

*Skills for Employment Investment Program (SEIP) Project
SEIP-IDCOL
Infrastructure Development Company Limited (IDCOL)
UTC Building, 16th Floor,
8 Panthapath, Kawran Bazar, Dhaka-1215, Bangladesh*

Shopping for Goods

Package No.: GD/SEIP-IDCOL/02

*Package Name: Procurement of 05 (five) units of Laptop and 01 (one) unit of
Printer*

A handwritten signature in black ink, consisting of a stylized 'R' followed by a long, sweeping horizontal line that curves upwards at the end.

SHOPPING FOR GOODS
REQUEST FOR QUOTATION (RFQ)

Project Title: Skills for Employment Investment Program (SEIP)

Source of Funding: ADB

Contract Ref: GD/SEIP-IDCOL/02

Date of Issue: 06/11/2023

To: _____

Sir/Madam:

1. The SEIP-IDCOL (Purchaser) hereby requests you to submit price quotation(s) for the supply, installation and after sales services of the following items:

Item	Description of Item	Unit	Quantity
1	Laptop	Nos.	05
2	Printer	Nos.	01

If you, however, have been associated with the firm that prepared the design and specifications of the contract that is subject of this procurement, you shall be disqualified.

To assist you in the preparation of your price quotation we enclose the necessary technical specifications and required quantities.

2. ***You must quote for all the items under this request. Price quotations will be evaluated for all the items together and contract awarded to the firm offering the lowest evaluated total cost of all the items.***
3. You shall submit one original of the Price Quotation with the Form of Quotation, and clearly marked "Original". In addition, you shall also submit one copy marked as "COPY". In case of any discrepancy between the Original and Copy, the original shall prevail. Your quotation in the attached format should be signed, sealed in an envelope and addressed to and delivered to the following address:
Purchaser's Address: Attn: Sudipto Khatib
Manager, Procurement
UTC Building, Level-16, 8 Panthapath, Kawran Bazar, Dhaka-1215.
Telephone: +88 02966-6743265 (Ext. 6400)
4. Your quotation in duplicate and written in English language, should be accompanied by adequate technical documentation and catalogue(s) and other printed material or pertinent information (in English language) for each item quoted, including names and addresses of firms providing after-sales service facilities in Bangladesh.
5. The deadline for receipt of your quotation(s) by the Purchaser at the address indicated in Paragraph 3 is: **12 November 2023 at 11.00 AM.**
6. You shall submit only one set of quotations for the above items. Your quotation must be typed or written in indelible ink and shall be signed by you or your authorized representative. Without a signature in your Form of Quotation, your quotation will not be considered further.



7. Your quotation(s) should be submitted as per the following instructions and in accordance with the attached form of Contract. The attached Terms and Conditions of Supply is an integral part of the Contract.
- (i) PRICES: The prices should be quoted for supply and delivery to different Training Centers located in different areas of the country as mentioned in supply schedule (place of destination). Prices shall be quoted in BDT inclusive of all local taxes, carriage, installation, commissioning as applicable and after sales services for one year from the date of commissioning.
 - (ii) EVALUATION OF QUOTATIONS: Offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of their prices. An offer is not substantially responsive if it contains material deviations or reservations to the terms, conditions, and specifications in this Request for Quotation, and it will not be considered further. The Purchaser will evaluate and compare only the quotations determined to be substantially responsive*. In evaluating the quotations, the Purchaser will adjust for any arithmetical errors as follows:
 - (a) where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
 - (b) where there is a discrepancy between the unit rate and the line-item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern; and
 - (c) if a Supplier refuses to accept the correction, his quotation will be rejected. The evaluated price shall include local taxes i.e Value Added Tax (VAT) and Advance Income Tax (AIT) in Bangladesh.
 - (iii) AWARD OF PURCHASE ORDER. The award will be made to the bidder offering the lowest evaluated price and that meets the required standards of technical and financial capabilities**. The successful bidder will sign a Contract as per attached form of contract and terms and conditions of supply.
 - (iv) VALIDITY OF THE OFFER: Your quotation(s) should be valid for a period of sixty (60) days from the deadline for receipt of quotation(s) indicated in Paragraph 5 of this Request for Quotation.
 - (v) If you withdraw your quotation during the validity period and/or refuse to accept the award of a contract when and if awarded, then you will be excluded from the list of suppliers for the project for two years.
8. Further information can be obtained from:
Attn: Sudipto Khatib
Manager, Procurement
UTC Building, Level-16, 8 Panthapath, Kawran Bazar, Dhaka-.
Telephone: +88 02966-6743265 (Ext. 6400)
E-mail : khatib@idcol.org
9. The bidder whose quotation has been accepted will be notified of the award of contract through the Letter of Acceptance issued by the Purchaser within 60 days from the date of submission of quotation.
10. The Purchaser intends to apply funds from the Asian Development Bank (ADB) for eligible payments under the Purchase Order resulting from this RFQ.
11. Under ADB's Anticorruption Policy bidders shall observe the highest standard of ethics during the procurement and execution of such contracts. ADB will reject a proposal for award, and will impose sanctions on parties involved, if it determines that the bidder recommended for award or any other party, has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in



