



GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

Standard Request for Quotation Document (National) For Procurement of Goods and Related Services (VAT-Tax return services for Startup Bangladesh Limited)

For

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

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

Issued On: 06/02/2023

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
(VAT-Tax return services for Startup Bangladesh Limited)

RFQ No: 56.07.0000.004.33.013.21-522

Date: 06/02/2023

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 scopes for the intended 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 Services (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 13 February, 2023 at 12:00 PM**. The envelope containing the Quotation must be clearly marked **"VAT-Tax return services for Startup Bangladesh Limited and DO NOT OPEN before 13 February, 2023 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 Certificate and Bank 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 services shall have to be started within **7 (seven) days** from the date of issuing the Purchase Order.
16. The Purchase Order that constitutes the Contract binding upon the Service Provider 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: +88-02-226600350, Email: info@startupbangladeshvc.gov.bd

Distribution:

1. Startup Bangladesh Limited Company Website Notice Board (www.startupbangladesh.vc)
2. ICT Division Website Notice Board (www.ictd.gov.bd)
3. BCC Website Notice Board (www.bcc.gov.bd)
4. Office File.

Quotation Submission Letter

[Use Letter-head Pad]

RFQ No: 56.07.0000.004.33.013.21-522

Date: 06/02/2023

To:

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

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Services name '**VAT-Tax return services for Startup Bangladesh Limited.**'

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

[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 Services.

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 06/02/2023.

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 Services

RFQ No: 56.07.0000.004.33.013.21-522

Date: 06/02/2023

SL No	Item no	Description of Items	Unit of Measurement	Quantity	Unit Rate or Price		Total Amount	Destination for Delivery of Service
					In figure	In words	<u>In figure</u> In words	
1	2	3	4	5	6	7	8	9
1	1	Yearly Company Tax return filing	Nos	1				Startup Bangladesh Limited
2	2	Half Yearly withholding tax return filing	Nos	2				Startup Bangladesh Limited
3	3	Half Yearly Salary tax return filing	Nos	2				Startup Bangladesh Limited
4	4	Monthly VAT return Preparation & filing	Nos	12				Startup Bangladesh Limited
5	5	Monthly Tax return Preparation & filing	Nos	12				Startup Bangladesh Limited



Total Amount for delivery of Services (inclusive of VAT and all applicable Taxes; see Note 2 below)		In figure		
		In words		
Services to be delivered to	Startup Bangladesh Limited Bangladesh Computer Council, ICT Division Concord Silvy Heights (8th Floor), 73 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 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 services in all respects to the satisfaction of the Procuring Entity.

Terms of Reference

VAT-Tax Return Services for Startup Bangladesh Limited

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 company is intending to submit its yearly company tax return along with yearly two withholding tax return, salary tax returns, monthly VAT returns and monthly Tax return filings. Thus, the company is looking for a Consultancy firm to provide the mentioned services in due time by complying with government VAT-Tax rules and regulations.

Deliverables

1.

- Fill up the tax return form (company), prepare the computation of total income & tax liability, statement of perquisite u/s 30(e) of Income Tax Ordinance 1984, schedule of tax depreciation, statement of entertainment expense allowable u/s 30(f)(i) of Income Tax Ordinance 1984 based on the final audited accounts of SBL, prepare the statement of withholding tax & advance income tax for the FY 2022-2023 and send all the documents to us for signing with prior approval of competent authority.
- Submit the signed tax return form with all relevant documents to the office of Tax Circle -30, Tax Zone-02, Dhaka. within the specified time period & collect the receipt of the Acknowledgement.
- Pursue the officials of the office of the DCT, Tax Circle -30, Tax Zone-02, Dhaka to fix up the date of hearing, prepare all the schedule of claimed expenses (as per their requirement of DCT) along with withholding TAX & VAT challan according to the desired format of the officials of the office of the DCT, Tax Circle -30, Tax Zone-02, Dhaka.
- Follow up the assessment process time to time till the final assessment order is made & provide documents as & when required by the authority of office of the DCT, Tax Circle -30, Tax Zone-02, Dhaka.

2. Prepare the Salary tax return 108 and 108A and Submission to the Income Tax Office collect the receipt of the Acknowledgement.
3. Prepare the withholding tax return and Submission to the Income Tax Office collect the receipt of the Acknowledgement.
4. Prepare monthly VDS treasury challan, VAT Return and Submission to the VAT Office and collect the receipt copy from VAT Office.
5. Prepare monthly TDS treasury challan, TDS Return and Submission to the Tax Office and collect the receipt copy from Tax Office.



Startup Bangladesh Limited

Bangladesh Computer Council, ICT Division
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73 Gulshan Avenue, Gulshan-1, Dhaka-1212.

PURCHASE ORDER FOR THE SUPPLY OF SERVICES **[VAT-Tax return services for Startup Bangladesh Limited]**

Purchase Order No. _____

Date: dd/mm/yy

RFQ No: 56.07.0000.004.33.013.21-522	Date: 06/02/2023
To: [name and address of the Service Provider]	
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 delivery of services as listed below and requests that you deliver the 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 Services Attached Certified photocopy of approved Terms of Reference (ToR) of the 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 Service Provider 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 Service Provider shall have to complete the delivery in all respects within **7 (seven)** days of issuing the Purchase Order in conformity with the Terms and Conditions.
4. The Service Provider 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 Service Provider in conformity with the Technical Specifications and notify the Service Provider 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 Service Provider, with reasons.
8. The Service Provider 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 Service Providers 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 **7 (seven) days** starting from the date of completion of delivery in the form of submission by the Service Provider and acceptance by the Procuring Entity, of the Delivery Chalan.
12. The Service Provider shall remain liable to fulfil the obligations pursuant to Rule 40 (5) of the Public Procurement Rules, 2008.



13. The Service Provider 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 Service Provider at his/her own cost and responsibility.
15. Damage to the Goods during the Warranty Period shall be remedied by the Service Provider at the Service Provider's own cost, if the damage arises from the supply and installation by the Service Provider. **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 Service Provider, terminate the Contract in whole or in part at any time, if the Service Provider:
 - 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 Service Provider 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 Service Provider 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.

For the Purchaser:	For the Service Provider:
Signature of the Procuring Entity with name and Designation	Signature of the Service Provider with name and Designation
Date:	Date:

