



**GOVERNMENT OF THE PEOPLE'S REPUBLIC OF
BANGLADESH**

Request for Quotation of Office Equipment

Scheme on Internal Audit and Audit Follow-up
Strengthening Public Financial Management Program to Enable Service Delivery (SPFMS)
Finance Division, Ministry of Finance



Government of the People's Republic of Bangladesh
Scheme on Internal Audit and Audit Follow-up
Strengthening Public Financial Management Program to Enable Service Delivery (SPFMS)
Finance Division, Ministry of Finance
Shoheed Prokousholi Bhaban (4th Floor), IEB, Ramna, Dhaka-1000

**REQUEST FOR QUOTATION
For Office Equipment**

RFQ No: 07.00.0000.000.07.008.21-

Date: /02/2022

To

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.....
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Dear

1. The Strengthening Public Financial Management Program to Enable Service Delivery (SPFMS) 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 requirement 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'.
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 Earnest Money, Tender Security) and Performance Security shall be required for submission of the Quotation and delivery of the Goods (if awarded) respectively.
6. Quotation in a sealed envelope shall be submitted to the office of the undersigned **on or before February 23, 2022** at 2.00 pm. The envelope containing the Quotation must be clearly marked "Quotation for **Office Equipment** and **DO NOT OPEN** before **February 23, 2022** at 2.00 pm. Quotations received later than the time specified herein shall not be accepted.
7. Quotations received by 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 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.

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.



13. Quotationer shall have legal capacity to enter into Contract. Quotationers 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.
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 Supplier shall supply all the Goods and related services shall be completed and delivered within **14 (Fourteen)** days from the date of issuing purchase order.
17. The Purchase Order that constitutes the Contract binding upon the Supplier and the Procuring Entity shall be issued within **07(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.


22/02/2022

(Md. Rafiqul Islam)
Program Executive & Coordinator
SPFMS Program
Finance Division, Ministry of Finance
Email: rafi_nbd@yahoo.com

Distribution:

1. Controller General of Accounts, Office of the Controller General of Accounts, Segunbagicha, Dhaka. (For information and wide circulation.)
2. Director General, Institute of Public Finance, 7th Floor, 1st 12 Stored Govt. Building, Segunbagicha, Dhaka. (For information and circulation in their notice board.)
3. Notice Board and Web Site of SPFMS, Notice Board of related market (BCS Computer City & Multi Plan).



Quotation Submission Letter

[Use Letter-head Pad]

RFQ No: 07.00.0000.000.07.008.21-

Date: /02/2022

To:

National Program Director
Strengthening Public Financial Management Program to Enable Service Delivery (SPFMS)
Finance Division, Ministry of Finance
Shoheed Prokoushali Bhaban (4th Floor), IEB, Ramna, Dhaka-1000

[**Attention:** Program Executive and Coordinator, Scheme on Internal Audit and Audit Follow Up]

Dear Sir,

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Goods and related services named **RFQ for Photocopier-1, 55" LED Panel-1, Head Phone-10 & Web Camera-10 as per Technical Specification and schedule of requirement.**

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 [insert date]

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:



**Internal Audit and Audit Follow-Up Scheme
SPFMS Program, Finance Division, Ministry of Finance**

RFQ No: 07.00.0000.000.07.008.21-

Date: /02/2022

Price Schedule for Goods and Related Services

SI	Description of goods	Required unit	Quantity	Unit Rate (Tk)	Total Amount (Tk.)
1	Photocopier (As per Specification)	01			
2	55" LED Panel (As per Specification)	01			
3	Headphone	10			
4	Web Camera	10			

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	Shaheed Prokosoli Bhaban (4th Floor), IEB, Ramna, Dhaka-1000 Internal Audit and Audit Follow-Up Scheme FPFMS Program, Finance Division, Ministry of Finance	
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	Within 2 (two) weeks from issuing purchase order by the purchaser	
Warranty Provided	As per technical specification and Schedule of requirement	

Note: Total price includes all costs and benefits of the suppliers / Contractors and Government taxes and VAT (if applicable)

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



**Internal Audit and Audit Follow-Up Scheme
SPFMS Program, Finance Division, Ministry of Finance**

Supply, Installation of LED Flat Panel Display (55") with Remote Controller

Technical Specification

Item	Particular	Bidders Offer
Display Format Native Resolution	3840 x 2160	
Aspect Ratio	16:9	
Picture Response Time	8 ms	
Refresh Frequency	60 Hz	
Display Colors	1.07B colors	
Brightness (typical)	400 nits	
Contrast Ratio	1200:1	
Viewing Angle	H = 178, V = 178 typ	
Others	Operation Rating: 24/7 Surface Treatment: Anti-Glare, 2H, Haze 3% Bezel: Slim	
Operating System		
System Version	Android 8.0	
Connectivity		
HDMI	Input: 3 x HDMI (2.0), HDMI: 480i, 480p, 720p, 1080i, 1080p, 4K2K@60Hz, Output: 1 x HDMI	
PC Audio In	1 x 3.5mm audio jack	
Audio out	1 x RCA	
LAN	RJ45: x1	
USB	Type : 3 x USB 3.0, 2 x USB 2.0 (USB Playback)	
RS232	RS232 cable (1.8M)	
TF CARD	supported up to 256 GB	
Physical Specification		
Active Screen Size	Physical (inch / mm) : 48.94 x 28.11 x 2.94 in/1243.2 x 714 x 74.8 mm	
Weight	Net (lb / kg) : 16.8 kg / 37.04 lbs	
Power	Voltage: 100-240 VAC +/- 10% Wide Range Consumption: Normal 100 W, Max 114.5 W	
Others	SPEAKERS: 10Wx2	
Accessories	Remote Controller (included 2ea batteries), Power Cord, QSG, Mini HDMI Cable (3M x 2ea, for connection between head and signage box), Power Hanness Cable (3M x 2ea, for connection between head and signage box), Regulation Book, Phone to RS232C Gender, Jack Cover, Signage Box Mounting Bracket	
Warranty		
	01 years	



