

# Eastern Lubricants Blenders PLC.

Strand Road, Sadarghat, Chattogram-4000.

## REQUEST FOR QUOTATION

for

### Engagement of an Audit/Valuation Firm for Valuation & Revaluation, Asset Tagging and Impairment Test of Fixed Assets of ELB PLC.

RFQ No: 28.28.0000.100.99.031.26

Date: 08/06/2026

To,

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1. The **Eastern Lubricants Blenders 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 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 **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 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 shall be submitted to the office of the undersigned **on or before 14/06/2026, 02:00 pm**. The envelope containing the Quotation must be clearly marked "Quotation for **Engagement of an Audit/Valuation Firm for Asset Valuation & Revaluation, Asset Tagging & Impairment Test of Fixed Assets of ELB PLC.**" and **DO NOT OPEN** before **14/06/2026, 02:00 pm**. 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 **15 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 (please mention an amount equalling thirty to fifty percent (30%-50%) of the estimated cost) 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** days from the date of commencement.
19. Letter inviting the successful Quotationer to sign the Contract shall be issued within **3** days [but not more than three (3) days] of receipt of approval from the Approving Authority. The Contract shall have to be signed within **3** 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: Engr. Mohammad Shahidul Alam**

**Designation: Managing Director**

**Date: 08/06/2026**

**Address: Padma Bhaban, Strand Road, Sadarghat, Chattogram-4000.;**

**Phone No: 0241361162; Mobile: 01777703329; e-mail: md.elbl@elbl.gov.bd**

**Distribution:**

1. In-Charge (IT) for posting in the website
2. Notice Board.
3. Office File.



## Quotation Submission Letter

RFQ No: 28.28.0000.100.99.031.26

Date: -----/-----/-----

To:  
The Managing Director  
Eastern Lubricants Blenders PLC.  
Strand Road, Sadarghat, Chattogram.

I/We, the undersigned, offer to execute in conformity with the Conditions of Contract for performance of Physical Services named **Engagement of an Audit/Valuation Firm for Asset Valuation & Revaluation, Asset Tagging & Impairment Test of Fixed Assets of ELB PLC.**

The total Price of our Quotation is Tk. \_\_\_\_\_ (In Word: \_\_\_\_\_)

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, coercive or obstructive practices. Furthermore, I am/We 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 Physical Services.

I am/We 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 **08/06/2026.**

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:



**Lump-sum Basis\***

**Activity Schedule**

Item No	Description of Items of Service (in sufficient details)	Unit <sup>2</sup>	Quantity <sup>3</sup>	Unit Rate in BDT		Amount in BDT
				<u>In figure</u>	<u>In words</u>	
<i>To be filled in by the Procuring Entity</i>				<i>To be filled in by the Tenderer</i>		
1.	Engagement of an Audit/Valuation Firm for Asset Valuation & Revaluation, Asset Tagging & Impairment Test of Fixed Assets of ELB PLC.					
Total Costs:						

All the relevant cost will be inclusive and borne by the service provider.

1(One) number corrections made by me/us have been duly initialed in this page of Activity Schedule. My/Our Offer is valid **until 14/06/2026, 02:00 pm.**

\_\_\_\_\_  
Signature of the Quotationer with Seal  
Date : -----/-----/-----

**Note (use only when this approach deemed appropriate):**

1. For Low value and simple nature of Physical Services and all the components of the Services can be estimated but not accurately determined.
2. Services have to be executed in conformity with the specifications, drawings.

[name and address of the Procuring Entity]

**Invitation for signing Contract**

[ Rule 94 (5) of PPR, 2025]

RFQ No. \_\_\_\_\_

Ref:

Date: dd/mm/yy

To:

[name \_\_\_\_\_ of \_\_\_\_\_ Service  
Provider \_\_\_\_\_]  
[address \_\_\_\_\_]

This is to notify you that your **Quotation** dated [dd/mm/yy] for the performance of the Physical Services named [insert name of Service] for the Contract Price of Tk [state amount in figures and in words] as corrected, has been approved by the competent authority.

