. We partner with civil society, local media and others to produce creative programmes in multi-media formats which inform and engage audiences around key development issues, and strengthen the media sector through capacity building. Our work is built on insights from our research and engagement with communities, and is focused on three key themes: governance and human rights, health and resilience.

Introduction of work:

BBC Media Action, Bangladesh office is requesting for quotation for supply of office Stationery & Consumable Items . The offer for the office Stationery & Consumable Items should be manufactured as referred in the specification below and should be able to provide highest level of quality of service.

Scope of work:

BBC Media Action, Bangladesh office is looking for prospective vendors for supplying office Stationery & Consumable Items. Vendor must ensure the quality and quantity. We strongly recommend vendor to provide other relevant documents regarding product specifications (not more than 10 pages).

Schedule of Requirement:

Your technical & Financial offer must address the following Requirement:

Sl. No.	Item Name	Item Description	UoM
1	Anti-Cutter	Brand: SDI, Model: No. 0404 or Deli or Equivalent	pcs
2	A4 offset paper	Double A original, Thailand	Rim
3	Ball Pen	Matador Orbit- Black or Equivalent	pcs
4	Ball Pen	Matador Orbit- Red or Equivalent	pcs
5	Ball Pen	Matador Orbit- Blue or Equivalent	pcs
6	Binder Clip	Brand: Shihmark, Size: 1" (32mm) or Equivalent	box
7	Business Card Holder (Book)	Brand: Huijin, Model: JH-240A or Equivalent	pcs
8	Business Card Holder Box	Brand: deli, Model: No. 7621 or Equivalent	pcs
9	Clip Board	Brand: ABEL or Equivalent	pcs
10	Correction Pen	Brand: To be mentioned	pcs
11	File Divider	Huajie or Equivalent	pcs
12	Gel Pen	Brand: Montex or Equivalent	pcs
13	Glue Stick	Fevi Stick or Equivalent	pcs
14	Highlighter	Stadler (3 color each) or Equivalent	pcs
15	Index File	HUAJIE- H244 or Equivalent	pcs
16	Led for Montex Pencil	Montex-Trimech Pencil led or Equivalent	box
17	Led Pencil	Montex-Trimech Pencil led or Equivalent	pcs
18	Pen Holder	Deli, No. 909 or Equivalent	pcs
19	Permanent Marker	Red Leaf, black(mixed 4 color) or Equivalent	pcs
20	Pin Remover	SDI or Equivalent	pcs
21	Plastic File	XFC- A4 size or Equivalent	pcs
22	Plastic pocket filex	XFC- A4 size or Equivalent	pack
23	Binder Clip	Brand: Shihmark, Size: 1/2" (19mm) or Equivalent	box
24	Binder Clip	Brand: Shihmark, Size: 2" (41mm) or Equivalent	box
25	Blue Tack	Brand: SureMark, Stick-Tack or Equivalent	pack
26	Board Pin	Brand: Huajie, Model: H8601 or Equivalent	box
27	Calulator	Brand: CASIO, Mode; MJ- 120T or Equivalent	pcs
28	Clamp Arch File	Brand: Huajie, Model: H208F or Equivalent	pcs
29	Clip File	Brand: DATA BANK, Size: F/C or Equivalent	box
30	Correction Fluid	Brand: Uni (Japan) or Equivalent	pcs
31	Cosmo File	3302D or Equivalent	pcs
32	Cloth Duster	Duster	pcs
33	Eraser	Staedtler or Equivalent	pcs
34	Flip Chart	Offset Paper (80gsm), 35 pages	pcs

