

Date: 3 September 2026

Subject: Request for Quotation (RFQ) for Photocopying, Computer Printing, Scanning, Photo Printing, and Book Binding Services under a Long-Term Agreement.

Dear Concerned,

CPD is inviting quotations from established service providers for Photocopying, Computer Printing, Scanning, Photo Printing, Book Binding and related services. Based on the quotations received, CPD may select a suitable vendor for providing these services on an as-needed basis for a period of 12 months.

Vendors are requested to quote their unit rates for all relevant services below. Please clearly state the rate basis (per page, per print, per sq. ft., etc.) and whether VAT is included or excluded.

Sl.	Service	Size / Specification	Unit
1	Scanning	A4; any paper type as applicable	Per scan / page
2	Scanning	A3; any paper type as applicable	Per scan / page
3	Scanning - Roll	Roll-format documents; quote on a clear area basis	Per sq. ft. / running unit, as applicable
4	Print - Plain Paper (80 gsm offset)	A4, Black & White	Per page
5	Print - Plain Paper (80 gsm offset)	A4, Colour	Per page
6	Print - Plain Paper (80 gsm offset)	A3, Black & White	Per page
7	Print - Plain Paper (80 gsm offset)	A3, Colour	Per page
8	Image Print - Plain Paper	A4, Black & White / Colour (quote separately)	Per print
9	Image Print - Plain Paper	A3, full-colour image print	Per print
10	Print - Inkjet Paper	A4	Per print
11	Print - Inkjet Paper	A3	Per print
12	Print - Photo Paper	A4	Per print
13	Print - Photo Paper	A3	Per print
14	Photo Printing - R3	3.5 in x 5 in; full-colour; glossy and/or matte photo paper	Per print
15	Photo Printing - R4	4 in x 6 in; full-colour; glossy and/or matte photo paper	Per print
16	Image Print - Offset Paper	100 GSM; A2	Per print
17	Image Print - Offset Paper	100 GSM; A1	Per print
18	Image Print - Offset Paper	100 GSM; A0	Per print
19	Image Print - Offset Paper Roll	100 GSM; roll format	Per sq. ft.
20	Print - Art Paper	A4	Per print
21	Print - Ambush Paper	A4	Per print
22	Photocopy - Text	A4	Per copy/ per page
23	Photocopy - Text	A3	Per copy/ per page
24	Photocopy - Image	A4	Per copy/ per page
25	Banner Printing - PVC	Any size; quote based on final area	Per sq. ft.
26	Book Binding	Spiral/ Staple/ Glue/ Juice Binding	Please mention your price for the following Up to 50 pages 50 to 200 pages Above 200 pages
27	Any other similar services	If you have any other similar services related to scanning and printing, please mention them.	

For the LTA, CPD may place individual work orders from time to time depending on programme and operational requirements. No minimum volume is guaranteed.

Please submit the following documents with your proposal

- Trade License
- TIN Certificate
- BIN Certificate
- Acknowledgment receipt / evidence of submission of the latest annual tax return
- Bank account details
- Brief company profile, including years of operation and relevant institutional clients



Terms and Conditions

- VAT and Tax will be deducted from your bill amount as per government rules.
- Payment shall be made within **30 (thirty) working days** upon submission of the invoice along with the relevant supporting documents and satisfactory completion of the requested services, subject to CPD's applicable financial procedures.
- Rates quoted should remain valid for the proposed 6-month LTA period. Any proposed revision should be clearly stated and will require CPD's prior written approval.
- The vendor should indicate standard turnaround time for routine jobs and availability for urgent / same-day requirements, where feasible.
- Quoted rates should include all routine production, finishing and delivery charges unless otherwise specified. Any additional charge must be clearly identified in the quotation.
- CPD may request a sample print before placing an order. Any defective or materially inaccurate output attributable to the vendor shall be reprinted / replaced at no additional cost.
- CPD reserves the right to accept or reject this RFQ, in whole or in part, and to select one or more vendors based on price, quality, capacity, responsiveness and past performance.

Urgent / Short-Notice Service Requirements

Given the nature of CPD's dialogue, conference and policy-related activities, the selected vendor may receive printing, photocopying, scanning and related service requests at short notice, including requests close to the start of an event or outside regular business hours. The vendor shall therefore maintain adequate operational capacity and flexibility to respond to such urgent requirements throughout the period of the Long-Term Agreement.

The vendor shall make reasonable efforts to accommodate urgent and short-notice requests, including printing of keynote presentations, briefing materials, handouts, participant documents and other event-related materials, subject to the volume, technical requirements and mutually agreed delivery timeline of each request.

Service Continuity and Responsiveness

The selected vendor shall designate a *focal person* who will remain reachable during the period of the Long-Term Agreement for receiving and confirming CPD's service requests. The vendor shall acknowledge requests within a reasonable time and communicate any limitations relating to capacity, turnaround time, paper availability, machine availability or delivery immediately upon receipt of the request.

Repeated failures to respond to urgent or time-sensitive assignments, refusal to accept reasonable short-notice requests, or failure to meet agreed turnaround times may be considered in CPD's performance assessment and may affect the continuation or renewal of the Long-Term Agreement.

The vendor shall clearly indicate in its proposal:

1. its normal business hours and availability for urgent requests;
2. its expected turnaround time for standard and urgent printing/photocopying assignments;
3. its arrangements for handling requests outside normal business hours, where applicable; and
4. any additional charges, if applicable, for urgent or after-hours services.

Acceptance of the Long-Term Agreement shall constitute the vendor's acknowledgement that service requirements may arise on short notice and that CPD may require accelerated turnaround for time-sensitive assignments. However, any additional charge for urgent or after-hours services shall require CPD's prior approval before the work is undertaken.

You are requested to email your quotation and supporting documents to procurement@cpd.org.bd or mail your hard copy directly to our office address (40/C, Road 11(new), Dhanmondi, Dhaka 1209)

Deadline: 15 September 2026

With best regards,

S M Khalid

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Centre for Policy Dialogue (CPD)