You are thus requested to attend the office of the undersigned to sign the Contract within [insert days] of issuing this Letter of Invitation; but in no case later than [specify dd/mm/yy].

You may proceed with the performance of the Physical Services only upon signing the Contract. You may also please note that this invitation shall constitute the formation of this Contract which shall become binding upon you.

We attach the draft Contract and all other documents for your perusal.

Attachment: Draft Contract

Signature of the Procuring Entity with name  
and designation

Date: dd/mm/yy

## Contract Agreement

THIS AGREEMENT made on this **[insert day]** day of **[insert month and year]** between **[name and address of Procuring Entity]** (hereinafter called “the Procuring Entity”) of the one part and **[name and address of Service Provider]** (hereinafter called “the Service Provider”) of the other part:

WHEREAS the Procuring Entity invited Quotation for certain Physical Services named **[insert name of Physical Services]** and has accepted the Quotation submitted by the Quotationer for the performance of those services in the sum of Taka **[insert Contract price in figures and in words]** (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSED AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the General Conditions of Contract hereinafter referred to.
2. The documents forming the Contract shall be interpreted in the following order of priority:
  - (a) the signed Contract Agreement
  - (b) the Letter of Invitation
  - (c) the Conditions of Contract
  - (d) the Specifications
  - (e) the Drawings (if any)
  - (f) the priced Activity Schedule
  - (g) any other document listed anywhere in the Contract.
3. In consideration of the payments to be made by the Procuring Entity to the Services as hereinafter mentioned, the Service Provider hereby covenants with the Procuring Entity to execute and complete the services and to remedy any defects therein in conformity in all respects with the provisions of the Contract.
4. The Procuring Entity hereby covenants to pay the Service Provider in consideration of the execution and completion of the Physical Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Bangladesh on the day, month and year first written above.

	For the Procuring Entity	For the Service Provider
Signature		
Name		
Designation		
National ID No.		
In the presence of Name		

### Conditions of Contract

1. Conditions of Contract contained herein shall be binding upon both the contracting parties for the purpose of administration and management of this Contract.
2. Implementation and interpretation of these Conditions of Contract shall, in general, be under the purview of the Public Procurement Act, 2006 and the Public Procurement Rules, 2025.
3. The Service Provider shall have to commence the performance of Physical Services within **[insert days]** days of signing of the Contract Agreement and complete in conformity in all respects with the provisions of the Contract within **[insert days]**.
4. The Service Provider shall immediately submit to the Procuring Entity a Programme of Physical Services showing the timing for all the activities and components of Physical Services.
5. The Service Provider shall maintain Pro-Rata progress of the Physical Services. Progress shall be determined in terms of the value of the Physical Services performed.
6. The Service Provider shall be entitled to an extension of the Intended Completion Date if the Procuring Entity delays in handing over the Site or if Force Majeure situation occurs or for any other reasons acceptable to the Procuring Entity on justifiable grounds duly recorded.
7. The Procuring Entity shall check and verify the Physical Services executed by the Service Provider and notify the Service Provider of any Defects found.
8. Notwithstanding any testing and examination, the Procuring Entity by visual inspection or field/lab tests may instruct the Service Provider to:
  - a. remove and replace any item or service or part thereof which is not in accordance with the Contract,
  - b. remove and re-execute any other work or part thereof which is not in accordance with the Contract, and
  - c. execute any work which is urgently required for the safety of the Physical Services.
9. The Service Provider shall submit to the Procuring Entity the progressive invoices for estimated value of Physical Services executed less the cumulative amount certified previously.
10. The Service Provider shall be entirely responsible for payment of all taxes, duties, fees, and such other levies under the Applicable Law.

11. Notwithstanding any other practice, the method of measurement and mode of payment shall be based on the type of the Contract corresponding to the Activity Schedule (**choose any one of the two**) below:

**Unit-rate Basis**

Measurement shall be made of the net quantity of each item of the Physical Services actually executed in accordance with the Activity Schedule. The first progressive payment shall be made only after twenty (20) percent progress achieved. The Procuring Entity shall make payments to the Service Provider in Taka currency, while the Final payment shall be made upon fulfilment of all contractual obligations by the Service Provider.

