



**House 270, Road-19, New DOHS  
Mohakhali Dhaka-1206, Bangladesh**

## **REQUEST FOR QUOTATION**

**Bidding Procedure: RFQ (GOODS)**

### **Graphics Design and Printing of Report**

**Project Name: Integrated Urban Water Management at the Center of  
Municipal Public Services (PN:168)**

**Issued on:** 8 June 2026

**Invitation ref. no.:** WC/BORDA/G-01

**Purchaser:** Waste Concern

**Country:** Bangladesh

## **Waste Concern**

Level – 03, House 270, Road - 19, New  
DOHS, Mohakhali, Dhaka-1206,  
Email: [info@wasteconcern.org](mailto:info@wasteconcern.org)

**Ref.: WC/BORDA/G 01-2026**

**Date: 08.06.2026**

### **Request for Quotation**

Quotation has been invited for the Procurement of Goods stated below. Interested Bidders can submit quotation to the address of the Project Office or through email with stipulated date and time.

Sl/No.	Quotation Requested for	Last Date of Quotation Submission
01.	Graphics Design and Printing of Report a) Climate Action Plan for Goalondo Municipality	17-06-2026 at 13.00 BST

Merina Afrose  
Project Accountant

REQUEST FOR QUOTATION

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**Project Title: Integrated Urban Water Management at the Center of Municipal Public Services (PN:168)**

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Source of Funding: **Bremen Overseas Research and Development Association (BORDA)**

Contract Ref: G-01/2026

Date of Issue : 08-06.2026

To:

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Dear Sir,

The Project Accountant of **Waste Concern**, (Purchaser) hereby requests you to submit price quotation(s) for Graphics Design and Printing of Report:

- a) Climate Action Plan for Goalondo Municipality

If you, however, have been associated with the firm that prepared the design, and specifications of the contract that is subject of this procurement, you shall be disqualified.

To assist you in the preparation of your price quotation we enclose the necessary technical specifications and required quantities.

1. You must quote the price of the items under this request. The Quotation shall be evaluated, and contract awarded to the firm offering the lowest evaluated price.
2. You shall submit one original of the Price Quotation with the Form of Quotation, and clearly marked "**Original**". Your quotation in the attached format should be signed, sealed in an envelope and addressed to and delivered to the following address:

Purchaser's Address:

**Waste Concern**

Level-3, House No. -270, Road No. 19  
New DOHS, Mohakhali, Dhaka -1206,  
Bangladesh

Email: [office@wasteconcern.org](mailto:office@wasteconcern.org)

Telephone: +880-2-48810-841-42

3. Your quotation in written in English language, should be accompanied by adequate technical documentation and catalogue(s) and other printed material or pertinent information (in English language) for each item quoted, including names and addresses of firms providing after-sales service facilities in Bangladesh.

4. The deadline for receipt of your quotation(s) by the Purchaser at the address or through email indicated in Clause No. -2 is on or before **17-06-2026 at 13.00 BST.**
5. You shall submit only one set of quotations for the above items. Your quotation must be typed or written in indelible ink and shall be signed by you or your authorized representative. Without a signature in your Form of Quotation, your quotation will not be considered further.
6. Your quotation(s) should be submitted as per the following instructions and in accordance with the attached form of Contract. The attached Terms and Conditions of Supply is an integral part of the Contract.
  - (i) **PRICES:** The prices should be quoted for supply and delivery to the Office of the project “**Waste Concern Level -3, House No. -270, Road No. -19, New DOHS, Mohakhali Dhaka-1206**” (place of destination). Prices shall be quoted in the currency of the Purchaser i.e. BDT.
  - (ii) **EVALUATION OF QUOTATIONS:** Offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of their prices. An offer is not substantially responsive if it contains material deviations or reservations to the terms, conditions, and specifications in this Request for Quotation, and it will not be considered further. The Purchaser will evaluate and compare only the quotations determined to be substantially responsive. In evaluating the quotations, the Purchaser will adjust for any arithmetical errors as follows:
    - (a) where there is a discrepancy between amounts in figures and in words, **the amount in words will govern;**
    - (b) where there is a discrepancy between the unit rate and the line-item total resulting from multiplying the unit rate by the quantity, **the unit rate as quoted will govern;** and
    - (c) if a Supplier refuses to accept the correction, his quotation will be rejected.

In addition to the quoted price, the evaluated price 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 in Bangladesh, if the Contract is awarded.

Bidder shall have legal capacity to enter into Contract. In support of its qualification, Bidder shall be required to submit certified photocopies of latest documents related to valid **e-Trade License (e-TL), Business Identification Number (BIN)/VAT Registration Number and Tax Identification Number (TIN)** Certificates; without which the Quotation may be considered non-responsive.

- (iii) **AWARD OF PURCHASE ORDER.** The award will be made to the bidder offering the lowest evaluated price and that meets the required standards of technical and financial capabilities. The successful bidder will sign a Contract as per attached form of contract and terms and conditions of supply.
- (iv) **VALIDITY OF THE OFFER:** Your quotation(s) should be **valid for a period of thirty (30) days** from the deadline for receipt of quotation(s) indicated in Clause No. – 4 of this Request for Quotation.

- i. If you withdraw your quotation during the validity period and/or refuse to accept the award of a contract when and if awarded, **then you will be excluded from the list of suppliers for the project for two years.**
7. Further information can be obtained from:  
**Merina Afrose**  
Project Accountant  
**Waste Concern**  
Level – 3, House No. -270  
Road No. -19, New DOHS Mohakhali, Dhaka-1206  
Contact: +880-2-48810-841-42  
Email: [info@wasteconcern.org](mailto:info@wasteconcern.org)
8. The bidder whose quotation has been accepted will be notified of the award of contract through the Letter of Acceptance issued by the Purchaser within **07 (Seven)** days from the date of submission of quotation.
9. Under GoB’s Anticorruption Policy bidders shall observe the highest standard of ethics during the procurement and execution of such contracts. BORDA will reject a proposal for award, and will impose sanctions on parties involved, if it determines that the bidder recommended for award or any other party, has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, the Contract. At the time of submission of your quotation, you should not be in any Agencies of GoB sanctions listed.
10. Please Confirm by e-mail the receipt of this request and whether or not you will submit the price quotation(s).

