



## Higher Education Quality Enhancement Project (HEQEP)

### Request for Quotation Document (National) For Procurement of Supply of Computer, Office equipments and accessories

**Package No. G2**  
**[Request for Quotation Method]**  
(for values up to Tk.1 million)

## Sher-e-Bangla Agricultural University

**March 2015**

1. These guidance notes have been prepared by the CPTU to assist a Procuring Entity in the preparation of Quotation document, using the Standard Request for Quotation, SRFQ, for the procurement of low value simple Works and physical services. All concerned are advised to refer to the Public Procurement Rules, 2008 issued to supplement the Public Procurement Act, 2006; available on CPTU's website: <http://www.cptu.gov.bd/>. Notes and guidance are provided for both the Procuring Entity and the Quotationer.
2. The procurement under Request for Quotation Method (RFQM) shall follow the provisions pursuant to Rules 69 to 73 of the Public Procurement Rules, 2008 in accordance with Section 32 of the Public Procurement Act, 2006. SRFQ is based upon best national practices that have been adapted to suit the particular needs of procurement.
3. The use of RFQ (**PG2**) applies when a Procuring Entity intends to select a Quotationer (a Contractor) for the Procurement of Works and physical services under RFQ Method (RFQM) pursuant to Rule 69(3) of the Public Procurement Rules, 2008.

4. Pursuant to Rule 71(1) and Rule 71(2) of the Public Procurement Rules, 2008, RFQ shall be invited through letter, Fax or e-mail. RFQ shall not be required to be advertised in the daily newspapers but for the minimum circulation the Procuring Entity shall publish that advertisement in its website (if any), including posting in the Notice Board and, shall send with request for publication to the administrative wing of some other Procuring Entities nearby.

5. Pursuant to Rule 71(3) of the Public Procurement Rules, 2008, RFQ Document shall be issued or made available to potential Quotationers 'free-of-cost'.

6. The time-limit for Request for Quotation shall in no case exceed ten **(10)** days pursuant to Rule 71 (4) of the Public Procurement Rules, 2008.

7. No Securities such as Quotation Security (i.e. the traditionally termed Earnest Money, Tender Security) and Performance Security shall be required pursuant to Rule 70(6) of the Public Procurement Rules, 2008.

8. Submission, Opening and Evaluation of the Quotations shall respectively be dealt with pursuant to Rule 72(1), Rule 72(2) and Rule 73(1) of the Public Procurement Rules, 2008 as specified in the RFQ.

9. The criteria for evaluation, pursuant to Rule 70(4) of the Public Procurement Rules, 2008, shall be pre-disclosed.

1. Pursuant to Rule 69 (5) of the Public Procurement Rules, 2008 the Quotation for low value simple Works and physical services shall be on the basis of either '**Unit-Rate**' depending on the level of estimating the quantity of works. Such two different BoQ formats are attached with the RFQ Document. The Procuring Entity shall have the option to choose any one of these two BoQs, as appropriate, for a particular procurement.

1. Splitting the object of Procurement is not permissible pursuant to Rule 69(4) (ka) of the Public Procurement Rules, 2008.

2. The Procuring Entity shall invite the successful Quotationer to sign the contract, pursuant to Rule 73 (5) of the Public Procurement Rules, 2008, following recommendations of the Evaluation Committee and approval thereupon by the Approving Authority.

3. 13. Provision of Retention Money (i.e. the traditionally termed Security Deposit) shall however be kept in Conditions of Contract pursuant to Rule 28 of the Public Procurement Rules, 2008.