**or**

**Lump-sum Basis**

The Lump-sum payments shall be made in three instalments; the first progressive payment on completion of thirty (30) percent, the second progressive payment on completion of cumulative seventy-five (75) percent and the remaining twenty-five (25) percent payment shall be made on completion of 100% of the Physical Services duly certified by the Procuring Entity. The Procuring Entity shall make payments to the Service Provider in Taka currency, while the Final payment shall be made upon fulfilment of all contractual obligations by the Service Provider.

12. The Service Provider'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.
13. The total Contract Price is BDT [**insert figure**] BDT [**in words**].
14. Physical Services under Variation Orders (except in case of Lump-sum basis) shall under no circumstances exceed ten (10) percent of the Contract Price subject to threshold specified in Rule 90 (1) and 90 (6) (ka) & (ga) of the Public Procurement Rules, 2025, as appropriate.
15. The Procuring Entity contracting shall amend the Contract incorporating required approved changes subsequently introduced to the original Conditions of Contract in line with the Rules, where necessary.
16. The Procuring Entity shall retain or in other words deduct from each progressive payment due to the Service Provider at the rate of five (5) percent of the invoice amount as Retention Money until completion of the whole of the Physical Services under the Contract. This Retention Money shall be kept in PE's end for meeting any claims during the Defect Liability Period.
17. The Service Provider shall apply by notice to the Procuring Entity for issuing a Completion Certificate of the Physical Services, and the Procuring Entity shall do so upon deciding that the work is completed.

18. The Procuring Entity shall, within seven (7) working days after receiving the Service Provider's application:
  - a. issue the Completion Certificate to the Service Provider stating that the Physical Services were completed in accordance with the Contract, or
  - b. reject the application, giving reasons and specifying the Physical Services required to be done/redone by the Service Provider to enable issuance of the Completion Certificate.
19. The Procuring Entity shall Take-Over the Site and accept the Physical Services performed not later than three (3) working days of issuing the Completion Certificate.
20. The Procuring Entity may issue a notice for correction of Defects within seven (7) days from the Service Provider's request for **Final Payment** stating the scope of corrections or additions that are necessary.
21. If the Service Provider has not corrected a Defect or taken due measure against any non-performance within the time specified in the Procuring Entity's notice, the Procuring Entity shall assess the cost of having the Defects corrected or services performed by it, and the Service Provider shall remain liable to pay the expenditures incurred on account of correction of such Defects or performance of such services.
22. The Service Provider shall keep the Procurement Entity harmless and indemnify from any claim, loss of property or life to himself/herself, his/her workmen or staff, any staff of the Procurement Entity or any third party while performing the services. Any claim arising out of performance of the Physical Services shall be settled by the Service Provider at his/her own cost and responsibility.
23. Loss or damage to the Services or Materials to be incorporated in the Physical Services between the Start Date and the end of the performance shall be remedied by the Service Provider at the Service Provider's own cost, if the loss or damage arises from the Service Provider's acts or omissions.
24. The Retention Money shall be returned to the Service Provider within fourteen (14) days after performance of the whole services.
25. The Procuring Entity may, by written Notice sent to the Service Provider, terminate the Contract in whole or in part at any time, if the Service Provider:
  - a) fails to sign the Contract or commence the Services within the specified time; or
  - b) fails to achieve satisfactory progress of Physical Services in accordance with the Programme of Physical Services; or
  - c) fails to complete the Service performance as per drawing and specifications; or

- d) after receipt of a written notice from the Procuring Entity does not remedy its failure within the time period specified therein.
- e) in the judgement of the Procuring Entity, has engaged in any corrupt, fraudulent, collusive, coercive or obstructive practices in competing for or in performing the Services.
- f) fails to perform any other obligation (s) under the Contract.
- g) engages in any of practices mentioned in the Rule 149 of the PPR 2025.

