



**Request for Quotation (RFQ)
BRAC Procurement Department (BPD)**

6 May, 2026

To,

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Subject: Request for Quotation (RFQ) for the Agreement for Visiting Card through Framework Agreement (FWA) for next 01 year. (MARKET SURVEY Purpose)

Sealed quotations are hereby invited from your organization for the Agreement for Visiting Card as per terms and conditions mentioned below on your company letter head pad. Only enlisted printers can apply.

SI No.	Name of item	Specification	Approx. Qty (Per year)	Unit Price (Per Card) (Tk.)
01	Visiting Card (One Side Printed)	Visiting Card (one-side print) Size - 8.5 cm X 5.5 cm Paper - 300 gsm art card (White) Print - Bi-Colour print Card per Box - 100 Cards	1, 25,000 – 1, 50,000 pcs (cards).	
02	Visiting Card (Both Side Printed)	Visiting Card (Both Side Printed) Size - 8.5 cm X 5.5 cm Paper - 300 gsm art card (White) Print - Bi-Colour print Card per Box - 100 Cards	As per requirement	

Terms and Conditions:

- Quotations to be submitted:** Quotations to be submitted on or before 10.05.2026 by 3.00 pm through email to procurement@brac.net mentioning the subject “**Quotation for Agreement for Visiting Card.**”

Submission of Document: Following Documents **must be** submitted with quotation, otherwise quotation may not be considered:

SL No.	Particular (Name of Documents) to be submitted	
i	Copy of Up to date Trade license	Applicable
ii	Copy of BIN (13 digits) Certificate	Applicable
iii	Copy of TIN / Tax certificate	Applicable

- Price validity and Adjustment :** The unit price will remain valid for a period of one year from the date of signing of agreement. Price will be reviewed as mentioned below :
 - The unit price can be changed if Bangladesh Govt. changes the VAT rate (increase or decrease). In that case the supplier will submit the necessary documentary evidence to BRAC Procurement Department (BPD) with an application to Head of Procurement.

BRAC

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Bangladesh under
The Societies
Registration Act of 1860

- b. BRAC Procurement Department (BPD), will inspect the price at the end of one year from the date of signing of agreement by conducting a market survey. If the committee finds the price to be changed sharply, then the committee will propose a new price. The new price will be replaced with the previous price in consent of both parties. If the committee finds the price is unchanged, then the price will remain valid for the next year.
3. **Delivery time and place:** Delivery should be made within 2-5 days from the date of Purchase Order at Dhaka Metropolitan City (DMC) area at supplier own cost and management.