



SONALI BANK PLC.

General Manager's Office, Rajshahi.

**Standard Request for Quotation Document (National)
For Procurement of Goods
[Request for Quotation Method]**

(for values up to Taka 0.5million/5 Lac)

July 2025

PG1(RFQ)



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, off-the-shelf, low value Goods and related 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/>. Guidance notes 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 (PG1) applies when a Procuring Entity intends to select a Quotationer (a Supplier) for the Procurement of Goods and related 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 and 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 (if any), 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 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 standard off-the-shelf low value readily available Goods and related services shall usually be on 'Unit-Rate' basis.
11. The specifications of Goods and related services shall be framed pursuant to Rule 29 of the Public Procurement Rules, 2008.
12. Splitting the object of Procurement is not permissible pursuant to Rule 69(4) (ka) of the Public Procurement Rules, 2008.
13. The Procuring Entity shall issue the Purchase Order, pursuant to Rule 73(5) of the Public Procurement Rules, 2008, to the successful Quotationer following recommendations of the Evaluation Committee and approval thereupon of the Approving Authority.
14. The Warranty Period shall usually remain between 3 and 6 months; where applicable.
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.





SONALI BANK PLC.
General Manager's Office, Rajshahi.

REQUEST FOR QUOTATION

for

Supply & installation of brand new 01 set 1.0 ton capacity wall mounted split type air – cooler (inverter) at ATM Booth of Sonali Bank PLC, Rajshahi Corporate Branch, Rajshahi.

RFQ No: 05

Date: 23 July, 2025

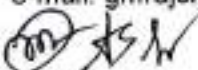
To
Any Valid Quotationer

1. The **Sonali Bank PLC** 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, Design & Drawings for the intended Goods and related services shall be available in the office of the Procuring Entity for inspection by the potential Quotationers during office hours on all working days.
3. Quotation shall be prepared and submitted using the 'Quotation Document'.
4. Quotation shall be completed properly, duly signed-date detach 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 delivery of the Goods (if awarded) respectively.
6. Quotation in a sealed envelope or by fax or through electronic mail shall be submitted to the office of the undersigned **on or before 30/07/2025 at 3.00 PM**. The envelope containing the Quotation must be clearly marked "Supply & installation of brand new 01 set 1.0 ton capacity wall mounted split type air – cooler (inverter) at ATM Booth of Sonali Bank PLC, Rajshahi Corporate Branch, Rajshahi." and **DO NOT OPEN** before **30/07/2025 at 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 Procuring Entity 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 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. All Quotations must be valid for a period of at least **15 days** from the closing date of the Quotation.
10. No public opening of Quotations received by the closing date shall be held.



11. 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.
12. 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.
13. 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 Up to date Trade License, Up to date Income Tax Clearance Certificate, VAT Registration Certificate and Financial Solvency Certificate from any scheduled Bank; without which the Quotation may be considered non-responsive.
14. 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.
15. In case of anomalies between unit rates or prices and the total amount quoted, the unit rates or prices shall prevail. In case of discrepancy between words and figures the former will govern. Quotationer shall remain bound to accept the arithmetic corrections made by the Evaluation Committee.
16. The supply of Goods and related services shall be completed within 07 days from the date of issuing the Purchase Order.
17. The Purchase Order that constitutes the Contract binding upon the Supplier and the Procuring Entity shall be issued within 07 days of receipt of approval from the Approving Authority.
18. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.


General Manager (Incharge)
Sonali Bank PLC
General Manager's Office, Rajshahi
Date: 23 July, 2025
Phone No- 02588856201,
e-mail: gmrajshahi@sonalibank.com.bd



Distribution:

1. Deputy General Manager, Sonali Bank PLC, Principal Office, Rajshahi for information and wide circulation.
2. Authorized Officer for posting in the website.
3. Notice Board.
4. Office File.

