



**Crown Agents Reference: CA/108322D/0013**

**Date:** Sept 15, 2020

**REQUEST FOR QUOTATION**  
**REQUIRED BY: September 24, 2020**

Crown Agents Limited (“Crown Agents”) request you to submit a quotation for the Goods specified in the attached Form of Offer at Appendix C.

The Goods are for use in Bangladesh for ASCEND project (the “End-User”).

**Project Brief**

This RFQ is issued under the ASCEND project (Accelerating Sustainable Control and Elimination of NTDs (ASCEND) funded by the UK Government’s Department for International Development (DFID), to advance the impact and sustainability of national programmes tackling neglected tropical diseases (NTDs). Under ASCEND, DFID has contracted Crown Agents Ltd as a lead implementor of this program.

It is the bidder’s responsibility to ensure that the following documents which are incorporated by reference (and shall be incorporated by reference in any resulting contract) have been downloaded from the Supplier Downloads – Supplier Role Procurement pages on our website <http://www.crownagents.com/supplier-downloads>.

**General Contract Conditions for the Purchase of Goods (2013) (Own Right)**

The **draft form of Contract** attached at Appendix B to this RFQ identifies the documents that shall be incorporated within any resulting Contract. These documents will include but not be limited to the General Contract Conditions for the Purchase of Goods (2013) (“the Contract Conditions”) as available as a download.

**The Business Partner Questionnaire (BPQ) – If you have not completed a BPQ for Crown Agents within the past two years, please complete all sections.**

It is the bidder’s responsibility to ensure that the quotation complies with all the requirements stipulated in this RFQ and any resulting award of contract.

The quotation should confirm your agreement to supply in accordance with the **General Contract Conditions for the Purchase of Goods (Appendix B)** and should state the following details:

- a) realistic delivery period to named destination
- b) details of the manufacturer’s guarantee which must be valid in Bangladesh and administered locally, including supply of spare parts where applicable.
- c) confirmation that all manufacturer’s documentation (including instruction manuals) shall be supplied in English

**Please submit a sample of each item for consideration of your quotation to the address of Crown Agents Office in Bangladesh as mentioned in this RFQ only on the last submission day of deadline i.e 24 September 2020 from 10AM to 5PM.**

Please return completed Appendix C with supporting literature to reach Birbhadrha Lamichhane ([Birbhadrha.Lamichhane@ascend.crownagents.com](mailto:Birbhadrha.Lamichhane@ascend.crownagents.com)) and Tina Patel ([Tina.Patel@ascend.crownagents.com](mailto:Tina.Patel@ascend.crownagents.com)) respectively by the "Required By" date. Failure to complete and return a full set of documents may result in the quotation not being considered. Any additional costs incurred by Crown Agents or the End-User which result from any inaccuracies or any declarations in respect of the Goods or the bidder's failure to conform with the requirements of a resulting Contract may be charged to the bidder.

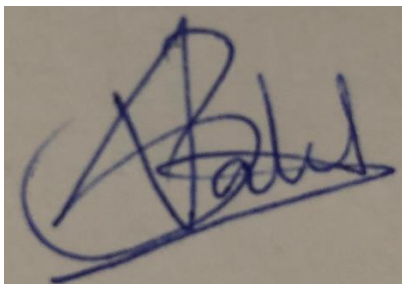
The delivery period quoted should be the period between the date of receipt by the successful bidder of an award of Contract and the date of completion of the Contract and the receipt by Crown Agents of all documentation required under the Contract. Time of delivery is of the essence and will be a key factor in evaluating the quotation. It is vital therefore that the bidder provides the best and most accurate delivery and completion time.

If you are unable to quote, please advise the undersigned immediately by e-mail.

The bid process is governed by and construed in accordance with the laws of England.

Any questions which the bidder may have in relation to this Request for Quotation must be addressed to the undersigned in writing.

Yours faithfully



Tina Patel  
Position: Regional Supply Chain Specialist  
Direct Tel: **+254784327117 / +254722327117**  
E-mail: [Tina.Patel@ascend.crownagents.com](mailto:Tina.Patel@ascend.crownagents.com)

## INSTRUCTIONS TO BIDDERS

**Currency:** We prefer the quotes to be presented in Pound Sterling or Bangladeshi Taka. Please ensure that the currency is clearly stated.

Any resultant Contract will be placed in the currency of the quotation and payments will be made in the currency of the quotation. **The bidder shall not be permitted to amend the currency of the quotation once the quotation has been submitted.**

Where applicable, to facilitate evaluation and comparison, all prices quoted will be converted to GBP, at the selling rate of exchange established on the closing date.

