

Government of the People's Republic of Bangladesh  
Bangladesh Road Transport Authority  
Old Airport Road, Allenbury  
Tejgaon, Dhaka-1215

**Request for Quotation for the Supply of Goods and Related Services for the Workshop on Service Simplification for 16 Persons Officers and Staff BRTA, Head Office**

Reference No: 35.03.0000.007.29.013.17 - 103

Date: 08-01-2018

To:	
Date:	

1. *Bangladesh Road Transport Authority* has a budget allocation for the **Request for Quotation for the Supply of Goods and Related Services for the Workshop on Service Simplification for 16 Persons Officers and Staff BRTA, Head Office** and wishes to apply some of that allocation for the purchase of Goods/services for which this Request for Quotation is issued.

2. Payments made against any Purchase Order arising from this Request for Quotation will only be made in Bangladeshi Taka. The Unit Rate(s) offered by the Supplier, if accepted, shall remain fixed for the duration of the Purchase Order.

3. Your quotation must be delivered to the office of the undersigned on or before 12.00 P.M. on 18-01-2018 any quotation received later than the scheduled time will be rejected and returned unopened. The envelope containing the quotation must be clearly marked "Quotation" on **Request for Quotation for the Supply of Goods and Related Services for the Workshop on Service Simplification for 16 Persons Officers and Staff BRTA, Head Office** and DO NOT OPEN before 12.30 P.M on 18-01-2018


4. All quotations must be valid for a period of thirty (30) days from the closing date of the Request for Quotations.

5. The quotation shall be completed and signed by an authorised representative of the Supplier. In the case of a Supplier offering to supply printing that the Supplier itself does not manufacture or otherwise produce, the Supplier must show that they have been duly authorised by the goods' manufacturer to supply the goods in Bangladesh.

6. In the case of any arithmetical discrepancy between the Unit Rate and the Total Amount quoted, then the Unit Rate shall prevail both for the evaluation of quotations and for the subsequent Purchase Order.

7. Depending on the final requirement, the quantities shown may increase or decrease by ten percent (10%) and this shall be reflected in the Purchase Order.

8. There will be no public opening of quotations; the Purchaser is not bound to accept the lowest quotation and reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.

Signature of official authorised to receive to RFQ	
Name of Issuing Officer: <b>Md. Sirajul Islam</b>	
Job Title of Issuing Officer: Director (Training)(C.C)	06/02/18