

WELCOME



The background is a dark, gradient grey. In the corners, there are several realistic-looking bubbles of various sizes, some overlapping, creating a decorative border effect.

**BUSINESS
CORRESPONDENCE**

Business
Letter

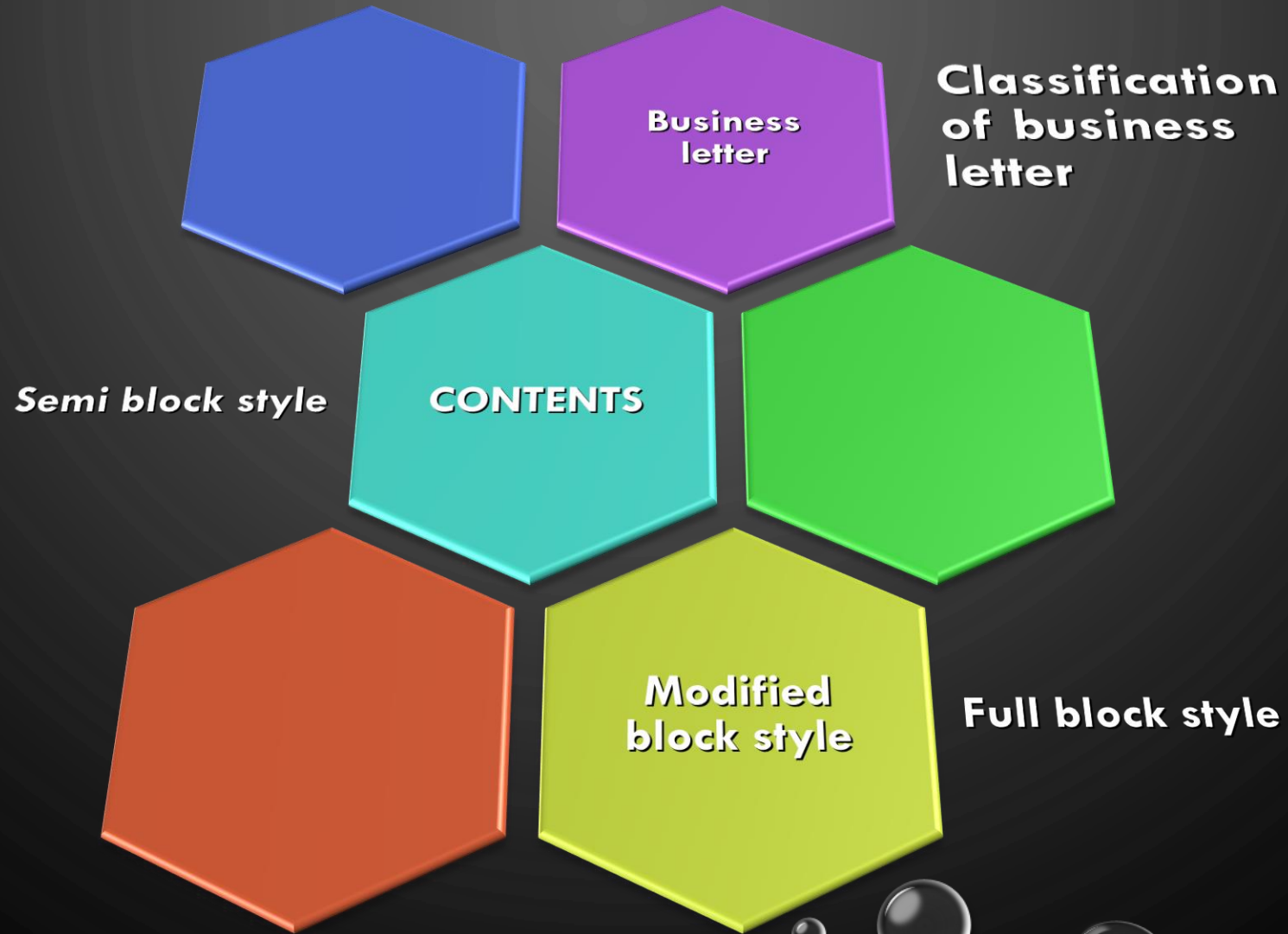
Memorandum

**BUSSINESS
CORRESPONDENCE**

Tender
&
Quotation

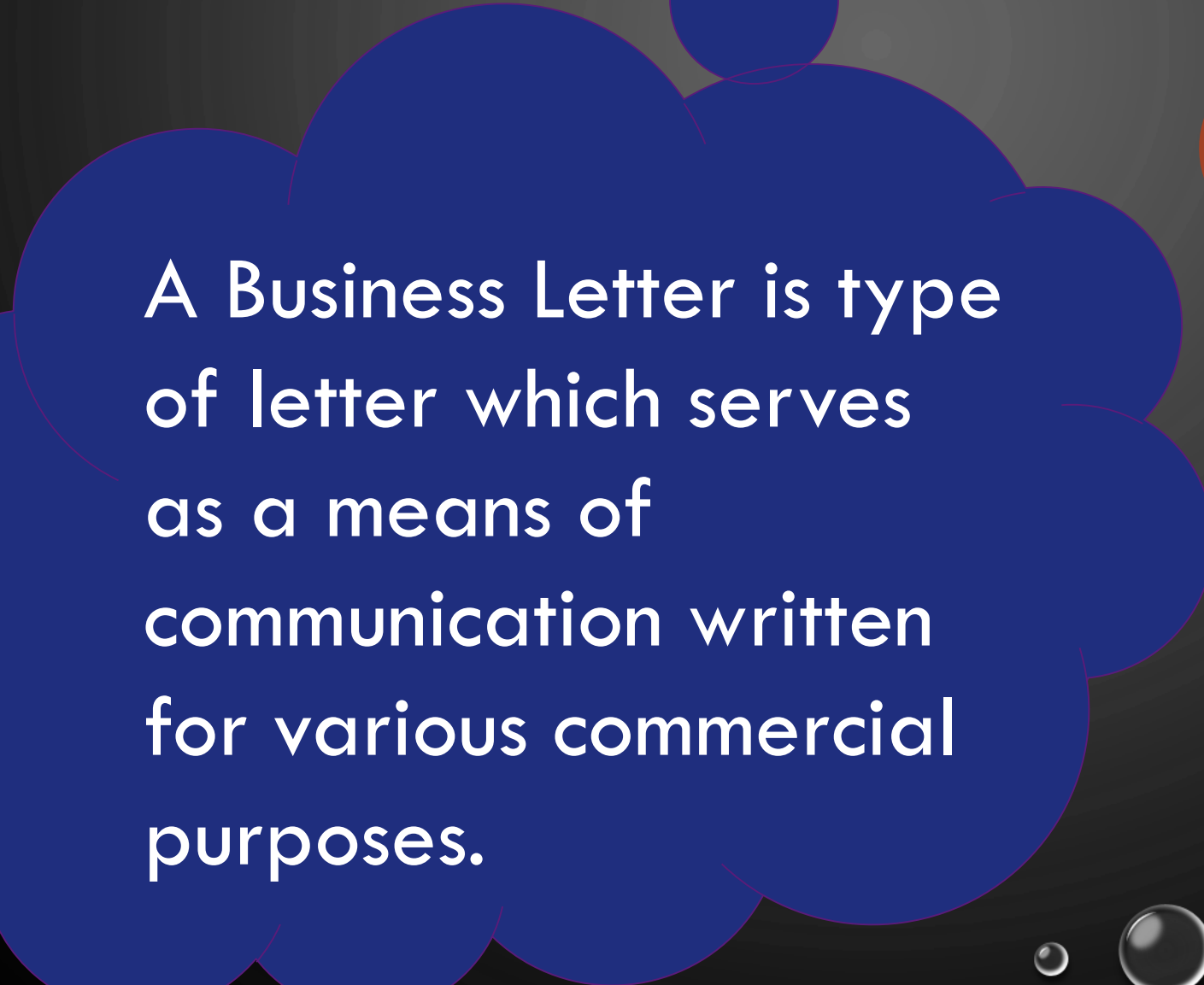
Report Writing



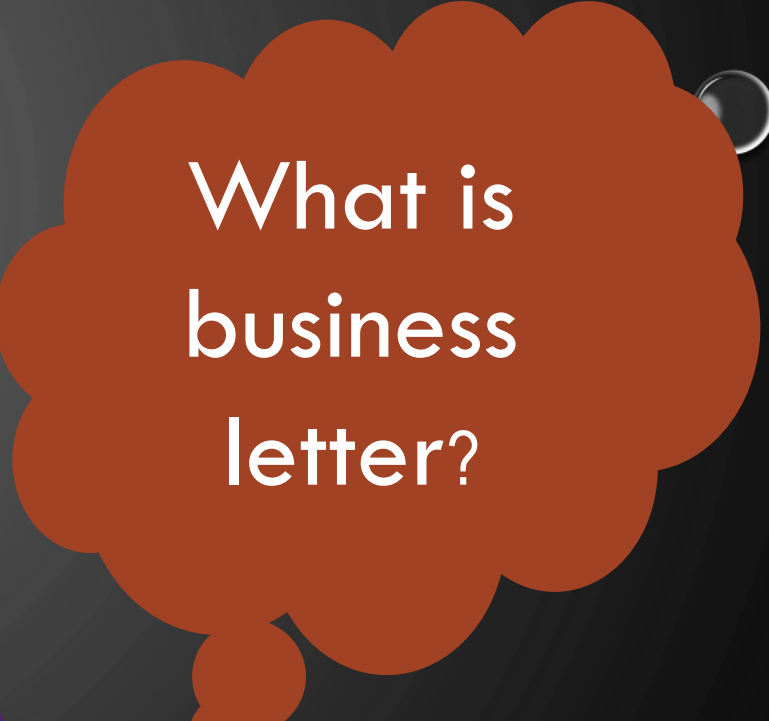


A 3D purple pentagon is centered on a dark gray background. The words "BUSINESS" and "LETTER" are written in white, bold, sans-serif capital letters on the top surface of the pentagon. The text is slightly offset to the right. The background is decorated with several realistic water droplets of various sizes, some with highlights and shadows, scattered around the central pentagon.

**BUSINESS
LETTER**



A Business Letter is type of letter which serves as a means of communication written for various commercial purposes.



What is business letter?

CLASSIFICATION OF BUSINESS LETTER

Business letter

- Formal Business Letter
- Informal Business Letter

Formats of business letter

- Full Block Style
- Modified Block Style
- Indented or Semi Block Style

FULL BLOCK STYLE

- Full block style business letters have a formal appearance, however they can be used in informal business situations as well.

□ Characteristics:

- ❖ All elements are left aligned to the left margin of the page.
- ❖ Neat & simple appearance.
- ❖ Paragraphs are separated by double line space.

FULL BLOCK STYLE

Full Block Letter Format

CENTER VERTICALLY
1" SIDE MARGINS

RETURN ADDRESS	610 Grand Avenue Laramie, WY 82070-1423
DATE	February 20, 2006 <small>QS</small>
ATTENTION LINE	Attention Personnel Director
LETTER ADDRESS	Elegant Treasures 388 Stonegate Dr. Longview, TX 75601-0132 <small>DS</small>
SALUTATION	Dear Armani Dealer <small>DS</small> :
SUBJECT LINE	CONCERNING THE GIUSEPPE ARMANI FIGURINES <small>DS</small>
BODY	<p>The Giuseppe Armani figurines in your window are very attractive. I noticed them last week. Do you have any other figurines?</p> <p>A friend gave me a pamphlet showing three Armani millennium sculptures: Starburst (years 1-999, Silver Moon (years 1000-1999) and Comet (year 2000- and beyond). I want to buy all three sculptures. Do you have them in stock or could you order them? If not, could you refer me to a nearby dealer? I have included a copy of the pamphlet for your information.</p> <p>I look forward to adding these beautiful pieces to my collection.</p>
COMPLIMENTARY CLOSE	Sincerely, <small>DS</small>
COMPANY NAME	COMPANY NAME <small>QS</small>
WRITER	Cynthia A. Martin <small>DS</small>
ENCLOSURE NOTATION	Enclosure <small>DS</small>
COPY NOTATION	c Bradford Williams Leslie Morrison <small>DS</small>
POSTSCRIPT	I am very interested in purchasing the Giuseppe Armani figurines.

DS = Double Space
QS = Quadruple Space

MODIFIED BLOCK STYLE

- Modified block business letters use a slightly different format from the full block business letters.

