



Higher Education Quality Enhancement Project (HEQEP)

**Standard Request for Quotation Document (National)  
For Procurement of Non-Consulting Services**

(for values up to Tk.**0.5** million)

Package name: Vehicle Hire

Request for Quotation No: UGC/HEQEP/BAU/CP-3021/Procurement/NCS-3-2017

Package number: NCS-3

**Sub-Project Manager**  
**“Strengthening postgraduate research capability on collection, characterization and  
conservation of plant genetic resources” (CP-3021/BAU)**  
**Department of Crop Botany**  
**Bangladesh Agricultural University, Mymensingh-2202**

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**March 2017**

**Sub-Project Manager**  
**“Strengthening postgraduate research capability on collection, characterization and conservation of  
plant genetic resources” (CP-3021/BAU)**  
**Department of Crop Botany**  
**Bangladesh Agricultural University, Mymensingh-2202**

**REQUEST FOR QUOTATION**  
**for**  
**Vehicle Hire**

**RFQ No: UGC/HEQEP/BAU/CP-3021/Procurement/NCS-3-2017**

**Date: 22/03/2017**

To

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1. The Department of Crop Botany, Bangladesh Agricultural University, Mymensingh 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 of the intended non-consulting 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-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 delivery of the non-consulting services (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 **29/03/2017 at 2.00 pm**. The envelope containing the Quotation must be clearly marked **“Quotation for Vehicle Hire”** and **DO NOT OPEN** before **29-03-2017 at 2.30 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 **30** days from the closing date of the Quotation.
10. No public opening of Quotations received by the closing date shall be held.