Sincerely,

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(Merina Afrose)  
**Project Accounts Officer**  
**Waste Concern**

**Distribution:**

1. Executive Director and Director, Waste Concern;
2. Project Manager (for information and wide circulation in Waste Concern Website); and
3. Office File.

# FORM OF QUOTATION

[Use Letter-head Pad]

Date:

To:

**Waste Concern**

Level – 3, House No. -270

Road No. -19, New DOHS Mohakhali

Dhaka-1206.

We offer to execute Graphics Design and Printing of Report [a) Climate Action Plan for Goalondo Municipality, G-01/2026 (Contract name and ref.) in accordance with the Conditions of Contract accompanying this Quotation for the Contract Price of

**BDT**

**(in figure)** : \_\_\_\_\_

**In word** : \_\_\_\_\_

We propose to complete the delivery of Goods described in the Contract within the following Delivery Time from the Date of Signing of the Contract.

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Offer and Warranty conditions imposed by the Request for Quotation document and the Terms and Conditions of Supply, respectively.

We have not been associated with the firm that prepared the design and specifications of the contract that is subject of this request for quotation.

We are not in any GoB Agencies sanctions list.

Authorized Signature: \_\_\_\_\_

Name and Title of Signatory \_\_\_\_\_

Name of Supplier: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

## Price Schedule for Graphics Design and Printing of Report

[Use Letter-head Pad]

RFQ NO.: WC/BORDA/G 01-2026

Date: 08-06-2026

Sl no	Item no	Description of Items	Unit of Measurement	Qty.	Unit Rate or Price		Total Amount
					In figure	In words	<u>In figure</u> <u>In words</u>
1	2	3	4	5	6	7	8
1.	a)	<b>Graphics Design and Printing of Report of Climate Action Plan for Goalondo Municipality</b>	Pc(s)	150			
Total Amount for Supply of Goods and related services (inclusive of all local taxes; see Note 2)						In figure	
						In words	

**Delivery Offered** : 07 (Seven) days from the date of Contract Signing.

**Warranty Provided** : As specified in Technical Specification of the Goods Required

**Destination for Delivery of Goods** : Project Office  
Waste Concern  
Level – 3, House No. -270  
Road No. -19, New DOHS Mohakhali, Dhaka-1206.

**Signature of Bidder with Seal** :

**Name of Bidder** :

**Date** :

**Note:**

1. Col. 6, 7 & 8 to be filled in by the Supplier.
2. 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 of the Goods Required

[Use Letter-head Pad]

RFQ NO.: WC/BORDA/G 01-2026

Date: 08-06-2026

Sl no	Item no	Description of Items	Full Technical Specification and Standards
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>
1	a)	Graphics Design and Printing of Report of Climate Action Plan for Goalondo Municipality	Size: A4 (8.27" X 11.69") Page: 82 Pages (41 Sheets) Paper: 150 GSM Matte Paper Printing: Four Color Both Side Cover: 300 GSM Art Card Printing: Four Color Both Side Lamination: Spot & Matte Lamination One Side Binding: Juice Binding

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

Signature of Bidder with Seal :

Name of Bidder :

Date :

**Note:**

1. Col. Col. 5 & 6 to be filled by the Supplier.
2. Technical Specifications of the Goods and related services shall be in compliance with the requirements of the Procuring Entity specified in this document. Supplier is required to mention make / model of the Goods offered and must attach the appropriate original printed (if not available copied) literature / brochures for the listed items.

## FORM OF CONTRACT

THIS AGREEMENT number \_\_\_\_\_ made on \_\_\_\_\_, 2025, between **the Project Accountant, Waste Concern, Level – 3, House No. -270, Road No.-19, New DOHS Mohakhali Dhaka-1206.** (hereinafter called “the Purchaser”) on the one part and \_\_\_\_\_ (hereinafter called “the Supplier”) on the other part.

WHEREAS the Purchaser has requested for quotation for **Graphics Design and Printing of Report** Graphic designed and Printed copies of Goalondo Municipality Climate Action Plan (CAP) to be supplied by Supplier, viz. Contract **G-01/2026**, (hereinafter called “Contract”) and has accepted the Quotation by the Supplier under Contract at the sum of

**BDT in figure:** \_\_\_\_\_

**in word:** \_\_\_\_\_

hereinafter called “the Contract Price”.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. The following documents shall be deemed to form and be read and construed as part of this agreement, viz:
  - a) Form of Quotation; Terms and Conditions of Supply, Technical Specifications;
  - b) Addendum (if applicable);
2. Taking into account payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby concludes an Agreement with the Purchaser to execute and complete the supply of goods under the Contract and remedy any defects therein in conformity with the provisions of the Contract.
3. The Purchaser hereby covenants to pay, in consideration of the acceptance of Contract, supply and delivery of the goods and remedying of defects therein, the Contract Price in accordance with Payment Conditions prescribed by the Contract.

IN WITNESS whereof the parties hereto have executed the Contract under the laws of Bangladesh on the date indicated above.

**Signature and seal of the Purchaser:**  
For and on behalf of

**Signature and seal of the Supplier:**  
For and on behalf of

\_\_\_\_\_  
Name of Authorized Representative

\_\_\_\_\_  
Name of Authorized Representative