



March 21, 2010

Requisition No : 818710, Date : 15.03.10 & 818708, Date : 14.03.10
HRD, H.O.

Subject : Request for Quotation for ID Card Ribbon, Proximity Card & ID Card Holder.

Sealed quotations are hereby invited from your company of the following item under the terms and conditions mentioned bellow on your Letter Head Pad.

Item	Specification	Quantity (Nos/Pcs)	Unit Price	Total Price	Remarks
a	Proximity Card	Blank	2,500		"Alternative offer will not be accepted"
b	ID Card Holder	Leather Card Holder Color : Black, Vertical	2,500		
c	ID Card Ribbon	With Dog Hook Size : Length : 45 x 2 = 90 Cm Width : 1.5 Cm Color : Ribbon : 68% Black Logo : White Fabric : Minimum as per sample Stitching : Minimum as per sample Stopper, Dog Hook : Stainless Steel (Minimum as per sample)	2,000		

Terms & Conditions:

Quotations to be submitted by : 25.03.2010

Quotations may be sent by : Quotation is to be dropped in the **Tender Box No : 2 with 01 (one) sample for each item** kept at BRAC Procurement Department, 75, Mohakhali, Dhaka-1212.

Following documents are to be submitted with the quotation:

1. Copy of Trade License.
2. Copy of TIN Certificate
3. Copy of VAT Registration Certificate.

Other Terms & Conditions :

1. **Income Tax, VAT will be deducted at source as per Govt. rules**
2. Delivery should be completed within Specific Date after issuing confirms purchase order at **HRD, 20th Floor, BRAC, BRAC Center, 75-Mohakhali, Dhaka-1212** at your own cost.
3. Please mention the validity of your quoted price.
4. BRAC reserves the right to accept or reject any or all tenders without assigning any reason.

Thanks.

Sincerely Yours
For, BRAC

Muhammad Azizur Rahman
Head of Procurement

Note : Please mention on the top of the envelop "Quotation for ID Card Ribbon and Accessories, Requisition No : 818710, Date : 15.03.10 & 818708, Date : 14.03.10".

BRAC

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