



GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

Standard Request for Quotation Document (National) for procurement of goods and relevant services (Supply and Implementation of Accounting Software)

for

**Startup Bangladesh Limited
Bangladesh Computer Council
ICT Division**

Concord Silvy Heights (8th Floor), 73A Gulshan Avenue, Gulshan-1, Dhaka-1212.

Issued On: 29/03/2022

Guidance Notes on the use of The Request for Quotation Document

1. These guidance notes have been prepared by the CPTU to assist a Procuring Entity in the preparation of Quotation document, using the Standard Request for Quotation, SRFQ, for the procurement of low value simple, off-the-self, low value Goods and related services. All concerned are advised to refer to the Public Procurement Rules, 2008 issued to supplement the Public Procurement Act, 2006; available on CPTU's website: <http://www.cptu.gov.bd/>. Guidance notes 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 69 to 73 of the Public Procurement Rules, 2008 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 (**PG1**) applies when a Procuring Entity intends to select a Quotationer (a Supplier) for the Procurement of Goods and related services under RFQ Method (RFQM) pursuant to Rule 69(3) of the Public Procurement Rules, 2008.
4. Pursuant to Rule 71(1) and Rule 71(2) of the Public Procurement Rules, 2008, RFQ shall be invited through letter, Fax and e-mail. 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 71(3) of the Public Procurement Rules, 2008, RFQ Document shall be issued or made available to potential Quotationers '**free-of-cost**'.
6. The time-limit for Request for Quotation shall in no case exceed ten (**10**) days pursuant to Rule 71 (4) of the Public Procurement Rules, 2008.
7. No Securities such as Quotation Security (i.e. the traditionally termed Earnest Money, Tender Security) and Performance Security shall be required pursuant to Rule 70(6) of the Public Procurement Rules, 2008.
8. Submission, Opening and Evaluation of the Quotations shall respectively be dealt with pursuant to Rule 72(1), Rule 72(2) and Rule 73 (1) of the Public Procurement Rules, 2008 as specified in RFQ.
9. The criteria for evaluation, pursuant to Rule 70(4) of the Public Procurement Rules, 2008, shall be pre-disclosed.
10. Pursuant to Rule 69(5) of the Public Procurement Rules, 2008 the Quotation for standard off-the-shelf low value readily available Goods and related services shall usually be on '**Unit-Rate**' basis.
11. The specifications of Goods and related services shall be framed pursuant to Rule 29 of the Public Procurement Rules, 2008.
12. Splitting the object of Procurement is not permissible pursuant to Rule 69(4) (ka) of the Public Procurement Rules, 2008.
13. The Procuring Entity shall issue the Purchase Order, pursuant to Rule 73(5) of the Public Procurement Rules, 2008, to the successful Quotationer following recommendations of the Evaluation Committee and approval thereupon of the Approving Authority.

- 14.** The Warranty Period shall usually remain between 3 and 6 months; where applicable.
- 15.** The Procuring Entity shall further be required to maintain the record of procurement proceedings pursuant to Rule 43 of the Public Procurement Rules, 2008.

Startup Bangladesh Limited
Bangladesh Computer Council
ICT Division
Concord Silvy Heights (8th Floor), 73A Gulshan Avenue, Gulshan-1, Dhaka-1212.

REQUEST FOR QUOTATION
For
Supply and Implementation of Accounting Software

RFQ No: 56.07.0000.006.32.008.21-353

Date: 29/03/2022

To

1. **Startup Bangladesh Limited** company has been allocated GoB fund 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 and, Design & Drawings for the intended Goods and related services shall be 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 'Quotation Document'.
4. Quotation shall be completed properly, duly signed-date 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. Quotation in a sealed envelope or by fax or through electronic mail shall be submitted to the office of the undersigned **on or before 06 April, 2022 at 12.00 PM**. The envelope containing the Quotation must be clearly marked "**Quotation for Supply and Implementation of Accounting Software** and **DO NOT OPEN** before **06 April, 2022 at 12.00 PM**. Quotations received later than the time specified herein shall not be accepted.
6. 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.
7. The Procuring Entity may extend the deadline for submission of Quotations on justifiably acceptable grounds duly recorded subject to threshold of ten (10) days pursuant to Rule 71 (4) of the Public Procurement Rules, 2008.
8. All Quotations must be valid for a period of at least **28 (Twenty-Eight) days** from the closing date of the Quotation.
9. No public opening of Quotations received by the closing date shall be held.
10. 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.