Characteristics:

- ❖ Sender's details & date begin at the center point of page line.
- ❖ Paragraphs may be indented 5 spaces.
- ❖ Stay in block style at the left margin.

MODIFIED BLOCK STYLE

Modified Block Style Personal Business Letter

Your address should start 2" from the top of the page. If you have a letterhead that contains your address, start the date here instead. Your return address, date, and salutation should start in the center of the page.

(hit enter 5 times or enter down for 1" after keying in the full date.

Your Address
Your City, State Zip (Hit enter twice)
Today's Date - Year, Month, Day

If you choose to indent at the beginning of a paragraph, use either 5 spaces or a ½ inch tab.

Company Name
Company Address
City, State Zip (Hit enter twice)

Dear Order Department: (Hit Enter twice)

XXXXXXXX X XXXX XXX X XXXXXXXXXXXXXXXX XXX XXXXXXXXXXXXXXXXXXXXXXXX
XX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX (Hit enter twice)

XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX (Hit enter twice)

XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXX XXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX (Hit enter twice)

Sincerely, (Hit enter 4 times)

Your handwritten signature goes here.

Your Name

SEMI BLOCK STYLE

- Semi-block format letter, all text is left aligned (except the author's address, date, and closing), paragraphs are indented.

□ Characteristics:

- ❖ Beginning of each paragraph is not flush left but inset 5 character space.
- ❖ The rest lines are flush left.
- ❖ Paragraphs are separated by one empty line space.

SEMI BLOCK STYLE

THE INDENTED STYLE

Destiny Manufacturing Company
505 Agoncillo
Malolos, Bulacan
June 16, 2012

Gourmet Food Company, Inc.
200 Sakedo Village
Makati City

Gentlemen:

It is a pleasure to answer the question raised in your letter of June 8, 2012 concerning our type 888 sachets.

Our sachets classified as Type 888 are resealable and heatproof. We have marked for you on page 9 and 10 of the inclosed brochure the different kinds of containers which we highly recommend for your particular line of food products. Also inclosed is an order blank.

We shall be glad to take care of your order for any type. If there are any other points which may not be quite clear, just write us and we shall be glad to answer your questions.

Very truly yours,

Destiny Manufacturing

E.R. Reyes

E.R. Reyes
Sales Manager

ERR/be
2 Incls.



Comparison

Reference

CONTENTS

Parts of a
business
letter

Heading

COMPARISON OF THE FORMATS

FULL BLOCK	MODIFIED BOLCK	SEMI BLOCK
All alignments are left aligned.	Date, signature line & senders address are left aligned.	Date line & signature slot are not left aligned.
Paragraphs are separated by double line space.	Paragraphs are separated by single or double line space.	Paragraphs are separated by double line space.
No indented lines.	No indented lines.	Beginning of each paragraph is indented.

PARTS OF A BUSINESS LETTER

- 1. Heading or letterhead .
- 2. Reference number .
- 3. Date.
- 4. Inside address .
- 5. Attention line .
- 6. Subject .
- 7. Salutation .
- 8. Body.

9. Formal close or complimentary close

10. Signature slot

11. Reference initial

12. Enclosure

13. CC (carbon copy)

14. Post script

HEADING OR LETTERHEAD

- ❑ It is usually given at the top center or top right side of the paper.
- ❑ The heading contains necessary information about the organization's identity.

INFORMATION TO BE PROVIDED IN THE HEADING

- Firm's name .
- Address .
- Trade mark.
- Contact information (e .G. E mail, telex, telephone).

EXAMPLE OF HEADING

Global Investors, Inc.

187 Devonshire St, Boston, MA, 02125
Tel. (617) 360-7237, Fax (617) 360-7238
www.globalinvestors.com

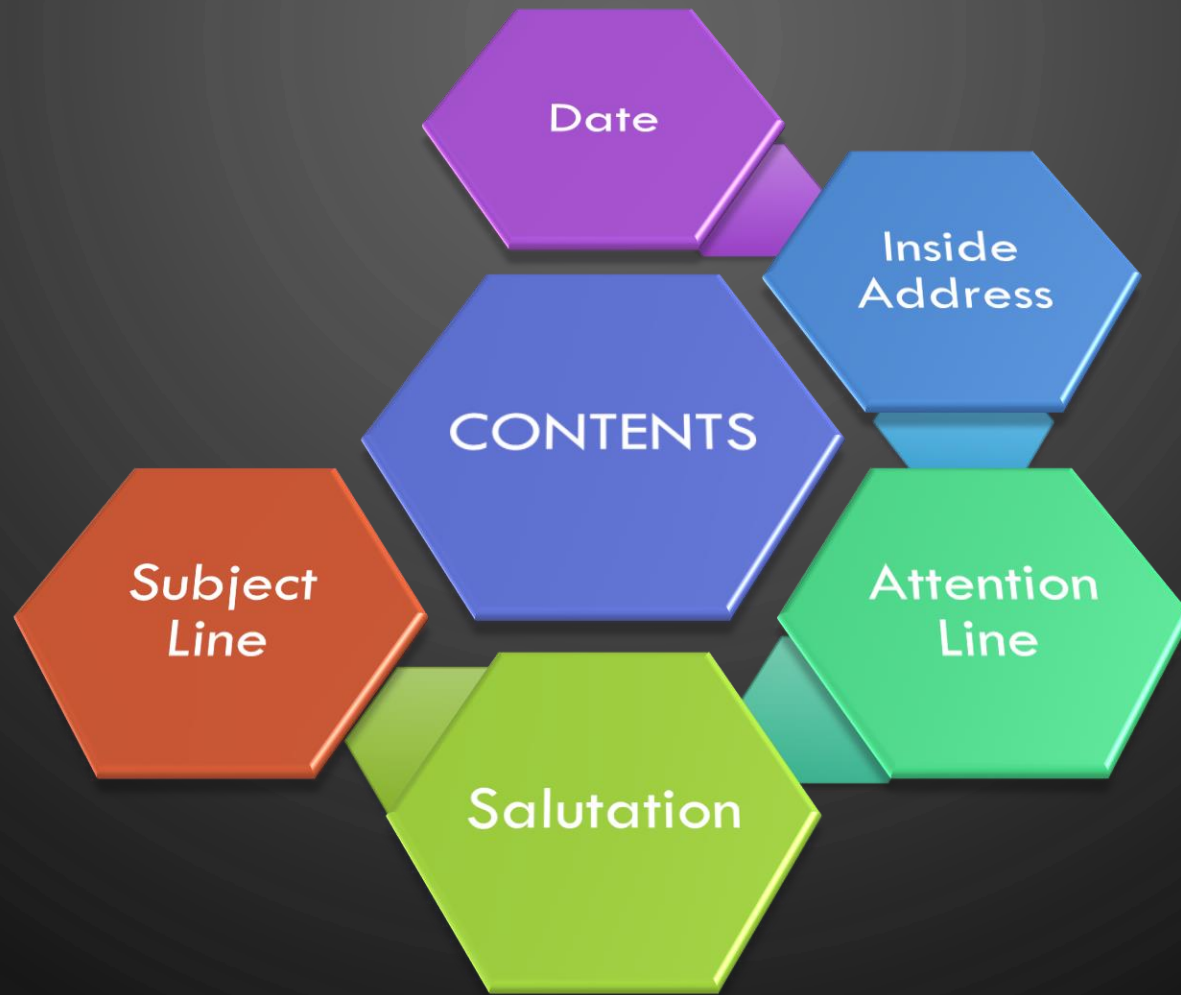
REFERENCE NUMBER

△ The number which the receiver refers in all future correspondence is called reference number.

△ Reference number is used to enable replies to be linked with the previous correspondence.

△ Example: RUET-1 23





DATE

- Combination of day, month and year.
- Records when the letter was written.
- Serves as an important reference.
- Enables quick reference in future.
- Helps in prompt action and orderly fining.

PLACEMENT AND FORMAT OF DATE

#Aligned with the return address.

#Number of date is pronounced as an ordinal figure.

#The endings st, nd, rd, th etc. are often omitted in writing.

#Month should be fully spelled out.

#Year written with all four digits.

Example: 10 December 2018(UK style)

December 10,2018(US style)

INSIDE ADDRESS

#The address of the letter's recipient.

#Contains the name and address information belonging to the recipient.

#Makes a report on the copy which helps in identification in filing purpose.

#The letter will not be sent if the inside address is wrong.

#Confirmation of correct spelling of the recipient's name.

ALLOCATION AND METHOD OF WRITING OF INSIDE ADDRESS

#Should be justified to the left margin of the letter.

#Placed 2 space below the date (for very short letter 4 spaces is acceptable).

#Writing to a specific individual is best.

#Us post office format is used to write the addresses.

INFORMATION TO BE PROVIDED IN INSIDE ADDRESS

#Recipient's name

#Job title(if appropriate)

#company

#Addresses

Example: Mr. Brian Dalmer

Marketing manager

National co-operative publications

24499 commerce dark drive

Clevelent, Ohio 47239

DIFFERENCE BETWEEN HEADING AND INSIDE ADDRESS

HEADING

- ✓ It is the writer's information.
- ✓ Heading starts on the first line of the page.
- ✓ It is usually given the at the top center or top right side of the paper.

INSIDE ADDRESS

- ✓ It is the information of the addresses.
- ✓ Inside address starts after date.
- ✓ It is always written on the left margin.

ATTENTION LINE

#Indicates the names of those for whom the letter is meant.

#Placed below the attention time and above the salutations.

#Always underlined.

#An optional part of business letter.

SALUTATION

#A complementary greeting with which the writer begins his letter.

#A business letter communicates information outside the organization and requires a salutation.

#Type of salutation depends on the relationship with the recipient.

#Normally begins with the word "dear" and always includes the person's last name.

WRITING METHOD OF SALUTATION

#Should be written below the inside address or attention line leaving some space (1 or 2 line) before the body of the letter.

#As a general rule the greeting in a business letter ends in a colon(US style)

#Example: Dear Mr. Farmer: (formal)

Dear sir(s): or madam: (if the person's name is known)

SUBJECT LINE

#Gives an idea about what the correspondence is about.

#Immediately draws attention to the topic of the letter.

#Quickly identifies the purpose of the letter.

#Helps the recipient in dealing successfully with the aims of letter.

#Provides a further reference.

PROCESS OF WRITING OF SUBJECT LINE

#Placed below the salutation line.

#Can also be placed between the recipient's address and the salutation(us style)

#Usually begins at the left margin.

#May also begin from center.

#May be emphasized by underlining, using bold font or all capital letters.

Example: product number: 34/175

Product number: 34/175

PRODUCT NUMBER: 34/175

EXAMPLE

Date: 14 February 2019

Ms. Tia Turfingeon

ACTION ITEMS

3400 Onesite Parkway

Denver, CO 80016

ATTN: Sales Manager

Dear Ms. Turfingeon,

Subject: Order No. 567/05



Body

Formal
Close

CONTENTS

Reference
Initial

Signature
slot

BODY

- Begins two spaces below the salutation.
- Contains the message or the information to be communicated
- Most important, lengthiest, prominent part - written in correct and impressive style.

Divided normally into four parts:

- First begins the letter and builds up a relationship with the reader.
- Second and third one consists the proper subject matter.
- Fourth paragraph brings the letter to end.

The body is where you explain why you are written.

FORMAL CLOSE

- It is written two spaces below the last line of the body.
- It is a polite way of saying "good bye".
- It is written below the last paragraph of the either left side or right side depending on the style of letter.
- The first letter is capitalized and always followed by a comma.
- It depends on the tone and degree of formality.

Example :

Formal: Sincerely, Yours faithfully.

Informal: Best wishes, Cordially yours

SIGNATURE SLOT

- Signature contains the full name of the writer.
- First comes signature (pen written). Sign your first and last name.
- Second line-type written name.

Example:

Sincerely,

Abu Shad

Abu Shad

REFERENCE INITIAL

- When typed initials are put, it refers the reference initials.
- These are useful for office checking. They are typed adjacent to the left margin, a double space below the signature lines.
- Example : PM:SC

Writers name : Promat Mashud.