4. The Defects Liability Period shall usually remain between 3 and 6 months.

5. The Procuring Entity shall further be required to maintain the record of procurement proceedings pursuant to Rule 43 of the Public Procurement Rules, 2008

**Office of the Sub-Project Manager**  
Higher Education Quality Enhancement Project (HEQEP) CP-3656  
Department of Plant Pathology, Sher-e-Bangla Agricultural University

**REQUEST FOR QUOTATION**  
**For**  
**Request for Quotation Document (National)**  
**For Procurement of Supply of Computer, Office equipments and accessories**  
**(PACKAGE G2)**

**RFQ No: HEQEP/CP-3656/RFQ G2/11**

**Date:01 March, 2015**

To

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1. The **The Department of Plant Pathology, Sher-e-Bangla Agricultural University** 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 Works and physical services are 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**
  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 execution of the Works (if awarded) respectively.
  6. Quotation in sealed envelope or by fax or through electronic mail shall be submitted to the office of the undersigned **on or before 01/03/2015**. The envelope containing the Quotation must be clearly marked "Quotation for **Supply of Computer, Office equipments and accessories of Sher-e-bangla Agricultural University** and **DO NOT OPEN** before 1.00 PM **10/03/2015**. 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. Quotation shall be submitted as per Bill of Quantities of Works and physical services.
1. All Quotations must be valid for a period of at least **30 days** from the closing date of the Quotation.
  1. No public opening of Quotations received by the closing date shall be held.
  2. 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.

3. 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.
4. 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.
5. 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.
6. In case of anomalies between unit rates or prices and the total amount quoted, in the quotation submitted on unit rate basis, the unit rates or prices shall prevail. In case of discrepancy between words and figures, the former will govern. In case of quotation submitted on Lump-sum basis, if anomalies found between figures and words, the words will prevail. Quotationer shall remain bound to accept the arithmetic corrections made by the Evaluation Committee.
7. The execution of Works and physical services shall be completed **10(Ten Days)** working days from the date of commencement.
8. Letter inviting the successful Quotationer to sign the Contract shall be issued within **7 days** of receipt of approval from the Approving Authority.
9. The costs of stamp duties and similar charges, if applicable by the law in connection with entry into the Contract Agreement, as stated in Para 18 above, shall be borne by the Procuring Entity.
8. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.

## SIGNATURE OF THE OFFICIAL REQUESTING QUOTATION

Name: **Dr. M. Salahuddin M Chowdhury**

Designation: Sub-project Manager (CP-3656)

DATE: 16/02/2015

ADDRESS: DEPT. OF PLANT PATHOLOGY, SHER-E-BANGLA AGRICULTURAL UNIVERSITY, DHAKA-1207.

PHONE NO: 01713382588

E-MAIL: SMC\_1968@YAHOO.COM

### **Distribution:**

1. HEQEP Website
2. SBAU Website
3. Project Director, HEQEP, UGC, Dhaka Tread Centre, 99 Karoane Bazar, Dhaka
4. PS to Vice Chancellor, Shar-e-Bangla Agricultural University.
5. Head, UAIFS, Sher-e-Bangla Agricultural University.
6. Notice Board.
7. Office File.



# QUOTATION SUBMISSION LETTER

[Use Letter-head Pad]

**RFQ No: HEQEP/CP-3656/RFQ-G2/11**

**Date:16 February, 2015**

To  
Professor Dr. M. Salahuddin M Chowdhury  
Sub-project Manager, (CP-3642)  
Department of Plant Pathology  
SHER-E-BANGLA AGRICULTURAL UNIVERSITY, DHAKA-1207  
E-mail: smc\_1968@yahoo.com

I/We, the undersigned, offer to execute in conformity with the Conditions of Contract for execution of the Works and physical services named Supply of Computer, Office equipments and accessories at Department of Plant Pathology, SAU, Dhaka

The total Price of our Quotation is **BDT.....(In 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 28(e) of the Conditions of Contract and pledge not to indulge in such practices in competing for or in executing the works.

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 your written invitation to sign the Contract shall become binding upon us, until a formal Contract is signed.

