



RFQ Number: RFQ/SHN/0096/2024  
Issuance Date: August 07, 2024  
Deadline for Offers: August 12, 2024  
Description: Printing and Implementation of Indoor Branding for Cumilla Surjer Hashi Clinic  
For: Surjer Hashi Network

Point of Contact:

Md Taimur Reza  
Sr. Manager, Procurement and Supply Chain.  
Surjer Hashi Network,  
Abedin Tower, 6th Floor,  
35 Kamal Ataturk Avenue,  
Banani, Dhaka-1213, Bangladesh.

For queries about the RFQ in line with Section 1 to 5 and to register your organization's interest in bidding:  
[procurement@shnnetwork.org](mailto:procurement@shnnetwork.org)

**\*\*\*\*\* ETHICAL AND BUSINESS CONDUCT REQUIREMENTS \*\*\*\*\***

- Surjer Hashi Network is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical merit.
- Surjer Hashi Network does not tolerate fraud, collusion among offerors, falsified proposals/bids, bribery, or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported to both USAID and the Office of the Inspector General.
- Employees and agents of Surjer Hashi Network are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange for or as a reward for business.
- Employees and agents engaging in this conduct are subject to termination and will be reported to USAID and the Office of the Inspector General.
- In addition, Surjer Hashi Network will inform USAID and the Office of the Inspector General of any supplier offers of money, fee, commission, credit, gift, gratuity, object of value, or compensation to obtain business.

Offerors responding to this RFQ must include the following as part of the proposal submission:

- Disclose any close, familial, or financial relationships with Surjer Hashi Network or project staff. For example, if an offeror's cousin is employed by the project, the offeror must state this.
- Disclose any family or financial relationship with other offerors submitting proposals. For example, if the offeror's father owns a company that is submitting another proposal, the offeror must state this.
- Certify that the prices in the offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- Certify that all information in the proposal and all supporting documentation are authentic and accurate.
- Certify understanding and agreement to Surjer Hashi Network's prohibitions against fraud, bribery and kickbacks.



## **Section 1: Instructions to Offerors**

### **1. Introduction:**

Surjer Hashi Network (SHN) is a not-for-profit social enterprise whose mission is to offer high-quality, customer-oriented, and affordable healthcare services and products to all Bangladeshis, with a particular focus on the poor. The company operates 134 Surjer Hashi Clinics throughout Bangladesh that provide essential health services packages along with diagnostic services, drugs, and other pharmaceutical and consumer healthcare products. As part of its mission to provide quality healthcare services to the poor, SHN is undergoing a process of revitalizing and refreshing its clinics in order to give clients a more satisfying and comfortable experience. To that end, SHN requires the procurement of Printing and Implementation of Indoor Branding for Cumilla Surjer Hashi Clinic.

Offerors are responsible for ensuring that their offers are received by Surjer Hashi Network in accordance with the instructions, terms, and conditions described in this RFQ. Failure to adhere with instructions described in this RFQ may lead to disqualification of an offer from consideration.

### **2. Offer Deadline and Protocol:** Offerors shall submit their Hard copy offers. Hard copy offers (sealed envelope) must be received no later than **5:00 pm on August 12, 2024**, at the following address:

Taimur Reza,  
Sr. Manager, Procurement & SC  
Surjer Hashi Network,  
Abedin Tower, 6th Floor,  
35 Kamal Ataturk Avenue,  
Banani, Dhaka-1213, Bangladesh.

Offerors are responsible for ensuring that their offers are received in accordance with the instructions stated herein. Late offers may be considered at the discretion of SHN. SHN cannot guarantee that late offers will be considered.

Proposals must be submitted in hard copy only. Late offers will be considered at the discretion of SHN.

Offerors wishing to respond to this RFQ must submit proposals, in English, on "A4-sized paper, 12-point Times New Roman font, single-spaced, in accordance with the following instructions.

Hard-copy proposals must be submitted in a single sealed envelope containing the necessary/supporting documents mentioned in **Section 2**. Envelopes must be properly marked with the name of the Offeror's company or organization and must mention the RFQ ref No and description on top of the envelope. In case one or more companies or organizations are submitting a proposal in partnership, the name of the legally registered entity leading the partnership must be used.

