

Government of the People's Republic of Bangladesh
Office of the Project Director
SNSP (SMoDMRPA) Project, DDM under MoDMR
Venture Tower (Level-3) Plot-3, Mohakhali C/A, Dhaka-1212.

**REQUEST FOR QUOTATION
(RFQ Document)**

For

**Supply of Office Equipment for Ministry of Disaster Management and Relief
(MoDMR) Conference Room
(Contract package# G-27)**

Memo No. 51.01.0000.019.07.696.20- ২৯৯

Date of Issue:04.06.2020

Issue to:

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Memo No. 51.01.0000.019.07.696.20-298

Date:04.06.2020

REQUEST FOR QUOTATION

for

Supply of Office Equipment for Ministry of Disaster Management and Relief (MoDMR) Conference Room

To

1. The "Strengthening to the Ministry of Disaster Management and Relief Programs Administration Project" (SMoDMRPAP): Component-2 of Safety Net Systems for the Poorest (SNSP) project) has been allocated funds by the International Development Agency and intends to apply a portion of the funds to eligible payments under the Contract for which this Quotation Document along with terms and condition is issued.
2. Detailed Specifications for supply of 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. The interested potential bidders/Suppliers are requested to collect RFQ document free of cost from the office for Quotation submission. Without full RFQ document no Quotation will be accepted.
3. Quotation shall be prepared and submitted using the standard 'Quotation Document.
4. Quotation shall be completed properly, duly signed with dated on each page by the authorized signatory and submitted by the date & time 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 non-consulting services/goods (if awarded) respectively.
6. Quotation in a sealed envelope physically or by post shall be submitted to the office of the undersigned **on or before 10.06.2020 up to 12:00 Hours**. The envelope containing the Quotation must be clearly marked "Quotation for Supply of Office Equipment for MoDMR Conference Room". Envelope containing the Quotation shall be marked **"DO NOT OPEN BEFORE 12:00 Hours on 10.06.2020** Quotations received later than the time specified herein shall not be accepted.
7. Quotations received by fax if any 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, preferably 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 pursuant to Rule 71 of the Public Procurement Rules, 2008 of GoB.
9. All Quotations must be valid for a period of at least **45 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, VAT, duties, fees, levies*, and other charges to be paid under the Applicable Law, if the Contract is awarded or purchase order is issued.
12. Quotation is being requested on **Lump-sum basis**
13. 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.



14. 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 (1) valid **Trade License**, (2) **Tax Identification Number (TIN)** (3) **VAT Registration Number** and (4) **Financial Solvency document** (latest Bank A/C statement or Certificate), without which the Quotation may be considered **non-responsive**.

If applicable, the Quotation document shall be provided with catalogue/brochure bearing technical specifications that shall support offered specifications.

15. 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 issue of purchase order or award of the Contract.
16. 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. The Procuring Entity/ is not bound to accept the lowest quotation
17. The supply and related services shall be completed within 07(seven) days from the date of issuing Purchase Order.
18. The Purchase Order that constitutes the Contract shall remain binding upon the Supplier and the Procuring Entity shall issue purchase order within 3 days of receipt of approval from the Approving Authority.
19. The Procuring Entity reserves the right to accept or reject any or all the quotations or annul the procurement proceedings without assigning any reason whatsoever.


Project Director
SMoDMRPA-Project

Distribution For Information & Circulation:

1. Notice Boards of Disaster Management Building, BFD Building (Ban Bhaban) and BPC (Parjatan) Building, Mohakhali, C/A, Dhaka-1212.
2. Mr. Waliullah, Hardware Engineer- *for uploading this notice in project website.*
3. Office File.

Quotation Submission Letter

[Use Letter-head Pad of the Bidder]

Date:

To:

Project Director

*SMoDMRPA- Component -2 of SNSP project
Venture Tower (Level-3) Plot-3, Mohakhali C/A,
Dhaka-1212, Bangladesh.*

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Goods and related services named: **Supply of Office Equipment for MoDMR Conference Room**

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 22 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

Name:

Designation:

Date:

Technical Specifications
(for Supply of Office Equipment for MoDMR Conference Room)