11. 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.
12. 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 Identification Number (TIN), VAT Registration Number** and **Financial Solvency Certificate** from any scheduled Bank; without which the Quotation may be considered non-responsive.
13. 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.
14. 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. Quotationer shall remain bound to accept the arithmetic corrections made by the Evaluation Committee.
15. The supply of Goods and related services shall be completed within **28 (Twenty-Eight) days** from the date of issuing the Purchase Order.
16. The Purchase Order that constitutes the Contract binding upon the Supplier and the Procuring Entity shall be issued within **7 (Seven) days** of receipt of approval from the Approving Authority.
17. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.

Signature of the official inviting Quotation

Sami Ahmed

Managing Director

Startup Bangladesh Limited

Bangladesh Computer Council

ICT Division

Concord Silvy Heights (8th Floor),

73A Gulshan Avenue, Gulshan-1, Dhaka-1212.

Contact: +8801711930970, Email: info@startupbangladeshvc.gov.bd

Distribution:

1. Startup Bangladesh Limited company Website Notice Board (www.startupbangladesh.gov.bd)
2. ICT Division Website Notice Board (www.ictd.gov.bd)
3. BCC Website Notice Board (www.bcc.gov.bd)

Quotation Submission Letter

[Use Letter-head Pad]

RFQ No: 56.07.0000.006.32.008.21-353

Date: 29/03/2022

To:

Managing Director
Startup Bangladesh Limited
Bangladesh Computer Council
ICT Division
Concord Silvy Heights (8th Floor)
73A Gulshan Avenue, Gulshan-1, Dhaka-1212.

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Goods and related services name **Supply and Implementation of Accounting Software.**

The total Price of my/our Quotation is BDT [in numeric]

[in words taka]

My/Our Quotation following ToR 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 21(b) of the Terms and Conditions and pledge not to indulge in such practices in competing for or completion of delivery of Goods.

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 the Purchase Order issued by you shall constitute the Contract and will be binding upon me/us.

I/We have examined and have no reservations to the RFQ Document issued by you on 09/05/2021.

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 for Goods and Related Services

RFQ No: 56.07.0000.006.32.008.21-353

Date: 29/03/2022

SL No	Item no	Description of Items	Unit Of Measurement	Quantity	Unit Rate or Price		Total Amount	Destination for Delivery of Goods
					In figure	In words	In figure In words	
1	2	3	4	5	6	7	8	9
1	1	Accounting Software	Nos	Comp				Startup Bangladesh Limited
Total Amount for Supply of Goods and related services (inclusive of VAT and all applicable taxes; see Note 2 below)						In figure		
						In words		
Goods to be supplied to			Startup Bangladesh Limited, Concord Silvy Heights (8th Floor) 73A Gulshan Avenue, Gulshan-1, Dhaka-1212					
Total Amount in Taka (in words)			[Enter the Total Amount as in Col.8 above for the delivery of Goods and related services].					
Delivery Offered			[insert Days from date of issuing the Purchase Order]					
Warranty Provided			[insert weeks/months from date of completion of the delivery; state none if not applicable]					

[Insert number] number corrections made by me/us have been duly initialed in this Price Schedule. My/Our Offer is valid until dd/mm/yy [insert Quotation Validity date].

Signature of Quotationer with Seal Name of Quotationer	Date: dd/mm/yy
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Note:

- Col. 1, 2, 3, 4, 5 and 9 to be filled in by the Procuring Entity and Col.6, 7& 8 by the Quotationer.
- 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 up to the point of delivery of Goods and related services in all respects to the satisfaction of the Procuring Entity.

Terms of Reference

Supply and Implementation of Accounting Software

The Purpose

Startup Bangladesh Limited is a venture capital Company wholly owned by the Govt. of Bangladesh formed under the Companies Act 1994 under Bangladesh Computer Council, ICT Division.

The purpose of this software is to ensure a systematic and transparent financial/accounting process, analysis and reporting for the Company.