2) Supply, Installation of Photocopier Machine – 01 (One) unit
Technical Specification of Photocopier Machine

Required Technical Specification		Bidders Offer
Brand:	Any International Reputed Brand	
Model:	To be mentioned by the bidder	
Country of Origin:	Japan/USA/UK	
Country of Manufacture:	To be mentioned by the bidder	
Standard Function	Copy + Network Print + Color Scan+ 2 drawer + Duplex + RSPF	
Copying Method:	Indirect Electrostatic Photographic Method / Laser Beam Printing	
Developing System:	Dual Component Magnetic Brush Development	
COPIER:		
Copying Speed:	28 Copies Per Minute in A4	
Duplexing:	Built-In Duplex Unit	
First Copy of Time:	>4.5 Seconds	
Warm-up Time:	>20 Seconds	
Max. Copy Sizes:	Max. A3 (11" x 17"), Min. A6R	
Paper Weight:	Drawer: 60 – 105 g/m ² , Bypass: 55 – 200 g/m ²	
Memory:	4 GB RAM, 128 GB SSD Standard	
Standard Paper Capacity:	1100 Sheets (2 x 500 Sheets Cassette + 100 Sheets Bypass Tray)	
Zoom Range	25% to 400% in 1% Increments	
Continuous Copy	1 to 999 Copies	
Resolution:	600 x 600 dpi	
Account Control:	1000 Accounts	
Dimensions: (W x D x H)	620 x 614 x 830 mm	
Weight:	Approx. 49 Kg	
Power Consumption:	Max. 1.45 kW	
Power Supply:	Rated Local AC Voltage ± 10%, 50/60 Hz	
DOCUMENT FEEDER:	Reversing Single Pass Feeder (RSPF)	
Capacity:	100 Sheets	
NETWORK PRINTER:	28 Pages Per Minute in A4	
Interface:	USB 2.0, 10 Base-T / 100 Base-TX / 1000 Base-T	
Network Protocol:	TCP/IP (IPv4)	
Print Resolution:	1200 x 600 dpi	
Supported OS:	Windows Server 2008, 2008 R2, 2012, 2012 R2, 2016, Vista®, Windows 7, 8, 8.1, 10. [Mac OS Optional]	
COLOR SCANNER:	Up to A3	
File Format:	TIFF, PDF, PDF/A, JPEG	



Scan Destination	Scan to E-mail/FTP Server/network folder (SMB)/USB	
Trolley	Standard Trolley	
Warranty:	2 (Two) years. 1st year full including mother board and 2nd year service only	

3) Head Phone

Required Technical Specification		Bidders Offer
Brand:	Any International Reputed Brand	
Model:	To be mentioned by the bidder	
Other Specification	Other Noise-canceling microphone, Adjustable headband, Flexible, rotating boom, Flexible, rotating boom, Full stereo sound, Versatile design, Color-coded 3.5 mm plugs	

4) Web Camera

Required Technical Specification		Bidders Offer
Brand:	Any International Reputed Brand	
Model:	To be mentioned by the bidder	
Other Specification	HD video calling (1280 x 720 pixels), Up to 3.0 megapixels (software enhanced), Built-in mic with Logitech Right Sound™ technology, Works with Social Apps, USB Connector	

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	



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Work Order

Contract Reference No: _____

Work Order Reference No: _____

Purchaser: _____

Supplier: _____

The Purchaser indicated above issues this work order under request for quotation for office equipment referenced above.

This work order is subject to the terms and conditions of RFQ referenced above. In the event of a conflict, between this work order and the contract, the contract shall prevail.

Please proceed with delivery of the Supplies detailed in the attached List of Supplies and Price Schedule, in accordance with the response times specified in the contract.

The total value of this work order is _____.

Please confirm your receipt of this call-off order and that you are proceeding with delivery of the Supplies, in accordance with the terms and conditions of the contract.

Authorised by:

(Md. Rafiqul Islam)
Program Executive & Coordinator
SPFMS Program
Finance Division, Ministry of Finance
Email: rafi_nbd@yahoo.com



Terms and Conditions for Supply of Goods and Payment (RFQ for office equipment)

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 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.
4. 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.
5. 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.
6. 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.
7. **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 minimum Warranty Period of the Supplies shall be 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.
13. The Supplier shall remain liable to fulfil the obligations pursuant to Rule 40 (5) of the Public Procurement Rules, 2008.
14. 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 .
15. Any claim arising out of delivery of Goods and related services shall be settled by the Supplier at his/her own cost and responsibility.
16. 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.
17. No modification to Scope of Supply and no Variations to the quantities ordered shall be permissible under any circumstances.
18. 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.
19. 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.
20. 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.
21. 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.

<p>For the Purchaser:</p> <p>Signature of the purchaser with name and Designation</p>	<p>For the Supplier:</p> <p>Signature of the Supplier with name Designation</p>
<p>Date</p>	<p>Date</p>