Typist's name : Shad Chowdhury

DIFFERENCE BETWEEN SALUTATION AND FORMAL CLOSE

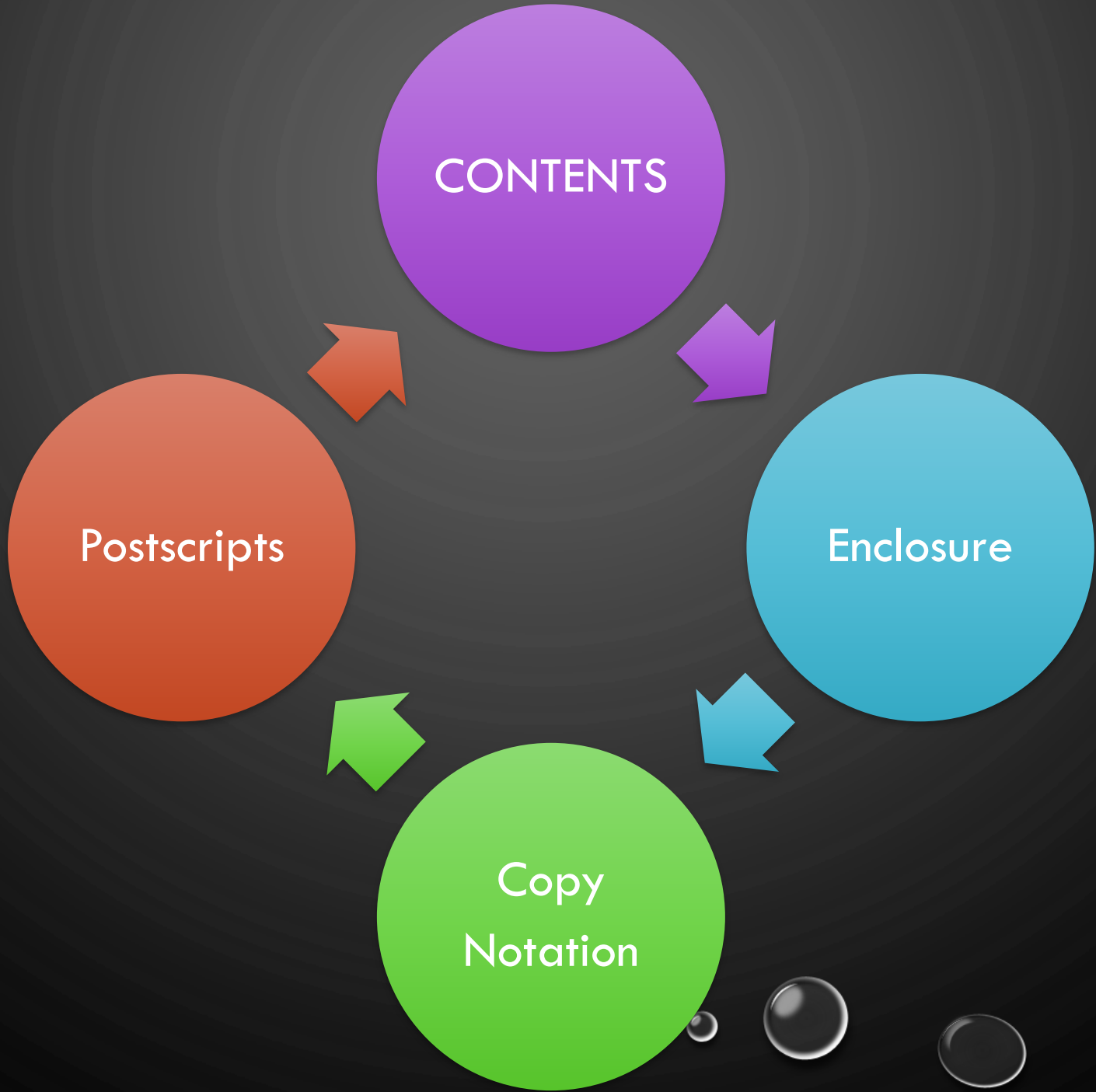
Salutation

- ✓ It is greeting the addressee.
- ✓ Should be written below the address.
- ✓ There is an optional comma at the end.
- ✓ Example : Dear Sir,
Dear Sales Manager

Formal close

- ✓ It is just a gentle way of ending letter.
- ✓ It is written below the last paragraph of the body.
- ✓ There is a mandatory comma at the end.
- ✓ Example : Sincerely,
Yours faithfully





ENCLOSURE

- "Enclosure is a cover letter. "

Writing method :

- Enclosure notation is usually written in two ways-
 1. Identify the number of enclosures against the notation.
 2. The specific items enclosed. (Catalogues, prospectus & price list)

ENCLOSURE

- Use the plural form ("enclosures") if more than one item is enclosed.
- Enclosure mention the documents which are attached with the letter.
- Name should be mentioned in additional cases.

CC or COPY NOTATION

- A copy notation is a list of people that ought to receive a copy of the letter.
- Here (BPC)

□ Examples :

- bpc : John Ardion
- Or, bpc : Fedrik Wohlar
- Or, copy : Max Richard

CC or COPY NOTATION

★CC indicates that a carbon copy of the letter was sent to some other person(s) listed.

★ CC is now rarely used in business purposes.

★Modern term "PC" for Photo Copy, "CC" for Carbon Copy or simply "Copy"

Writing method :

→ At the left margin

POSTSCRIPTS

- ★ Comes from latin " post scriptum".
- ★ The last item occurs in the letter.
- ★ Used for added emphasis.

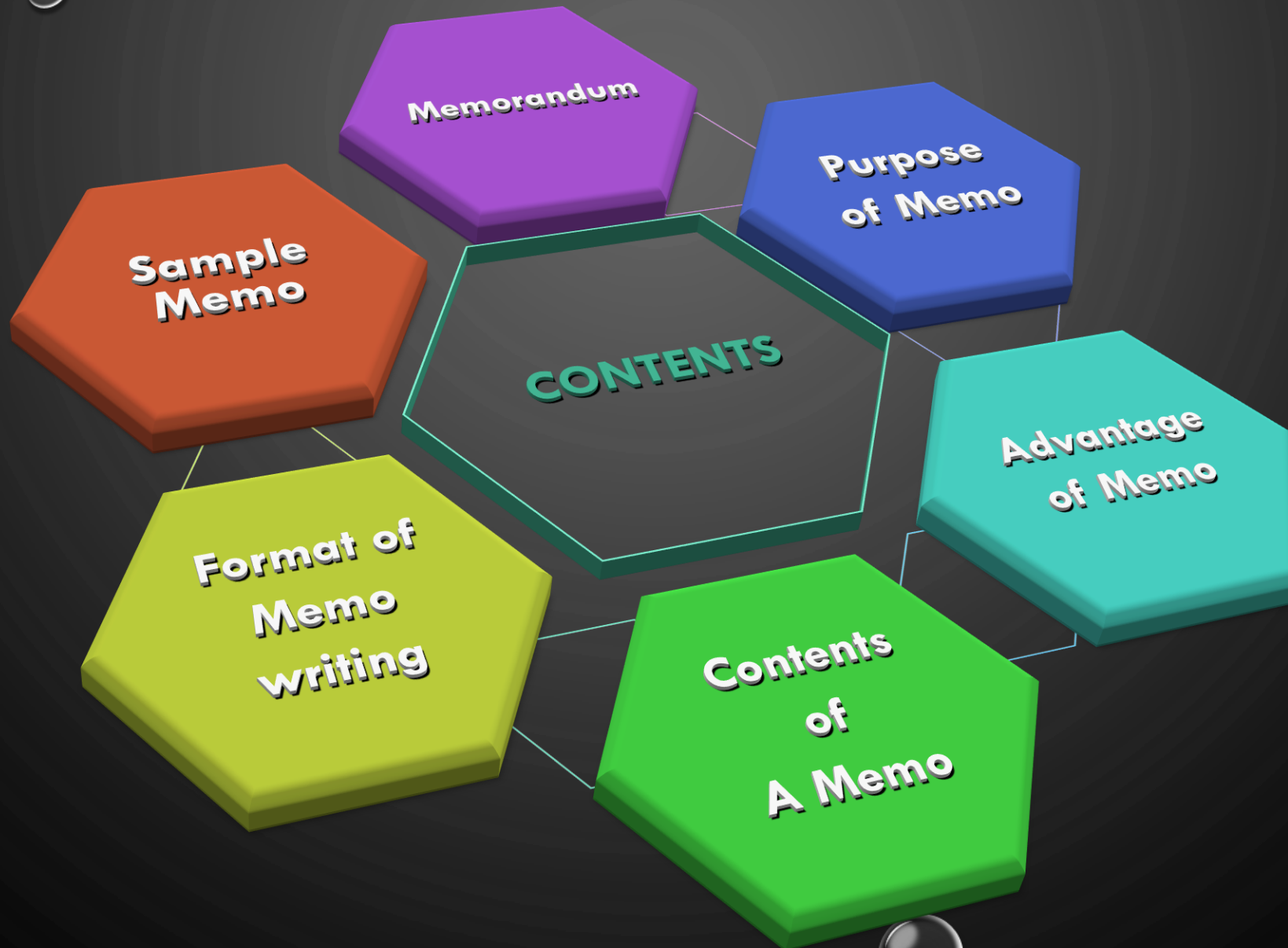
Writing method :

Double space below the last notation or signature block.

Example:

P.S : please remember the exclusive price that is offered only for boishakhi festival & is valid till 14th april,2019.





Memorandum

**Purpose
of Memo**

**Sample
Memo**

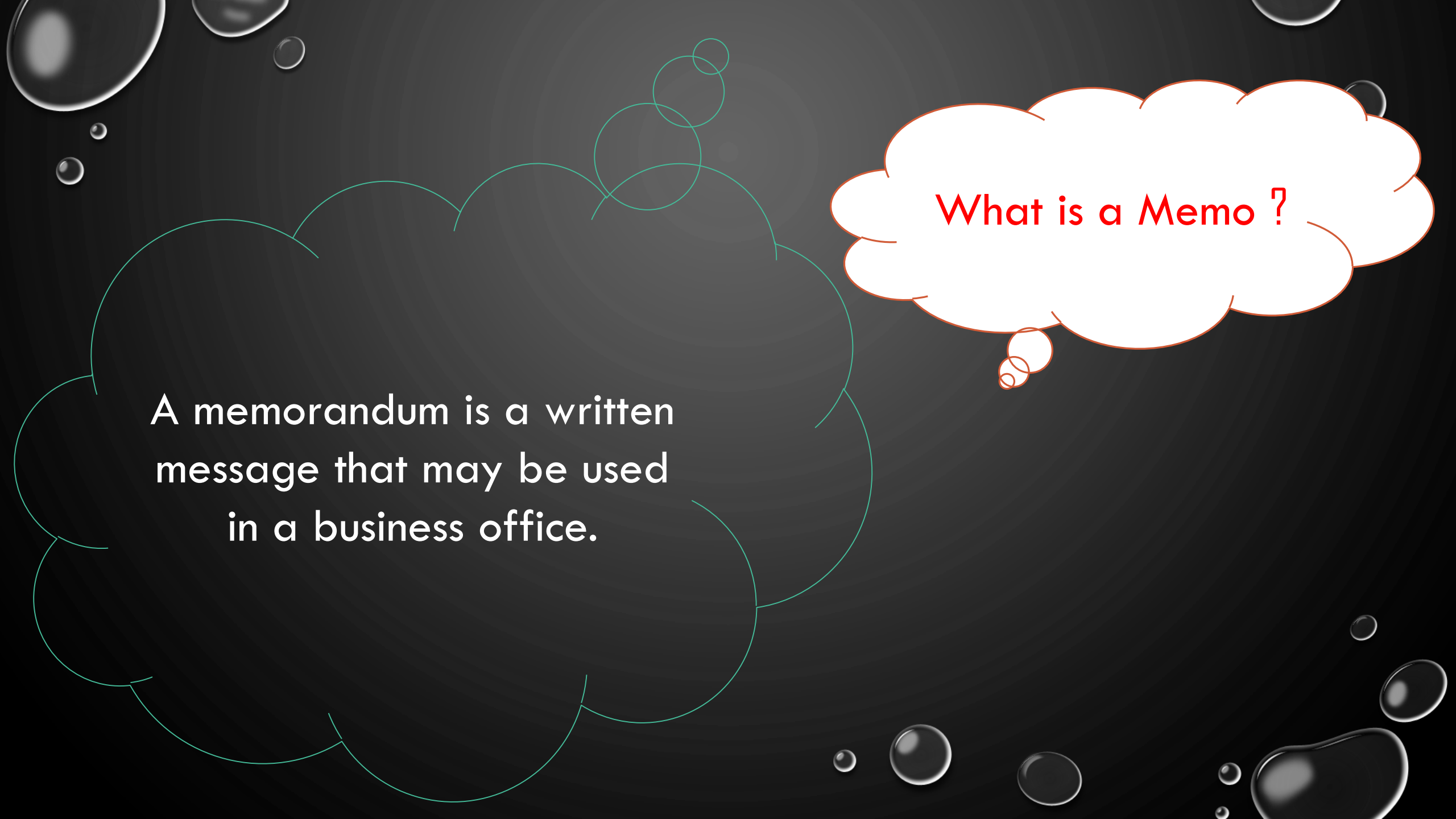
CONTENTS

**Advantage
of Memo**

**Format of
Memo
writing**

**Contents
of
A Memo**

MEMORANDUM



A memorandum is a written message that may be used in a business office.

