



GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

**Standard Request for Quotation Document
For Procurement of LNG and related services
[Request for Quotation Method: International]**

**Bangladesh Public Procurement Authority (BPPA)
Implementation Monitoring and Evaluation Division (IMED)
Ministry of Planning**

March 2026

PG6 (SRFQ)

Guidance Notes on the use of The Request for Quotation Document

1. These guidance notes have been prepared by the BPPA to assist a Procuring Entity in the preparation of Quotation document, using the Standard Request for Quotation (SRFQ) for procurement of Liquefied Natural Gas (LNG) and related services. All concerned are advised to refer to the Public Procurement Rules, 2025 issued to supplement the Public Procurement Act, 2006; available on BPPA's website: www.bppa.gov.bd. Guidance notes are provided for both the Procuring Entity and the Quotationer who have been enlisted earlier and signed the MSPA to participate in this Quotation submission stage.
2. The procurement under Request for Quotation Method: International shall follow the provisions pursuant to Rules 90 to 94 and Rule 105 of the Public Procurement Rules, 2025 in accordance with Section 34 of the Public Procurement Act, 2006. SRFQ is based upon best international practices that have been adapted to suit the particular needs of procurement.
3. The use of SRFQ Document applies when a Procuring Entity intends to select a Quotationer (a Supplier) for the Procurement of LNG and related services under Request For Quotation Method: International pursuant to Rule 105 of the Public Procurement Rules, 2025.
4. This document includes: a) Guidance Notes b) Request for Quotation Form c) Firm Supply Offer Letter d) Price Schedule Form e) Technical Specification Form and f) Acceptance Letter Form
5. Quotation shall be invited through letter, Fax, mail, e-mail or online platform at the option of the Procuring Entity. RFQ shall not be required to be advertised in the daily newspapers but for the circulation the Procuring Entity may publish that advertisement in its website (if any).
6. Pursuant to Rule 92(3) of the Public Procurement Rules, 2025, RFQ Document shall be issued or made available to all enlisted potential Quotationers free-of-cost.
7. The time-limit for Request for Quotation shall in no case exceed seven (7) days pursuant to Rule 92 (4) of the Public Procurement Rules, 2025.
8. No Securities such as Quotation Security (i.e. the traditionally termed Earnest Money, Tender Security) and Performance Security shall be required pursuant to Rule 91(6) of the Public Procurement Rules, 2025.
9. Submission, Opening and Evaluation of the Quotations shall respectively be dealt with pursuant to Rule 93(1), Rule 93(2) and Rule 94(1) of the Public Procurement Rules, 2025 as specified in RFQ.
10. The criteria for evaluation, pursuant to Rule 91(4) of the Public Procurement Rules, 2025, shall be pre-disclosed.
11. Pursuant to Rule 90(5) of the Public Procurement Rules, 2025 the Quotation for LNG and related services shall usually be on '**Unit-Rate**' basis.
12. The specifications of LNG and related services shall be framed pursuant to Rule 38 of the Public Procurement Rules, 2025.
13. Splitting the object of Procurement is not permissible pursuant to Rule 90(4)(ka) of the Public Procurement Rules, 2025.
14. The Procuring Entity shall issue the Confirmation Notice as per the provisions of the Master Sale and Purchase Agreement to the successful Quotationer following recommendations of the Evaluation Committee and approval thereupon of the Approving Authority.
15. The Procuring Entity shall further be required to maintain the record of procurement proceedings pursuant to Rule 60 of the Public Procurement Rules, 2025.



[enter here the name and address of the Procuring Entity]
REQUEST FOR QUOTATION FORM

for

[.....]

(insert name of the type of LNG)

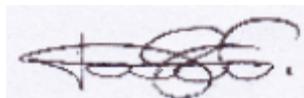
RFQ No:

Date: dd/mm/yy

To

[insert name and address of the enlisted Applicants]

1. The **[insert name of the Procuring Entity]** has been allocated public funds and intends to apply a portion of the funds to eligible payments under the Contract for which this is issued.
2. Detailed Specifications for the intended LNG and related services is given in the Technical Specification of LNG and related services Form.
3. Quotation shall be prepared and submitted using the Quotation Document.
4. For the convenience of your submission a Firm Supply Offer Form is attached herewith to be filled in and duly signed by the authorized representative of your organization.
5. Quotation shall be completed and submitted by the date to the office as specified in **Para 5** below.
6. Quotation shall be submitted in an Online Platform **[insert the name of the Platform]** **on or before** **[insert date and time]**. Details of the Platform are: **[provide details]** Quotations received later than the time specified herein shall not be accepted.
7. All Quotations 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. All Quotations must be valid for a period of at least **[insert days]** from the closing date of the Quotation.
10. No public opening of Quotations received by the closing date shall be held.
11. Rates shall be quoted and, subsequent payments under this Contract shall be made in **[insert currency]** currency. The price offered by the Quotationer, if accepted shall remain fixed for the duration of the Contract.
12. The procuring entity may, considering the favourable market condition, after submission of Firm Supply Offer request the Quotationer to resubmit the best offered price which shall be lower than the submitted price through the Online Platform and the time mentioned in the request letter. If no price is resubmitted, the submitted price shall prevail.
13. Quotationer shall have legal capacity to enter into Contract.
14. Quotations shall be evaluated based on information and documents submitted with the Quotations by the Evaluation Committee and the lowest evaluated responsive Quotation will be recommended for award of the Contract. Quotation not compliant with the requirements of this document shall be considered non-



responsive. There will be no requirement of minimum number of responsive quotationers, pursuant to the Rule 105(3)(D), if the RFQ is being sent to all enlisted potential suppliers electronically.