35	Gaffer's tape	Brand: To be mentioned	pcs
36	Gems Clip	Brand: Deli, 28mm or Equivalent	box
37	Gems Clip	Big	
38	Glue Stick	UHU Stick- 21 gm or Equivalent	pcs
39	Note Book	Hearts, 100 pages or Equivalent	pcs
40	Office File	Brand: To be mentioned	pcs
41	Packaging Tape	2 inches	pcs
42	Paper Clip	Office Line, 50mm or Equivalent	box
43	Pencil	Faber-Castell- 2B or Equivalent	pcs
44	Post It	3"x3"- yellow color	pcs
45	Register Book	Size: 20	pcs
46	Sharpner	SDI or Equivalent	pcs
47	Sharpner	Angel Five- Large or Equivalent	pcs
48	Slip Pad with Holder	deli-No.7601-107x96 mm or Equivalent	pcs
49	Stapler Pin	Big Size;Kangaro 23/13 or Equivalent	box
50	Sticker Paper	A4 size (100 pc pack) or Equivalent	pack
51	Super Glue	Brand: To be mentioned	pcs
52	Post It	3"x3"- multi color	pcs
53	Post IT 1 pad each	3 mm - Multi Color	pcs
54	Punch Machine x	Kangaro DP 280 or Equivalent	pcs
55	Rubber Band	Standard per kg	Kg
56	Scissors	deli- 5 inch or Equivalent	pcs
57	Scotch Tape	18mm	pcs
58	Self Adhesive	Zepstick or Equivalent	pack
59	Sheet Protector	Huajie, (100 pcs in each pack) or Equivalent	pack
60	Sign Pen (Multi color)	Uni-Fine or Equivalent	pcs
61	Slip Pad Only	standard	pack
62	Stapler	kangaro- HD-45 or Equivalent	pcs
63	Stapler	Big size (deli, No.0395) or Equivalent	pcs
64	Stapler Pin	Kangaro- No. 384556-24 or Equivalent	box
65	Steel Ruler	Dolphin, 300mm or Equivalent	pcs
66	Tape Holder	Brand: Deluxe, Mode: T20054 or Equivalent	pcs
67	White Board Marker	Red Leaf-12 each color or Equivalent	pcs
68	Battery AA	Brand: - Sony AA, Alkaline or Equivalent	box
69	Battery AAA	Brand: - Sony AAA, Alkaline or Equivalent	box
70	CD/DVD (Blank)	Verbatim(DVD-25) or Equivalent	pcs
71	Stamp paper for BDT 100		pcs
72	Cartridge paper	standard	pcs
Consumable Item			
1	Biscuit	Lexus, 200g (malaysia) or Equivalent	pack
2	Biscuit	Grand Choice, 100g (Bangas) or Equivalent	pack
3	Biscuit	Olympic Dry Cake, or Equivalent	pack

4	Biscuit	Olympic Elachi Plus (Ifad) or Equivalent	pack
5	Biscuit	Olympic First Choice, or Equivalent	pack
6	Biscuit	Olympic Biscotti Cookies or Equivalent	pack
7	Floor Cleaning	Rock (1000 ml) or Equivalent	pcs
8	Kitchen Tissue	Bashundhara or Equivalent	pcs
9	Milk	Diploma- 500 gm or Equivalent	pack
10	Salt	ACI (Iodin Salt) or Equivalent	kg
11	Sugar	Fresh - 1 kg or Equivalent	kg
12	Toilet Cleaner	Harpic (500 ml) or Equivalent	pcs
13	Trix (500 ml)	Trix (500 ml) or Equivalent	pcs
14	Vim (500 gm)	Vim (500 gm) or Equivalent	pcs
15	Box Tissue	Fay- 100 pcs x 2 ply or Equivalent	box
16	Chilli Sauce	Heinz -310 gm, Best-Pran or Equivalent	pcs
17	Coffee	Nescafe- 200 gm or Equivalent	pcs
18	Equal Sugar	Equal Sugar or Equivalent	pack
19	Glass Cleaner	Mr. Brasso- 350 ml or Equivalent	pcs
20	Liquid Soap	Savlon- 250 ml with head or Equivalent	pcs
21	Tea Bag	Ispahani- 100 gm/50 double chamber or Equivalent	pack
22	Green Tea	Kazi & Kazi or Equivalent	Box
23	Puffed Rice (Muri) 1/2 Kg pak	Ruchi/ pran	1/2 Kg
24	Muster oil	Pran or Equivalent	1/2 kg
25	Toilet Tissue	Bashundhara- regular size or Equivalent	pcs
26	Trixol	Trixol or Equivalent	pcs
27	Hand Sanitizer 200ml for Covid Protection	Sepronil or or Equivalent	pes
28	Face Mask for Covid Protection	Standard	Box

For anymore clarification please don't hesitate to communicate us.

Your response will be kindly appreciated.

Thanking you-

On behalf of BBC Media Action

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