What is a Memo ?

MEMO

- ❑ Used for internal transaction; which transaction didn't involve another business or individual entry.
- ❑ The main source documents are not suitable for internal transaction.

WHEN A MEMO REQUIRED?

Drawing of non-cash items.

(e.g., The owner taking a pair of shoes out of the firm's stock as a gift for a friend.)

WHEN A MEMO REQUIRED?

Theft of stock.

(The stock is never sold, so there is no transaction with another party.)

PURPOSES OF MEMO



- To inform about something.



- To investigate a matter.



- To address a problem.

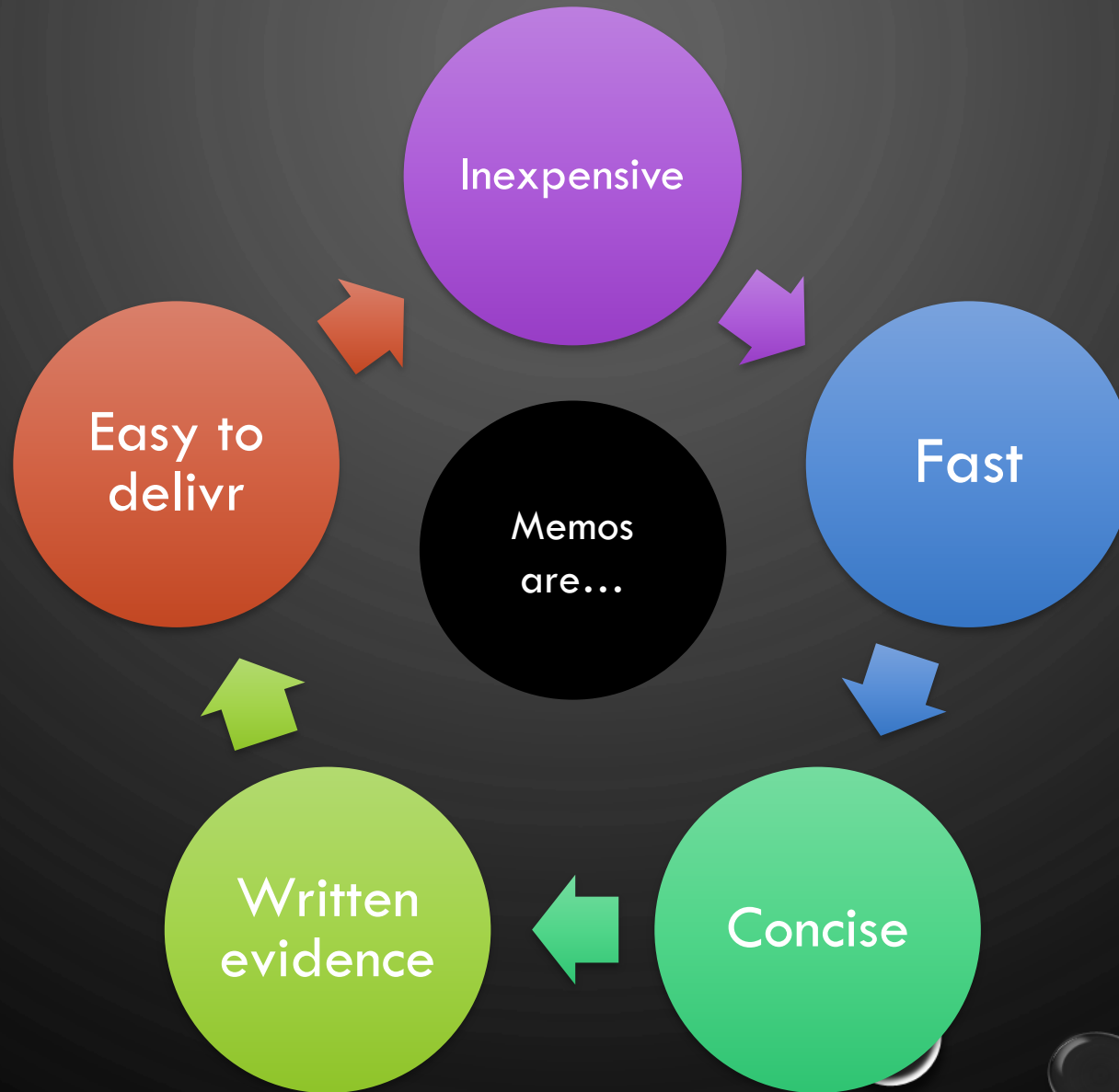


- To make a request.



- To provide feedback.

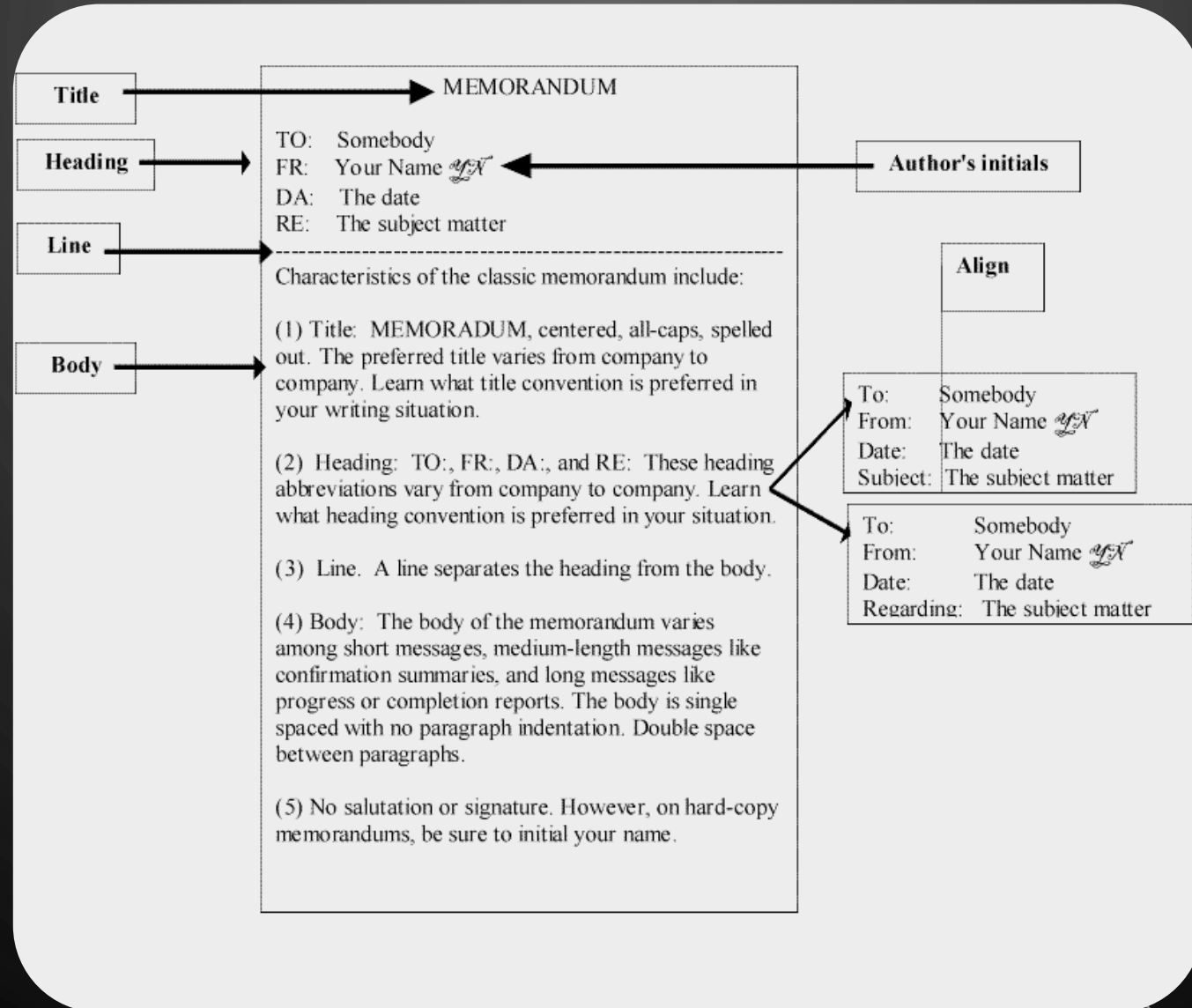
ADVANTAGES OF MEMO



CONTENTS OF MEMO

- Heading (Company Name)
- Reference no.
- Date
- Name of the Recipient (With designation)
- Name of the Sender (With designation)
- Subject of the written memo (In short, To the point)
- Body (Detailed)
- CC or Copies To (List of the rest of the existing copies of the memo)

FORMAT OF MEMO WRITING



SAMPLE MEMO

Huron Intermediate
School District

Memo

To: 6th-12th grade faculty
From: Leah Zuidema
Date: November 14, 2003
Re: What a memo is and how to write one

This memo provides basic information about memos that you may wish to adapt and share with your students. Many teachers are so familiar with memos that we find it difficult to actually explain them to students; this document outlines some of the basics that students need to know. A memo is a short document that members within an organization use to exchange information. To write a memo, consider the needs of your audience, use the inverted pyramid for organization, and support your content with formatting that makes it easy to read.

What a memo is

Memos are considered to be official documents in most organizations. They are used to ask for information or to call for action, or they are written to report back in response to requests for information or action. Memos are often read by many people. Many memos are written to large groups of people within an organization. Some memos are written to only one person but are passed along ("forwarded") to other people in the organization who need the information. Because memos are official organizational documents, they are sometimes read by people outside of the organization. Some memos are made public for legal reasons or during court cases. Other times, particularly "juicy" memos are leaked to the press.

How to write a memo

After you have analyzed your audience and settled on your purpose, you can write a memo by following these steps:

1. Open a new Microsoft Word document and select the memo template, or design a page of your own that looks similar to this one.
2. Before you begin the actual text of the memo, fill in the header. State whom the memo is to, who is writing it, the date that it was written, and a precise and informative subject (labeled "Re:" in this memo).
3. Begin the text of your memo by stating the precise purpose of the memo (why you are writing). Then write a brief but informative summary of your message. The purpose and summary are the most important information to your reader.
4. Write the discussion section of the memo by explaining details and examples that will be essential for your reader to know. It may be helpful to remember to answer the questions who, what, when, where, why, and how.
5. Finish the text of your memo with a call for action or a statement about action you will take. Politely state what you want your reader to do after reading the memo.

As you are writing your memo, remember to make use of formatting conventions that will help your readers. Use block-style paragraphs, headings, bullets or numbering, and even graphics where appropriate. When you finish the memo and are ready to make it official, hand write your initials next to your name in the "From" line.

If you are interested in additional tips on writing memos, please visit the University of Toronto's website about memos at <http://www.ecf.utoronto.ca/~writing/handbook-memo.html>. The memo you are reading is based on advice from this website, and you will be able to discover more detailed advice to help you with writing memos.







**REPORT
WRITING**

REPORT WRITING (DEFINITION)

- An analysis of the data of the investigation written in as objective logical and factual way
- A process involving activities
 - ❖ Thinking
 - ❖ Writing
 - ❖ Discussing
 - ❖ Revising

TYPES OF REPORTS

Status Report

- ✓ Satisfies our needs to know.
- ✓ It describes:

- ❖ things
- ❖ peoples
- ❖ events

Decision Reports

- gives the reader Set opinions based on analysis of a problem and relevant facts

PARTS OF REPORT



Introduction

#Establishes the tone of the report

#States the purpose of the report



Body

#Presents and interprets data

#Details of the information



Conclusion

#Summary of the data

#Suggestions and recommendation

FACTORS SHAPING REPORT



Purpose



Target Audience



Tone

STEPS FOR AN EFFECTIVE REPORT WRITING

• Collecting ideas

• Writing a first draft

• Revising the draft

• Proof reading

• Publishing

DIFFERENCE BETWEEN ORAL AND WRITTEN REPORTS

ORAL REPORTS	WRITTEN REPORTS
✓ Instance feedback is possible.	✓ Written reports instant feedback is not possible.
✓ Does not have any permanent record.	✓ Always has permanently record.
✓ Take less time to prepare and transmit messages.	✓ Takes more time to prepare and transmit messages.
✓ Less significant in organizational context.	✓ More significant organizational context
✓ Cannot be referred to again and again.	✓ Can be edited, reviewed stored and retrieved.

