GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH
Capacity Development of Field Administration Programme
Cabinet Division, Building No-1 (ground floor),
Bangladesh Secretariat, Dhaka-1000.

Request for Quotation (RFQ) Method

Request for Quotation No. : 04.00.0000.521.61.206.15.59
Issued on : 10 June 2015

Programme Director
Capacity Development of Field Administration Programme
Cabinet Division, Building No-1 (ground floor),
Bangladesh Secretariat, Dhaka- 1000.
Phone No. : 9514887, Fax No. : **9573533**
e-mail : fac_sec@cabinet.gov.bd

REQUEST FOR QUOTATION
for
Computer and Parts (Second Phase)

RFQ No: 04.00.0000.521.61.206.15.59 Date: 10-6-2015

To

_____

_____

_____

1. The Programme Director, Capacity Development of Field Administration Programme, Cabinet Division, Building No-1(ground floor), Bangladesh Secretariat, Dhaka-1000 has been allocated public funds and intends to apply a portion of the funds to eligible payments under the Contract for which this Quotation Document is issued.

2. Detailed Specifications and, Design & Drawings for the intended Goods and related services shall be available in the office of the Procuring Entity for inspection by the potential Quotationers during office hours on all working days.

3. Quotation shall be prepared and submitted using the 'Quotation Document'. A Quotationer can participate one or both lot(s).

4. Quotation shall be completed properly, duly signed-dated each page by the authorized signatory and submitted by the date to the office as specified in **Para 6** below.

5. No Securities such as Quotation Security (i.e. the traditionally termed as Earnest Money, Tender Security) and Performance Security shall be required for submission of the Quotation.

6. Quotation in a sealed envelope or by fax or through electronic mail shall be submitted to the office of the undersigned **on or before 15 June-2015, 01:00 PM**. The envelope containing the Quotation must be clearly marked "Quotation for ICT Equipment' and **DO NOT OPEN** before **15 June 2015, 01:00 PM**. Quotations received later than the time specified herein shall not be accepted.

7. Quotations received by fax or through electronic mail shall be sealed-enveloped by the Procuring Entity duly marked as stated in **Para 6** above and, all Quotations thus received shall be sent to the Evaluation Committee for evaluation, without opening, by the same date of closing the Quotation.

8. The Procuring Entity may extend the deadline for submission of Quotations on justifiably acceptable grounds duly recorded subject to threshold of ten (10) days pursuant to Rule 71(4) of the Public Procurement Rules, 2008.

9. All Quotations must be valid for a period of at least **28 (twenty eight) days** from the closing date of the Quotation.

10. No public opening of Quotations received by the closing date shall be held.

11. Quotationer's rates or prices shall be inclusive of profit and overhead and, all kinds of taxes, duties, fees, levies, and other charges to be paid under the Applicable Law, if the Contract is awarded.

12. Rates shall be quoted and, subsequent payments under this Contract shall be made in Taka currency. The price offered by the Quotationer, if accepted shall remain fixed for the duration of the Contract.

2-91

13. Quotationer shall have legal capacity to enter into Contract. Quotationer, in support of its qualification shall be required to submit certified photocopies of latest documents related to valid **Trade License**, **Tax Identification Number (TIN), VAT Registration Number** and **Financial Solvency Certificate** from any scheduled Bank; without which the Quotation may be considered non-responsive**. In addition Manufacturer's Authorization/ Distributorship or dealership /Proper Authorization for supply has to be submitted with the Quotation.**

14. Quotations shall be evaluated based on information and documents submitted with the Quotations, by the Evaluation Committee and, at least three (3) responsive Quotations will be required to determine the lowest evaluated responsive Quotations for award of the Contract.

15. In case of anomalies between unit rates or prices and the total amount quoted, the unit rates or prices shall prevail. In case of discrepancy between words and figures the former will govern. Quotationer shall remain bound to accept the arithmetic corrections made by the Evaluation Committee.

16. The supply of Goods and related services shall be completed within **7 (seven)** days from the date of issuing the Purchase Order.

17. The Purchase Order that constitutes the Contract binding upon the Supplier and the Procuring Entity shall be issued within **7 (seven)** days of receipt of approval from the Approving Authority.

18. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.

