GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

Standard Request for Quotation Document (National)
For Procurement of Works
[Request for Quotation Method]

'Unit-Rate'

(for values up to Tk.**1.5** million/**15** Lac)

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

October 2025 **ePW1(a) (SRFQ)**

Guidance Notes on the use of
The Request for e-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 simple Works. 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 (PW1(a)) applies when a Procuring Entity intends to select a Quotationer (a Contractor) for the Procurement of Works 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. e-RFQ 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 low value simple Works shall be on the basis of **'Unit-Rate'**. Such BoQ format is attached with the e-RFQ Document. The Procuring Entity shall have prepared the BoQ for a particular procurement.

11. Splitting the object of Procurement is not permissible pursuant to Rule 90(4)(ka) of the Public Procurement Rules, 2025.

12. The Procuring Entity shall invite the successful Quotationer to sign the contract, pursuant to Rule 94(5) of the Public Procurement Rules, 2025, following recommendations of the Evaluation Committee and approval thereupon by the Approving Authority.

13. 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 Defect Liability Period.

14. The Defects Liability Period shall usually remain between 6 and 12 months.

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.

REQUEST FOR e-QUOTATION

1. 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 e-Quotation Document is issued.
2. Detailed Specifications and, Design & Drawings for the intended Works are available in the office of the Procuring Entity for inspection by the potential Quotationers during office hours on all working days.
3. e-Quotation is being requested on **Unit-Rate** basis.
4. e-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 execution of the Works (if awarded) respectively.
6. e-Quotations received through e-GP System shall be sent to the Evaluation Committee for evaluation..
7. The Procuring Entity may extend the deadline for submission of Quotations on justifiably acceptable grounds duly recorded subject to threshold of minimum three (3) and maximum seven (7) days pursuant to Rule 92 (4) of the Public Procurement Rules, 2025.
8. e-Quotation shall be submitted as per Bill of Quantities of Works.
9. All Quotations must be valid for a period of at least the Tender Validity Days as per IFT from the closing date of the e-Quotation submission.
10. Auto opening of e-Quotations shall be held in e-GP System after the closing date.
11. 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.
12. 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.
13. 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**.**
14. e-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, in the e-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.

16. 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.

17. The execution of Works shall be completed within completion days as per contract from the date of commencement.

18. Letter inviting the successful Quotationer to sign the Contract shall be issued through e-GP system after receiving the approval from the Approving Authority. The Contract shall have to be signed through e-GP system after issuing the Letter of Invitation.

19. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.

e-Quotation Submission Letter

I/We, the undersigned, offer to execute in conformity with the Conditions of Contract for execution of the Works.

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/we am/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 works.

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 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.

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.

This submission letter will be Electronically signed by [name of the authorized person] on behalf of [name of Quotationer] when you select "I agree" and click the "Submit" Button.

Bill of Quantities

Unit Rate Basis*

Item No.	Group	Item Code (if any)	Description of Items of Works	Measurement Unit	Quantity	Unit Price (in BDT)		Total Price (in BDT)	
						In figures	In words	In Figures	In Words
1	*2*	*3*	*4*	*5*	*6*	*7*	*8*	*9 = 6x7*	*10*
To be filled by the PE						To be quoted and filled in by the Quotationer	Auto generated by e-GP System		

***** Reference is drawn to Rule 90(5) of the Public Procurement Rules, 2025 and to the Para 4 of the Guidance Notes before opting for this Format.

Note (use only when this method deemed appropriate):

1. Low value and simple and all the components of the Works can be estimated but not accurately determined.
2. Works executed are re-measured for payments.
3. Col. 1, 2, 3, 4, 5 & 6 to be filled in by the Procuring Entity and Col. 7 by the Quotationer.

This form will be Electronically signed by [name of the authorised person] on behalf of [name of Quotationer] click the "Save" Button.

[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 Contractor_____]
[address_____]

This is to notify you that your **Quotation** dated ***[dd/mm/yy]*** for the execution of the Works named **[insert name of work]** 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 execution of the Works 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.

Signature of the Procuring Entity with name and designation
Attachment: Draft Contract 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 Contractor]*** (hereinafter called "the Contractor") of the other part:

WHEREAS the Procuring Entity invited Quotation for certain Works named ***[insert name of Works]*** and has accepted the Quotation submitted by the Quotationer for the execution of those works 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 Design and Drawings
   (f) the priced Bill of Quantities
   (g) any other document listed anywhere in the Contract.