Quotation Submission Letter

[Use Letter-head Pad]

RFQ No: 05

Date: July, 2025

To:

General Manager
Sonali Bank PLC
General Manager's Office, Rajshahi

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Goods and related services named **Supply & installation of brand new 01 set 1.0 ton capacity wall mounted split type air – cooler (inverter) at ATM Booth of Sonali Bank PLC, Rajshahi Corporate Branch, Rajshahi.**

The total Price of my/our Quotation is BDT [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 21(b) of the Terms and Conditions and pledge not to indulge in such practices in competing for or completion of delivery of Goods.

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 the Purchase Order issued by you shall constitute the Contract and will be binding upon me/us.

I/We have examined and have no reservations to the RFQ Document issued by you on **23 July, 2025.**

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:



Price Schedule for Goods and Related Services

RFQ NO. 05 Date: 23 July, 2025

Sl no	Item no	Description of Items	Unit of Measurement	Quantity	Unit Rate or Price		Total Amount	Destination for Delivery of Goods
					In figure	In words	In figure In words	
1	2	3	4	5	6	7	8	9
1		1.0 ton (inverter) AC	Each	1				Sonali Bank PLC, Rajshahi Corporate Branch, Rajshahi.

Total Amount for Supply of Goods and related services (inclusive of VAT and all applicable taxes; see Note 2 below)

In figure

In words

Goods to be supplied to	Sonali Bank PLC, Greater Road Branch, Rajshahi.
Total Amount in Taka (in words)	[enter the Total Amount as in Col.8 above for the delivery of Goods and related services].
Delivery Offered	[insert weeks/days] from date of issuing the Purchase Order]
Warranty Provided	Minimum 2 (Two) years full warranty with onsite support, parts, labor and replacement.

[insert number] number corrections made by me/us have been duly initialed in this Price Schedule. My/Our Offer is valid until dd/mm/yy [insert Quotation Validity date].

Signature of Quotationer with Seal Name of Quotationer	Date: dd/mm/yy
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Note:

- Col. 1, 2, 3, 4, 5 and 9 to be filled in by the Procuring Entity and Col.6, 7 & 8 by the Quotationer.
- Rates or Prices shall include profit and overhead and, all kinds of taxes, duties, fees, levies, and other charges earlier paid or to be paid under the Applicable Law, if the Contract is awarded; including transportation, insurance etc. whatsoever up to the point of delivery of Goods and related services in all respects to the satisfaction of the Procuring Entity.



Technical Specification of the Goods Required

RFQ No: 05

Date: 23 July, 2025

Supply & installation of brand new 01 set 1.0 ton capacity wall mounted split type air – cooler (inverter) at ATM Booth of Sonali Bank PLC, Rajshahi Corporate Branch, Rajshahi.

