



BCPCL
Bangladesh-China Power Company Ltd.
A Joint Venture of CMC & NWPGL

REQUEST FOR QUOTATION
FOR
Procurement of Microsoft Office 365 for BCPCL

BANGLADESH-CHINA POWER COMPANY LIMITED
(A Joint Venture of CMC and NWPGL)
UTC Building (Level-05), 8 Panthapath,
Kawran Bazar, Dhaka-1215, Bangladesh

Issued Ref.: BCPCL/Procurement/RFQ/2024-25/1204.03
Issued On: December 04,2024

Submission Deadline: December 17,2024 on or before 12:00PM.





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Bangladesh-China Power Company Ltd.
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To

1. Bangladesh-China Power Company Limited has been allocated 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 for the intended goods and related services are 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 'RFQ Document'.
4. 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 (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 by fax or through electronic mail on or before **December 17,2024, 12:00PM**. The envelope containing the Quotation must be clearly marked "**Procurement of Microsoft Office 365 for BCPCL**" and "**DO NOT OPEN before December 17,2024 12:30 PM**". Quotations received later than the time specified herein shall not be accepted.
7. Quotations received by fax or through electronic mail shall be sealed-enveloped by the Procuring Entity duly marked 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 the Quotation.
8. The Procuring Entity may extend the deadline for submission of Quotations on justifiably acceptable grounds duly recorded subject to threshold of ten (10) days.
9. All Quotations must be valid for a period of at least 60 (Sixty) days from the closing date of the Quotation.
10. No public opening of Quotations received by the closing date shall be held.
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 BDT. 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 updated valid Trade License, Tax Identification Number (TIN), VAT Registration Number and Manufacturer's Authorization Letter from Microsoft* 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. In case of quotation submitted on Lump-sum basis, if anomalies found between figures and words, the words will prevail. Quotationer shall remain bound to accept the arithmetic corrections made by the Evaluation Committee.
16. The supply of Goods and related services shall be completed within **07 days** from the date of issuing the Purchase Order.
17. The Purchase Order that constitutes the Contract binding upon the Supplier and the Procuring Entity shall be issued within **7 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.

Rashed
09/12/24

Rashed Morshed
Superintending Engineer (Procurement)
Bangladesh-China Power Company Limited
UTC Building (Level-05), 8 Panthapath, Kawran Bazar,
Dhaka-1215, Bangladesh.
e-mail: rashedmorshed@bcpcl.org.bd

Distribution:

1. Notice Board.
2. Office File.



Quotation Submission Letter

Issued Ref.: BCPCL/Procurement/RFQ/2024-25/1204.03
Issued On: December 04,2024

Superintending Engineer (Procurement)
Bangladesh-China Power Company Limited
UTC Building (Level-05), 8 Panthapath, Kawran Bazar,
Dhaka-1215, Bangladesh.

I/We, the undersigned, offer to execute in conformity with the Conditions of Contract for execution of the Works and physical services named **Procurement of Microsoft Office 365 for BCPCL.**

The total Price of my/our Quotation is BDT

In 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 25 (b) of the Terms and Conditions 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 on **December 04,2024.**

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 of Goods and Related Services

