



GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

Request for Quotation

For

Total Station & GPS Based Digital Topographic Survey Work on The Two Proposed Occupational Diseases Hospital Sites Location at Chasara, Narayanganj and Tongi, Gazipur

**Public Private Partnership Authority
Prime Minister's Office**

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 (**PW1a**) 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, 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**' or '**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 usually remain between 3 and 6 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

D

REQUEST FOR QUOTATION

For

Total Station & GPS Based Digital Topographic Survey Work on The Two Proposed Occupational Diseases Hospital Sites Location at Chasara, Narayanganj and Tongi, Gazipur

RFQ No: PPP Occupational Diseases Hospital – 278 / 2015 / 643

Date: 10/07/2016

To

1. The **PPP Authority, Prime Minister's Office** 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, site locations for the intended Works and physical services are available in the office of **PPP Authority** for inspection by the potential Quotationers during office hours on all working days.
3. Quotation is being requested on **Lump-sum** basis.
4. Quotation shall be completed properly, duly signed-dated each page by the authorized signatory and submitted by the date to the **PPP Authority** 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** [14th July, 2016, 3:30 pm]. The envelope containing the Quotation must be clearly marked "Quotation for Total Station & GPS Based Digital Topographic Survey Work on The Two Proposed Occupational Diseases Hospital Sites Location at Chasara, Narayanganj and Tongi, Gazipur " and "**DO NOT OPEN** before 14th July, 2016, 3:30 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 **PPP Authority** 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 and time 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 [60 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 Identification Number (TIN), 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. 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 [20 days] from the date of commencement.
18. Letter inviting the successful Quotationer to sign the Contract shall be issued within [5 days] of receipt of approval from the Approving Authority. The Contract shall have to be signed within [3 days] of issuing such Letter of Invitation.
19. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.

Sarwar
10.07.2016

Signature of the official requesting Quotation

Name: **Md. Hasan Sarwar** (Deputy Secretary)
Designation: Director (Project Management & Finance)
Date: 10/07/2016
Address: Public Private Partnership Authority (PPP Authority),
Prime Minister's Office Green Delta AIMS Tower (Level-13)
51-52, Mohakhali, Dhaka-1212, Bangladesh
Phone No: +88-02-9898562
Fax No: +88-02-9898511
e-mail: hasan@pppo.gov.bd

Distribution:

1. CEO, PPP Authority, Prime Minister's Office, 51-52, Mohakhali, Dhaka-1212, Bangladesh
2. Bangladesh Parjatan Corporation, 83-88, Mohakhali Commercial Area, Dhaka -1212.
3. Director, Department of Labour, 4, RAJUK Avenue, Dhaka -1000
4. Mr. Mahmud, PPPA, for posting in the website.
5. Notice Board.
6. Office File.

Quotation Submission Letter

[Use Letter-head Pad]

RFQ No:

Date:

To: *Chief Executive Officers*

*Public Private Partnership Authority
Prime Minister's Office
Green Delta AIMS Tower (Level-13)
51-52, Mohakhali, Dhaka-1212, Bangladesh*

I/We, the undersigned, offer to execute in conformity with the Conditions of Contract for execution of the Works and physical services named **[Total Station & GPS Based Digital Topographic Survey Work on The Two Proposed Occupational Diseases Hospital Sites Location at Chasara, Narayanganj and Tongi, Gazipur]**

The total Price of our Quotation is

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 **10th July, 2016**

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:

R

Bill of Quantities

Item No.	Description of Items of Works (specifications preferably built-in)	Unit	Quantity	Prices quoted by the Quotationer	
				In figures	In words
1	2	3	4	5	6
1	Total Station & GPS Based Digital Topographic Survey Work on the two proposed Occupational Diseases Hospital sites location at Chasara, Narayanganj (Land size appx. 101 Decimal) and Tongi, Gazipur (Land size appx. 82 Decimal) maintaining working standard and deliverables in CAD format as per mentioned in the Specifications, design and Drawings.	Lump-sum	2		

* 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.

Total Amount (in figure and words)	
--	--

Values in 5 and 6 made by me/us have been duly initialed in this page of BoQ.
My/Our Offer is valid until ___/___/___ dd/mm/yyyy

Signature of the Quotationer with Seal
Date :

Note (use only when this method deemed appropriate):

1. Low value and simple and, all the components of the Works can only be determined accurately.
2. Works executed are in conformity with the specifications, designs and drawings.
3. Col. 1, 2, 3 & 4 has been filled by **PPP Authority** and Col. 5 & 6 by the **Quotationer**.

2

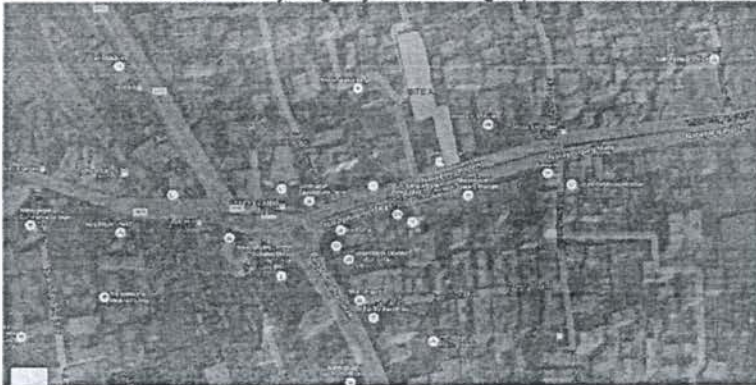
[Specifications, Design and Drawings]

[Project Name]

Total Station & GPS Based Digital Topographic Survey Work on The Two Proposed Occupational Diseases Hospital Sites Location at Chasara, Narayanganj and Tongi, Gazipur

[Site Location]

- Chasara, Narayanganj Site Geographic Location (23.624861, 90.501122)



- Tongi, Gazipur Site Geographic Location (23.895070, 90.400556)



[Working Methodology]

- The Topographic Survey should be performed through Total Station and GPS device where ever applicable.
- The Contractor will determine the horizontal and vertical locations of objects on the site and surrounding the site within a circle of 50 ft (15m)
- Surrounding road conditions need to be measured whether it falls within 50 ft (15m) circle or not.

[Deliverables]

- The Contractor will deliver two separate reports for two sites.
- Topographic map will show the nature of the earth surface along with the positions of different objects.
- Contour lines in the map need to be addressed as well.
- Topographic map will be in electronic (dwg) format in real scale.

//

B