The envelopes containing the Proposal (Technical/Financial) along with Supporting Documents (Trade license, TIN, BIN, Company profile, product specification etc) must be submitted in person. Upon submission, the applicant's name will be registered in tender register book which is placed in the SHN reception.

Please reference the RFQ number in any response to this RFQ. Offers received after the specified time and date will be considered late and will be considered only at the discretion of SHN.

### **3. Questions and Registering Interest:** Questions regarding the technical or administrative requirements of this RFQ must be submitted no later than 17:00 local Dhaka time on **August 08, 2024**, by email to [procurement@shnnetwork.org](mailto:procurement@shnnetwork.org). Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that SHN believes may be of interest to other offerors will be circulated to all RFQ recipients who have indicated an interest in bidding. Offerors should register their interest by e-mailing at [procurement@shnnetwork.org](mailto:procurement@shnnetwork.org). SHN cannot guarantee that offerors who do not register interest will receive amendments to the RFQ or answers to questions.

Only the written answers issued by SHN will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of SHN or any other entity should not be considered as an official response to any questions regarding this RFQ.

### **4. Specifications:** Section 3 contains the technical specifications of the required items. All commodities offered in response to this RFQ must be new and unused. In addition, all electrical commodities must operate on 220V, 50Hz unless otherwise noted in the specifications.

Please note that, unless otherwise indicated, stated brand names or models are for illustrative description only. An equivalent substitute, as determined by the specifications, is acceptable.

5. **Quotations:** Quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis, including delivery, installation, and all other costs. All quotations must present VAT as a separate line item. Pricing must be presented in Bangladeshi Taka (BDT). Offers must remain valid for not less than forty-five (45) calendar days after the offer deadline. Below 45-day offer validity will be considered as a non-responsive proposal. Offerors are requested to provide quotations on their official quotation format or letterhead; in the event this is not possible, offerors may complete the table in Section 3. In addition, offerors responding to this RFQ are requested to submit the following:
  - Organizations responding to this RFQ are requested to submit a copy of their official registration or Trade License, VAT Registration copy, and TIN Certificate.
6. **Delivery:** The delivery locations for the items described in this RFQ are various SHN clinics throughout Bangladesh. See **Annex I** for a Tentative list of clinics, their locations, and the items described in this RFQ that are required to be delivered to each. As part of its response to this RFQ, each offeror is expected to provide an estimate (in calendar days) of the delivery timeframe (after receipt of order). The delivery estimate presented in an offer in response to this RFQ must be upheld in the performance of any resulting contract.
7. **Descriptive Literature:** Descriptive literature for all commodities is required. Descriptive literature means information (e.g., cut sheets, illustrations, drawings, brochures, etc.) that is submitted as part of an offer. Any discrepancy between written technical specifications in the RFQ and the literature must be clearly explained. The final specifications-determining instrument will be the offeror's completed quotation sheet.
8. **Taxes and VAT:** In accordance with the agreement under which this procurement is financed, SHN is exempt from payment of taxes, VAT, tariffs, duties, or other levies imposed by the Bangladesh government. Offerors must include taxes, VAT, charges, tariffs, duties, and levies in accordance with the laws of Bangladesh as a separate cost line. SHN will provide the successful offeror with a VAT coupon for the VAT amount upon submission of a Mushok-6.3.
9. **Eligibility: Only Advertising/Media/Activation Agencies should bid for this RFQ.** SHN will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the Government.
10. **Evaluation and Award:** The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, and is determined via a trade-off analysis to be the best value based on application of the following evaluation criteria. The relative importance of each individual criterion is indicated by the number of points below:

**Company Profile – 10 points** Offerors must provide their company profile with a client list, including contact information. In addition to SHN's knowledge of an offeror's market reputation, SHN will also evaluate an offeror under this criterion by contacting these references to ascertain the market reputation of an offeror.

**Reference Check- 20** SHN will assess the past performance of the Offerors by contacting three references who may indicate the Offeror's past performance & their proposed product quality. SHN reserves the right to obtain past performance information obtained from other than the sources identified by the offeror. SHN shall determine the relevance of similar past performance information & Product quality information through reference check.

**Cost – 70 points:** Offerors' total costs will be compared to each other to assist SHN in determining the best value. Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed "non-responsive" and thereby disqualified from consideration. Surjer Hashi Network reserves the right to waive immaterial deficiencies at its discretion.