executing, the Contract. At the time of submission of your quotation, you should not be in ADB's sanctions list.

12. Please Confirm by fax/e-mail the receipt of this request and whether or not you will submit the price quotation(s).

Sincerely,



(Purchaser)

Sudipto Khatib
Manager, Procurement, IDCOL

**To substantiate responsiveness of quotations, please furnish supporting documents/ evidence, among others, copies of Valid Trade License, Tax Identification Number (TIN), VAT Registration Certificate and Specification Compliance Sheet as Attachment-1.*

***To substantiate financial capabilities, please furnish supporting document/evidence such as Bank Solvency Certificate and/or Bank Statement.*

FORM OF QUOTATION

To

Mr. Sudipto Khatib
Manager, Procurement
Infrastructure Development Company Limited (IDCOL)
UTC Building, Level-16, 8 Panthapath, Kawran Bazar, Dhaka-1215
Phone: +88 02966-6743265 (Ext. 6400)
Email: khatib@idcol.org

We offer to execute the contract titled **GD/SEIP-IDCOL/02: Procurement of 05 (five) units of Laptop and 01 (one) unit of Printer** located at UTC Building, Level-16, 8 Panthapath, Kawran Bazar, Dhaka-1215 in accordance with the Conditions of Contract accompanying this Quotation for the Contract Price of _____ (amount in words and numbers) (BDT)_____. We propose to complete the delivery of Goods described in the Contract within the following Delivery Time from the Date of Signing of the Contract.

Prices (inclusive of local taxes i.e AIT, VAT, etc.) and Schedules for Supply

Sl. No.	Description of Item	Unit	Quantity	Unit Price in Figure and Word	Total Price in Figure and Word	Delivery Time	Delivery Destination
1	Laptop	Nos.	5			Within 05 Days	IDCOL Head Office UTC Building, Level-16, 8 Panthapath, Kawran Bazar, Dhaka-1215
2	Printer	Nos.	01				

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Offer and Warranty conditions imposed by the Request for Quotation document and the Terms and Conditions of Supply, respectively.

We have duly filled up the **Technical Specification Compliance Sheet** which was given as Attachment-1 to the original RFQ document.

We have not been associated with the firm that prepared the design and specifications of the contract that is subject of this request for quotation.

We are not in the ADB sanctions list.

Authorized Signature: _____

Name and Title of Signatory _____

Name of Supplier: _____

Address : _____

Phone Number : _____

Fax Number, if any _____

Email address (optional) _____



FORM OF CONTRACT

THIS AGREEMENT number _____ made on _____, ____ 2023, between _____ (hereinafter called “the Purchaser”) on the one part and _____ (hereinafter called “the Supplier”) on the other part.

WHEREAS the Purchaser has requested for quotation for _____ (description of goods) to be supplied by Supplier, viz. Contract _____, (hereinafter called “Contract”) and has accepted the Quotation by the Supplier for the supply of goods under Contract at the sum of _____ (_____) hereinafter called “the Contract Price”.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. The following documents shall be deemed to form and be read and construed as part of this agreement, viz:
 - a) Form of Quotation; Terms and Conditions of Supply, Technical Specifications;
 - b) Addendum (if applicable);
2. Taking into account payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby concludes an Agreement with the Purchaser to execute and complete the supply of goods under the Contract and remedy any defects therein in conformity with the provisions of the Contract.
3. The Purchaser hereby covenants to pay, in consideration of the acceptance of Contract, supply and delivery of the goods and remedying of defects therein, the Contract Price in accordance with Payment Conditions prescribed by the Contract.

