



RFQ REF. No.: ROBI/SCM/RFQ/Y24/KSWG

INSTRUCTIONS TO BIDDER (ITB)					
Title of the RFQ:	RFQ for Knowledge Sharing Workshop for Govt. Officials	RFQ Ref. No.:	ROBI/SCM/RFQ/Y24/KSWG		
This Request for Quotation (RFQ) document is strictly confidential and shall not be disclosed to any third party without the expressed prior written consent of Robi Axiata Limited (hereinafter referred as Purchaser).					
Should a breach of confidentiality occur at any time during the Bid process, Robi Axiata Limited reserves the right to disqualify the Bidder and may choose not to invite the defaulting Bidder to any future Bid exercises.					
TO			FROM		
Dear Concern,			Khondakar Nasir Uddin Mahmud SCM Finance Robi Axiata Limited Mobile: +8801819210424 Email: nasir@robi.com.bd Robi Corporate Office The Forum, East Tower, Level-8 187-188/B Bir Uttam Mir Shawkat Sarak Tejgaon, Dhaka-1208, Bangladesh www.robi.com.bd		
On behalf of Robi Axiata Limited your company is hereby invited to quote your best prices for the below listed/ attached Scope of Works and/or Services. The quotation shall be based on the terms and conditions of this Request for Quotation (RFQ).					
SCOPE OF WORKS AND/OR SERVICES AND PRICE					
Sl.	Item(s)/ Detail(s)/ Description(s)	Quantity (A)	Unit Price in BDT (Inclusive Tax) (B)	Applicable VAT Rate (%) and Amount (C)	Total Price in BDT (D) $D = A * (B+C)$
1	As per Attached SOW & Quotation format (BoQ)				
GENERAL TERMS AND CONDITIONS					
All the terms and condition shall be applicable as per signed Frame Service Agreement for Event with respective supplier/agency.					
GENERAL INSTRUCTIONS TO BIDDERS					
01. Purchaser's Right: The Purchaser reserves the right to accept/ cancel/ reject any or all offer without assigning any reason. The Purchaser is not obliged to purchase the lowest offer or any offer at all. The Purchaser reserves the right to share the Bidder's response to this RFQ with its advisors and Purchaser Business Units. Purchaser reserves the right to: conduct negotiations with one or more Bidder and/ or accept the Bid without any negotiations.					
02. Bid Submission/ Closing Date: At 11:59 pm dated 15th June (Saturday).					
03. Quotation Validity: The Quotation shall be valid for thirty (30) calendar days from the Quotation submission/ closing date.					
04. Required Content and Structure of the Quotation: Quotation must be submitted as per prescribed form as attached. Submitted Quotation must be in Company's Letterhead and all pages shall be stamped and signed by the Authorized Person by Bidder. Submitted Quotation must be in sealed envelope (with both company's stamp & Authorized Signature). The title on the each Envelope shall be RFQ for Knowledge Sharing Workshop for Govt. Officials, RFQ Ref.: ROBI/SCM/RFQ/Y24/KSWG.					
05. Submission of Quotation to Purchaser: Through Robi eSourcing Platform					
06. Other Terms and Conditions: All other Terms and Conditions shall be as per Frame Service Agreement for events.					
ATTACHMENTS: Please see the email attachments docs.					