Best-offer quotations are requested. It is anticipated that the award will be made solely based on these original quotations. However, SHN reserves the right to conduct any of the following:

- SHN may conduct negotiations with and/or request clarifications from any offeror prior to award.
- While preference will be given to offerors who can address the full technical requirements of this RFQ, SHN may issue a partial award or split the award among various suppliers, if in the best interest of the SHN.
- SHN may cancel this RFQ at any time.

Please note that in submitting a response to this RFQ, the offeror understands that USAID is not a party to this solicitation and the offeror agrees that any protest hereunder must be presented to SHN in writing with full explanation, as USAID will not consider protests regarding procurements carried out by implementing partners. SHN, at its sole discretion, will make a final decision on the protest for this procurement.

11. **Terms and Conditions:** This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate SHN, the AUHC Project, or USAID to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer.

This solicitation is subject to SHN's standard terms and conditions. Any resultant award will be governed by these terms and conditions; a copy of the full terms and conditions is available upon request. Please note the following terms and conditions will apply:

- (a) SHN's standard payment terms are net 30 days after receipt and acceptance of any commodities or deliverables. Payment will only be issued to the entity submitting the offer in response to this RFQ and identified in the resulting award; payment will not be issued to a third party.
- (b) Any award resulting from this RFQ will be a firm fixed price, in the form of a purchase order.
- (c) No commodities or services may be supplied that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, Syria.
- (d) Any international air or ocean transportation or shipping carried out under any award resulting from this RFQ must take place on U.S. flag carriers/vessels.
- (e) United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The supplier under any award resulting from this RFQ must ensure compliance with these laws.
- (f) The title to any goods supplied under any award resulting from this RFQ shall pass to SHN following delivery and acceptance of the goods by SHN. Risk of loss, injury, or destruction of the goods shall be borne by the offeror until title passes to SHN.

## **Section 2: Offer Checklist**

To assist offerors in the preparation of proposals, the following checklist summarizes the documentation to include an offer in response to this RFQ:

- Cover letter, signed by an authorized representative of the offeror (see Section 4 for template)
- Copy of offeror's registration or business license, TIN, BIN (see Section 1 clause 5 for more details)
- Official quotation, including specifications of offered equipment (see Section 3 for example format)
- Federal Funding and Accountability and Transparency Act (FFATA) sub-award Reporting Questionnaire, signed by an authorized representative of the offeror (see section 5 for questionnaire)
- The product catalogs/specification sheets for all quoted items.
- For procurement transaction value exceeding BDT 1,500,000 (Taka Fifteen Lacs), the awardee is required to furnish an amount not exceeding 5% of the quoted value before PO issue as a performance guarantee in the form of bank draft/pay order/demand draft/AC Pay cheque issued from any scheduled commercial bank situated in Bangladesh in favor of SHN. This may be converted into a Performance Guarantee if the participant is awarded the contract and will be held for three to six months from the date of delivery.



## Section 3: Specifications & Financial Proposal

The table below contains the detailed specifications of the required equipment with the Cost Breakdown/Commercial Proposal Template. Offerors are requested to provide quotations containing the information below on official letterhead or the official quotation format given. In the event this is not possible, offerors may complete this Section 3 and submit a signed/stamped version to SHN.

### A. Specification and Item Details with the Cost Breakdown/Commercial Proposal Template:

Sl.	Description	Specifications of Items or Service	Size	Qty (Pcs)	Unit Price (Including Tax & Excluding VAT)	Total Price (Including Tax & Excluding VAT)
<b>Ground Floor</b>						
1	<b>Lab Room</b>					
1	Nameplate-Acrylic/pc	Acrylic- milk color opel 3 mm and top letter 3mm.	1.5ft x 8"	1		
2	Sticker with lamination	Glass sticker- 140 gsm vinyl sticker with lamination for glass.	37"x81"	22		
3	Sticker with lamination		42"x81"	28		
4	Sticker with lamination		42"x81"	28		
5	Door Sticker		38"x81"	28		
6	Sticker with lamination		38.5"x81"	28		
2	<b>Doctor's Room</b>					
1	Sticker with lamination	Glass sticker- 140 gsm vinyl sticker with lamination for glass.	42"80"	28		
2	Door Sticker		42"80"	28		
3	Nameplate-Acrylic/pc	Acrylic- milk color opel 3 mm and top letter 3mm.	1.5ft x 8"	1		
3	<b>Paramedics Room</b>					
1	Sticker with lamination	Glass sticker- 140 gsm vinyl sticker with lamination for glass.	33"80"	21		
2	Door Sticker		33"80"	21		
3	Nameplate-Acrylic/pc	Acrylic- milk color opel 3 mm and top letter 3mm.	1.5ft x 8"	1		