NOTES ON SOME REPORT

Information only report

- Provides basic information
- Short in length
- Report on monthly budget

Research report

- Most widely used
- Important for higher study level
- Report on a product development

Case study analysis report

- Hypothetical report
- Includes real life experience
- A report based on an accident

What are the advantages of
report writing in our business
as well as personal life ?





FUNCTION OF REPORTS

- Providing a record of an event on meeting.
- Aiding decision making.
- Persuading or influencing an audience.
- Setting out procedures.

WHAT MAKES A GOOD REPORT?

Two of the reasons why reports are used as forms of written assessment are:

- To find out what you have learnt from your reading research for experience;
- To give you experience of an important skill that is widely used in the work place.



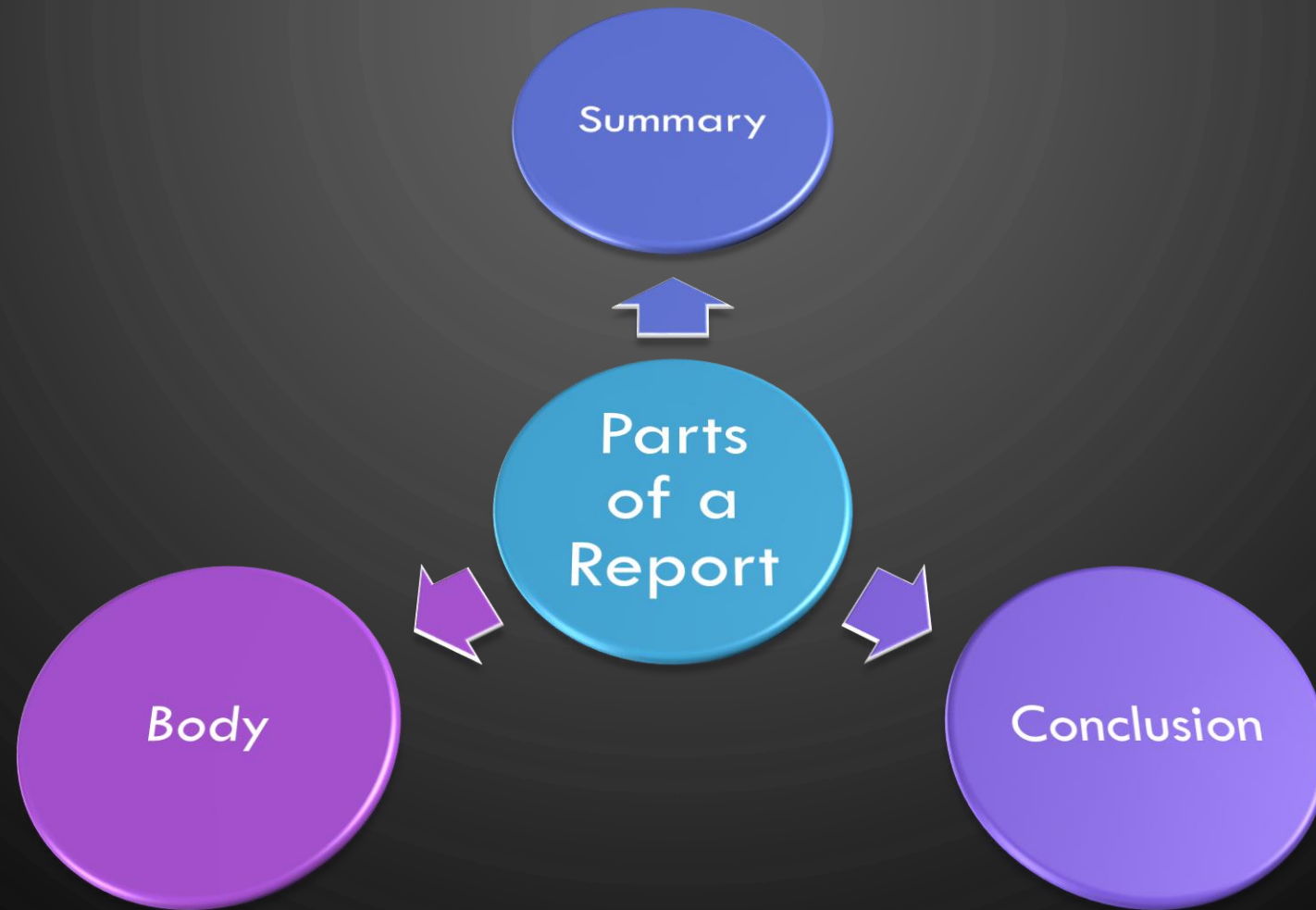


Parts of a Report

CONTENTS

Qualities of Good Reporting

Content & function of reports parts



**The contents of
each part of the
report.....**



Introduction

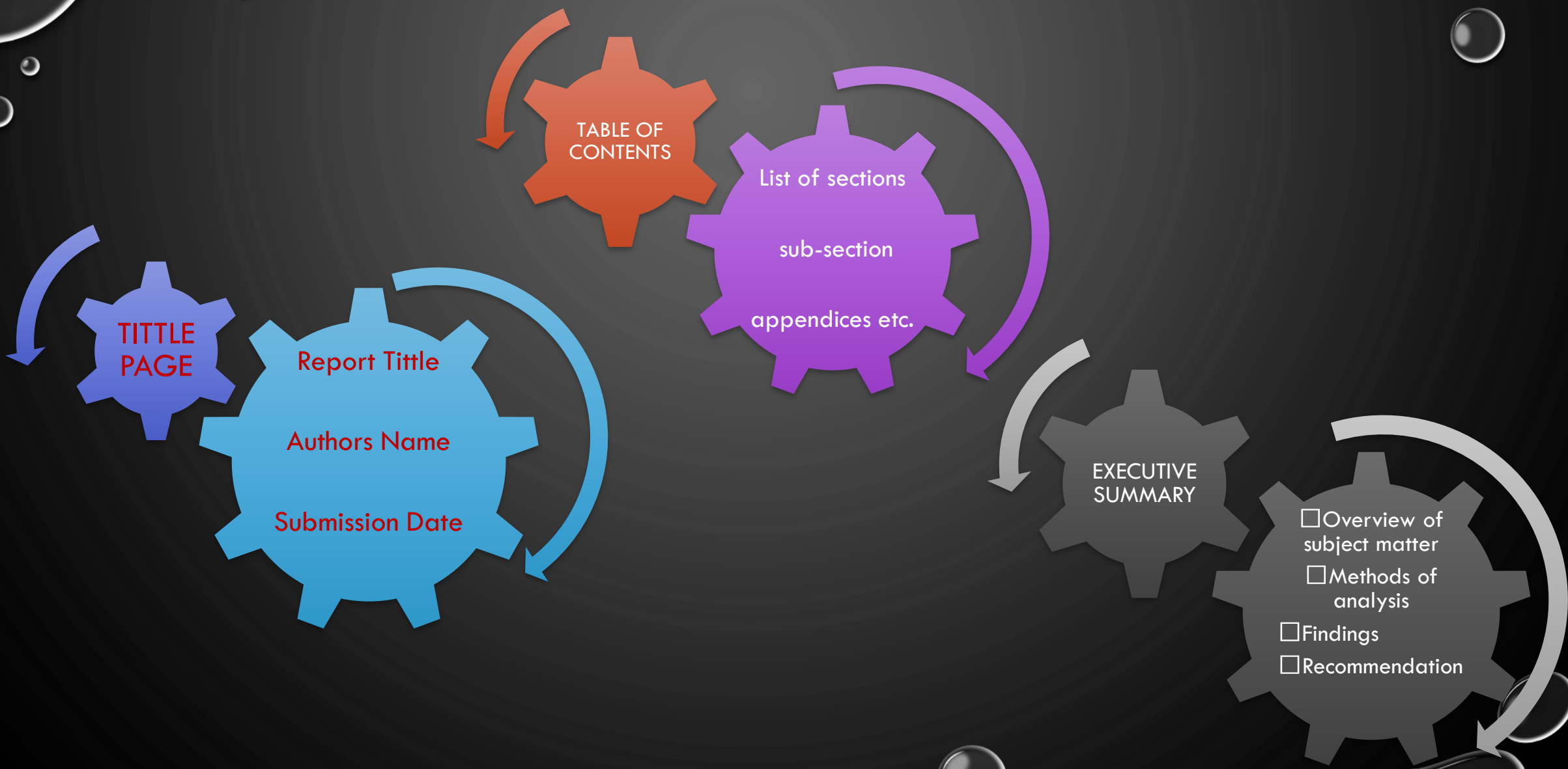
1. Terms of reference
2. Background
3. Problem
4. Approach
5. Definition of special word used
6. outline of report's structure

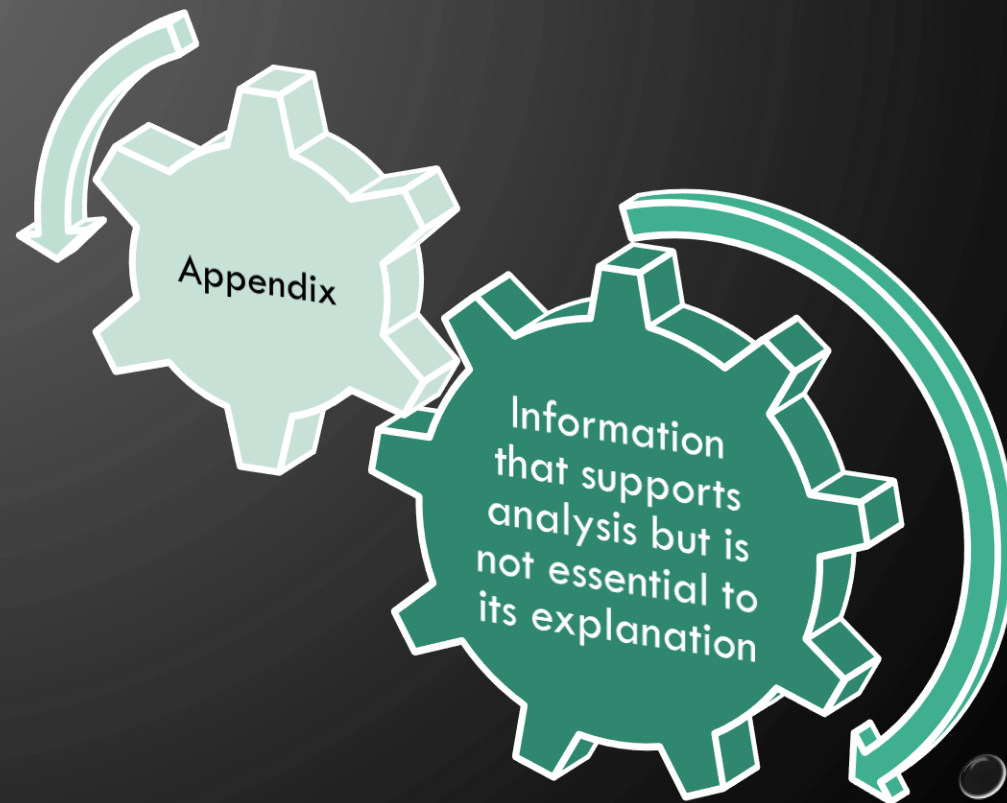
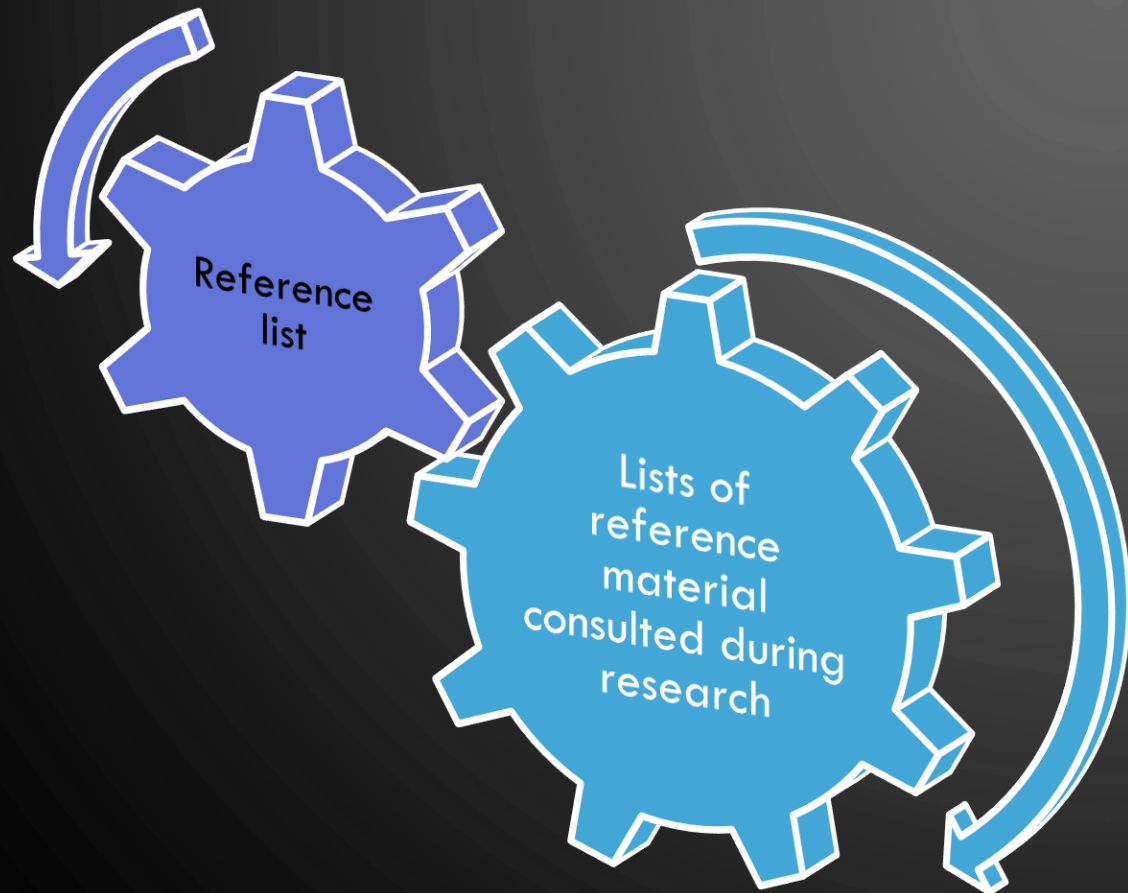
Conclusion

