

[enter here the name and address of the Procuring Entity]

REQUEST FOR QUOTATION

for *Procurement of physical services for serving breakfast, lunch, dinner, iftar and other ancillary goods to the officers/employees and support staff of various departments on the holy Eid-ul-Fitr central control room established at the BRTA headquarters and lighting the BRTA building on the great Independence Day on March 26, 2026.*

RFQ No: 35.03.0000.001.07.025.21- 539

Date: = 09.03.2026

To
Director (Admin)
Bangladesh Road Transport Authority (BRTA)
BRTA Bhaban, New Airport Road
Banani, Chairmanbari, Dhaka-1212

1. The **Director (Admin)** 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 Service Specifications and, if applicable, drawings for the intended Physical Services would be 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 **Unit-Rate** 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 and Performance Security shall be required for submission of the Quotation and performance of the Physical Services (if awarded) respectively.
6. Quotation in sealed envelope or through electronic mail shall be submitted to the office of the undersigned **on or before [11th March-2026; 02.00PM]**. The envelope containing the Quotation must be clearly marked "**Quotation for Procurement of physical services for serving breakfast, lunch, dinner, iftar and other ancillary goods to the officers/employees and support staff of various departments on the holy Eid-ul-Fitr central control room established at the BRTA headquarters and lighting the BRTA building on the great Independence Day on March 26, 2026.**" and **DO NOT OPEN** before **[11th March-2026; 02.00PM]**. Quotations received later than the time specified herein shall not be accepted.
7. Quotations received 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 seven (7) days pursuant to Rule 92 (4) of the Public Procurement Rules, 2025.
9. Quotation shall be submitted as per Activity Schedule of Physical Services.
10. All Quotations must be valid for a period of at least 10 days from the closing date of the Quotation.
11. No public opening of Quotations received by the closing date shall be held.

12. 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.
13. 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.
14. 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 Clearance Certificate (or Acknowledgement slip issued by the competent authority as a proof of submission of income tax return for the Assessment Year (insert assessment year), VAT Registration Number/Business Identification Number (BIN) and Financial Solvency Certificate** showing liquid asset of at least BDT 05 (Five) lakh from any scheduled Bank; without which the Quotation may be considered non-responsive.
15. 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.
16. In case of anomalies between unit rates or prices and the total amount quoted, in the quotation submitted on unit rate basis, the unit rates or prices shall prevail. In case of discrepancy between words and figures, the former will govern. In case of quotation submitted on Lump-sum basis, if anomalies found between figures and words, the words will prevail. Quotationer shall remain bound to accept the arithmetic corrections made by the Evaluation Committee.
17. The Quotationers prices, being responsive to the Procuring Entity's requirements, shall be checked for SLT (Significantly Low-priced Tender) in accordance with the Rules 25 and 26 of the Public Procurement Rules, 2025.
18. Performance of the Physical Services shall be completed within **15 (Fifteen)** days from the date of commencement.
19. Letter inviting the successful Quotationer to sign the Contract shall be issued within **01** days [*but not more than three (3) days*] of receipt of approval from the Approving Authority. The Contract shall have to be signed within **02 (Two)** working days [*but not more than five (5) working days*] of issuing such Letter of Invitation.
20. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.

Signature of the official requesting Quotation

Name: Najnin Hossain

Designation Director (Admin)

Date

Address: BRTA HQ, Banani, Dhaka Phone No: 41082996 e-mail da@brta.gov.bd

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