Issued Ref.: BCPCL/Procurement/RFQ/2024-25/1204.03

Issued On: December 04,2024

Sl.	Description of Work	Unit	Qty	Unit Price in BDT (Including VAT & IT)	Total Price in BDT (Including VAT & IT)
1	2	3	4	5	6
1	<p>Microsoft 365 Business Standard</p> <ul style="list-style-type: none"> • Host email with 50 GB (Per user) mailbox and custom email domain. • Hub for teamwork to connect people using Microsoft Teams. • Online meetings and video conferencing for up to 300 users. • 1 TB of OneDrive cloud storage per user. • Office apps for the web, including Outlook, Word, Excel, PowerPoint, OneNote, etc. • Desktop versions of Microsoft 365 apps, including Outlook, Word, Excel, PowerPoint, and OneNote (plus Access and Publisher for PC only). • Each license covers fully installed Microsoft 365 apps on five mobile devices, five tablets, and five PCs or Macs per user. 	License	62		
2	<p>Microsoft 365 Business Basic</p> <ul style="list-style-type: none"> • Host email with 50 GB (Per user) mailbox and custom email domain address. • Hub for teamwork to connect people using Microsoft Teams. • Online meetings and video conferencing for up to 300 users.. • 1 TB of OneDrive cloud storage per user. • Office apps for the web, including Outlook, Word, Excel, PowerPoint, OneNote, etc. 	License	110		
3	<p>Microsoft 365 Business Basic (no Teams)</p> <ul style="list-style-type: none"> • Host email with 50 GB (Per user) mailbox and custom email domain address. • Online meetings and video conferencing for up to 300 users. • 1 TB of OneDrive cloud storage per user. • Office apps for the web, including Outlook, Word, Excel, PowerPoint, OneNote, etc. 	License	20		



Price Schedule of Goods and Related Services

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Sl.	Description of Work	Unit	Qty	Unit Price in BDT (Including VAT & IT)	Total Price in BDT (Including VAT & IT)
1	2	3	4	5	6
4	Microsoft 365 Apps for business • Desktop versions of Word, Excel, PowerPoint, and Outlook. • 1 TB of OneDrive cloud storage per user. • Installable Microsoft 365 apps on up to five mobile devices, five tablets, and five PCs or Macs per user.	License	2		
Total price Including TAX & VAT					

Total Price Including VAT & IT (in words)	
Goods to be supplied to	Department of ICT, BCPCL Corporate Office, UTC building, Level-05, 8 Panthapath, Kawranbazar, Dhaka-1215.
Delivery Offered	07 (seven) days from the date of issuing purchase order

[Insert number] number corrections made by me/us have been duly initialed in this BoQ.

Signature of the Quotationer with Seal	Date:
Name of the Quotationer	

Note:

1. Col. 1, 2, 3 & 4 to be filled in by the Procuring Entity and Col. 5 & 6 by the Quotationer.
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



Technical Specification of Goods and Related Services

Issued Ref.: BCPCL/Procurement/RFQ/2024-25/1204.03

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Sl.	Description of Work	Unit	Qty	Bidder's Technical Offer
1	2	3	4	5
1	<p>Microsoft 365 Business Standard</p> <ul style="list-style-type: none"> • Host email with 50 GB (Per user) mailbox and custom email domain. • Hub for teamwork to connect people using Microsoft Teams. • Online meetings and video conferencing for up to 300 users. • 1 TB of OneDrive cloud storage per user. • Office apps for the web, including Outlook, Word, Excel, PowerPoint, OneNote, etc. • Desktop versions of Microsoft 365 apps, including Outlook, Word, Excel, PowerPoint, and OneNote (plus Access and Publisher for PC only). • Each license covers fully installed Microsoft 365 apps on five mobile devices, five tablets, and five PCs or Macs per user. 	License	62	
2	<p>Microsoft 365 Business Basic</p> <ul style="list-style-type: none"> • Host email with 50 GB (Per user) mailbox and custom email domain address. • Hub for teamwork to connect people using Microsoft Teams. • Online meetings and video conferencing for up to 300 users. • 1 TB of OneDrive cloud storage per user. • Office apps for the web, including Outlook, Word, Excel, PowerPoint, OneNote, etc. 	License	110	
3	<p>Microsoft 365 Business Basic (no Teams)</p> <ul style="list-style-type: none"> • Host email with 50 GB (Per user) mailbox and custom email domain address. • Online meetings and video conferencing for up to 300 users. • 1 TB of OneDrive cloud storage per user. • Office apps for the web, including Outlook, Word, Excel, PowerPoint, OneNote, etc. 	License	20	



