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***Request for Quotation (RFQ)***

**Date of Release: December 07, 2022**

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## CONTENTS

1. Introduction .....	3
2. Objective:.....	3
3. Requirement:.....	3
4. Scope of Work:.....	3
5. Vendor Proposal/quotation:.....	3
6. Clarification of RFQ .....	4
7. Amendment of quotation .....	4
8. General Terms and Conditions .....	5
9. Submission of Quotation .....	5
Annexure A .....	6
Annexure B .....	8
Annexure C .....	9

## 1. Introduction

Habib Bank Limited (HBL) Bangladesh is foreign commercial bank, started its operations in Bangladesh in 1976. Majority portion of the shares is owned by AKFED (Aga Khan Fund for Economic Development). Now the bank is operating in Bangladesh with total 06 branches i.e. 04 branches in Dhaka, 01 branch in Chattogram and 01 branch in Sylhet. The key areas of operation are Branch Banking, Corporate & Investment Banking, Treasury, Financial Institutions & Trade Services.

## 2. Objective:

This invitation for bidding is being circulated to achieve the most competitive price for Cisco CON for listed Cisco Switches to be supplied to HBL Bangladesh on the basis of following terms & conditions and service scopes.

## 3. Requirement:

- 3.1 The bidders must be Authorized by Cisco.
- 3.2 The bidders must have the expertise in supplying and commissioning of for Cisco Routers and Switches in time and ability to provide after sales service as and when required by the bank.
- 3.3 The CON of the product should be upgradable.

## 4. Scope of Work:

- 4.1. Supply and commissioning of the Cisco CONs for listed Switches.
- 4.2. The said network devices should be supplied and commissioned at the following Locations of HBL Bangladesh:

(i) Habib Bank Limited, 9-B, Moyeen Centre, Road# 3, Gulshan-1 Dhaka – 1212.

### 4.3 The requirements are:

- a) 3 years CON for 9200 series Switch (FOC25151SWR; FOC25151SSL; FOC25151SUB)
- b) 3 years CON for Cat 1000 series switch (FOC2529LHT6; FOC2529LHSC; FOC2529LGSZ; FOC2529L2C1; FOC2529LG7M; FOC2529LG29; FOC2529LCGL; FOC2529LGQG)

*Details are mentioned in Annexure A.*

## 5. Vendor Proposal/Quotation:

- 5.1. Bidders are required to discuss with concern person of the bank regarding the requirements and specification of the RFQ prior to submit the quotation.
- 5.2. Bidders are to submit quotation through their letterhead pad according to the requirement as mentioned in section 4.3 of this document. **Price should be including VAT & tax.**

- 5.3. Bidders have to check the bid price before submitting the quotation and understand that all responsibilities & risks for any error or omission in the quotation will bear by the bidder.
- 5.4. Complete corporate profile along with the list of major corporate clients availing similar services of the Vendor/bidder to be submitted with quotation.
- 5.5. Upon selection of the bidder/ bid winner, IT department of HBL Bangladesh will communicate to contact person of the bidder for onward process of implementation of the project.
- 5.6. Time frames and timelines for project initiation, implementation and delivery, if finally selected. These timelines must be identified from the date of award of contract.

## **6. Clarification of Proposal Documents:**

- 6.1. All queries relating to this RFQ should be directed through email to: [mahbub.mitul@hbl.com](mailto:mahbub.mitul@hbl.com) and CC to [dewan.ahsanullah@hbl.com](mailto:dewan.ahsanullah@hbl.com) HBL shall have no obligation to correct, nor bear any responsibility for errors (whether by commission or omission), ambiguity, or inconsistency in this RFQ .
- 6.2. Every attempt will be made to answer all inquiries from vendors in writing. However, the bank is not required to answer all questions. Responses to factual inquiries will be issued to all vendors to ensure consistent interpretation. All responses will be in writing and forwarded to each vendor. Only written communication from HBL Bangladesh may be considered authoritative. No vendor may consider any verbal response an official expression of the bank.

## **7. Amendment of RFQ document:**

- 7.1. At any time prior to the deadline for submission of quotations, HBL Bangladesh may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective any company, modify the RFQ Documents by amendment.
- 7.2. The amendment will be notified in writing to all prospective companies who have received the RFQ Documents and will be binding on them. The amendment, once noticed, shall become part of Proposal/RFQ documents.
- 7.3. In order to afford prospective companies reasonable time in which to take the amendment into account in preparing their proposals, HBL Bangladesh may at its own discretion, extend the deadline for the submission of Quotation.

## 8. General Terms and Conditions:

- 8.1. HBL Bangladesh reserve its right to accept or reject any quotation/ bid offer or whole bidding process at its own discretion and judgment without any clarification.
- 8.2. HBL reserves the right to increase or decrease of items/BoQ as per requirement.
- 8.3. HBL reserves the right to call in further details of any or part of this RFQ.
- 8.4. HBL at its sole discretion may invite short listed Bidder from this RFQ, to submit detailed quotation at the discretion of the HBL Bangladesh and on successful test beds scenarios.
- 8.5. In case of consortium, company details of each consortium partner may be provided along with clear cut responsibilities and areas of expertise.
- 8.6. Terms and condition submitted by the vendor with their proposals will only be valid and applicable, if agreed by HBL. The purchase order issued by HBL Bangladesh will supersede all the terms and conditions of vendor's quotation.
- 8.7. Bidder/vendors who are insolvent or have filed case for bankruptcy are prohibited from participation in the bid.
- 8.8. The vendor shall sign and agree the enclosed Non-Disclosure RFQ with HBL Bangladesh once selected.
- 8.9. HBL may also reject the proposal in case:
  - 8.9.1. The quotation is received after the closing date and time.
  - 8.9.2. The offer/offers are not found to be financially sound & viable
  - 8.9.3. The quotation is incomplete and not responsive to RFQ documents.
  - 8.9.4. The quotation/proposal is not technically qualified.

## 9. Submission of Quotation:

- 9.1. The interested vendors are requested to submit their quotation through online link which shall be provided to the bidder through email.

The last date for the submission of quotation will be December 13, 2022.



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**Annexure -A**

Basic Requirement for CON of Cisco Catalyst Router

**Offer price for Habib Bank**

SI #	Part Number	Description	Service Duration (Months)	Qty.	Unit Price in Taka	Total Price in Taka	Delivery Status
<b>3 years CON for 9200 series Switch (FOC25151SWR; FOC25151SSL; FOC25151SUB)</b> <b>Service Start Date: 20-Dec-2022 and End date 19-Dec-2025</b>							
1.0	C9200L-24T-4G-E C9200L-DNA-E-24=	Catalyst 9200L 24-port data, 4 x 1G, Network Essentials C9200L Cisco DNA Essentials, 24-port Term license spare	36	3			
Sub-Total=							
<b>3 years CON for Cat 1000 series switch (FOC2529LHT6; FOC2529LHSC; FOC2529LGSZ; FOC2529L2C1; FOC2529LG7M; FOC2529LG29; FOC2529LCGL; FOC2529LGQG) Service Start Date: 20-Dec-2022 and End date 19-Dec-2025</b>							
2.0	C1000-24T-4G-L	Catalyst 1000 24port GE, 4x1G SFP	36	8			
Sub-Total=							
Grand Total=							
<b>Terms and Conditions:</b> <b>Price: Product price is Including VAT &amp; TAX.</b>							