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: HEQEP/CP-3656/RFQ-G2/11

Date: 01 March, 2015

Sl No	Item no	Description of Items	Unit of Measurement	Quant.	Unit Rate or Price		Total Amount	Destination for Delivery of Goods
					In figure	In words		
1	2	3	4	5	6	7	8	9
1	1	Laptop	nos	1				SPM Office, Agriculture Faculty, Academic Building, Ground Floor, Room no-1018, Dept of Plant Pathology, SBAU.
2		Desktop	nos	1				-Do-
3		Printer	nos	1				-Do-
4		Multimedia Projector	nos	1				-Do-
5		Multimedia screen	nos	1				-Do-
6		Photocopier	nos	1				-Do-

**Total Amount for Supply of Goods and related services**

**(inclusive of VAT and all applicable taxes; SEE NOTE 2 BELOW)**

**Goods to be supplied to: SPM, CP-3656, Sher-e-Bangla Agricultural University, Dhaka-1207**

Total Amount in Taka (in words)

Delivery Offered

Warranty Provided

[..... ] NUMBER CORRECTIONS MADE BY ME/US HAVE BEEN DULY INITIALED IN THIS PRICE SCHEDULE. MY/OUR OFFER IS VALID UNTIL ..... [INSERT QUOTATION VALIDITY DATE].

**Signature of Quotationer with Seal**

Name of Quotationer:

Date:

**Note:**

1. **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.**

**Technical Specification of the Goods Required**

**RFQ No: HEQEP/CP-3656/RFQ-G2/11**

**Date: 0, 2015**

1. No.	Item	Description of Items of Goods
1	Laptop	<p>Processor: Intel Core i5-4200u, Clock Speed: 1.6 GHz, L3 Cache: 3 MB cache</p> <p>Chipset: Chipset is integrated with processor, Graphics: AMD Radeon HD 8670M 2GB Dedicated Graphics, Operating System: Free DOS, Memory/Ram: 4 GB, Display: 14" diagonal LED-backlit HD anti-glare, Hard Drive: 750 GB SATA 5400 RPM, Optical Drive: DVD+/-RW Super Multi DL, Bluetooth: Bluetooth® v4.0,</p> <p>Networking: Realtek Approximate 10/100/1000 Ethernet Controller,</p> <p>Wireless: Atheros 802.11b/g/n, Webcam: HD webcam, Card Slot: Two slots supporting dual channel memory, Connector Interface : 2 USB 3.0 ports, 1 USB 2.0 ports, 1 HDMI, 1 microphone/headphone combo jack, 1 RJ-45 (Ethernet), 1 power connector, 1 VGA, Security: Integrated Finger Print Reader,</p> <p>Dimension: Approximate 9.65 x13.66 x 0.91, AC Adapter: 65 W AC Power Adapter, Battery &amp; Power: 4-cell (41 WHr) Lithium-Ion battery, Weight: Starting at 4.41 lb (2 kg).</p>



2	Desktop	<p>Screen: multi-screen system, 3 in one design, all in one PC with WiFi Access</p> <p>Main Screen size: 21.5 inch and Secondary screens 9.7 inc</p> <p>Resolution: 1920:1080,Contrast: 800:1:0, CPU: Intel processor CORE i5</p> <p>Graphics: ATI6450,2GB,RAM: DDR3,8GB, Hard disk: 500 GB SATA,</p> <p>Wireless network: Wi-Fi 802.11b/g/n, Keypad mouse interface: PS/2</p> <p>USB: 1USB3, 4USB2, Web: external webcam, DVD Writer; external DVD writer</p> <p>Weight:7.8 kg Warranty:2 years</p>
3	Printer	<p>Print speed: 21 ppm, Print Resolution: Minimum 2400x600, paper size: A4,</p> <p>Memory: 8 MB standard, connectivity: USB,</p> <p>Warranty: Six Month</p>
4	Multimedia Projector	<p>Resolution 1024X768 PIXELS, Image Size 76-762, weight 2.7 Kg.</p> <p>Screen Distance 3.3m(128"), Brightness 3,200 ANSI lumens Contrast 4000:1, Lamp 3000 hours (Intelligent Eco Mode)</p> <p>Lens Manual zoom (F=17-1.9) 1 : 1.2 Manual focus, Audio 16W mono,</p> <p>Connectors Computer In 1,2,Monitor Out, Composite Video, S-Video, Audio I/O 1,HDMI Port, USB Port, wireless Network optional, Wired Network</p> <p>Video Resolution 720p, Remote Control standard remote</p> <p>Dimension Approximate 306 X 77 X 221m(12.05" X 3.03" X 8.7")</p> <p>Warranty Six Months warranty.</p>
5	Multimedia screen	<p>70/70 Multimedia Projector Tripod Screen</p>
6	Photocopier	<p>Copy speed: 23 cpm LT,16 ppm LG,14 ppm LD,</p> <p>Copy resolution:Minimum 600×600dpi, 2400×600 dpi,</p> <p>Warm-up times: Approximately 20 seconds</p> <p>First copy out time: Approximately 7.3 seconds</p> <p>Cartridge Yield: Toner 12000 Pages,</p> <p>Monthly Duty Cycle: 10000 Pages Per Month, Paper size: A3-A5R, 64-80g/m<sup>2</sup>,</p> <p>Paper tray: 350 sheets,</p> <p>Zoom:25-400%,</p> <p>USB 2.0 Hi Speed: Print Speed 23 cpm in A4 Size Paper, 11 ppm in</p>

