

Procuring Entity: Pridesys IT Ltd

Address: Level-6, 20/21, Garden Road, Kawran Bazar, Dhaka-1215.

REQUEST FOR QUOTATION

For

Procurement for Renting a Classroom/Training room to conduct a training for Hire and Train Program- EDGE Project

RFQ Reference: PIL/PROC/13/05/2024/55

Date:13/05/2024

To

1. Pridesys IT Ltd. is seeking quotations from eligible and qualified vendors to provide a Classroom/Training room for conducting training.
2. Detailed Specifications 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.
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 must be submitted in sealed envelope or through electronic mail shall be submitted to the office of the undersigned **on or before 01.00 PM of 20 May, 2024**. The envelope containing the Quotation must be clearly marked "Quotation for Renting a Classroom/Training room to conduct a training for Hire and Train Program- EDGE Project" and DO NOT OPEN before **01.00 PM of 20 May, 2024**. Quotations received later than the time specified herein shall not be accepted.
7. Quotation shall be submitted as per Bill of Quantities of Works and physical services.
8. All Quotations must be valid for a period of at least Thirty (30) days from the closing date of the Quotation.
9. 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.
10. Rates shall be quoted and, subsequent payments under this Contract shall be made in BDT. The price offered by the Quotationer, if accepted shall remain fixed for the duration of the Contract.
11. 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 without which the Quotation may be considered non-responsive.
12. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.



Requirements:

- **Space Requirements:**

- Classroom space to accommodate 20 trainees.
- Space equipped with necessary infrastructure for training.

- **Facilities Requirements:**

- High-speed internet connectivity.
- Air conditioning.
- Adequate lighting and ventilation.
- Basic furniture (tables, chairs).
- Power backup (generator/inverter)

- **Submission of Quotations:**

Quotations must include the following:

- The rent cost for the space should be in month basis including Utilities and other charges.
- Description of the available space (location, size, facilities).
- Proof of eligibility (trade license, etc.).



Name: **MD. Hanif Mahmud Khan**

Designation: Chief Business Officer

Date: 13/05/2024

Address: Pridesys IT Ltd, Level-6, 20/21, Garden Road, Kawran Bazar, Dhaka-1215

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e-mail: hanif.khan@pridesys.com



Quotation Submission Letter

[Use Letter-head Pad]

RFQ No: _____

Date: dd/mm/yy

To:

[Name and address of Procuring Entity]

I/We, the undersigned, offer to execute in conformity with the Conditions of Contract for execution of the Works and physical services named **[insert name of work]**

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 Items of Works (specifications preferably built-in)	Unit	Quantity	Prices quoted by the Quotationer	
				In figures	In words
1	2	3	4	5	6
					Total Amount (in figure and words)

Signature of the Quotationer with Seal

Date: dd/mm/yy