3. In consideration of the payments to be made by the Procuring Entity to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Procuring Entity to execute and complete the works 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 Contractor in consideration of the execution and completion of the works 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 Contractor
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 Contractor shall have to commence the Works 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 Contractor shall immediately submit to the Procuring Entity a Programme of Works showing the timing for all the activities and components of Works.
5. The Contractor shall maintain Pro Rata progress of the Works. Progress shall be determined in terms of the value of the works executed.
6. The Contractor 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 Works executed by the Contractor and notify the Contractor of any Defects found.
8. Notwithstanding any testing and examination, the Procuring Entity by visual inspection or field/lab tests may instruct the Contractor to:
    a. remove and replace any works 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 Works.
9. The Contractor shall submit to the Procuring Entity the progressive invoices for estimated value of works executed less the cumulative amount certified previously.
10. The Contractor 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 Bill of Quantities below:

    Unit-rate Basis
    Measurement shall be made of the net quantity of each item of the Works actually executed in accordance with the Bill of Quantities. The first progressive payment shall be made only after twenty (20) percent progress achieved. The Procuring Entity shall make payments to the Contractor in Taka currency, while the Final payment shall be made upon fulfilment of all contractual obligations by the Contractor.

12. The Contractor'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. Works under Variation Orders 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 Rules, where necessary.

16. The Procuring Entity shall retain or in other words deduct from each progressive payment due to the Contractor at the rate of five (5) percent of the invoice amount as Retention Money until completion of the whole of the Works under the Contract. This Retention Money shall be kept in PE's end for meeting any claims during the Defect Liability Period.

17. The Contractor shall apply by notice to the Procuring Entity for issuing a Completion Certificate of the Works, 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 Contractor's application:

    a. issue the Completion Certificate to the Contractor stating that the Works were completed in accordance with the Contract, or

    b. reject the application, giving reasons and specifying the works required to be done/redone by the Contractor to enable issuance of the Completion Certificate.

19. The Procuring Entity shall Take-Over the Site and the Works not later than seven (7) working days of issuing the Completion Certificate.

20. The Procuring Entity may issue a notice for correction of Defects within fourteen (14) days from the Contractor's request for **Final Payment** stating the scope of corrections or additions that are necessary.

21. The Defects Liability Period of the Works shall be **[insert months]** starting from the date of issuing the Completion Certificate by the Procuring Entity.

22. After the Defects Liability Period has passed and, the Procuring Entity has certified in the form of **Defects Corrections Certificate** that all Defects notified by the Procuring Entity to the Contractor before the end of this period have been corrected.

23. The Defects Liability Period may be extended for as long as the Defects notified by the Procuring Entity remain to be corrected.

24. If the Contractor has not corrected a Defect within the time specified in the Procuring Entity's notice, the Procuring Entity shall assess the cost of having the Defects corrected by it, and the Contractor shall remain liable to pay the expenditures incurred on account of correction of such Defects.

25. The Contractor 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 executing the work. Any claim arising out of execution of the works shall be settled by the Contractor at his/her own cost and responsibility.

26. Loss or damage to the Works or Materials to be incorporated in the Works between the Start Date and the end of the Defects Liability Period shall be remedied by the Contractor at the Contractor's own cost, if the loss or damage arises from the Contractor's acts or omissions.

27. The Retention Money shall be returned to the Contractor within fourteen (14) days after expiry of the Defects Liability Period.

28. The Procuring Entity may, by written Notice sent to the Contractor, terminate the Contract in whole or in part at any time, if the Contractor:

    a) fails to sign the Contract or commence the Work within the specified time; or
    b) fails to achieve satisfactory progress of Works in accordance with the Programme of Works; or
    c) fails to complete the Work as per design, 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 executing the Work.
    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 contractor has to pay a penalty at the percentage to apply to the contract value of the works not completed, representing the Procuring Entity's additional cost for completing the uncompleted Works, is [insert between 15 and 25] percent of the revised official estimated cost of the uncompleted works.

30. The Procuring Entity and the Contractor 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 Contractor shall be subject to, and aware of provision on corruption, fraudulence, collusion, coercion and obstructio in Section 64 of the Public Procurement Act, 2006 and Rule 149 of the Public Procurement Rules, 2025.

Specifications
Design and Drawings

Insert here the Specification of Works and the list of Design and Drawings