4	<b>Breast Feeding Room</b>						
	1	Door Sticker	Glass sticker- 140 gsm vinyl sticker with lamination for glass.	25"80"	21		
	2	sticker with lamination		25"80"	21		
	3	Nameplate-Acrylic/pc	Acrylic- milk color opel 3 mm and top letter 3mm.	1.5ft x 8"	1		
	4	Washroom x 2					
		Nameplate-Acrylic/pc		1.5ft x 8"	2		
5	<b>Doctor-Paramedic Room Glass Partition</b>						
	1	sticker with lamination	Glass sticker- 140 gsm vinyl sticker with lamination for glass.	48"81"	28		
	2	sticker with lamination		48"81"	28		
	3	sticker with lamination		48"81"	28		
6	<b>Paramedic-Breast Feeding Room Glass Partition</b>						
	1	sticker with lamination	Glass sticker- 140 gsm vinyl sticker with lamination for glass.	48"81"	28		
	2	sticker with lamination		48"81"	28		
	3	sticker with lamination		48"81"	28		
7	<b>Front Gate Acrylic</b>						
	1	Led letter 3d/pc	Front light 3D Letter	5ft x 28"	1		
8	<b>Front Gate Glass Door</b>						
	1	sticker with lamination	Glass sticker- 140 gsm vinyl sticker with Lamination for glass.	23" x 75"	12.5		
	2	sticker with lamination		23" x 75"	12.5		
9	<b>Floor Plan x 3</b>						
	1	Acrylic Board	clear acrylic 5mm with sticker print and top 3 mm acrylic 3 mm clear with 1 inch	2.5 ft x 4ft	3		
<b>1st floor</b>							
10	<b>Ground Floor to 1st Floor Stair- Right (PVC)</b>						



	1	Sticker with 5mm pvc sheet		Wall pvc sheet- 5 mm white sheet. Glass sticker- 140 gsm vinyl sticker with lamination for glass.	105" x 105"	81		
	2	Sticker with 5mm PVC sheet			48"x108"	36		
11	<b>Ground Floor to 1st Floor Stair- Straight (PVC)</b>							
	1	Window sticker with pvc sheet		Wall pvc sheet- 5 mm white sheet. Glass sticker- 140 gsm vinyl sticker with lamination for glass.	98"x112"	90		
12	<b>Ground Floor to 1st Floor Stair- Left (PVC)</b>							
	2	sticker with pvc sheet	Pt:1	Wall pvc sheet- 5 mm white sheet. Glass sticker- 140 gsm vinyl sticker with lamination for glass.	105" x 105"	81		
			Pt:2		48"x108"	36		
13	<b>1st Floor Lift</b>							
	1	Door Sticker		Wall pvc sheet- 5 mm white sheet. Glass sticker- 140 gsm vinyl sticker with lamination for glass.	32"x 85"	24		
	2	Lift Wall (PVC)			99"x 97"	81		
	3	Inner Periphery PVC on Sticker	Pt: 1		38"x 10"	4		
			Pt: 2		10"x85"	8		
			Pt: 3	10"x85"	8			
14	<b>1st floor Right Entrance</b>							
	1	Nameplate Acrylic/PVC per pc		Acrylic- milk color opel 3 mm and top letter 3mm.	2ftx8"	1		
	2	Door Sticker		Glass sticker- 140 gsm vinyl sticker with lamination for glass.	42"x 82"	28		
15	<b>Clinic Manager Room</b>							
	1	Sticker print lamination		Glass sticker- 140 gsm vinyl sticker with lamination for glass.	53"x 80"	35		
	2	Door Sticker			53"x 80"	35		