Sahida Akter, Ph.D
Programme Director
10June, 2015.
Address: Capacity Development of Field Administration Programme, Cabinet Division,
Building No-1(ground floor), Bangladesh Secretariat, Dhaka-1000.
Phone No. : 9514887, Fax No. : **9573533**
e-mail : fac_sec@cabinet.gov.bd

Distribution:

1. Senior Secretary, Ministry of Public Administration. Attention: Deputy Secretary, Administration (for information and circulation to their notice board).
2. Deputy Secretary, ICT Branch, Cabinet Division (for posting in the website).
3. Notice Board.
4. Office File.

Quotation Submission Letter

[Use Letter-head Pad]

RFQ No: 04.00.0000.521.61.206.15.59 Date: 10-6-2015

To:

Sahida Akter, Ph.D
Programme Director
Capacity Development of Field Administration Programme
Cabinet Division, Building No-1 (ground floor),
Bangladesh Secretariat, Dhaka-1000

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Goods and related services named 'Laptop and Printers'

The total Price of my/our Quotation is BDT .....
[insert amount both in figure and words].

My/Our Quotation shall remain valid for the period stated in the RFQ Document and it shall remain binding upon us and, may be accepted at any time prior to the expiration of its validity period.

I/We declare that I/we have the legal capacity to enter into a contract with you, and have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive or coercive practices. Furthermore, I/we am/are aware of Para 21(b) of the Terms and Conditions and pledge not to indulge in such practices in competing for or completion of delivery of Goods.

I/We am/are not submitting more than one Quotation in this RFQ process in my/our own name or other name or in different names. I/We understand that the Purchase Order issued by you shall constitute the Contract and will be binding upon me/us.

I/We have examined and have no reservations to the RFQ Document issued by you on.....

I/We understand that you reserve the right to reject all the Quotations or annul the procurement proceedings without incurring any liability to me/us.

Signature of Quotationer with Seal
Date:

Price Schedule for Goods and Related Services

RFQ No: 04.00.0000.521.61.206.15.59 Date: 10-6-2015

Sl No.	Item No.	Description of Items	Unit of Measurement	Quan-tity	Unit Rate or Price		Total Amount	Destination for Delivery of Goods
					In figure	In words	In figure In words	
1	2	3	4	5	6	7	8	9
Lot 1:								
1	1	**LAPTOP** *(As per Technical Specifications of the Goods Required)*	Nos.	1				Office of the Programme Director, Capacity Development of Field Administration Programme, Cabinet Division, Building No-1 (ground floor), Dhaka 1000
2	2	**PRINTER (Duplex)**(As per Technical Specifications of the Goods Required)	Nos.	1				As above
3	3	**PRINTER** (As per Technical Specifications of the Goods Required)	Nos.	1				As above
Total Amount for Supply of Goods and related services (inclusive of VAT and all applicable taxes; *see Note 2 below*)						In figure		
						In words		

Goods to be supplied to :	Office of the Project Director, Capacity Development of Field Administration, Cabinet Division, Building No-1 (ground floor), Bangladesh Secretariat, Dhaka 1000
Total Amount in Taka (in words)	**[enter the Total Amount as in Col.8 above for the delivery of Goods and related services].**
Delivery Offered	**7(Seven) days from date of issuing the Purchase Order**
Warranty Provided	**3 (Three) years for Laptop and 1(one) year for Printers from the date of completion of delivery and accepted by the Cabinet Division**

[insert number] number corrections made by me/us have been duly initiated in this Price Schedule. My/Our Offer is valid until dd/mm/yy [insert Quotation Validity date].

Signature of Quotationer with Seal	Date: dd/mm/yy
Name of Quotationer	

Note:

1. Col. 1, 2, 3, 4, 5 and 9 to be filled in by the Procuring Entity and Col. 6, 7 & 8 by the Quotationer.
2. Rates or Prices shall include profit and overhead and, all kinds of taxes, duties, fees, levies, and other charges earlier paid or to be paid under the Applicable Law, if the Contract is awarded; including transportation, insurance etc. whatsoever up to the point of delivery of Goods and related services in all respects to the satisfaction of the Procuring Entity.
3. A Quotationer can participate one, two or all lot(s). Lotwise evaluation will be done and purchase order will be issued accordingly.