Line Item No.	Description of Items	Full Technical Specifications and Standards Required by the Purchaser	Supplier's Specification
1	2	3	4
1	Central Unit/Amplifier	<p>Brand: AHUJA/TOA/BOSCH or Equivalent. Country of Origin : (to be mention by bidder) Power Source: 230 V AC, 50/60 Hz Power Consumption: Max. 60 W Rated Output: 35 V DC, 650 mA × 2 Input: MIC: -60 dB*, 600 Ω jack & AUX: -20 dB*, 10 kΩ, (unbalanced, phone jack) Output: Recording: -20 dB*, 10 kΩ, unbalanced, phone jack, pin jack × 2; Equalizer Insertion Input Terminal: Input: -20 dB*, 10 kΩ, pin jack; Output: -20 dB*, 10 kΩ, pin jack Input: -20 dB*, 10 kΩ, pin jack × 2 Output: -20 dB*, 10 kΩ, pin jack × 2 Control: 10 kΩ or more, voltage output, pin jack × 2 Control: Priority speech chime: Operation of TS-771's priority button activates a single-tone chime Speaker restriction: Number of simultaneously-usable TS-772s and TS-775s can be set to 1, 3, or 6 Automatic Mic-off: Function OFF/20 s/40 s(selectable) Number of Connectable Conference Units: 70.(Max. 35 units per line), Max 210 (when 3 expansion amplifiers) Operating Temperature: 0°C to +40°C (32 °F to 104°F) Dimensions: 210 (W) × 107.1 (H) × 316 (D) mm (8.27" × 4.22" × 12.44") Weight: 3/4 kg (maximum)</p>	
2	Chairman Unit	<p>Brand: AHUJA/TOA/BOSCH or Equivalent. Country of Origin : (to be mention by bidder) Power Source: 35 V DC, under 30 mA (supplied from Central Unit); Output: Headphone/Recording: 32 Ω (headphone)/10 kΩ, -20 dB* (recording), unbalanced, mini jack (with VR) Internal speaker: 130 Ω, 200 mW Contact output: 24 V DC, max. 50 mA; Control: Speech button: Microphone, speaker on-off control by speech switch Priority button: Microphone, speaker on-off, other microphone cutoff, and single-tone chime activation; Operating Temperature: 0°C to +40°C (32 °F to 104 °F); Operating Humidity: Under 90% RH (no condensation); Finish: Case: ABS resin, black Panel: ABS resin, gray metallic, semi-gloss, paint; Dimensions: 114.5 (W) × 78.4 (H) × 152.9 (D) mm (4.51" × 3.09" × 6.02"); Weight: 780 g (1.72 lb) (maximum)</p>	
3	Extension Cord	<p>Brand: AHUJA/TOA/BOSCH or Equivalent. Country of Origin : (to be mention by bidder) Cable Length: 10 m (32.81 ft); Connector: 8 pins DIN socket (going to the unit's base) ... 1 ;8 pins DIN plug (going to the cord) ... 1</p>	

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Line Item No.	Description of Items	Full Technical Specifications and Standards Required by the Purchaser	Supplier's Specification
1	2	3	4
4	Mixer Power Amplifier	<p>Brand: AHUJA/TOA/BOSCH or Equivalent. Country of Origin : (to be mention by bidder) Power Source: 220 - 240 V AC, or 24 V DC; Rated Output: 60 W; Power Consumption: 72 W (EN60065), 4 A (DC operation at rated output); Frequency Response: 50 - 20,000 Hz (± 3 dB); Distortion: 1% or less at 1 kHz, 1/3 rated power; Input: MIC 1: -60 dB*, 600 Ω, balanced, DIN type (5 pins) MIC 2, 3: -60 dB*, 600 Ω, balanced, phone jack AUX 1, 2: -20 dB*, 10 kΩ, unbalanced, RCA pin jack Mute: Contact pin 4 - 5 closure input (for MIC 1); Output: Speaker out: Balanced (floating), M3.5 screw terminal, distance between barriers: 8.3 mm (0.33") High impedance: 170 Ω (100 V), 83 Ω (70 V) Low impedance: 4 Ω (15.5 V) Rec out: 0 dB*, 600 Ω, unbalanced, RCA pin jack; Phantom Power: DC +21 V (MIC 1); S/N Ratio: 60 dB or more; Tone Control: Bass: ± 10 dB at 100 Hz, Treble: ± 10 dB at 10 kHz; Muting: MIC 1 overrides other input signals with 0 - 30 dB attenuation by mute terminal contact in MIC 1 DIN type connector; Finish: Panel: ABS resin, black, Case: Steel plate, black; Dimensions: 420 (W) \times 100.9 (H) \times 280.3 (D) mm (16.54" \times 3.97" \times 11.04"); Weight: 7 kg (15.43 lb) Maximum.</p>	
5	Column Speaker	<p>Brand: AHUJA/TOA/BOSCH or Equivalent. Country of Origin : (to be mention by bidder) Rated Input: 20 W (Max. 30 W); Rated Impedance: 100 V line: 500 Ω (20 W), 1 kΩ (10 W); Sound Pressure Level: 93 dB (1 W, 1 m); Frequency Response: 150 Hz - 10 kHz; Speaker Component; 12 cm cone-type \times 4; Water Protection: IPX3 equivalent; Finish: Enclosure: Extruded aluminum, silver gray, fully-glazed, baked paint Grille: Punched aluminum net, black, matte, baked paint Mounting bracket: Steel plate, silver gray, fully-glazed, baked paint; Dimensions: 167 (W) \times 580 (H) \times 141 (D) mm; Weight: 5.1 kg (unit only), 5.7 kg (including mounting bracket); Accessory: Mounting bracket ...2, Mounting bolt, washer, packing (1 set) .</p>	