	3	Nameplate-Acrylic	Acrylic- milk color opel 3 mm and top letter 3mm.	1.5ft x 8"	1		
16	<b>Doctor's Resting Room</b>						
	1	Door Sticker	Glass sticker- 140 gsm vinyl sticker with lamination for glass.	40"x 78"	28		
	2	Nameplate-Acrylic/pc	Acrylic- milk color opel 3 mm and top letter 3mm.	1.5ft x 8"	1		
16	<b>OPD Room</b>						
	1	OPD 1 Door sticker	Glass sticker- 140 gsm vinyl sticker with lamination for glass.	40"x 78"	28		
	2	OPD 2 Door sticker		40"x 78"	28		
	3	Nameplate-Acrylic	Acrylic- milk color opel 3 mm and top letter 3mm.	1.5ft x 8"	2		
	4	<b>Washroom x 2</b>					
		Nameplate-Acrylic		1.5ft x 8"	2		
17	<b>1st Floor Left Entrance</b>						
	1	Nameplate-Acrylic/PVC	Acrylic- milk color opel 3 mm and top letter 3mm.	2ftx8"	1		
	2	Door Sticker	Glass sticker- 140 gsm vinyl sticker with lamination for glass.	42"x 82"	28		
	3	<b>Washroom x 3</b>	Acrylic- milk color opel 3 mm and top letter 3mm.				
		Nameplate-Acrylic		1.5ft x 8"	3		
18	<b>Cabin 1</b>						
	1	Door Sticker	Glass sticker- 140 gsm vinyl sticker with lamination for glass.	56"x 80"	35		
	2	sticker with pvc sheet		56"x 80"	35		
	3	Nameplate-Acrylic/pc	Acrylic- milk color opel 3 mm and top letter 3mm.	1.5ft x 8"	1		
19	<b>Cabin 2</b>						
	1	Door Sticker	Glass sticker- 140 gsm vinyl sticker with lamination for glass.	42"x 79"	28		





	2	Nameplate-Acrylic/pc	Acrylic- milk color opel 3 mm and top letter 3mm.	1.5ft x 8"	1		
20	<b>Cabin 3</b>						
	1	Door Sticker	Glass sticker- 140 gsm vinyl sticker with lamination for glass.	40"x 80"	28		
	2	Nameplate-Acrylic	Acrylic- milk color opel 3 mm and top letter 3mm.	1.5ft x 8"	1		
21	<b>Dental Room</b>						
	1	Door Sticker	Glass sticker- 140 gsm vinyl sticker with lamination for glass.	40"x 80"	28		
	2	Nameplate-Acrylic	Acrylic- milk color opel 3 mm and top letter 3mm.	1.5ft x 8"	1		
<b>2nd Floor</b>							
	1	Nameplate-Acrylic	Acrylic- milk color opel 3 mm and top letter 3mm.	2ftx8"	1		
	2	Door Sticker	Glass sticker- 140 gsm vinyl sticker with Lamination for glass.	42"x 81"	28		
22	<b>Nurse Duty Station</b>						
	1	Sticker with lamination	Glass sticker- 140 gsm vinyl sticker with Lamination for glass.	52"x 80"	35		
	2	Door Sticker		52"x 80"	35		
		Nameplate-Acrylic	Acrylic- milk color opel 3 mm and top letter 3mm.	1.5ft x 8"	1		
23	<b>Male Ward</b>						
	1	Door Sticker	Glass sticker- 140 gsm vinyl sticker with lamination for glass.	38"x 80"	28		
	2	Nameplate-Acrylic	Acrylic- milk color opel 3 mm and top letter 3mm.	1.5ft x 8"	1		
24	<b>Nurse Duty Station-Male Ward Divider</b>						
	1	glass		55"x 81"	35		
	2	glass		55"x 81"	35		