States the major interference that can be drown from the discussion
Makes recommendatio ns

Body

Sub-heading
Methods of data collection
The finding
Discussion of finding





Parts of the report	Contents	Functions
Title page	Name of the report, author's name, date of the submission.	To inform
Table of contents	List of sections, sub-section, appendices etc.	To inform
Executive summary	A summary of entire report.	To inform
Introduction	Background, problem, approach, definition of special words used.	To inform
Methods	Methods or procedures which lead to the findings.	To inform

Parts of the report	Contents	Functions
findings	Result of investigation, research and calculation.	To inform
Conclusion	Conclusion drawn from the findings.	To convince
recommendation	Thinks that should be done as a result.	To persuade reason
Bibliography	Books, articles magazines, reports, any documents that used for reference.	To inform

QUALITIES OF GOOD REPORTING

1. Reader Oriented

Who for?

What for?

2. Brevity

Cutting out irrelevant data

Adhere to its specification

3. Well sequenced

Logical order

Coherent order

4. Completeness

Source of data

Relevant data

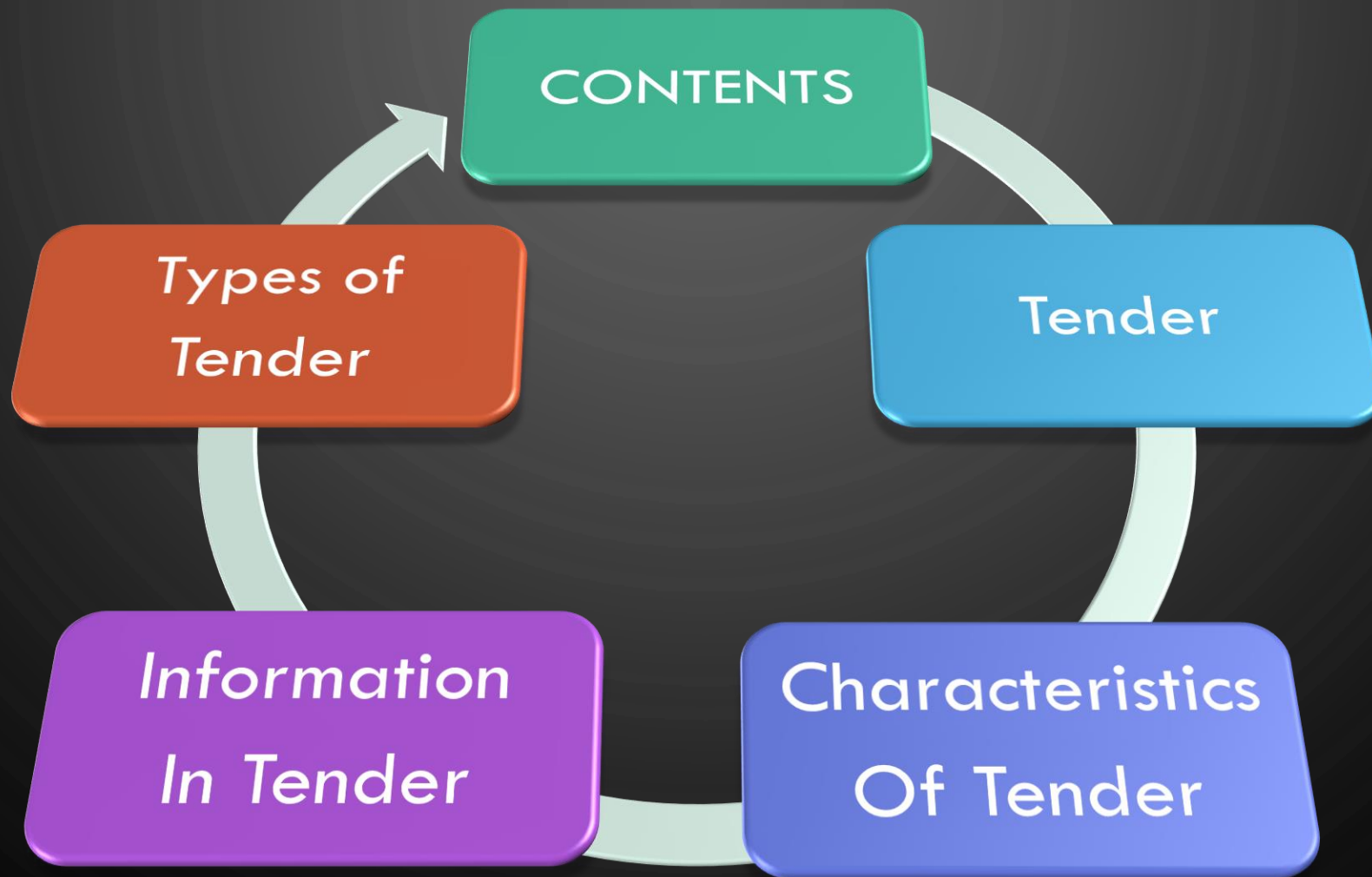
Credibility and supporting evidence

5. Presented in appropriate language

Linguistic correctness

Correct spelling, grammar punctuation marks





CONTENTS

*Types of
Tender*

Tender

*Information
In Tender*

Characteristics
Of Tender

What is
Tender?

Tender is basically a platform generated to offer a competition between different bidders offering same work supply or service so that the quality work will be obtained at reasonable cost

CHARACTERISTICS TO BE CONSIDERED

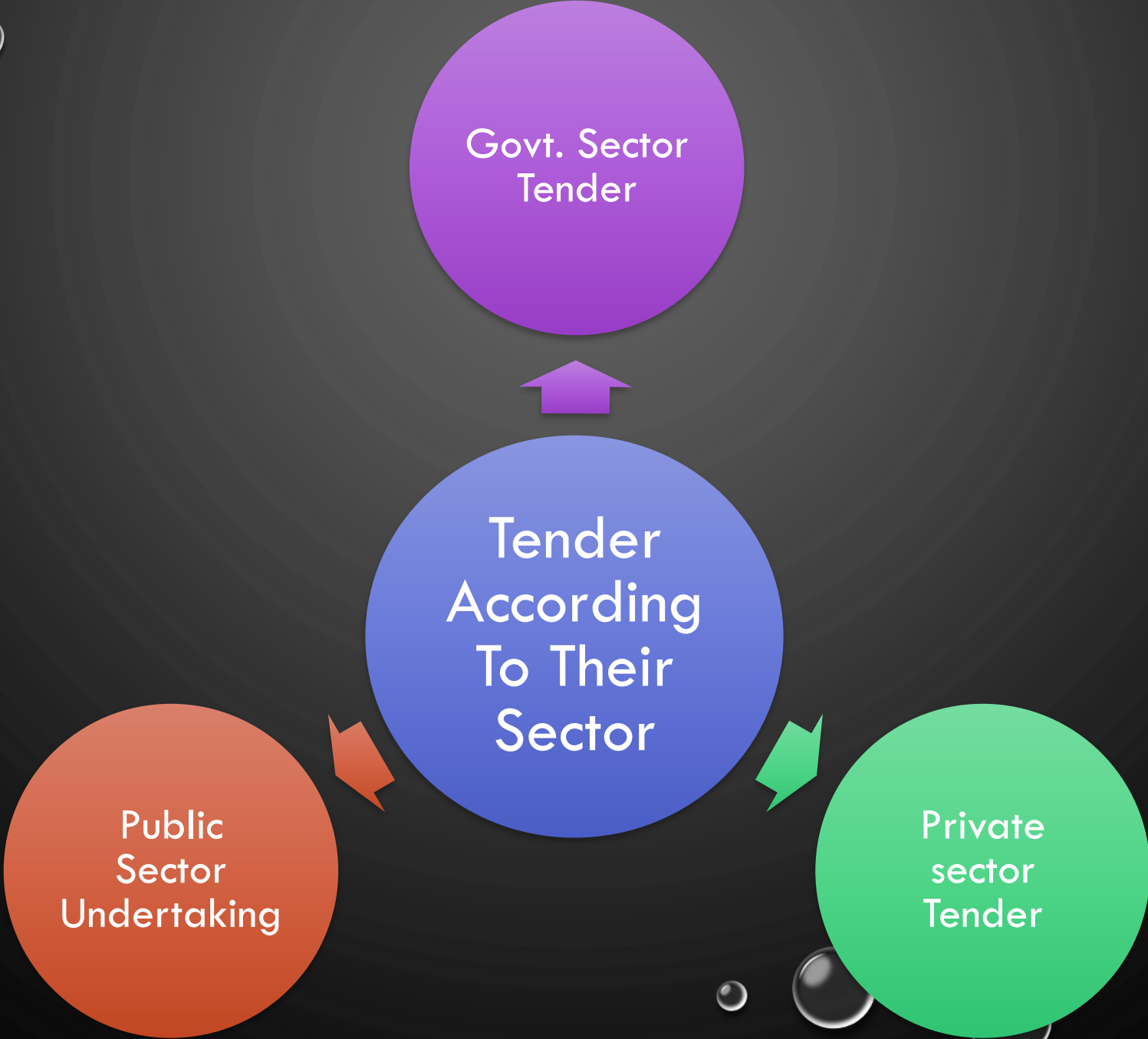
- Implement tender process itself in an agile manner
- Work on product and business value from the very first moment
- Make the definition of done part of the tender
- Create a win-win situation around stable teams and productivity growth
- Collaborate with the suppliers to realize a contract as agile as possible

INFORMATION TO BE ADDED IN A TENDER DOCUMENT

- General conditions of tender
- Schedule of times of work with clear specification
- Special condition
- Lay out plan & location of work
- Availability of materials in the vicinity

TYPES OF TENDER

- There are different types of; classified by different categories
- They can be classified as follows
 - According to their sector
 - According to their boundary
 - According to their stage



Private Sector Tender

Government of the People's Republic of Bangladesh
Prime Minister's Office
Bangladesh Economic Zones Authority (BEZA)
Support to capacity Building of Bangladesh Economic Zones Authority Project
BDBL Bhaban (Level-15), 12 Karwan Bazar, Dhaka-1215

No: 03.761.011.00.08.007.2015 - ১০২২

Date: 30 April 2015

INVITATION OF TENDERS

No- 12/2014-2015

Sealed tenders are hereby invited from the eligible suppliers for the following goods as per terms & conditions stated below.