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Line Item No.	Description of Items	Full Technical Specifications and Standards Required by the Purchaser	Supplier's Specification
1	2	3	4
6	Wireless Microphone	<p>Brand: AHUJA/TOA/BOSCH or Equivalent. Country of Origin : (to be mention by bidder) Product Composition: Handheld wireless microphone, Diversity wireless tuner; Frequency Range: 576 - 865 MHz (*1), UHF; Operating Temperature: 10 °C to +50 °C (14 °F to 122 °F); Accessory: AC adapter (*2) ...1, Screw driver ...1; Microphone holder W3/8 (with stand adapter) ...1, " Strage case ...1; Wireless microphone: Microphone Element: Electret condenser microphone unit: Unidirectional; Modulation: Frequency modulation; Channel Selectable; 64 channels (the number of channels may differ from country to country); RF Carrier Power: Less than 50 mW (Factory preset 10 mW ERP); Oscillator: PLL synthesized; Maximum Input Level: 126 dB SPL; Maximum Deviation: ±40 kHz; Audio Frequency Response: 100 Hz - 15 kHz; Battery: WB-2000 rechargeable battery (option) or AA alkaline dry cell battery; Battery Life: Approx. 13 h (when the WB-2000 rechargeable battery is used), Approx. 10 h (when the alkaline battery is used); Indicator: Power/Battery lamps; Antenna: Built-in type; Finish: Resin, coating; Dimensions: φ43.6 x 231.5 mm (φ1.72 x 9.11"); Weight: 180 g (0.4 lb) with battery (maximum). Diversity wireless tuner: Power Source : AC mains (supplied AC adapter must be used); Power Consumption: 130 mA (12 V DC); Channel Selectable: 16 channels; Receiving System: Double super-heterodyne; Diversity System: Space diversity; Mixing Output; MIC: -60 dB (*1), 600 Ω, balanced, XLR-3-32 type connector, LINE: -20 dB (*1), 600 Ω, unbalanced, phone jack; Mixing Input: -20 dB (*1), 10 kΩ, unbalanced, phone jack; Antenna: Whip antenna; Receiving Sensitivity: 90 dB or more, Signal to Noise ratio (20 dBμV input, 40 kHz deviation; Squelch Sensitivity: 16 - 40 dBμV variable; Squelch System: Using together of noise SQ, carrier SQ and tone SQ; Indicator: ANT A/B, Audio (peak), Battery alarm, Channel number; Channel Check: Usable frequencies scanning; Signal to Noise Ratio: 104 dB or more (A-weight, unbalanced output); Harmonic Distortion: 1 % or less (typical); Dimensions: 206 (W) x 40.6 (H) x 152.7 (D) mm (8.11 x 1.6" x 6.01") (excluding antenna); Frequency Response: 100 Hz - 15 kHz, ±3 dB; Finish: Resin, black; Weight: 590 g (1.3 lb) Maximum.</p>	

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:

- Col. 4 shall be filled up by the Quotationer. 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 / brand (with supporting document as applicable) of the Goods offered.

