

Ref. MMBL/HO/CSD/RFQ/2024/01/05

Date: 29<sup>th</sup> January, 2024

**Subject: Request for Quotation (RFQ) for procuring Gift Items for Modhumoti Bank PLC.**

Dear Sir

Modhumoti Bank PLC wants to procure different categories of gift items from the reputed companies. In this connection, we would request you to submit your financial and technical offer of gifts i.e. ceramic mug, umbrella, money bag, key ring & other gift items as per below requirements of the gift items.

Sl. No.	Name of the Item	Specifications	Quantity	Amount in BDT.
1	Ceramic Mug with Bank's logo & Slogan	As per Bank's approved size, color & design	As per Bank's requirement	
2	Umbrella with Bank's logo & Slogan	do	do	
3	Money Bag with Bank's logo & Slogan	do	do	
4	Key Ring with Bank's logo & Slogan	do	do	
5	Other gift items, please specify	do	do	

**General Terms and Conditions:**

- Purchaser's Right:** The Purchaser reserves the right to accept/ cancel/ reject any or all offer without assigning any reason. The Purchaser is not obliged to purchase the lowest offer or any offer at all. The Purchaser reserves the right to share the Bidder's response to this RFQ with its advisors and Purchaser Business Units. Purchaser reserves the right to conduct negotiations with one or more Bidder and/ or accept the Bid without any negotiations.
- Bid Submission/ Closing Date:** The Quotation shall be submitted to the below mentioned address:
- Chairman Purchase Committee, Common Services Division (CSD), Modhumoti Bank PLC., Head Office, Khandker Tower (Level-7), 94 Gulshan Avenue, Dhaka-1212 by 16:00 p.m. on or before 1<sup>st</sup> February, 2024.** The Purchaser reserves the right to reject any Quotation submitted after the Closing Date. The Purchaser reserves the right to change the Time schedule at any time.
- Required Content of the Quotation:** Quotation must be submitted as per prescribed form as instructed below:
  - Proposal must be addressed for "Chairman Purchase Committee" of Modhumoti Bank PLC.
  - Complete proposal/offer must be signed with date by the authorized representative of the company.
- Quotation Validity:** The Quotation shall be valid for 03 month (90 days) from the Quotation submission date.
- Manipulation or any kind of unusual approach or failure to submit the proposal/offer within stipulated time frame will be treated as "Disqualification" to attend in the bidding.**
- Commercial Terms and Conditions:**
  - **Price:** The quoted price should include applicable VAT & Tax. The rate of VAT & Tax should be mentioned in the quotation.
  - **Payment Terms:** Payment will be made after submission of bills. Payment will be made through PO/Bank Account only.
  - **Price Submission:** The bidder shall have to submit the price in the letter head pad.
- The Bidder shall have to submit their proposal as per the format attached with the RFQ. Any proposal not following the format will be considered as disqualify and will not consider for evaluation.**

Thanking you.

**Shah Md. Humayun Kabir**  
**VP & Head of Common Services Division**  
Modhumoti Bank PLC.  
Head Office, 94 Gulshan Avenue, Dhaka-1212.