15. In case of discrepancy between words and figures of the unit rate the former will govern. Quotationer shall remain bound to accept the arithmetic corrections made by the Evaluation Committee.
16. The supply of LNG and related services shall be completed within the Delivery Window after signing the Confirmation Notice as mentioned in the Confirmation Notice.
17. The Confirmation Notice along with the Master Sale and Purchase Agreement that constitutes the Contract binding upon the Supplier and the Procuring Entity shall be issued within the Quotation validity period.
18. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.

Signature of the official inviting Quotation

Name.....

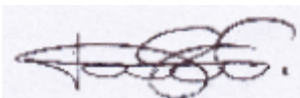
Designation.....

Date.....

Address:Phone No.....Fax No.....e-mail

Distribution:

1. Chairman, PETROBANGLA, Petrocenter, 3 Kawran Bazar C/A, Dhaka 1215
2. Circulation in the notice board.
3. [Any other concerned offices] for information and wide circulation.
4. [Authorized Officer] for posting in the website, if applicable.
5. Notice Board.
6. Office File.



Firm Supply Offer Letter

[Use Letter-head Pad]

RFQ No: _____

Date: dd/mm/yy

To:

[Name and address of Procuring Entity]

I/We, the undersigned, in pursuant to the Article 2.1 (c) of the Master Sale and Purchase Agreement (MSPA) signed on by and between Bangladesh Oil, Gas & Mineral Corporation (the Buyer) and(the Seller), are pleased to invite you to supply us 01 (one) LNG cargo (cargo no.) on Delivery Ex-Ship (DES) basis in one of our FSRUs (MLNG: FSRU Excellence/SLNG: FSRU Summit LNG) located at Moheshkhali, Cox's Bazar district, Bangladesh during the proposed Delivery Window of The delivery has to be made by using a compatible LNG ship in light of the technical information of MLNG and SLNG.

The Unit Price of my/our Quotation is USD **[insert amount both in figure and words]**

My/Our Quotation shall remain valid for the period stated in the Request For Quotation Form 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/we am/are aware of and pledge not to indulge in such practices in competing for or completion of delivery of LNG and related services.

I/We am/are not submitting more than one Quotation in this Request For Quotation process in my/our own name or other name or in different names. I/We understand that the Confirmation Notice issued by you shall constitute the Contract and will be binding upon me/us.

I/We have examined and have no reservations to the Request For Quotation Document issued by you on **[insert date]**

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 LNG and related services

RFQ NO. _____

Date: dd/mm/yy

Sl no	Item no	Description of Items	Unit of Measurement	Quantity	Unit Rate or Price		Destination for Delivery of LNG
					In figure	In words	
1	2	3	4	5	6	7	9
Total Amount for Supply of LNG and related services						In figure	
						In words	

[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 8 to be filled in by the Procuring Entity and Col. 6, 7 & 8 by the Quotationer.




Technical Specification of LNG and related services Form

Sl no	Item no	Description of Items	Full Technical Specification and Standards	Remarks by the Quotationer on the Technical Specification and Standards	Country of Origin (the country of origin may be changed during signing of Confirmation Notice)
1	2	3	4	5	6

I/We declare to supply LNG 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. Col. 1, 2, 3 & 4 to be filled in by the Procuring Entity and Col. 5 & 6 by the Quotationer.
2. Specifications are to be filled in by the Procuring Entity. A set of precise and clear specifications is a pre-requisite for Quotationers to respond realistically and competitively to the requirements of the Procuring Entity. In the context of competitive Quotations, the specifications shall be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the supply of LNG and related services to be procured.
3. Technical Specifications of LNG and related services shall be in compliance with the requirements of the Procuring Entity specified in this document.




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

ACCEPTANCE LETTER FOR THE SUPPLY OF LNG and related services

[insert name of the supplies in brief]

No. _____

Date: dd/mm/yy

RFQ No: _____	Date: dd/mm/yy
To: [name and address of the Supplier]	
Delivery Date: [insert completion date]	Order Value: USD..... [insert Contract Price]

The Procuring Entity has accepted your Quotation dated [insert date] for the supply of LNG and related services as listed below and requests that you submit the required information immediately as per Master Sale and Purchase Agreement to prepare the Confirmation Notice to formalize the Contract.

ORDER ITEMS

.....Units of LNG and related services at a unit price of (mention currency)
within the Delivery Window.

For the Procuring Entity:

Signature of the Procuring Entity with name and Designation

Date:

Attachments: As stated above