Technical Specifications for
Supply & installation of brand new 01 set 1.0 ton capacity wall mounted split type air – cooler (inverter) at ATM Booth of Sonali Bank PLC, Rajshahi Corporate Branch, Rajshahi.
Supply, Installation, Testing & Commissioning of split type air-cooler with inverter comprising condensing and evaporating units having following cooling capacity based on indoor temperature 27°-30°C DB/19.5°-22°C WB and outdoor temperature 35°-40°C DB at high fan speed condition suitable for installation & operation in tropicalised country like Bangladesh & as per detailed specifications & standard as mentioned below:
<p>(a) OUTDOOR UNIT / CONDENSING UNIT</p> <p>(1) Type: Compact weather proof outdoor type condensing unit.</p> <p>(2) Compressor: Hermitically sealed Reciprocating/Rotary Compressor.</p> <p>(3) Refrigerant: Internationally accepted & recommended and most commonly used Gas (CFC free)</p> <p>(4) Blower Motor: Well Balanced type direct driven centrifugal type blower fan.</p> <p>(5) Power Supply:</p> <p>(5.1) 200-250 V Single phase, 50 Hz. AC supply</p> <p>(5.2) 380-440 V 3-phase, 50Hz. AC supply</p> <p>(6) Condensing Pipe/ Coil : Made of copper</p> <p>(7) EFR/COP : For upto 60000 BTU/HR.</p> <p>EER should be Minimum 9.23 [EER = BTU/HR/Watt] and COP should be minimum 2.70 (W/W). For above 60000 BTU/HR should be minimum 10.5 (BTU/HR)/WATT and COP should be minimum 3.08 (W/W).</p> <p>(8) Others Features :</p> <p>(8.1) Well balanced in all respect having interlock with the fan coil unit.</p> <p>(8.2) Compressor dully equipped with vibration isolator, thermostatic & overload controls, magnetic contactors and all other standard accessories complete.</p> <p>(8.3) Refrigerent copper pipe [from outdoor to indoor unit] with thermal insulation, refrigerant charging arrangement etc. (Supplier has to provide required size 3 meter refrigerent pipe for free per AC)</p> <p>(8.4) Reqd. size PVC insulated & sheathed cable with ECC through water grade PVC pipe from outdoor to indoor unit.</p> <p>(Supplier has to provide required size 3 meter control cable with PVC pipe for free per AC)</p> <p>(8.5) Sound level: maximum 65dB (A) at 1 meter.</p>
<p>INDOOR UNIT / FAN COIL UNIT</p> <p>FEATURE:</p> <p>(1) Direct Expansion System Fan Coil Unit With Well Balanced Direct Driven centrifugal type fan.</p> <p>(2) Fancy & adjustable air circulating louver gril, removeable & washable type filter.</p> <p>(3) Condensing water drainout PVC flexible pipe with necessary insulation.</p> <p>(4) Thermostatic switch and remote control switch.</p> <p>(5) Standard Lavel : Maximum 44 db (A) at 1 meter.</p> <p>Standard: Major component shall be manufactured as per relevant international standard & code.</p> <p>Documents: Manufacturing Company shall have the following certifacte</p> <p>(i) ISO-9001,2008</p> <p>(ii) CE certification/ UL Listing.</p> <p>Warranty:</p> <p>The bidder should provide the Guarranty of Compressor for at least 24 months & free service with spares for 24 months from the date of commissioning & it should be obtained from the Air-conditioner selling agency.</p>

(iii) The following information should be mentioned						
#	Bank's Requirement			To be filled by the Contractor		
a)	Brand name of AC: (Gree/Walton)					
b)	Country of Origin & assemble of AC:					
c)	Capacity of AC (1.0 Ton inverter (Min 12000 BTU/Hr)- Single Phase)					
d)	Air-Cooler type (Should be Wall Mounted-Split type)					
e)	Model No. Indoor & Outdoor Unit (Please mention basic Model) 1.0 Ton inverter (min. 120000BTU/Hr ±5%)-Single Phase			Indoor Unit	Outdoor Unit	
f)	Name of the Manufacturer with address					
g)	Name of the Importer with address, Phone, Fax, e-mail.					
h)	Country of Shipment					
i)	Type of Compressor (Rotary/Reciprocating/Scroll)					
j)	Brand of Compressor: (Tecumseh/Bristor/Sanyo/Daikin/Mitsubishi/LG/Hitachi/Copeland/Panasonic/Matsushita/Toshiba/Eq.)					
k)	Catalogue/Brochure attached.					
l)	Import Documents/Delivery Challan from Exclusive/authorized Agent/Importer should be Submitted			To be Submitted		
m)	Warrantee period with Compressor and Spare Parts (24 Months).					
n)	Warranty card of Air-Cooler & Compressor must be submitted to the local authority.					
Estimate for Air-Conditioner works:						
(iv)	PWD Schedule 2022/Market Price	Description	Unit*	Qty	Rate In figure	Estimated Price
1	Market Price	Air-Conditionaer (1.0 Ton inverter): Supply & installation of wall mounted inverter type 1.0 ton (min 12000 BTU/Hr, ±5%) capacity single phase AC (Brand: General/Miller/Daikin/Hitachi/Panasonic/Gree/Walton/Carrier) having compact weather proof outdoor type one no. condensing unit with 4 (Four) times servicing during warranty period (24 months) including M. S. angle frame, flat bar, royal bolt 3 meter refrigerant copper pipe, 3 meter control cable and necessary installation materials etc. as per direction of E/C.	Each	1.00		
2	PWD Schedule- 22, Item no.- 7.3.1 & 7.3.3	Refrigerant Cooling & Heating Copper pipe for 1.0 ton AC: Refrigerant coolingng & heating copper pipe from indoor to outdoor unit required diameter 1/4", 1/2" for 1.0 ton AC supported by Catalogue with necessary thermal insulation, warping paper, Masking tape etc. if needed all complete as per direction of E/C. (Minimum length of 3 (three) meter copper pipe should be provided free by the contractor)	meter	3.00		