	3	glass	Glass sticker- 140 gsm vinyl sticker with lamination for glass.	55"x 81"	35		
	4	<b>Washroom x 2</b>	Acrylic- milk color opel 3 mm and top letter 3mm.				
		Nameplate-Acrylic		1.5ft x 8"	2		
25	<b>Female Ward</b>						
	1	Door Sticker	Glass sticker- 140 gsm vinyl sticker with lamination for glass.	63"x 81"	42		
	2	Glass		49"x 80"	35		
	3	Glass		49"x 80"	35		
	4	Nameplate-Acrylic	Acrylic- milk color opel 3 mm and top letter 3mm.	1.5ft x 8"	1		
26	<b>2nd Floor Left Entrance</b>						
	1	Nameplate-Acrylic/PVC per pc	Glass sticker- 140 gsm vinyl sticker with lamination for glass.	2ftx8"	1		
	2	Door Sticker		42"x 81"	28		
27	<b>NVD/Labour Room</b>						
	1	Door Sticker	Glass sticker- 140 gsm vinyl sticker with lamination for glass.	38"x 80"	28		
	2	glass		38"x 80"	28		
	3	glass		38"x 80"	28		
	4	Nameplate-Acrylic	Acrylic- milk color opel 3 mm and top letter 3mm.	1.5ft x 8"	1		
28	<b>Post Operative Room</b>						
	1	glass	Glass sticker- 140 gsm vinyl sticker with Lamination for glass.	38"x 80"	28		
	2	glass		38"x 80"	28		
	3	Door Sticker		37"x 76"	28		
	4	Nameplate-Acrylic	Acrylic- milk color opel 3 mm and top letter 3mm.	1.5ft x 8"	1		
29	<b>NVD-Post Operative Room Divider</b>						
	1	glass	Glass sticker- 140 gsm vinyl sticker with lamination for glass.	55"x 81"	35		
	2	glass		55"x 81"	35		
	3	glass		55"x 81"	35		



30	<b>Pre-Operative Room</b>						
	1	glass	Glass sticker- 140 gsm vinyl sticker with lamination for glass.	38"x 80"	28		
	2	glass		38"x 80"	28		
	3	Door Sticker		38"x 80"	28		
	4	Nameplate-Acrylic	Acrylic- milk color opel 3 mm and top letter 3mm.	1.5ft x 8"	1		
31	<b>OT</b>						
	1	Door Sticker	Glass sticker- 140 gsm vinyl sticker with lamination for glass.	38"x 76"	28		
	2	glass		45"x 80"	28		
	3	glass		45"x 80"	28		
	4	Nameplate-Acrylic	Acrylic- milk color opel 3 mm and top letter 3mm.	1.5ft x 8"	1		
32	<b>OT-Pre-Operative Divider</b>						
	1	glass	Glass sticker- 140 gsm vinyl sticker with lamination for glass.	40"x 81"	28		
	2	glass		42"x 81"	28		
	3	glass		42"x 81"	28		
	4	<b>Washroom x 2</b>	Acrylic- milk color opel 3 mm and top letter 3mm.				
		Nameplate-Acrylic		1.5ft x 8"	2		
33	<b>1st Floor to 2nd Floor Stair- Right (PVC)</b>						
	1	Sticker with 5mm pvc sheet	Wall pvc sheet- 5 mm white sheet. Glass sticker- 140 gsm vinyl sticker with lamination for glass.	105" x 105"	81		
	2	Sticker with 5mm pvc sheet		48"x108"	36		
34	<b>1st Floor to 2nd Floor Stair- Straight (PVC)</b>						
	1	Window sticker with pvc sheet	Wall PVC sheet- 5 mm white sheet. Glass sticker- 140 gsm vinyl sticker with lamination for glass.	98"x112"	90		
35	<b>1st Floor to 2nd Floor Stair- Left (PVC)</b>						



	1	sticker with pvc sheet	Pt:1	Wall pvc sheet- 5 mm white sheet.	105" x 105"	81		
			Pt:2	Glass sticker- 140 gsm vinyl sticker with lamination for glass.	48"x108"	36		
36	<b>Ground floor- Garage area: Pharmacy</b>							
	1	Sticker with 5mm pvc sheet		Wall pvc sheet- 5 mm white sheet. Glass sticker- 140 gsm vinyl sticker with lamination for glass.	168" x 124"	145		
	2	Nameplate-Acrylic		Acrylic- milk color opel 3 mm and top letter 3mm.	1.5ft x 8"	1		
	3	Opposite Wall Beam-Sticker with 5mm pvc sheet		Wall pvc sheet- 5 mm white sheet. Glass sticker- 140 gsm vinyl sticker with lamination for glass.	142" x 10"	12		
<b>Total (Including Tax &amp; Excluding VAT)</b>								
<b>VAT (15%)</b>								
<b>Grand Total (Including Tax &amp; VAT)</b>								

**Other criteria that must fulfilled:**

- Provider must have own service/technical team. No third party is allowed in the middle.
- \*\*All prices must be in Bangladeshi Taka (BDT)\*\*

Offer validity: 45 days or above.