A3 Size Paper,

Scan features: Scan Speed Up to 25 spm , Connectify: USB 2.0 Hi Speed

Other Features: RADF, ADU, Extra Drawer, High desk, Dimension: 22.6" x 21.2" x 16",

Weight: Approx. 56.2 lbs, Warranty: Six Month.

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:**

Name of Quotationer:

**Note (use only when this method deemed appropriate):**

1. **Low value and simple and all the components of the Works can be estimated but not accurately determined.**
2. **Works executed are re-measured for payments.**
3. **1, 2, 3 & 4 to be filled in by the Procuring Entity and Col. 5, 6 & 7 by the Quotationer.**

**OFFICE OF THE SUB-PROJECT MANAGER**

HIGHER EDUCATION QUALITY ENHANCEMENT PROJECT (HEQEP) CP-3656

Department of Plant Pathology, Sher-e-Bangla Agricultural University

**PURCHASE ORDER FOR THE SUPPLY OF GOODS**

Laptop, Desktop, Multimedia Projector, Multimedia Screen, Photocopier Machine, Printer.

**Purchase Order**  
**No.** \_\_\_\_\_

**Date:**

<b>RFQ No: HEQEP/CP-3656/RFQ-G2/11</b>	<b>Date:</b>
<b>To:</b>	
<b>Delivery Date: [insert completion date]</b>	<b>Order Value: TK. [insert Contract Price]</b>
<b>Delivery: As per Terms and Conditions</b>	

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 10 **days** 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]**.
2. The Procuring Entity shall retain or in other words deduct from the Payment due to the Supplier, at the rate of five percent of the contract price as security Deposit and kept it until expiration of the Warranty Period.
3. The minimum Warranty Period of the Supplies shall be **six 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.
4. The Security deposit shall be returned to the Supplier within twenty one (21) days after expiry of the Warranty Period.
5. The Supplier shall remain liable to fulfil the obligations pursuant to Rule 40 (5) of the Public Procurement Rules, 2008.
6. 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 .

7. Any claim arising out of delivery of Goods and related services shall be settled by the Supplier at his/her own cost and responsibility.
8. 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.
9. No modification to Scope of Supply and no Variations to the quantities ordered shall be permissible under any circumstances.
1. **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.**
1. 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:
  1. fails to deliver Goods and related services as per Delivery Schedule and Specifications.
  2. 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.
  3. fails to perform any other obligation(s) under the Contract.
2. 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.
3. 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><b>For the Purchaser:</b></p> <p>Name: <b>Professor Dr. M. Salahuddin M Chowdhury</b>          Designation: Sub-project Manager(CP-3656)          DATE: 01/03/2015          ADDRESS: DEPT. OF PLANT PATHOLOGY, SHER-E-BANGLA AGRICULTURAL UNIVERSITY, DHAKA-1207.          PHONE NO: 01713382588          E-MAIL: SMC_1968@YAHOO.COM</p> <p>Date</p>	<p><b>For the Supplier:</b></p> <p>Signature of the Supplier with name Designation</p> <p>Date</p>
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