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Price Schedule for Goods & Related Services

(for Supply of Office Equipment for MoDMR Conference Room)

(The Quotationer shall quote price for each item inclusive profit & overhead and, all kinds of applicable taxes/VAT, duties, fees, levies, and other charges earlier paid or to be paid under the Applicable Law).

Line Item No.	Name of Items of Supply & related services (as per description in section of Technical Specifications)	Unit of Measurement	Quantity	Unit Price (in Taka)		Total Amount (Tk)	Point of Delivery of Goods & Services
				In figure	In words	In figure	
1	2	3	4	5	6	7	8
01	Items of Supply Central Unit/Amplifier	Pcs.	1				Ministry of Disaster Management and Relief (Conference Room No:104) at Bangladesh Secretariat Building, Dhaka-1000
02	Chairman Unit	Set.	1				
03	Extension Cable	Pcs.	1				
04	Mixer Power Amplifier	Pcs.	1				
05	Column Speaker	Pcs.	2				
06	Wireless Microphone	Set.	2				
07	Speaker Matching Cable	Lot.	1				
08	Microphone Matching Cable with M/F Jack & accessories.	Lot.	1				
09	Installation Testing, Functioning, Communication etc.	Lum Sum	1				
10	Warranty Support & Maintenance	Month	12				

Total Amount(including applicable taxes , VAT etc. = Tk

In words: Taka

Delivery Period offered (by the Supplier):

Warranty Period to be provided (by the Supplier):

Note: [insert number ...] number corrections made by me/us have been duly initialed in this Price Schedule.

Signature of Quotationer with Seal

Date: _____

(Handwritten signature)

Government of the People's Republic of Bangladesh
Office of the Project Director
SNSP (SmODMRPA) Project, DDM under MoDMR
Venture Tower (Level-3) Plot-3, Mohakhali C/A, Dhaka-1212.

PURCHASE ORDER FOR THE SUPPLY OF GOODS

(for Supply of Office Equipment for MoDMR Conference Room)

Memo/Purchase Order No. _____

Date: _____
(dd/mm/yy)

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 & Services
(for Supply of Office Equipment for MoDMR Conference Room
(contract package# G-27)

1. Terms and Conditions contained herein shall be binding upon the Procuring Entity (PE) and the Supplier /Service Provider 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 (PPR), 2008.
3. The Supplier (the successful Questioner) shall have to complete delivery of goods and related services in all respects within the stipulated period as stated in previous page (RFQ notice page) 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 /services made by the Supplier in conformity with the Technical Specifications, Special Instruction for requirements and notify the Supplier of any Defects found.
7. If the Goods/Services provided by the Supplier are found to be defective or otherwise not in accordance with the specifications/configurations, the Procuring Entity may reject the supplies/services by giving due notice to the Supplier, with reasons.
8. The Supplier shall be entirely responsible for payment of all local taxes, duties, fees, and such other levies under the Applicable Law. The Quotioner shall quote rate considering all of these including profit margin.
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 Schedules, Payment mode and Specifications. 100% of the ordered/ contract price of the Goods and related services shall be paid after submission and acceptance of the goods and services including warranty support to be provided.
10. The Supplier's rate 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:
12. The minimum Warranty Period of the Supplies shall be: **1(one)** year starting from the date of completion of delivery with related services 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 applicable Rules including Rule 40 (5) of the Public Procurement Rules, 2008.
14. The Procuring Entity shall reserve to curtail any amount from the invoice for payment for any goods or services that would not be provided as per satisfaction/instruction to the procuring entity.
15. 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.
16. Any claim arising out of delivery of Goods and related services shall be settled by the Supplier at his/her own cost and responsibility.

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17. Damage to the Goods or to the designed items 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.
18. No modification to Scope of Supply & Services and no Variations to the quantities ordered shall be permissible under any circumstances.
19. The Procuring Entity shall reserve to amend the Contract incorporating required approved changes subsequently introduced to the original Terms and Conditions in line with Rules, where necessary.
20. The Procuring Entity may, by written Notice sent to the Supplier, terminate the Contract /Purchase Order 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 judgment 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
21. 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.
22. 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.
23. **Mode of payment:**

95% of payment of contract/ordered price will be made after the completion and acceptance of delivery of goods with related services after submission of invoices. Remaining 5% of contract price shall be released after expire of warranty support service of 12 months starting from date of commission of goods.

For the Purchaser:


Signature:
Name:
Designation:
Date

For the Supplier/Service Provider:

Signature :
Name:
Designation
Date: