



**BANGLADESH RESEARCH AND EDUCATION NETWORK (BdREN)**

**Request for Quotation Document (National)  
Quotation for**

**Procurement of Office Furniture for New Workstation Setup**

**[Request for Quotation Method]**

**RFQ Reference Number:**

**BdREN Trust / HR & Admin / Procurement/2025/RFQ/68/12.1**

**[for values up to Taka 0.8 million/8.00 (Eight) Lakh]**

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December 2025

PG1 (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 e-Quotation document, using the Standard Request for e-Quotation, SRFQ, for the procurement of low value Goods. 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: <http://www.bppa.gov.bd/>. Notes and guidance 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 90 to 94 of the Public Procurement Rules, 2025 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 under RFQ Method (RFQM) pursuant to Rule 90(3) of the Public Procurement Rules, 2025.
4. Pursuant to Rule 92(1) and Rule 92(2) of the Public Procurement Rules, 2025, e-RFQ shall be invited through e-GP System.. eRFQ 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 92(3) of the Public Procurement Rules, 2025, e-RFQ Document shall be issued or made available to potential Quotationers 'free-of-cost'.
6. The time-limit for Request for e-Quotation shall in no case exceed seven (7) days pursuant to Rule 92 (4) of the Public Procurement Rules, 2025. The Procuring Entity must provide minimum three (3) days for submitting e-Quotations.
7. No Securities such as Quotation Security (i.e. Tender Security) and Performance Security shall be required pursuant to Rule 91(6) of the Public Procurement Rules, 2025.
8. 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 the e-RFQ.
9. The criteria for evaluation, pursuant to Rule 91(4) of the Public Procurement Rules, 2025, shall be pre-disclosed.
10. Pursuant to Rule 90(5) of the Public Procurement Rules, 2025 the Quotation for standard off-the-shelf low value readily available Goods shall usually be on 'Unit-Rate' basis.
11. The specifications of Goods shall be framed pursuant to Rule 38 of the Public Procurement Rules, 2025.
12. Splitting the object of Procurement is not permissible pursuant to Rule 90(4)(ka) of the Public Procurement Rules, 2025.
13. The Procuring Entity shall issue the Purchase Order, pursuant to Rule 94(5) of the Public Procurement Rules, 2025, to the successful Quotationer following recommendations of the Evaluation Committee and approval thereupon of the Approving Authority.
14. Provision of Retention Money shall however be kept at the rate of (5) percent of the contract price from contractor's payable amount against any claims during the Warranty Period.
15. The Defects Liability Period shall usually remain between 6 and 12 months.
16. The Procuring Entity shall further be required to maintain the record of procurement proceedings pursuant to Rule 60 of the Public Procurement Rules, 2025.





## Bangladesh Research and Education Network (BdREN) Trust

BdREN Trust, Level-5, Navana HR Tower-2, 205/1 Bir Uttam Mir Shawkat Sarak

Tejgaon-Gulshan Link Road, Dhaka- 1208

### REQUEST FOR QUOTATION

for

### Procurement of Office Furniture for New Workstation Setup

RFQ No.: BdREN Trust / HR & Admin / Procurement/2025/RFQ/68/12.5

Date: 14/12/2025

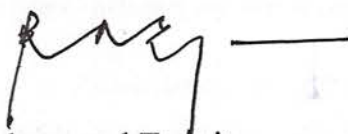
To

1. **BdREN** has allocated its own 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-dated each page by the authorized signatory and submitted by the closing 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 through electronic mail shall be submitted to the office of the undersigned **on or before 21<sup>st</sup> December 2025, 03.00 pm.** The envelope containing the Quotation must be clearly marked "**Procurement of Office Furniture for New Workstation Setup**" and **DO NOT OPEN before 21<sup>st</sup> December 2025, 03.00 pm.** Quotations received later than the closing time specified herein shall not be accepted.
7. Quotation received by fax or through electronic mail shall be sealed-enveloped by the Procuring Entity by duly marking them 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 of 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 30 days from the closing date of the Quotation.
10. No public opening of Quotations shall be held.
11. Quotationers' 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. 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 a Contract. Quotationer, in support of its qualification shall be required to submit certified photocopies of latest documents related to valid **Trade License, Tax Identification Number (TIN), and VAT Registration Number**; 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 shall be completed within completion days from the date of commencement as per contract.
17. The Purchase Order that constitutes the Contract binding upon the Supplier and the Procuring Entity shall be issued within 03 (Three) 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 citing justified reason.

Signature of the official inviting Quotation



Name : Mohammad Tawrit  
Designation : Chief Executive Officer (CEO)  
Date : 14/12/2025  
Address : Level-5, Navana HR Tower-2  
Tejgaon-Gulshan Link Road, Dhaka- 1208.  
Phone no. : +880 9666 110022  
E-mail : ceo@bdren.net.bd

**Distribution:**

1. Chief Finance Officer (CFO), BdREN – For information.
2. General Manager (Systems & Services), BdREN – For posting on the website (if applicable).
3. Office File.



## Quotation Submission Letter

[Use Letter-head Pad]

RFQ No.:.....

Date: DD.MM.YYY

To,  
Chief Executive Officer,  
BdREN Trust, Level-5, Navana HR Tower-2  
205/1 Bir Uttam Mir Shawkat Sarak  
Tejgaon-Gulshan Link Road, Dhaka- 1208

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for "Procurement of Office Furniture for New Workstation Setup".

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 [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  
Procurement of Office Furniture for New Workstation Setup**

RFQ No.: .....

Date: DD.MM.YYY

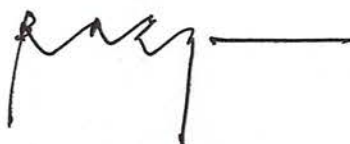
SL	Description of Items	Unit	Qty	Unit Rate or Price		Total Amount In Figure & In words	Destination for Delivery of Service
				In figure	In words		
1	2	3	4	5	6	7	8
1.	Round Foldable Meeting Table for Training	Nos	1				BdREN Trust, Navana HR Tower-2, Level-5, Tejgaon-Gulshan Link Road, Dhaka-1208
2.	Single Workstation Desk	Nos	12				
3.	Manager Desk	Nos	1				
4.	Medium Black Swivel Chair Without Head Rest for Manager	Nos	1				
5.	Mobile Drawer for Workstation	Nos	12				
<b>Total Amount for Supply of Goods and Related Services</b> (inclusive of VAT and all applicable taxes; see Note 2 below)					In figure		
					In words		
Goods to be supplied to		BdREN Trust, Navana HR Tower-2, Level-5, Tejgaon-Gulshan Link Road, Dhaka-1208					
Total Amount in Taka (in words)		[enter the Total Amount as in Col.7 above for providing service].					
Delivery Offered		[insert weeks/days] from date of issuing the Purchase Order]					
Warranty Provided		[insert weeks/months from date of completion of the delivery; state none if not applicable]					

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

<b>Signature of Quotationer with Seal</b>	Date:    /    / 
Name of Quotationer	

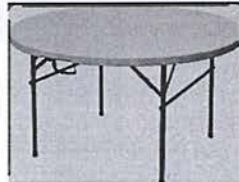


**Note:**



- Col. 1, 2, 3, 4 and 8 to be filled in by the Procuring Entity and Col. 5, 6 & 7 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 for  
Procurement of Office Furniture for New Workstation Setup**

SL	Description of Items	Technical Specification and Standards	Product Image	Bidder's Response	Reference Document Name and Page No
1	2	3	4	5	6
1	Round Foldable Meeting Table for Training	<ol style="list-style-type: none"> <li><b>Diameter:</b> <ol style="list-style-type: none"> <li>4 feet (48 inches)</li> </ol> </li> <li><b>Tabletop Material:</b> <ol style="list-style-type: none"> <li>High-quality melamine board</li> </ol> </li> <li><b>Tabletop Thickness:</b> <ol style="list-style-type: none"> <li>18-25 mm (standard melamine board thickness; specify as required)</li> </ol> </li> <li><b>Frame Material:</b> <ol style="list-style-type: none"> <li>Metal hollow frame</li> </ol> </li> <li><b>Frame Finish:</b> <ol style="list-style-type: none"> <li>Anti-rust powder-coated finish</li> </ol> </li> <li><b>Design:</b> <ol style="list-style-type: none"> <li>Stable, durable structure suitable for meeting/training use</li> </ol> </li> <li><b>Color:</b> <ol style="list-style-type: none"> <li>As per requirement (default: standard office melamine finish)</li> </ol> </li> <li><b>Additional Features:</b> <ol style="list-style-type: none"> <li>Smooth edge finishing</li> <li>Load-bearing capacity suitable for meeting room usage</li> <li>Easy to clean and maintain</li> </ol> </li> </ol>			
2	Single Workstation Desk	<ol style="list-style-type: none"> <li><b>Structure/Frame:</b> <ol style="list-style-type: none"> <li>Hollow metal box frame</li> <li>Powder-coated heat paint finish</li> <li>Anti-rust and corrosion-resistant</li> </ol> </li> <li><b>Tabletop:</b> <ol style="list-style-type: none"> <li>25 mm high-quality melamine board</li> <li>2 mm PVC edge banding for durability and safety</li> <li>Smooth surface with standard office-grade finish</li> </ol> </li> <li><b>Dimensions:</b> <ol style="list-style-type: none"> <li>Length: 54 inches</li> <li>Width: 24 inches</li> <li>Height: 30 inches</li> </ol> </li> <li><b>Color:</b> <ol style="list-style-type: none"> <li>As per design/approved color scheme</li> </ol> </li> <li><b>Additional Features:</b> <ol style="list-style-type: none"> <li>Rigid and stable structure suitable for continuous office use</li> <li>Easy to clean and maintain</li> <li>Scratch-resistant and moisture-resistant tabletop</li> </ol> </li> </ol>			
3	Manager Desk	<ol style="list-style-type: none"> <li><b>Structure/Frame:</b> <ol style="list-style-type: none"> <li>Hollow metal box frame</li> <li>Powder-coated heat paint finish</li> <li>Anti-rust and corrosion-resistant</li> </ol> </li> <li><b>Tabletop:</b> <ol style="list-style-type: none"> <li>25 mm high-quality melamine board</li> <li>2 mm PVC edge banding for durability and safety</li> <li>Smooth surface, office-grade finish</li> </ol> </li> <li><b>Dimensions:</b> <ol style="list-style-type: none"> <li>Desk: Length 60" x Width 30" x Height 30"</li> </ol> </li> </ol>			

SL	Description of Items	Technical Specification and Standards	Product Image	Bidder's Response	Reference Document Name and Page No
1	2	3	4	5	6
		b) Side Unit: Integrated with main desk (dimensions as per standard design) <b>4. Color:</b> a) As per approved design/color scheme <b>5. Additional Features:</b> a) Rigid and stable structure suitable for manager-level use b) Includes side unit for storage/organization c) Scratch-resistant, moisture-resistant, and easy-to-clean surfaces d) Professional office appearance <b>6. Side Unit</b>			
4	Medium Black Swivel Chair Without Head Rest	<b>1. Backrest:</b> a) Medium height backrest b) Made with breathable mesh fabric for comfort and ventilation <b>2. Seat:</b> a) Super soft foam padding on hip rest b) Ergonomically designed for prolonged seating comfort <b>3. Frame &amp; Base:</b> a) Swivel mechanism for 360° rotation b) Hydraulic height-adjustable pedestal c) Smooth-rolling wheels for easy mobility <b>4. Color:</b> a) Black <b>5. Additional Features:</b> a) Durable and stable construction b) Comfortable for office/managerial use c) Imported quality ensuring longevity and professional appearance			
5	Mobile Drawer for Workstation	<b>1. Material:</b> a) 16 mm high-quality melamine board b) Durable and moisture-resistant <b>2. Design &amp; Construction:</b> a) Smooth edges for safety and durability b) Sturdy construction for regular office use c) Mobile unit with wheels for easy movement <b>3. Color &amp; Finish:</b> a) As per approved office design/color scheme b) Office-grade melamine finish, scratch-resistant <b>4. Dimensions:</b> a) 405(L)x 467(W)x 650(H)mm <b>5. Color:</b> a) White <b>6. Additional Features:</b> a) Provides organized storage for workstation essentials b) Easy to clean and maintain c) High-quality construction ensuring long-term usage			

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

<b>Signature of Quotationer with Seal</b>	Date: / /
Name of Quotationer	

Note:

- Col. 1, 2, 3 & 4 to be filled in by the Procuring Entity and Col. 5 by the Quotationer.
- Specifications are to be filled in by the Procuring Entity. A set of precise and clear specifications is a pre-requisite for Quotations 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 Goods and related services to be procured. The specifications should require that all items, materials and accessories to be included or incorporated in the service (s) be new, unused and of most recent or current models, and that they include or incorporate all recent improvements in design and materials.
- Technical Specifications of the service(s) shall be in compliance with the requirements of the Procuring Entity specified in this document. Quotationer is required to mention make / model (as applicable) of the service offered and must attach the appropriate original printed (if not available copied) literature / brochures for the listed items.



**Bangladesh Research and Education Network (BdREN) Trust**

BdREN Trust, Level-5, Navana HR Tower-2, 205/1 Bir Uttam Mir Shawkat Sarak,

Tejgaon-Gulshan Link Road, Dhaka- 1208

**PURCHASE ORDER**

for

**Procurement of Office Furniture for New Workstation Setup**

<b>RFQ No:</b>	<b>Date:</b> /    /
<b>To:</b> [name and address of the Supplier]	
<b>Delivery Date:</b> [insert completion date]	<b>Order Value: TK.</b> [insert Contract Price]
<b>Delivery: As per Terms and Conditions</b>	

The Purchaser has accepted your Quotation dated [insert date] for providing product(s) as listed below and requests that you provide product(s) within the delivery date stated above, in the quantities and units in conformity with the Technical Specifications under the Terms and Conditions as annexed.

<b>ORDER ITEMS</b>
Attached Certified photocopy of approved Priced Schedule for the product(s) Attached Certified photocopy of approved Technical Specification of the Product(s) Required Attached Certified photocopy of Terms and Conditions
For the Purchaser:
Signature of the Procuring Entity with name and Designation
Date

**Attachments:** As stated above

**Terms and Conditions for  
Supply of Goods and Payment**

1. Terms and Conditions contained herein shall be binding upon both the Procuring Entity and the Supplier for the purpose of administration and management of this Contract.
2. Implementation and interpretation of these Terms and Conditions shall, in general, be under the purview of the Public Procurement Act, 2006 and the Public Procurement Rules, 2008.
3. The Supplier shall have to complete the delivery in all respects of issuing the Purchase Order in conformity with the Terms and Conditions.
4. The Supplier shall be entitled to an extension of the Delivery Schedule if the Procuring Entity delays in receiving the Goods and related services or if Force Majeure situation occurs or for any other reasons acceptable to the Procuring Entity on justifiable grounds duly recorded.
5. All delivery under the Contract shall at all times be open to examination, inspection, measurements, testing, commissioning, and supervision of the Procuring Entity or his/her authorized representative.
6. The Procuring Entity shall check and verify the delivery made by the Supplier in conformity with the Technical Specifications and notify the Supplier of any Defects found.
7. If the Goods are found to be defective or otherwise not in accordance with the specifications, the Procuring Entity may reject the supplies by giving due notice to the Supplier, with reasons.
8. The Supplier shall be entirely responsible for payment of all taxes, duties, fees, and such other levies under the Applicable Law.
9. Notwithstanding any other practice, the payment shall be based on the actual delivery of goods on the basis of the quantity of each item of Goods in accordance with the Priced Schedule and Specifications. 100% of the Contract price of the Goods and related services shall be paid after submission and acceptance of the Delivery Challan.
10. The Supplier'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.
11. The total Contract Price is BDT [insert figure] [in words]
12. The minimum Warranty Period of the Supplies shall be [insert months; state none if not applicable] starting from the date of completion of delivery in the form of submission by the Supplier and acceptance by the Procuring Entity, of the Delivery Challan.
13. The Supplier shall remain liable to fulfil the obligations pursuant to Rule 40 (5) of the Public Procurement Rules, 2008.
14. The Supplier 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 delivering the Goods and related services.
15. Any claim arising out of delivery of Goods and related services shall be settled by the Supplier at his/her own cost and responsibility.
16. Damage to the Goods during the Warranty Period shall be remedied by the Supplier at the Supplier's own cost, if the damage arises from the supply and installation by the Supplier.
17. No modification to Scope of Supply and no variations to the quantities ordered shall be permissible under any circumstances.
18. **The Procuring Entity contracting shall amend the Contract incorporating required approved changes subsequently introduced to the original Terms and Conditions in line with Rules, where necessary.**
19. The Procuring Entity may, by written Notice sent to the Supplier, terminate the Contract in whole or in part at any time, if the Supplier:
  - a. Fails to delivery service(s) as per Delivery Schedule and Specifications.
  - b. In the judgement of the Procuring Entity, has engaged in any corrupt, fraudulent, collusive or coercive practices in competing for or in delivery of service(s).
  - c. Fails to perform any other obligation(s) under the Contract.
20. The Procuring Entity and the Supplier shall use their best efforts to settle amicably all possible disputes arising out of or in connection with this Contract or its interpretation.
21. The Supplier shall be subject to, and aware of provision on corruption, fraudulence, collusion and coercion in Section 64 of the Public Procurement Act, 2006 and Rule 127 of the Public Procurement Rules, 2008.

For the Purchaser:	For the Supplier:
Signature of the Procuring Entity with name and Designation	Signature of the Supplier with name and Designation
Date	Date