IN WITNESS whereof the parties hereto have executed the Contract under the laws of Bangladesh (country of Purchaser) on the date indicated above.

Signature and seal of the Purchaser: For and on behalf of _____ Name of Authorized Representative	Signature and seal of the Supplier: For and on behalf of _____ Name of Authorized Representative
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TERMS AND CONDITIONS OF SUPPLY

Project Name: Skills for Employment Investment Program (SEIP) Project

Purchaser: Mr. Sudipto Khatib
Manager, Procurement
Infrastructure Development Company Limited (IDCOL)
UTC Building, Level-16, 8 Panthapath, Kawran Bazar, Dhaka-1215
Phone: +88 02966-6743265 (Ext. 6400)
Email: khatib@idcol.org

Package No.: GD/SEIP-IDCOL/02

Package Name: Procurement of 05 (five) units of Laptop and 01 (one) unit of Printer for Infrastructure Development Company Limited (IDCOL)

1. Schedules for Supply and Place for Destination: The Place of destination of the Goods is IDCOL Head Office, UTC Building, Level-16, 8 Panthapath, Kawran Bazar, Dhaka, Bangladesh.

The supply shall include carriage, installation, commissioning as applicable and after sales service/defect liability for one year from the date of supply/commissioning as mentioned in Attachment 2. Technical Specifications. The supply schedule of supply of Laptop & Printer for IDCOL are as stated below:

Sl. No.	Description of Item	Unit	Quantity	Delivery Time
01.	Laptop	Nos.	5	05 Days
02.	Printer	Nos.	01	

2. Fixed Price: The prices indicated in the Form of Quotation are firm and fixed and not subject to any adjustment during contract performance.
3. Delivery Schedule: The delivery should be completed as per above schedule but not exceeding 90 days from the date of signing of contract.
4. Insurance: The Goods supplied under the Contract (if shipped from abroad) shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery. The insurance shall be in an amount equal to 110 percent of the value of the Goods on "All risks" basis.
5. Applicable Law: The Contract shall be interpreted in accordance with the laws of the Purchaser's country.
6. Resolution of Disputes: The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute between them under or in connection with the Contract. In the case of a dispute between the Purchaser and the Supplier, the dispute shall be settled in accordance with the provisions of the Arbitration Act, 2001 of the Purchaser's country.
7. Delivery and Documents: Upon delivery, the Supplier shall provide the following documents to the Purchaser:
 - (i) copies of the Supplier's invoice showing goods' description, quantity, unit price, and total amount;
 - (ii) manufacturer's or supplier's warranty certificate; and
 - (iii) certificate of origin.



If goods are coming by courier, supplier shall also provide prior to delivery, copies of documents that will enable Purchaser to receive the goods. The above documents shall be received by the Purchaser at least one week before arrival of the goods and, if not received, the Supplier shall be responsible for any consequent expenses.

8. Payment: Payment of the contract price shall be made in the following manner:
 - a) 100% (excluding AIT and VAT which will be deducted at source by purchaser) upon receipt by the Purchaser of the delivered goods on site and acceptance of the delivered goods by the purchaser in accordance with the contract.
9. Warranty: As mentioned in Attachment-2.
10. Defects: All defects will be corrected by the Supplier without any cost to the Purchaser within 30 day from the date of notice by Purchaser. The name and address of service facility where the defects are to be corrected by the supplier within the warranty period is: Institute of Business Administration, University of Dhaka, Dhaka – 1000, Bangladesh.
11. Force Majeure: The supplier shall not be liable for penalties or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
For purposes of this clause, “Force Majeure” means an events beyond the control of the Supplier and not involving the Supplier’s fault or negligence and not foreseeable. Such events may include, but not restricted to, act of Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by Force Majeure event.

