

ISLAMIC RELIEF BANGLADESH

Procurement Department
House # 10, Road # 10, Block-K, Baridhara, Dhaka-1212



RFQ No: 027/2025/HCRP
PR No: AX 6418/2025
Date: 16/02/2025

REQUEST FOR QUOTATION (RFQ)

Subject: Request for Price Quotation for 1 unit generator under HCR Programme at IRB Field Office, Basanchar, Noakhali.

To Attention:

Please quote for your best price for supply the following:

Sl.	Name of Items	Specifications	Unit	Qty	Unit Price	Total Price	Remarks
1	Petrol Welding Generator.	5.0KW/5.5 KW, 220V,50HZ, Engine RPM-3600 RPM, Max. Output(Ampere)-25A,Starting System-Electric & Recoil, Fuel-Petrol/Octane, Fuel Tank Capacity-25L,Alternator-Copper Alternator,Cooling System-Air Cooled,Displacement/HP-420cc/13.	Pcs	1			
Grand Total =							

In Word:

TERMS AND CONDITIONS:

- 1 Quotation submission date: The price offer/ quotation must be submitted to the email "procurement@islamicrelief-bd.org" on or before **19/02/2025 at 02.00 PM.**
- 2 Cost of delivery: Including carrying, loading, unloading, and constructing up to the delivery spot at **IRB field Office, Basanchar, Noakhali.**
- 3 Time of delivery: The job must be completed within **05 working days after receiving the purchase order.**
- 4 **VAT & IT: VAT and TDS will be deducted as per govt rules. Supplier must provide MUSHAK 6.3 with the bill.**
- 5 Mode of payment: Through A/C payee cheque or bank transfer in the name of your business organization.
- 7 Terms of payment: Part and advance payment is not allowed.
- 8 Documents: All relevant documents copy like trade license, VAT, Tax etc. must be up-to-date and attached with your quotation.
- 9 Offer letter: You are requested to provide a forwarding letter of your organizational letterhead pad with seal and signature from authority with this offer.
- 10 Penalty amount: A. 2% of work order amount will be deducted from your total bill amount for each and every belated day. B. 5% of work order amount will be deducted for any deviation with the given specification in your quotation if supply does not rectify immediately.
- 11 Quantity deviation: IR has the authority to divide the quantity as per the need of the organization.
- 12 All quotation should be intact at the time of submission.
- 13 Condition: The authority of Islamic Relief reserves the right to accept or reject any or all of the quotations and right to stop supply at any stage of delivery without assigning any reason whatsoever
- 14 IR follows ZERO-TOLERANCE policy for any form of bribery or corruption.
- 15 Others (if any):



Procurement Department
Islamic Relief Bangladesh
Cell: 01777773732

Supplier's Signature with Seal and Date