1	Ministry/Division	Prime Minister's Office		
2	Agency	Bangladesh Economic Zones Authority (BEZA)		
3	Procuring Entity Name	Project Director, Support to Capacity Building of Bangladesh Economic Zones Authority Project		
4	Procuring Entity District	Dhaka		
5	Invitation for	Supply, installation and Commissioning of Video Conference Systems for BEZA.		
6	Invitation Ref. No and date	12/2014-2015 Date: 30.04.2015		
KEY INFORMATION				
7	Procurement Method	Open Tendering Method (OTM)		
FUNDING INFORMATION				
8	Budget and Source of Funds	Development Budget		
9	Development Partners (if applicable)	IDA and DFID		
PARTICULAR INFORMATION				
10	Project/Program Code (if applicable)	Not applicable		
11	Project/Program Name	Support to Capacity Building of Bangladesh Economic Zones Authority		
12	Tender Package No.	BEZA G-8		
13	Tender Package Name	Supply, installation and Commissioning of Video Conference Systems for BEZA.		
14	Tender Publication Date	on or before 07 May 2015		
15	Tender Last Selling Date	27 May 2015 during office hour		
16	Tender Last Submission Date and Time	28 May 2015 up-to 03.00 PM		
17	Tender Opening Date and Time	28 May 2015 up-to 04.00 PM		
18	Name & Address of the office of Selling/ Receiving/ Opening of the Tender Document	Project Director, Support to Capacity Building of Bangladesh Economic Zones Authority Project, BDBL Bhaban (Level-15), 12 Karwan Bazar, Dhaka.		
19	Place/Date/Time of Pre-Tender Meeting (Optional)	None		
INFORMATION FOR TENDERER				
20	Eligibility of Tenderer	The invitation for tender is open to all eligible tenderer's who satisfy: (a) The Tenderer must have successful completion experience on supply and installation of video conferencing systems amounting not less than Tk. 100 (One Hundred) lakh during the last 3 (Three) years in Govt./Semi-Govt./Autonomous Bodies; (b) The minimum amount of liquid asset or working capital or credit facility is Tk. 25 (Twenty Five) Lakh; (c) Up-to-date trade license, Income Tax clearance certificate, VAT registration certificate.		
21	Brief Description of related Services	Supply, installation and Commissioning of Video Conference Systems for BEZA.		
22	Tender document price	Tk. 1000/= (Taka One Thousand) only (Non-refundable)		
23	SN	Identification of lot		
		Location		
		Tender security (Tk.)		
		Completion time		
(i)	Supply and install of Video Conference Systems for BEZA.	BEZA Office Dhaka	80,000/= (Eighty Thousands Only)	30 days
24	Name of Official Inviting Tender	Md. Harunur Rashid		
25	Designation of Official Inviting Tender	Project Director (Joint Secretary)		
26	Address of Official Inviting Tender	BDBL Bhaban (Level-15), 12 Karwan Bazar, Dhaka.		
27	Contract Details of Official Inviting Tender	Tel. No: 8180170, Fax No: 8180172 E-mail: beza@project.gov.bd		
28	The procuring entity reserves the right to accept any or reject all the Tenders or annul the Tender Proceedings. The tender notice is also available at web site: www.beza.gov.bd .			

(Signature)
30.4.2015
(Md. Harunur Rashid)
Project Director (Joint Secretary)
Phone: 8180170

Public Sector Tender

REQUEST FOR PROPOSAL

MARKETING SERVICES

Date of Issuance: March 22, 2012

A. PROJECT INFORMATION

1. Introduction

This Request for Proposal ("RFP") is issued to provide the selection process for marketing services. Proposals will be accepted from:

- a. Individuals operating as independent contractors;
- b. Non-profit, non-governmental entities;
- c. For-profit, private entities; and
- d. Preference is given to proposers with experience working with public sector entities, including state and/or county government in outreach and education for the identified target groups.

Proposers submitting a response to the RFP will be asked at a minimum, to state their qualifications, understanding/experience relating to the project and offer their methodology for meeting the design criteria. The finalists from the RFP Phase will proceed to the Interview Phase and be requested to participate in oral interviews.

Selection Schedule:

RFP Released	March 22, 2012
Pre-Proposal Meeting	March 29, 2012
Deadline to Submit Questions (in writing)	April 3, 2012
Responses to Questions (in writing)	April 9, 2012
Proposals Due	April 13, 2012
Review/Notify Short Listed Firms/Interviews.....	April 23-May 4, 2012
Notice of Selection.....	May 11, 2012
Complete Contract Negotiations	May 25, 2012
Contract Execution/NTP.....	June 8, 2012

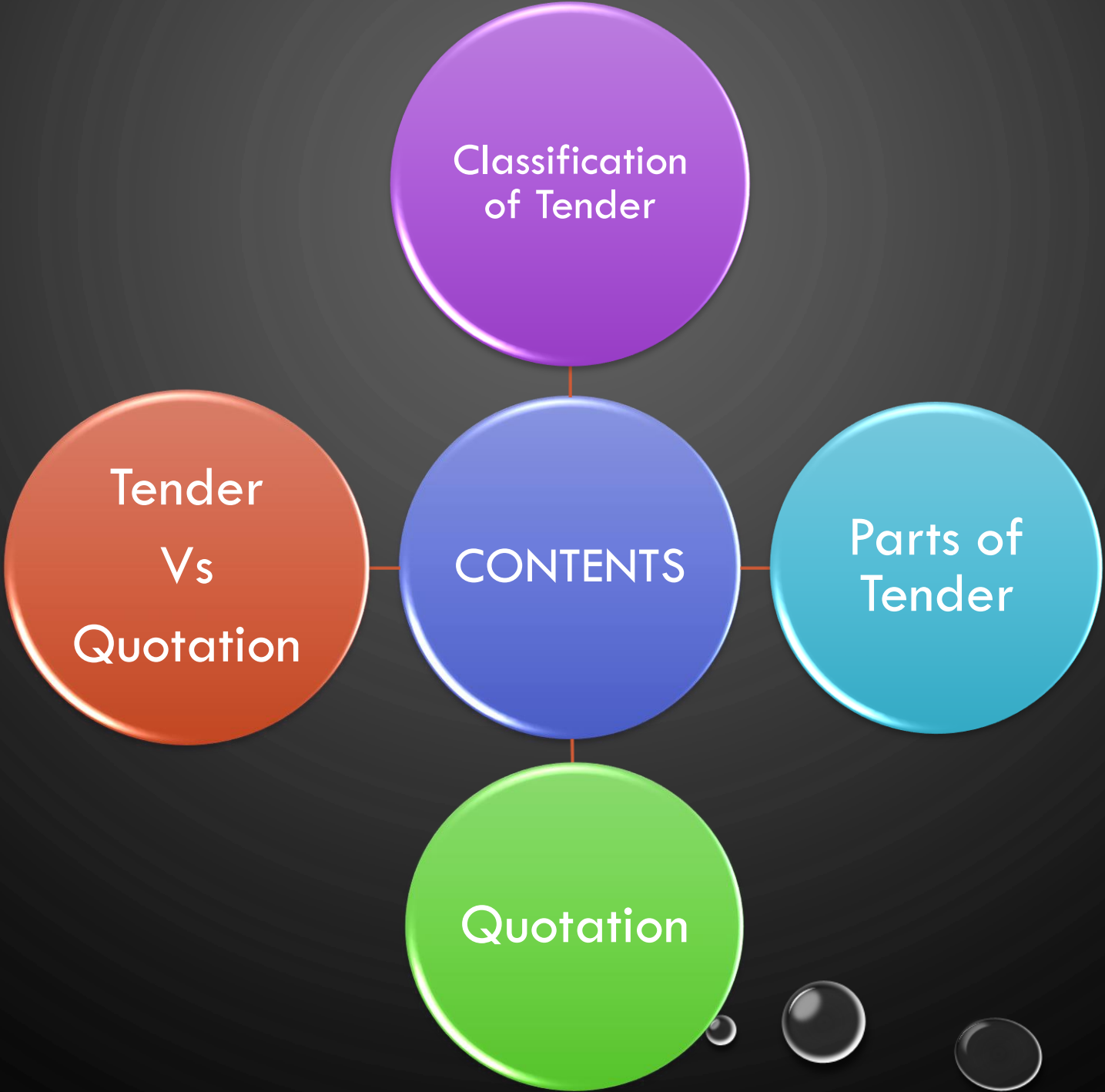
Note: The total amount available under this RFP will not exceed Ninety Six Thousand Dollars (\$96,000.00)(the "Maximum Contract Amount") for a one year contract subject to available, appropriated funds. The City and County of Denver reserve the right to negotiate all contract amounts.

The competitive selection process provided for under this RFP will focus on the qualifications and prior history of performance on similar projects of each proposer and the proposer's team members, as appropriate, in accordance with the selection criteria set forth in this RFP. Thoughtful written responses to this RFP will enable the City to select the most qualified proposers.

2. Description of Services. The objective of this RFP is to procure marketing and communications support services, creation of selected marketing materials, support services for public outreach activities, and other related marketing functions and work products. Services to be performed include:

RFP Marketing Services





Classification
of Tender

Tender
Vs
Quotation

CONTENTS

Parts of
Tender

Quotation

Tendering
According to the boundary

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graph TD; A["Tendering  
According to the boundary"] --- B["Open  
Tendering"]; A --- C["Restricted  
Tendering"]
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**Open
Tendering**


**Restricted
Tendering**

OPEN TENDER

		DIRECTORATE OF PROCUREMENT (NAVY)			
OPEN TENDER					
DP (NAVY) C/O MoDP, PAK SECRETARIAT-II, ADAMJEE ROAD, RAWALPINDI					
SEALED TENDERS ARE INVITED BY DP (NAVY) FOR PURCHASE OF FOLLOWING ITEMS:					
S.NO	IT.NO	DESCRIPTION	QTY	CAT	OPENING
1.	303576/R-1401/320613	Electrode Welding Electrode Mild Steel (Ms) 10 G	148000 MTR 66812 MTR	B	11-02-2014
2.	1390266/B-1308/310107	Dialysis system with blood pressure monitor	05	A	27-02-2014
3.	1390261/B-1308/310102	Holmium Laser for Urology	01	A	27-02-2014
4.	1290033/R-1207/310021	ESD Safe PCB Storage Facility	Various	B	13-02-2014
5.	324023/B1308/340111	Hydraulic Oil with Anti-Wear Additives	5000 Ltr	A	20-02-2014
6.	302017/B-1311/340439	Hose Assembly – Rubber Type-3	Various Qty	A	20-02-2014
7.	314056/B-1311/340465	Deck Covering Underlay	Various Size & Qty	A	20-02-2014
8.	324019/B-1312/340506	Lub Oil Gear Light Service OM- 100	130,000	A	20-02-2014
9.	324031/B-1312/340562	Lub Oil Naval Diesel Severe Service (OM-113)	750,000	A	20-02-2014
10.	324012/R-1311/340420	(i) Shell Corena P-100/S2 P-100 (ii) Grease Air Craft Multi Purpose	(i) 4500 Ltrs (ii) 200 Kgs	B	13-02-2014
11.	314014/R-1307/340018	Cement New Light	3000 KG	B	30-01-2014
12.	314075/R-1310/340218	Gas Cooking (Fon)	90,000 KG	B	30-01-2014
13.	314074/R-1311/340437	Gas Compresses Argon Technical	4,000 CUM	B	13-02-2014
14.	1303002/R-1311/340445	GROMMET METALIC BRASS	1680 BOX	B	30-01-2014
15.	324018/R-1310/340291	(i) Shell Tellus Oil S2 V-46 (ii) Shell Rimula R3+30	(i) 8000 Ltrs (ii) 5000 Ltrs	B	13-02-2014
TERMS & CONDITIONS					
1. 2.5% Bid money of the quoted value is required to be submitted along with the quotations 2. A complete detail and specifications of the tender can be downloaded from PPRA website 3. Treasury Challan of Rs. 200/- debatable to Major Head C02501-20 Main Head-12 Sub Head-A Miscellaneous (Code Head 1/845/30) is to be submitted along with the bid.					
PID (1)2014 /13					

RESTRICTED TENDER

KMTCIOP/17-TAD


KENYA MEDICAL TRAINING COLLEGE
TENDER NOTICE
TENDER NO. KMTC/HQRS/35/2012 – 2013
PROPOSED ERECTION AND COMPLETION OF ADMINISTRATION BLOCK FOR MEDICAL TRAINING COLLEGE, GARISSA

The Kenya Medical Training College invites tenders for the construction of Proposed Erection and Completion of Administration Block for MTC Garissa as shown below: -

SN	TENDER NO.	ITEM DESCRIPTION	CATEGORY	TENDER FEE	BID BOND
1.	KMTC/HQRS/35/2012 – 2013	Proposed Erection and Completion of Administration Block for Garissa MTC.	'F' and above	Kshs.4,000	Kshs.25,000

Interested Contractors, who are registered in relevant trades and categories, (proof of registration required) and have carried out similar works in the last five year, may obtain tender documents from the Kenya Medical Training College, HQRS, Administration Block, Procurement Office on 1st Floor. The non-refundable fee of **Kenya Shillings Four Thousand (Kshs.4,000.00)** only is to be paid in banker's cheque payable to the Director, Kenya Medical Training College, Nairobi.