(iv)	PWD Schedule 2022/Market Price	Description	Unit	Qty	Rate	Estimated Price
3	Market Price	Drain Line (UPVC pipe) works: supply Surface Laying of grade 20 mm dia PVC pipe with 20 mm dia. PVC insulation & minimum wall thickness 1.5 mm (approved quality of LIRA/AZIZ/RFL/ National Polymer) of the following sizes on ceiling, columns, beams as per route shown in the drawings. The work shall be completed with required accessories such as sockets, bends, elbows, joints, Tee joints, with Wrapping and insulation, painting etc. all complete as per direction of E/C.	meter	3.00		
4		PVC Conduit/ Channel Works: Supply & installation of water grade PVC pipe/electric pvc hose pipe (approved quality of LIRA/AZIZ/BRB/RFL/National Polymer/eqn) of the following thickness and sizes on ceiling, columns, beams and in case brick wall by cutting constructed wall as per routing shown in the drawings. The work shall have to be done with supply and installation of required accessories such as circular boxes, sockets, bends, elbows, joints, Tee joints, Steel junction boxes with formica cover or PVC MK joint box with cover, 18 SWG G.I Pull wire and mending good all damages in/c plastering, neat cement finishing white washing, painting etc. all complete as per direction of E/C				
	PWD schedule- 22, Item no.-1.25.2	(a) 20 mm dia PVC pipe having min wall thickness 1.5 mm.	meter	6.00		
5		Cables Work: Supply & installation of PVC Insulated FR/FRLS-BYA cable and PVC insulated and sheathed flexible Cables (BRB/BBS/Eastern/Paradise/eq.) of the following sizes for AC connection in the pre-laid conduits & termination with required size copper cable socket in/c proper electric connection as per drawing, specification & instruction of E/C.				
	PWD schedule- 22, Item no.-1.12.2.3	(a) 1C-2 × 4 sqmm (FRLS-BYA) cable with 4 sqmm (FRLS-BYA) E.C.C wire for AC connection.	meter	6.00		
	Market Price	(b) Control cable: Supply & Installation of control cable of size 3X1.2 ² m (40/0.19 mm 3C) from outdoor to indoor with proper electric connection etc all complete as per direction of E/C. (Minimum length of 3 (three) meter control cable should be provided free by the contractor)	meter	3.00		



(iv)	PWD Schedule 2022/Market Price	Description	Unit	Qty	Rate	Estimated Price
6		Circuit Breaker: Supply & fitting fixing of SP/DP/ TP/ MCB/MCCB of Brand: ABB/AEG/ DORMAN SMITH/ Eaton/ MEM or equivalent of USA/UK/EU countries of the flowing breaking capacity with thermal over current & instantaneous electromagnetic short ckt. release in/c. Supply of channel & necessary fittings fixture etc. with proper electric connection etc. all complete as per approved sample and direction of E/C.				
	PWD schedule- 2022 Item no. 4.4.1.1	(a) 10/16 A SP MCB (6KA)	Nos.	1.00		
7	Market Price	Timer: Supply and installation of timer consisting of reputed Timer (Brand: Punai/Eq), Relay & required grade 2 nos. Magnetic Contractor (ABB/Schneider/MEM/Eq. from local Agent/distributor) in MS box with lockable opening to operate the air-cooler in several time interval (as per Requirement) including supply of channel and necessary fittings fixture, cable etc all complete as per approved sample and direction of E/C.	Each	1.00		
Total (Tk):						
Total Tk (in words):						

I/We declare to supply Goods and related services offered by me/us fully in compliance with the Technical Specifications and Standards mentioned hereinabove

Signature of Quotationer with Seal	Date: dd/mm/yy
Name of Quotationer	

Note:

1. Rate & Estimated Price to be filled in by the Quotationer.