TECHNICAL SPECIFICATIONS FOR LAPTOP

Name of Goods & Related services	Specification & Requirement from Cabinet Division
Brand	Any international reputed brand.
Model	To be mentioned by the Bidder.
Country of Origin	To be mentioned by the Bidder.
Country of Manufacturer/Assembler	To be mentioned by the Bidder.
Processor	Minimum Intel Core i5 – 4th Generation
Processor Speed (Clock Speed)	Minimum 2.0 GHz or higher
Cache Memory	Minimum 3 MB L3 Cache
Chipset	Intel Mobile Express Chipset
BIOS setup	Brand logo & machine serial number must be shown in the BIOS
Primary Memory(RAM)	Minimum 8 GB DDR3 SDRAM
Hard Disk	Minimum 500 GB SATA
Optical Device/Media	DVD +/- RW (Factory Fitted)
Display	Minimum 14" HD WLED Anti-Glare Display
Video Memory	Integrated Intel HD Graphics
NIC	Integrated Gigabit Ethernet with RJ45 connectivity. Network Connection (10/100/1000 NIC)
Sound/ Audio Device	Integrated Stereo Sound
Webcam	Integrated widescreen webcam
WLAN	Wireless Wi-Fi 802.11 a/b/g/n
I/O Ports	Minimum 3 USB 2.0 ports, 1 RJ-45, 1 VGA, 1 HDMI
Bluetooth	Integrated Bluetooth Technology
Drivers	All drivers should be in CD/DVD media
Operating System	Licensed (original) Windows 8.1 Professional 64-bit with DVD.
Battery Options	6 Cell (60Wh) Li-ion/6 Cell Lithium Ion Battery & One year Warranty
Weight	Below 3.00 Kg with Bag
Antivirus	Minimum 01 year licensed antivirus single user(Three Pieces)
Speaker	One set
Security	Integrated Smart Card Reader, Same brand protect tools, same brand finger print sensor etc.
Certification	ISO 9001:2000 certification for quality assurance and FCC-CLASS B certificate (For both cases e-mail address and web site address must be mentioned)
Authenticity	All parts must be certified by brand company
Accessories	Must be delivered Power Cord, Cables, Power Strip and mouse, Pen drive (16GB)- 3 pieces.
Warranty	03(Three) years full warranty with spares parts, labor and on site service.
Brochure	To be supplied in original.

TECHNICAL SPECIFICATIONS FOR LASER PRINTER(Duplex)

Item	Laser Printer
Brand	To be quoted (Should be internationally reputed brand)
Model	To be quoted by the Bidder
Country of Origin	To be quoted by the Bidder
Country of Manufacturer/Assembler	To be quoted by the Bidder
Print speed, black (normal quality mode)	Up to 35 ppm
First page out (black)	First page out in 8 seconds
Print resolution, black	Up to 1200 x 1200 dpi; Black (Normal): Fast Res 1200
Monthly Duty cycle	Up to 50,000 pages minimum
Print Technology	Laser
Paper tray(s),	Minimum 50-sheet multipurpose input tray 1, minimum 150-sheet input tray 2
Paper handling	Minimum 150-sheet input tray, 50 sheet output bin
Duplex printing	Automatic printing on both sides of the paper.
Media Paper Size	Letter, legal, executive, postcards, A4 etc
Media Sizes	Letter, legal, executive, A4 etc
Connectivity, Standard	1 Hi-Speed USB 2.0 port
Dimensions (W x D x H)	Minimum 14.3 x 14.4 x 10.**6** in
System requirements	Microsoft® Windows® 7(32/64 bit), Windows Vista® (32 /64 bit), 1GB RAM; for all systems: 350 MB available hard disk space, CD-ROM drive, USB port, Network
Power consumption	550 to 570 watts (printing), 7 to 8 watts (Ready), 6 to 7 watts (Sleep), 0.1 to 1 watts (off)
Power Supply	220 to 240 VAC (+/- 10%), 50/60 Hz(+/- 2 Hz)
Temperature range	Operating: 15 to 32.5°C, Recommended :17.5 to 25°C Storage: -20 to 40°C
Humidity range	Operating: 10 to 80% RH, Recommended : 30 to 70% RH Non-operating: 10 to 90% RH
Memory, standard	Minimum 256 MB
Processor speed	Minimum 800 MHz
Network Capabilities	10/100/1000 Gigabit Ethernet port
Accessories	01(one) Additional Toner for the printer, Driver CD, Printer cable(USB cable), Power cable, power strip etc.
Warranty	01 (one) year full including replacement of spares, repairing and servicing free of cost for every kind of equipments
Brochure	To be supplied in original.