12. Required Technical Specifications: (with attachments as necessary)
 - (i) General Description
 - (ii) Specific details and technical standards
 - (iii) Performance ParametersSupplier confirms compliance with above specifications.
13. Failure to Perform: The Purchaser may cancel the Agreement if the Supplier fails to deliver the Goods, in accordance with the above terms and conditions, in spite of a 14-day notice given by the Purchaser, without incurring any liability to the Supplier.

NAME OF SUPPLIER: _____

Authorized Signature : _____

Place: _____

Date : _____



Technical Specifications of Required Items

Technical Specification of Laptop		
SI	Description	
1	Brand	Any reputed Brand
2	Processor family	12th Generation Intel® Core™ i5 processor (minimum)
3	Processors	Intel® Core™ i5-1235U Processor (12M Cache, up to 4.50 GHz, 10 cores, 12 threads)
4	Display size	14" diagonal, FHD (1920 x 1080), IPS, narrow bezel, anti-glare, 250 nits, 45% NTSC
5	Memory	8 GB DDR4-3200 MHz RAM (1 x 8 GB)
6	Memory slots	2 (Both slots are accessible/upgradeable)
7	Internal storage	Storage: 512 GB PCIe NVMe M.2 SSD
8	Audio	Dual stereo speakers, dual array microphones
9	Port:	1 USB Type-C® 10Gbps signaling rate (USB Power Delivery, DisplayPort™ 1.4); 3 USB Type-A 5Gbps signaling rate (1 charging, 1 power); 1 AC power; 1 HDMI 2.1b; 1 stereo headphone/microphone combo jack; 1 RJ-45
10	HDMI	1x HDMI 2.0
11	Keyboards	Premium Keyboard – spill resistant, backlit keyboard
12	Wifi	Intel® Wi-Fi 6E AX211 (2x2) and Bluetooth® 5.3 wireless card
13	Bluetooth	Bluetooth 5.2 (minimum)
14	Webcam	720p HD privacy camera
15	Operating Systems	Free
16	Adapter	Smart 45 W USB Type-C™ adapter (minimum)
17	Fingerprint reader	Fingerprint sensor
18	Preferable Color	Silver
19	Warranty	3-year warranty



Specification of Laser Printer (B&W)

SI	Feature	Description
1	Brand	Any reputed brand (Equivalents to HP LaserJet Pro M404dn)
2	Functions	Print Only
3	Technology	Laser
4	Speed	40 ppm A4 Size (Minimum)
5	Processor	1200MHz (Minimum)
6	Resolution	1200 x 1200 dpi support
7	Memory	256MB (Minimum)
8	First Page Out Time	As fast as 6.3 sec
9	Duty Cycle	80,000 Pages (minimum)
10	Recommended monthly print volume:	100 to 1500 Pages
11	Input Capacity	350S heets
12	Output Capacity	150 Sheets
13	Paper Size	A4, A5, A5(LEF), B5 (JIS), Oficio, Envelope (DL, C5)
14	Paper Type	Plain, Thick, Thin, Cotton, Colour, Preprinted, Recycled, Labels, CardStock, Bond, Archive, Envelope
15	Connectivity	USB 2.0 (minimum)
16	Display	2-line backlit LCD graphic display
17	Warranty	1 Year Warranty (Minimum)



Technical Specification Compliance Sheet

Item No.	Description of Item	Required Technical Specification	Offered Technical Specification	Compliance (C/NC)/ Remarks
1	Laptop			
2	Printer			



LETTER OF ACCEPTANCE

Date: _____

To: _____

[Name and address of the Supplier]

Dear Sir or Madam,

This is to notify you that your Quotation dated _____ for the execution of the [name and number of the Contract Package] for the Contract price of _____ [amount in words and figures], as corrected and modified in accordance with the Request for Quotation has been accepted by us.

You are also requested to sign the attached Form of Contract and commence supply of the goods not later than _____ and ensure the completion of the delivery of goods within the delivery time specified in the contract.

For and on behalf of the Purchaser:

Authorized signature: _____

Name of signatory : _____

Title: _____

A handwritten signature in black ink, consisting of a stylized, cursive script that appears to be the initials 'M' or 'A' followed by a long, sweeping horizontal stroke.