29. In case of acting following paragraph no 28, the Service Provider has to pay a penalty at the percentage to apply to the contract price of the Physical Services not completed, representing the Procuring Entity's additional cost for completing the uncompleted Physical Services, is [insert between 15 and 25] percent of the revised official estimated cost of the uncompleted Physical Services.

30. The Procuring Entity and the Service Provider shall use their best efforts to settle amicably all possible disputes arising out of or in connection with this Contract or its interpretation.

31. The Service Provider shall be subject to, and aware of provision on corruption, fraudulence, collusion, coercion and obstruction in Section 64 of the Public Procurement Act, 2006 and Rule 149 of the Public Procurement Rules, 2025.

## **Performance Specifications**

### **A. (Name of Services)**

#### **Purpose of the Service**

*[Here state the purpose of the service in succinct words and clear terms without ambiguity]*

#### **Areas included in the Scope of Services**

Insert detail description of the areas where the service is required to be provided e.g. building with area etc. as per the type of service

#### **Detailed definition of Services**

[Here provide detailed description of services to be provided]

#### **Detailed Days and Times**

[Here provide the detail days and times when service is required to be provided]

#### **General Specifications**

**Daily Activities:** Mention what daily activities are required to be performed

**Weekly Activities:** Mention what the service provider is required to provide

**Monthly Activities:** Mention what the service provider is required to do

#### **Specific Activities**

Here include the specific activities that are require to be performed by the service provider depending on the type of physical services)

#### **Equipment, Consumables and other finished Goods to be delivered**

The Service Provider shall make available, at its own costs (if it is not in included in the Activity Schedule), all necessary equipment, machinery and materials as required to adequately perform the services including but not limited to:

(Include detailed equipment & consumables or any other ancillary facilities or other essentials that will be required for good and acceptable performance)

For finished Goods to be delivered, the following Specs to be met:

Item No.	Name of Goods/Products	Full Technical Specifications and Standards	Remarks
1	2	3	4

*[The Procuring Entity may set the requisite Specs for Equipment to be used while performing the Physical Services.]*

**Requirements for Service Provider’s Staff and Labor**

(Here include detailed staff and labor or manpower of specific qualification required depending on the type of services)

Individuals must be:

- Physically capable of performing the tasks;
- Of acceptable character and integrity;
- Properly uniformed with identification badges;
- Free from any disqualifying criminal or disciplinary history.

The Service Provider shall replace any personnel deemed unsuitable by the PE

## **B. Performance Monitoring**

### **1. Objective:**

The Representatives of the Employer and the Service Provider shall meet at the management level at least once every three months or as often as necessary to review the performance of the services provided with a view to ensuring quality standard in the services. The two parties shall have shared responsibilities in optimizing the resources and facilities that have been deployed for the service.

### **2. Progress Meetings**

The Employer shall designate an officer from the Project office who is involved in one way or the other in the administration of the cleaning services at the organizational level. Progress meetings are meant to review on the services provided to the organization as a whole and they are not meant to substitute the regular consultations and meetings that are usually held at ground level for day to day matters.

The scope of work of the designated officer shall be for:

- (a) reviewing major shortcomings that have occurred on the sites in the past months and measures taken thereon;
- (b) taking cognizance of complaints made by the Employer's representatives and action taken by the Service Provider;
- (c) attending to weaknesses in respect of facilities deployed by the Service Provider on the sites and need for improvement;
- (d) assessing the arrangements made by the Service Provider in terms of human resource and logistics; and
- (e) attending to other matters related to contractual obligations of the Service Provider.

Appropriate records of the Progress Meetings shall be kept by the officer. Performance of Service Provider will be certified by this officer which shall be the basis for quarterly payment to the Service Provider.

### **3. Output and Quality Standards**

Services shall meet the following minimum performance requirements:

- Tasks completed within prescribed timelines.
- Physical work areas remain clean, orderly, and hazard-free.
- Response to urgent tasks within 30 minutes or as directed.
- No recurrent complaints regarding staff behavior, performance, or negligence.

*[The Procuring Entity shall set the Output and Quality Standards as per his/her Service need]*