TECHNICAL SPECIFICATIONS FOR LASER PRINTER

Item	Laser Printer
Brand	To be quoted (Should be internationally reputed Brand)
Model	To be quoted by the Bidder
Country of Origin	To be quoted by the Bidder
Country of Manufacturer/Assembler	To be quoted by the Bidder
Print speed, black (normal quality mode)	Up to 30 ppm
First page out (black)	First page out in 8 seconds
Print resolution, black	Up to 600 x 600 dpi; Black (Normal): Fast Res 1200
Monthly Duty cycle	Up to 20,000 pages minimum
Print Technology	Laser
Paper tray(s),	Minimum 50-sheet multipurpose input tray 1, minimum 150-sheet input tray 2
Paper handling	Minimum 150-sheet input tray, 50 sheet output bin
Duplex printing	printing on both sides of the paper(Manual)
Media Paper Size	Letter, legal, executive, postcards, A4 etc
Media Sizes	Letter, legal, executive, A4 etc
Connectivity, Standard	1 Hi-Speed USB 2.0 port
Dimensions (W x D x H)	Minimum 14.3 x 14.4 x 10 in
System requirements	Microsoft® Windows® 7(32/64 bit), Windows Vista® (32 /64 bit), 1GB RAM; for all systems: 350 MB available hard disk space, CD-ROM drive, USB port, Network
Power consumption	550 to 570 watts (printing), 7 to 8 watts (Ready), 6 to 7 watts (Sleep), 0.1 to 1 watts (off)
Power Supply	220 to 240 VAC (+/- 10%), 50/60 Hz(+/- 2 Hz)
Temperature range	Operating: 15 to 32.5°C, Recommended :17.5 to 25°C Storage: -20 to 40°C
Humidity range	Operating: 10 to 80% RH, Recommended : 30 to 70% RH Non-operating: 10 to 90% RH
Memory, standard	Minimum 16MB
Processor speed	Minimum 260MHz
Accessories	1(one) Additional Toner for the printer, Driver CD, Printer cable(USB cable), Power cable, power strip etc.
Warranty	01(one) year full including replacement of spares, repairing and servicing free of cost for every kind of equipments

I/We declare to supply Goods and related services offered by me/us fully in compliance with the Technical Specifications and Standards mentioned hereinabove

Signature of Quotationer with Seal	Date: dd/mm/yy
Name of Quotationer	

Note:

1. Col. 1, 2, 3, 4, 5 & 9 to be filled in by the Procuring Entity and Col. 6, 7 & 8 by the Quotationer.
2. Specifications are to be filled in by the Procuring Entity. A set of precise and clear specifications is a pre-requisite for Quotations to respond realistically and competitively to the requirements of the Procuring Entity. In the context of competitive Quotations, the specifications shall be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the Goods and related services to be procured. The specifications should require that all items, materials and accessories to be included or incorporated in the Goods be new, unused and of most recent or current models, and that they include or incorporate all recent improvements in design and materials.
3. Technical Specifications of the Goods and related services shall be in compliance with the requirements of the Procuring Entity specified in this document. Quotationer is required to mention make / model (as applicable) of the Goods offered and must attach the appropriate original printed (if not available copied) literature / brochures for the listed items.
4. A Quotationer can participate one, two or all lot(s). Lotwise evaluation will be done and purchase order will be issued accordingly.

Government of the People's Republic of Bangladesh
Capacity Development of Field Administration Programme
Cabinet Division, Building No-1 (ground floor),
Bangladesh Secretariat, Dhaka- 1000.
Phone No. : 9514887, Fax No. : **9573533**
e-mail : fac_sec@cabinet.gov.bd

PURCHASE ORDER FOR THE SUPPLY OF GOODS

[insert name of the supplies in brief]

Purchase Order No._____ **Date: dd/mm/yy**

RFQ No: 04.00.0000.521.61.206.15.59	Date: 10-6-2015
To: **[name and address of the Supplier]**	
Delivery Date: [insert completion date]	**Order Value: TK.** [insert Contract Price]
Delivery: As per Terms and Conditions	

The Purchaser has accepted your Quotation dated [insert date] for the supply of Goods and related services as listed below and requests that you supply the Goods and related services within the delivery date stated above, in the quantities and units in conformity with the Technical Specifications under the Terms and Conditions as annexed.