**Liquidated Damages:** The bidder's attention is drawn to Clause 15 of the Contract Conditions.

**Guarantee:** The bidder's attention is drawn to the provisions of Clause 6 of the Contract Conditions.

**Request for Third Party Payment:** If the bidder would require payment to be made to a third party, any such request for payment to a third party must be clearly stated in the bid together with the reasons for the request. The bidder's attention is drawn to the provisions of Clauses 20.6 of the Contract Conditions.

**Acceptance:** Crown Agents reserve the right to:

- Accept any quotation wholly or in part;
- Seek alternative freight quotes and where a more competitive freight quote is received to contract on FCA or FOB terms;
- Vary the quantities of the Goods in any resulting award of Contract within reasonable limits;
- Contract on any of the delivery terms offered or on different delivery terms;
- Reject any quotation;
- To annul the bidding process and reject all quotations at any time prior to contract award without thereby incurring any liability to the affected bidder or bidders.

**Signing of Contract:** At the same time as Crown Agents notifies the successful bidder that its offer has been accepted, Crown Agents will send the bidder the Form of Contract in the format provided, incorporating all agreements between the parties.

As soon as practically possible, but no more than five (5) working days following receipt of the Contract, the successful bidder shall sign and date the Contract and return it to Crown Agents.

**EXAMPLE**

**APPENDIX B**

**CROWN AGENTS REFERENCE: CA/108322D/0013/001**

**THE FORM OF CONTRACT INCLUDING**

**GENERAL CONTRACT CONDITIONS**

**CROWN AGENTS LIMITED**

**and**

[\_\_\_\_\_]

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**CONTRACT FOR THE PROVISION OF [ENTER BRIEF DESCRIPTION OF GOODS]**

**CONTRACT**

**THIS CONTRACT** ("Contract") is entered into this day of \_\_\_\_\_, 2020\_\_\_\_, by [Crown Agents Limited] a company incorporated and registered in England and Wales with company no. [03259922] and whose registered office is located at 7<sup>th</sup> Floor, Blue Fin Building, 110 Southwark Street, London SE1 0SU, England ("Crown Agents") of the one part and (name Supplier) of the other part a company incorporated and registered in [name country] with company no. [ ] and having whose registered office is located at (enter full Supplier address) hereinafter called the "Supplier".

**WHEREAS**

Crown Agents issued a Request for Quotation ("RFQ") under reference **CA/108322D/0013/** dated 15 September 2020 for the provision of goods, Consumables (hereinafter called the "Goods") to be supplied to Crown Agents, Genetic Point 11, Level 9B, House 25, Road 11, Block H, Banani, Dhaka 1213, Bangladesh (the "End-User");

The Supplier submitted its quotation dated enter date reference enter bid ref in response to the RFQ (the "Quotation");

**NOW IT IS HEREBY AGREED AS FOLLOWS:**

Crown Agents has accepted the Bid from the Supplier for the supply of the Goods in the sum of state currency and contract price in words and figures side by side (the "Contract Price").

The Goods are to be delivered by road on the Crown Agents, Genetic Point 11, Level 9B, House 25, Road 11, Block H, Banani, Dhaka 1213, Bangladesh.

The Goods shall be delivered, and Crown Agents shall have received the documentation required under the Contract.

In this Contract words and expressions shall have the same meanings as are respectively assigned to them in the General Contract Conditions.

The following documents shall be deemed to form and be read and construed as an integral part of this Contract:

- this Form of Contract and the Appendices attached to it;
- The General Contract Conditions;
- The completed and signed Business Partner Questionnaire together with all supporting documentation dated [.....]
- The Request for Quotation;
- The Form of Offer including the following;
  - Delete if not applicable The quotation clarification(s) dated [enter date(s)]

This Form of Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract Documents, then the order of documents shall prevail in the order listed above.

The Supplier shall provide a signed copy of the Contract to Crown Agents within five (5) working days of signature of the Contract.

**Anti-Bribery:** The Contractor shall adopt and comply with Crown Agents' Ethical Code for Business Partners as available as a download from the Supplier Download pages on Crown Agents website <http://www.crownagents.com/supplier-downloads>.

**Child Protection:** Crown Agents believes that everyone has a role in the safeguarding of children and promoting their welfare whether or not they are in direct contact with children. Crown Agents will seek the support and cooperation of the Supplier in the implementation of its Child Protection Policy and will monitor their compliance with it.