Interested bidders should note that only those meeting the criteria indicated below as a minimum, supported by relevant documents at sub mission will be considered for further evaluation.

- Proof of works of similar magnitude and complexity undertaken in the last five years.
- The Bid bond must be in form of Bank Guarantee from a reputable bank or approved insurance company.
- Adequate equipment and key personnel for the specified types of works.
- Sound financial standing and adequate access to bank credit line.

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graph TD; A[Tendering According to Stage] --- B[Single stage tender]; A --- C[Multi stage tender];
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**Tendering
According to Stage**

Single stage tender

Multi stage tender

SINGLE STAGE TENDER

 CONVERSION OF WET PROCESS TO DRY PROCESS OF CCCL PROJECT (A Project of Bangladesh Chemical Industries Corporation)	
INVITATION FOR INTERNATIONAL TENDER (Single-Stage : Two-Envelope System)	
01. Ministry/Division	Ministry of Industries.
02. Agency	Bangladesh Chemical Industries Corporation.
03. Procuring Entity Name	Conversion of wet process to dry process of CCCL Project (A Project of Bangladesh Chemical Industries Corporation).
04. Procuring Entity District	Sunamganj.
05. Invitation for	Supply, Commissioning and Test Run of 4 (Four) nos Air Compressor for Conversion of wet process to dry process of CCCL Project.
06. Invitation Ref. No.	Tender No. 36.01.9023.011.57.002.18 (001) Date : 28/03/2018
KEY INFORMATION	
07. Procurement Method	International Open Tendering Method (Single-Stage : Two-Envelope)
FUNDING INFORMATION	
08. Budget and Source of Funds	GOB
PARTICULAR INFORMATION	
09. Project/Programme Name	Conversion of wet process to dry process of CCCL, Project, Chhatak, Sunamganj.
10. Tender Package No.	01 (One)
11. Tender Package Name	Supply, Commissioning and Test Run of 4 (Four) nos. Air Compressor for Conversion of wet process to dry process of CCCL Project.
12. Tender Publication Date	On or before 01.04.2018
13. Tender Last Selling Date	13-05-2018 during office hours.
14. Tender Closing Date and Time	14-05-2018 11.00 AM (BST)
15. Tender Opening Date and Time	14-05-2018 11.10 AM (BST)
16. Name & Address of the Office	Address
Selling Tender Document	1. Office of the Project Director, Conversion of wet process to dry process of Chhatak Cement Company Limited, 8th Floor, 148 Motijheel, Dhaka-1000. 2. Office of the Project Director, Conversion of wet process to dry process of Chhatak Cement Company Limited, Chhatak, Sunamganj. 3. Controller of Accounts BCIC, BCIC Bhaban, 30-31 Dilkusha C/A, Dhaka-1000.
Receiving Tender Document	Office of the Project Director, Conversion of wet process to dry process of Chhatak Cement Company Limited, Chhatak, Sunamganj.
Opening Tender Document	Office of the Project Director, Conversion of wet process to dry process of Chhatak Cement Company Limited Chhatak, Sunamganj.
INFORMATION FOR TENDERER	
17. Eligibility of Tenderer	As per tender document
18. Brief Description of Goods	Supply, Commissioning and Test Run of 4 (Four) nos. Air Compressor for Conversion of wet process to dry process of CCCL, Project.
19. Brief Description of Goods & Related Services	Supply, Commissioning and Test Run of 4 (Four) nos. Air Compressor for Conversion of wet process to dry process of CCCL, Project.
20. Tender Document Price	Tender document will be sold on payment of 5,000 (Five Thousand) BDT (Nonrefundable).
21. Time for Work Completion	One hundred eighty (240) Days.
22. Amount of Tender Security	US Dollar 5,000 (Five thousand US\$) or BDT 4,15,000 (Four Lac Fifteen thousand Tk) only.
23. Validity of Tender	One Hundred Eighty (180) Days.
PROCURING ENTITY DETAILS	
24. Name of Official Inviting Tender	Kazi Ruhul Amin.
25. Designation of Official Inviting Tender	Project Director.
26. Address of Official Inviting Tender	Conversion of wet process to dry process of CCCL, Project, Chhatak, Sunamganj.
27. Contact Details of Official Inviting Tender	Tel : + 880257165540 ; e-mail : pdwcdcp9316@gmail.com
28. If it is not possible to receive/open the Tender on the scheduled date for any unavoidable circumstances, the same will be received /opened on the next working day at the same time and same place.	
29. The procuring entity reserves the right to accept or reject any/all tenders.	
(Kazi Ruhul Amin) Project Director 01718727360 Conversion of wet process to dry process of CCCL, Project.	

BCIC-508-1/4/18
PF-267-654/18 (9"x4)

MULTI STAGE TENDER

 DEPARTEMEN KEUANGAN REPUBLIK INDONESIA INSPEKTORAT JENDERAL	
Gedung Juanda II Departemen Keuangan Lantai IV s.d XIII Jl. DR Wahidin No.1 Jakarta 10710 Tromol Pos 3132 Jkt. 10031	Telepon : (021) 3865430 Sentral : 3810162-68 Faksimile : 3847448
PENGUMUMAN PELELANGAN UMUM Nomor: PENG-01/ PAN.PJPRR.III/ IJ.15/ 2009	
Inspektorat Jenderal Departemen Keuangan akan melaksanakan Lelang Umum untuk paket pengadaan jasa pemborongan sebagai berikut:	
A. Paket Pengadaan	
Nama paket pengadaan : Pengadaan Jasa Pemborongan Renovasi Rumah Jabatan Inspektur Jenderal	
Lingkup Pengadaan : Jasa Pemborongan	
Pagu Anggaran : Rp387.380.000,00	
Sumber pendanaan : DIPA Inspektorat Jenderal Departemen Keuangan Tahun Anggaran 2009	
B. Persyaratan Peserta	
Paket pengadaan ini terbuka untuk Usaha Kecil yang memenuhi persyaratan kualifikasi sebagaimana diatur dalam Dokumen Lelang.	
C. Pendaftaran dan pengambilan Dokumen Lelang:	
Tempat dan alamat	Gedung Juanda II Lt X Ruang X/ 4 Jl. dr. Wahidin Nomor 1, Jakarta Pusat
Tanggal	16 s.d 27 Juli 2009
Waktu	09.00 s.d. 15.00 (Harap membawa USB Flash disk)
D. Syarat Pendaftaran	
1. Menyerahkan fotokopi dan menunjukkan asli akta pendirian/ perubahan perusahaan; 2. Pendaftaran dapat diwakilkan dengan membawa surat kuasa khusus dari pimpinan perusahaan serta identitas diri.	
Jakarta, 15 Juli 2009 Panitia Pengadaan Jasa Pemborongan Renovasi Rumah Jabatan Inspektur Jenderal Departemen Keuangan	



- There are some other types of tenders also:

- Scaled tender

- Limited tender

- Verbal tender

- Rate contract and so on.....

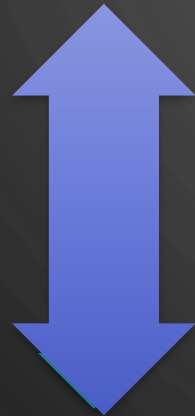




Details about the types of Tender.....

According to sector

Public Sector



Known as public sector procurement, is typically government sponsored

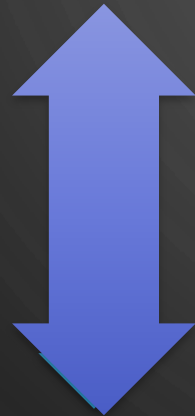
Private Sector



Known as supply chain rendering, is governed by fewer regulations

According to Boundary

Open Tendering



An oral talk or written document between the engineer and the contractor for certain small jobs to be performed

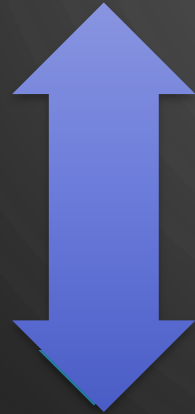
Restricted Tendering



It's a method that limits the request for tenders to a sector number of suppliers, contractors or service provides

According to stage

Single stage tender



A traditional route when all the information is necessary to calculation a realistic price

Multi stage tender



A method of procurement where the employer seeks to appoint a contractor at an initial stage of the project

PARTS OF A TENDER

- Heading :institute name and address
- Title
- Source of fund
- Invitation for tender
- Reference and date
- The office selling tender document
- The office receiving tender document
- Last dates and time of selling tender documents
- Last date and time of receiving tender
- Tender opening venue, date and time
- Description of tendered goods/service
- Regards
- Signature slot
- Name with designation

EXAMPLE



Shahjalal Islami Bank

L I M I T E D

Registered Office : Uday Sanz, Plot No. SE(A), 2/B Gulshan South Avenue,
Gulshan-1, Dhaka-1212.

TENDER NOTICE

Name of the work: Purchasing, installation, commissioning, testing and maintenance of the Network Security Devices and Solution (i.e Next Generation firewall for Data & Internet, Web Application firewall, Web Security, e-mail Security NBA, SIEM, NIS, Servers) for Data Center.

Shahjalal Islami Bank Limited is inviting tenders from the reputed vendors/suppliers for the above mentioned works. The vendor should have the following competencies:

- A registered company with legal entity in Bangladesh having an authorized representative/dealer/distributor for supplied brand OEM and enough skilled/trained support staff during and after completion of the project.
- At least three (03) years of experience of selling and installation of mentioned products in Bangladesh and having comprehensive experience on successful completion of similar project works in at least three (03) financial institutes.
- Further detailed qualification of the bidders are described in the tender schedule.

Tender papers with detailed schedule of works, specification, terms & conditions will be available at the office of undersigned at Uday Sanz, Plot # SE (A) 2/B, Gulshan South Avenue, Gulshan - 1, Dhaka on payment of Tk. 3000(non-refundable) in cash with a request letter in company's letter pad between 10.00 am to 3.00 pm from **June 5, 2016 to June 09, 2016**. The bank authority reserves the right to cancel any or all tenders at any time and or any stage without assigning any reason whatsoever.

Md. Mahbubur Rasheed

SVP and Head of CSD

02-9887803; 02-9845457 (Ext: 200)

Mob: 01755556036

www.sjibibd.com

What is
Quotation??

A formal statement of
promise by potential
supplier to supply the goods
or service required by a
buyer at specified prices
within a specific period

Comparison between Quotation and Tender

Basis for comparison	Quotation	Tender
Meaning	Quotation is a document of setting out the estimated cost, for supplying goods or services or procuring something.	Tender refers to a process of soliciting suppliers to bid on the goods or services needed by a buyer
Response to	Request for quotation	Request for tender
Components	Price	Price and quality
Scope	Narrow	Comparatively wide



A hand in a blue suit jacket points towards a central blue hexagon. The background is a blurred office scene with a grid of white hexagons overlaid on a blue gradient. The central hexagon is highlighted with a white border and contains the text 'ANY QUESTION ?'. Surrounding hexagons contain various business-related terms.

ANY QUESTION ?

Analysis

Management

Development

Customer

Market

Business

Teamwork

Deal

Planning

Vision

Idea

Thank You