Technical Specification of Goods and Related Services

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Sl.	Description of Work	Unit	Qty	Bidder's Technical Offer
1	2	3	4	5
4	Microsoft 365 Apps for business • Desktop versions of Word, Excel, PowerPoint, and Outlook. • 1 TB of OneDrive cloud storage per user. • Installable Microsoft 365 apps on up to five mobile devices, five tablets, and five PCs or Macs per user.	License	2	

Scope of Services and Standards:

1. Licenses must be renewed by 31 December 2024.
2. The supplier must allow sufficient time for server or admin panel setup. All required configurations should be completed at least 3 days before the renewal date.
3. The supplier must provide uninterrupted service until 31 December 2025 or the date of the next license renewal, whichever is later.
4. The supplier must provide training to BCPCL on the Microsoft 365 Admin Panel and Microsoft 365 products to ensure comprehensive understanding and efficient use of the platform.
5. **All product features must adhere to the Microsoft Global variant standards.**



**Purchase Order
FOR
Procurement of Microsoft Office 365 for BCPCL**

Purchase Order No. :

Date:

To:

Purchase Order Value: BDT

Taka in words:

Completion date of delivery:

Delivery terms:

- (a) The items shall be supplied as per the instructions and supervision of BCPCL within the above completion date. BCPCL reserves the right to cancel the Purchase Order in case the supplier fails to supply the items within the stipulated date.
- (b) VAT/Taxes, as applicable, shall be deducted at source as per law;
- (c) Payment shall be made after satisfactory completion of supply and certification of Concerned Authority.
- (d) Goods shall be delivered as per approved specification.

Hence, you are requested to supply the below mentioned goods on the terms and conditions as stipulated in the Purchase Order.

Sl. No.	Item Description	Unit of Measurement	Qty	Unit Price in BDT (Including VAT & TAX)	Total Price in BDT (Including VAT & TAX)
Total Amount (BDT)					

Thanking you,

By the approval of authority,

(Rashed Morshed)
Superintending Engineer (Procurement)
Bangladesh-China Power Company Limited
Level#5, UTC Building, 8 Panthapath, Kawran Bazar
Dhaka-1215, Bangladesh



Terms and Conditions
for
Procurement of Microsoft Office 365 for BCPCL

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 Procurement Procedures of BCPCL.
3. The Supplier shall have to complete the delivery in all respects within **07 days** 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 Chalan.
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 product shall come in intact package and the necessary testing and basic software installation need to be done in presence BCPCL's official.
13. The Procuring Entity shall retain from the contract value due to the Supplier at the rate of **5 (Five) Percent** as Retention Money until completion of the Warranty period.
14. The Supplier shall correct any defect covered by the Warranty period within 15 days of being notified by the Procuring Entity of the occurrences of any defect.
15. The minimum Warranty Period of the Supplies shall be **12 months** starting from the date of completion of delivery in the form of submission by the Supplier and acceptance by the Procuring Entity, of the Goods Receiving Certification.
16. After the Warranty Period has passed and the notified defects are corrected and, the Procuring Entity shall release **5 (Five) Percent** Retention Money to the supplier.
17. The Warranty Period may be extended for as long as the Defects notified by the Procuring Entity remain to be corrected.



18. If the Supplier 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 Supplier shall remain liable to pay the expenditures incurred on account of correction of such Defects.
19. The Supplier shall remain liable to fulfil the obligations under the Applicable Law.
20. 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.
21. Any claim arising out of delivery of Goods and related services shall be settled by the Supplier at his/her own cost and responsibility.
22. 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.
23. No modification to Scope of Supply and no Variations to the quantities ordered shall be permissible under any circumstances.
24. The Procuring Entity contracting shall amend the Contract incorporating required approved changes subsequently introduced to the original Terms and Conditions in line with the applicable law, where necessary.
25. 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 deliver Goods and related services 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 goods and related services.
 - c. fails to perform any other obligation(s) under the Contract.
26. 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.
27. The Supplier shall be subject to, and aware of provision on corruption, fraudulence, collusion and coercion with the applicable law.