The Supplier should note the requirements to adhere at all times to the Child Protection Code of Conduct, available on Crown Agents website.

**Clearance of Goods, unloading and delivery:** In addition to the Supplier's contractual responsibilities under the stated Incoterm, the Supplier will be wholly responsible, at their risk and cost, for unloading the Goods at the named place of delivery and if the Goods are delivered by container, for de-stuffing the container(s) and removing the empty container(s) from the named place of delivery. On delivery of the Goods to the End-User the Supplier will be responsible for obtaining a Signed Receipt Note in the form required confirming that delivery and unloading [and removal of empty containers] has been completed satisfactorily.

**Marking for Shipment/Transportation and Storage:** Packages should be marked by stencil or otherwise apply the Overland address as large as is practicable and exactly as shown, including the gross weight in kilograms and the package number, to 2 adjacent faces of each package. Add (in English) any special handling, stowage, or storage instructions. Attach metal labels securely to loose or bundled items. Show both weights and dimensions in metric units.

<b>Overland Address :</b> <b>CA/108322D/0010/001</b>  Crown Agents, Genetic Point 11, Level 9B, House 25, Road 11, Block H, Banani, Dhaka 1213, Bangladesh	<b>Notify Party:</b>  Prof. Ahmed Be- Nazir - Country Lead, ASCEND, Bangladesh  Email: Be- Nazir.Ahmed@ascend.crownagents.com
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**Goods Requiring Special Handling:** It may not be possible for the Consignee to take immediate possession of the Goods and it is not uncommon for Goods to be held up for some weeks before release. It is imperative therefore that not only Goods requiring special stowage including refrigeration but also Goods which may be affected by storage under non-ideal conditions, are notified to Crown Agents before despatch.

**Invoices:** The Supplier will be required to prepare a separate signed original invoice and signed copies for each consignment. Item numbers, descriptions and sequence must match those in the Contract. The invoice must show Crown Agents' reference (*to be advised on award of Contract*) and Batch numbers of all items supplied, where applicable. If possible packing details should be shown on the invoice; if separate, packing lists must give full details including package numbers The Supplier will be responsible for placing inside each package with the Goods either one copy of the invoice if it contains full packing details or one copy of the packing list for that case.

NB: Goods will be fully inspected to match with approved samples prior to payment being executed”.

**Country Specific Clause(s) for Bangladesh:** Any electric equipment or apparatus should comply with the following operating conditions where applicable;

- a) Operating Voltage: Three phase 415 V a.c, 50Hz, Single-phase 220 V a.c, 50Hz
- b) Operating Temperatures:15°C to 36°C
- c) Humidity Range: 20% to 95% (iv) Altitude: 0 to 3000m
- d) Environment: Dusty environment

**Delivery and Distribution of Documents:** The Supplier will be responsible for delivering the Goods in accordance with the delivery period as stated within the Contract and the Supplier will be responsible for sending the following documents to the relevant parties below.

Electronic versions of documentation will not be acceptable unless prior written agreement has been provided by Crown Agents:

Invoices must be addressed to Crown Agents and the Supplier will be responsible for sending the following documents to the End-User.

(state the relevant party and detail contact name, full physical address and contact details - TBA).

- Invoice: original signed invoice and 3 signed copies;
- Packing List: (if not included on invoice); 3 copies;
- Certificate of Origin: 2 copies;
- Declaration of Conformity: 2 copies;
- Transport Bill i.e. Road Consignment Note (CMR) evidencing dispatch of the Goods
- Signed Receipt Note (to be completed by the End-User if different from Consignee) if applicable.

The Supplier will be responsible for sending to Crown Agents, (Address to be advised):

- Transport Bill i.e. Road Consignment Note: 1 original and 2 copies/
- Invoice: original signed invoice and 2 signed copies;
- Certificate of Origin: 2 copies;
- Declaration of Conformity: 2 copies;
- Packing List (if not included on invoice): 2 copies
- Signed Receipt Note from End-User if different from Consignee evidencing delivery; 1 original (if applicable)

**Payment:** Payment shall be made in accordance with Clause 13 of the General Contract Conditions. All documentation detailed in the Contract, confirming satisfactory and full delivery, shall be submitted to Crown Agents by the Supplier. Payment will then be made within 45 days of submission of the all the documentation required as detailed within the contract.