Payment Terms: \_\_\_\_\_ calendar days by wire transfer.

Delivery lead time \_\_\_\_\_ calendar days after PO confirmation



## Section 4: Offer Cover Letter

The following cover letter must be placed on letterhead and completed/signed/stamped by a representative authorized to sign on behalf of the offeror:

To:  
Md Taimur Reza  
Sr. Manager, Procurement and Supply Chain  
Surjer Hashi Network,  
Abedin Tower, 6th Floor,  
35 Kamal Ataturk Avenue,  
Banani, Dhaka-1213, Bangladesh.

Reference: RFQ/SHN/0096/2024

To Whom It May Concern:

We, the undersigned, hereby provide the attached offer to perform all work required to complete the activities and requirements as described in the above-referenced RFQ. Please find our offer attached.

We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced RFQ. We further certify that the below-named firm—as well as the firm’s principal officers and all commodities and services offered in response to this RFQ—are eligible to participate in this procurement under the terms of this solicitation and under SHN regulations.

Furthermore, we hereby certify that, to the best of our knowledge and belief:

- We have no close, familial, or financial relationships with any Surjer Hashi Network or AUHC project staff members.
- We have no close, familial, or financial relationships with any other offerors submitting proposals in response to the above-referenced RFQ; and
- The prices in our offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- All information in our proposal and all supporting documentation is authentic and accurate.
- We understand and agree to SHN’s prohibitions against fraud, bribery, and kickbacks.

We hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete.

Authorized Signature: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Date: \_\_\_\_\_

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

Company Address: \_\_\_\_\_

Company Telephone and Website: \_\_\_\_\_

Company Registration or Taxpayer ID Number: \_\_\_\_\_

Company UEI Number: \_\_\_\_\_

Does the company have an active bank account (Yes/No)? \_\_\_\_\_

Official name associated with bank account (for payment): \_\_\_\_\_



Bank Accounts Details Information (completed/signed/stamped by a representative authorized to sign on behalf of the offeror):

Sl.	Particulars	Information
1	Account Name:	
2	Account Number:	
3	Account Type:	
4	Name of Bank:	
5	Name of Bank Branch:	
6	Address of Branch:	
7	Bank Routing Number: If possible	

Signature with seal:

Name :

Designation



## Section 5: Federal Funding Accountability and Transparency Act (FFATA) Subaward Reporting Questionnaire

If the offeror is selected for an award valued at \$30,000 or above, and is not exempted based on a negative response to Section 3(a) below, any first-tier subaward to the organization may be reported and made public through FSRS.gov in accordance with The Transparency Acts of 2006 and 2008. Therefore, in accordance with FAR 52.240-10 and 2CFR Part170, if the offeror positively certifies below in Sections 3.a and 3.b and negatively certifies in Sections 3.c and 3.d, the offeror will be required to disclose to Chemonics for reporting in accordance with the regulations, the names and total compensation of the organization's five most highly compensated executives. By submitting this quotation, the offeror agrees to comply with this requirement as applicable if selected for a subaward.

In accordance with those Acts and to determine applicable reporting requirements, Company Name certifies as follows:

- a) In the previous tax year, was your company's gross income from all sources above \$300,000?

Yes  No

- b) In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which the DUNS number belongs) receive (1) 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

Yes  No

- c) Does the public have access to information about the compensation of the executives in your business or organization (the legal entity to which the DUNS number it provided belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986? (FFATA § 2(b)(1)):

Yes  No

- d) Does your business or organization maintain an active registration in the System for Award Management ([www.SAM.gov](http://www.SAM.gov))?

Yes  No

I hereby certify that the above statements are true and accurate, to the best of my knowledge.

Authorized Signature:

Name and Title of Signatory:

Date:



## **Annex I**

**Tentative Delivery location:** Delivery and installation at clinic level across Bangladesh. Below is the delivery location detail:

Tentative Delivery location for USG					
SL	Clinic Name	Clinic ID	Region	Type of clinic	Clinic Address
1	Cumila SHC	27	Cumilla	Advance	HOLDING NO. 364/02, DHIRENDRANATH DUTTA ROAD, DHARMASAGOR WEST PART, (OPPOSITE HR HOSPITAL) JHAWTALA, CUMILLA-3500