ORDER ITEMS
Attached Certified photocopy of approved Priced Schedule for Goods and related services Attached Certified photocopy of approved Technical Specification of the Goods Required Attached Certified photocopy of Terms and Conditions
For the Purchaser: Signature of the Procuring Entity with name and Designation
Date

Attachments: As stated above

Terms and Conditions
for
Supply of Goods and Payment

1. Terms and Conditions contained herein shall be binding upon both the Procuring Entity and the Supplier for the purpose of administration and management of this Contract.

2. Implementation and interpretation of these Terms and Conditions shall, in general, be under the purview of the Public Procurement Act, 2006 and the Public Procurement Rules, 2008.

3. The Supplier shall have to complete the delivery in all respects within 7 (seven) days of issuing the Purchase Order in conformity with the Terms and Conditions.

4. The Supplier shall be entitled to an extension of the Delivery Schedule if the Procuring Entity delays in receiving the Goods and related services or if Force Majeure situation occurs or for any other reasons acceptable to the Procuring Entity on justifiable grounds duly recorded.

5. All delivery under the Contract shall at all times be open to examination, inspection, measurements, testing, commissioning, and supervision of the Procuring Entity or his/her authorized representative.

6. The Procuring Entity shall check and verify the delivery made by the Supplier in conformity with the Technical Specifications and notify the Supplier of any Defects found.

7. If the Goods are found to be defective or otherwise not in accordance with the specifications, the Procuring Entity may reject the supplies by giving due notice to the Supplier, with reasons.

8. The Supplier shall be entirely responsible for payment of all taxes, duties, fees, and such other levies under the Applicable Law.

9. Notwithstanding any other practice, the payment shall be based on the actual delivery of goods on the basis of the quantity of each item of Goods in accordance with the Priced Schedule and Specifications. 100% of the Contract price of the Goods and related services shall be paid after submission and acceptance of the Delivery Chalan.

10. The Supplier's rates or prices shall be inclusive of profit and overhead and, all kinds of taxes, duties, fees, levies, and other charges to be paid under the Applicable Law.

11. The total Contract Price is BDT **[insert figure] [in words].**

12. The Procuring Entity shall retain or in other words deduct from the Payment due to the Supplier, at the rate of zero (0%) percent of the contract price as security Deposit and kept it until expiration of the Warranty Period.

13. The minimum Warranty Period of the Supplies shall be **12 months** starting from the date of completion of delivery in the form of submission by the Supplier and acceptance by the Procuring Entity, of the Delivery Chalan.

14. The Security deposit shall be returned to the Supplier within twenty one (21) days after expiry of the Warranty Period.

15. The Supplier shall remain liable to fulfil the obligations pursuant to Rule 40 (5) of the Public Procurement Rules, 2008.

16. The Supplier shall keep the Procurement Entity harmless and indemnify from any claim, loss of property or life to himself/herself, his/her workmen or staff, any staff of the Procurement Entity or any third party while delivering the Goods and related services .

17. Any claim arising out of delivery of Goods and related services shall be settled by the Supplier at his/her own cost and responsibility.

18. Damage to the Goods during the Warranty Period shall be remedied by the Supplier at the Supplier's own cost, if the damage arises from the supply and installation by the Supplier.

19. No modification to Scope of Supply and no Variations to the quantities ordered shall be permissible under any circumstances.

20. The Procuring Entity contracting shall amend the Contract incorporating required approved changes subsequently introduced to the original Terms and Conditions in line with Rules, where necessary.

21. The Procuring Entity may, by written Notice sent to the Supplier, terminate the Contract in whole or in part at any time, if the Supplier:

    a. fails to deliver Goods and related services as per Delivery Schedule and Specifications.
    b. in the judgement of the Procuring Entity, has engaged in any corrupt, fraudulent, collusive or coercive practices in competing for or in delivery of goods and related services.
    c. fails to perform any other obligation(s) under the Contract.

22. The Procuring Entity and the Supplier shall use their best efforts to settle amicably all possible disputes arising out of or in connection with this Contract or its interpretation.

23. The Supplier shall be subject to, and aware of provision on corruption, fraudulence, collusion and coercion in Section 64 of the Public Procurement Act, 2006 and Rule 127 of the Public Procurement Rules, 2008.

For the Purchaser: Signature of the Procuring Entity with name and Designation	**For the Supplier:** Signature of the Supplier with name and Designation
Date	Date