Payment under the terms of the Contract will be made by SWIFT. The Supplier shall provide their bank details in the format detailed below and this submission must be returned with the Supplier’s payment documentation. If the Supplier is domiciled in the European Union or requires payment to be made to

an account in the European Union, the Commercial Invoice must clearly state the IBAN code. Failure to provide the following information may result in delays in the Supplier's payment being processed.

**BANK DETAILS (to be printed on Supplier's letter headed paper)**

- ❖ Account Name (in full) .....
- ❖ Account Number .....
- ❖ Bank Name .....
- ❖ Bank Address .....
- ❖ Bank Sort Code .....
- ❖ SWIFT Code.....
- ❖ IBAN Code.....

**Authorised Signatory**

Sign: .....

Name: .....

Designation: .....

Where applicable, the Supplier shall also state the above details in respect of the correspondent bank of their bank in (enter Country of domicile of payment currency) through which our bankers, Crown Agents Bank, can make payment. The Supplier will be liable for any bank charges levied in the process of making payment, together with all additional expenses incurred in obtaining payment by any other means.

The Supplier will be responsible for advising Crown Agents immediately if exchange control regulations prohibit despatch of negotiable documents other than through banks.

IN WITNESS whereof the parties hereto have caused this Contract to be executed on the day and year first above written.

For and on behalf of Crown Agents

For and on behalf of the Supplier

Signed by \_\_\_\_\_

Signed by \_\_\_\_\_

Duly Authorised

Duly Authorised

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_





**FORM OF OFFER**

To: Crown Agents  
Ltd, 7<sup>th</sup> Floor,  
Blue Fin  
Building, 110  
Southwark St,  
London, SE1  
OSU

Crown Agents Reference: **CA/108322D/0013**

Contractor's Reference:

Date:

We offer to supply on the terms of the Request for Quotation under the above reference dated 15 September 2020 ("the RFQ") the Goods detailed below.

We confirm that we have downloaded and read the documents from Crown Agents Website which are incorporated by reference and accept that any resultant Contract will be subject to the General Contract Conditions for the Purchase of Goods (2013) and such other Special Conditions specified therein.

Delivery of the Goods shall take place within the period stated below from the date of receipt of an award of Contract.

We confirm that the Goods offered are new and fully meet the required specification detailed in the RFQ.

Item No.	Item Description	Pack Size	Quantity	Unit Price, GBP/TAKA	Extended Price GBP/TAKA	Brand	Manufacturer	Country of Origin	Shelf Life	Delivery Period
1.	Face Mask KN-95 1 box (10), Disposable, 4 layers with ear loop. Integrated nose loop with no valve	Box of 10's	700							
2.	Infrared Thermometer <ul style="list-style-type: none"> <li>• Simple Operation</li> <li>• Vibrating alarm</li> <li>• Voice Output</li> </ul>	1 Unit	10							

Item No.	Item Description	Pack Size	Quantity	Unit Price, GBP/TAKA	Extended Price GBP/TAKA	Brand	Manufacturer	Country of Origin	Shelf Life	Delivery Period
	<ul style="list-style-type: none"> <li>Measuring time: less than 2 seconds</li> <li>Measuring range: 32 – 42.9°C</li> <li>Weight: 145g (without batteries)</li> </ul> Excludes batteries									
3.	Alcohol Swabs, Saturated with 70% Isopropyl Alcohol. For external use only, pack of 100 swabs	Boxes	30							
4.	Blood Lancet Disposable, Easy to use, Gamma irradiated, try bevel tip, Twist top, pack of 100	Boxes	30							
	Cost for Packing and Delivery									
	<b>TOTAL PRICE DAP CROWN AGENTS OFFICE, DHAKA, BANGLADESH</b>									

The delivery to Crown Agents, Genetic Point 11, Level 9B, House 25, Road 11, Block H, Banani, Dhaka 1213, Bangladesh will be ..... weeks from receipt of an award of Contract.

We ..... confirm that this quotation is valid for acceptance for [90] days from 24 September 2020.

Should inspection be required, the location for the inspection of the Goods will be: .....

We ..... agree to adopt and comply with Crown Agents' Ethical Code for Business Partners.

If the bidder is not the manufacturer of the Goods, the quotation must clearly state the name and full address/es of the manufacturer/s and provide evidence of their authority for the bidder to submit a quotation.

.....

Authorised Signature

Name in Capitals

Position

Company Name and Address:

Company Registration Number:

Company VAT Number:

Telephone Number:

E-mail address:

Web-Site