Objectives:

To record the flow of company's money and examine financial condition. Also, record transactions, generate reports, manage customer and vendor contacts, create purchase orders, track stock levels, bill customers, and monitor account balances.

Duration:

Detailed Process:

1. **Prepare trial balance.** The trial balance is a listing of the ending balances in every account. The total of all the debits in the trial balance should equal the total of all the credits; if not, there was an error in the entry of the original transactions that must be researched and corrected.
2. **Adjust the trial balance.** It may be necessary to adjust the trial balance, either to correct errors or to create allowances of various kinds, or to accrue for revenues or expenses in the period.
3. **Prepare adjusted trial balance.** This is the original trial balance, plus or minus all adjustments subsequently made.
4. **Prepare financial statements.** Create the financial statements from the adjusted trial balance. The asset, liability, and shareholders' equity line items form the balance sheet, while the revenue expense line items form the income statement.
5. **Close the period.** This involves shifting the balances in the revenue and expense accounts into the retained earnings account, leaving them empty and ready to receive transactions for the next accounting period.
6. **Prepare a post-closing trial balance.** This version of the trial balance should have zero account balances for all revenue and expense accounts.
7. **Prepare financial statements.** This information is automatically compiled from the general ledger by the accounting software.

8. **Close the period.** The accounting staff closes the accounting period that has just been completed and opens the new accounting period. Doing so prevents current-period transactions from being inadvertently entered into the prior accounting period. In a multi-division company, it may be necessary to complete this period closing step in the software for each subsidiary.
9. **Budgeting and Variance Reporting.** The system should provide a facility for monitoring of funds used for the procurement of goods and services, timely and accurately. The report should provide data by strategic objective, cost category, project or funding source, intervention or any other specific activity or reporting dimension to satisfy the different requirements statutory reporting, donor reporting, budgeting and management reporting. The financial system should enable to set budget as ceiling amount for expenses by activities and interventions. This control should be in form of a warning and deterrent.
10. **Supplier Management and Aging Reports.** The system should have a provision for recording all suppliers and maintain their details like phone numbers and physical address. System should be able to provide supplier aging reports for the current organization liability

Need some module like:

General Ledger Module

- Central point for accounting information, receiving entries from other modules, such as accounts payable, accounts receivable and payroll modules.
- Creating key financial documents, including trial balance, balance sheet, and profit and loss statement.
- Financial transactions not recorded in other modules.
- Creates a trail of information used for audit purposes.

Chart of Accounts Module

- Uses a series of codes to identify assets, income, expenses, and equity being tracked by the accounting system.
- Determines the level of detail of the information tracked and the reports generated by the accounting system. The balance sheet accounts are typically listed first followed by the income statement accounts.
- Use sub-coding at the department, location, project, funding source, division, work order or activity level to gather more detailed information if required.

Trial Balance Module

- The balance for each account in the chart of accounts.
- Shows the balances of each account before and after any adjustments. However, no one outside the organization sees the trial balance.
- Create all other financial statements, including the balance sheet, income statement and cash flow statement.

Balance Sheet Module

- Lists the company's assets, liabilities, and equity.
- Shows how the company's assets are financed including through the use of cash, equity, or debt.
- Create reports on cash flow, budgets and conduct other financial analysis of the business's financial condition.

Accounts receivable module.

- Handles the invoicing of customers and processing of customer payments.
- Create bills or invoices to send to customers.
- Recognize deposits to bank accounts so that deposit information can be upload and applied to customer accounts automatically.
- The master files contain customer information, including name, address, and phone number.
- Aging report will show all money due to the business by the customer and will be able to show how long the customer's balance has been outstanding.

Accounts Payable Module

The system should be able to capture the organization's employee information such as salary and benefits package, advances give compute statutory deductions such as Pay as You Earn and local Service tax in accordance with the law. It should have expandable memory to increase the staff numbers and related information. It should allow for multi users with different level of security and role. The system should be able to capture the employee leave days taken in the year as well as capture the running balance. The system should also have a provision of generating electronic file transfer payment files that is later uploaded manually to the bank portal to initiate employees' benefits payment.

Fixed Assets and Inventory Module

The system should be able to capture the organizations purchased fixed assets details such as: description, code number, date of acquisition, cost, location, user, and funding source. The system should be able to capture the organizations purchased inventory, code number, date of acquisition, cost and funding source as well as capture the running balance.

The cash management application module

The system should have a provision for maintaining independent cash books as well as the transactions that pass through the bank sub ledger. It should have a provision for carrying out comprehensive monthly bank reconciliations. It should provide functionalities for determine the cash position as and when required. It should also have a provision for uploading bank statements for reconciliation within the statement. The system should have a provision of generating electronic file transfer payment files that is later uploaded manually to the bank portal to initiate Supplier payment. It should also have a provision for maintaining petty cash must be able to show running balance always.

Taxation

Financial system should be able to automatically calculate withholding tax where applicable and post it in the withholding tax payable account. Where an invoice includes VAT, the system should be able to exclude the VAT before computing the amount to be deducted as withholding tax. The withholding tax payable account will be cleared once the cash has been paid.

****All users should be in position to export data from the system to excel.**

Deliverables

- System Implementation:
 - Successfully implement the application modules of the operational accounting system that is able to perform efficiently
 - Provide necessary features to fully run regular operations
 - Develop features or customization that is required for the Company
 - Ensure proper security and reliability of the system
- Training: Facilitate knowledge transfer to the designated users on different features of the system.

Startup Bangladesh Limited

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PURCHASE ORDER FOR THE SUPPLY OF GOODS

[Supply and Implementation of Accounting Software]

Purchase Order No. _____

Date: dd/mm/yy

RFQ No: 56.07.0000.006.32.008.21-353	Date: 29/03/2022
To: [name and address of the Supplier]	
Delivery Date: [insert completion date]	Order Value: TK. [insert Contract Price]
Delivery: As per Terms and Conditions	

The Purchaser has accepted your Quotation dated [insert date] for the supply of Goods and related services as listed below and requests that you supply the Goods and related services within the delivery date stated above, in the quantities and units in conformity with the Terms of Reference (ToR) under the Terms and Conditions as annexed.

ORDER ITEMS
Attached Certified photocopy of approved Priced Schedule for Goods and related services Attached Certified photocopy of approved Terms of Reference of the Goods and related services Attached Certified photocopy of Terms and Conditions
For the Purchaser:
Signature of the Procuring Entity with name and Designation
Date

Attachments: As stated above

Terms and Conditions
for
Delivery of Services and Payment

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 the Public Procurement Act, 2006 and the Public Procurement Rules, 2008.
3. The Supplier shall have to complete the delivery in all respects within **28 (Twenty Eight)** 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 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 inaccuracy found.
7. If the Services are found to be inaccurate or otherwise not in accordance with the Terms of Reference (ToR), the Procuring Entity may reject the delivery of services 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 services in accordance with the Priced Schedule and Specifications. 100% of the Contract price of the delivery of services shall be paid after submission and acceptance of the Delivery Report.
10. The Suppliers 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.

The total Contract Price is BDT [insert figure.....]

[in words.....]

11. The minimum Warranty Period maintenance of the Supplies shall be **6 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 Delivery Chalan.
12. The Supplier shall remain liable to fulfil the obligations pursuant to Rule 40 (5) of the Public Procurement Rules, 2008.
13. 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 services.

14. Any claim arising out of delivery of services shall be settled by the Supplier at his/her own cost and responsibility.
15. 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. **N/A**
16. No modification to Scope of Supply and no Variations to the quantities ordered shall be permissible under any circumstances.
17. **The Procuring Entity contracting shall amend the Contract incorporating required approved changes subsequently introduced to the original Terms and Conditions in line with Rules, where necessary.**
18. 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 Services as per Delivery Schedule and Terms of Reference.
 - 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 services.
 - c. Fails to perform any other obligation(s) under the Contract.
19. 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.
20. The Supplier shall be subject to, and aware of provision on corruption, fraudulence, collusion and coercion in Section 64 of the Public Procurement Act, 2006 and Rule 127 of the Public Procurement Rules, 2008.

<p>For the Purchaser:</p> <p>Signature of the Procuring Entity with name and Designation</p>	<p>For the Supplier:</p> <p>Signature of the Supplier with name and Designation</p>
<p>Date:</p>	<p>Date:</p>