



**House 270, Road-19, New DOHS  
Mohakhali Dhaka-1206, Bangladesh**

## **REQUEST FOR QUOTATION**

**Bidding Procedure: SHOPPING/RFQ (GOODS)**

### **Procurement of Office Equipment**

**Project Name: Integrated Urban Water Management at the Center of  
Municipal Public Services (PN:168)**

**Issued on:** 29 August 2024

**Invitation ref. no.:** WC/BORDA/G-04

**Purchaser:** Waste Concern

**Country:** Bangladesh

## **Waste Concern**

Level – 03, House 270, Road - 19, New  
DOHS, Mohakhali, Dhaka-1206,  
Email: [office@wasteconcern.org](mailto:office@wasteconcern.org)

**Ref.: WC/BORDA/G 04-2024**

**Date: 29.08.2024**

### **Request for Quotation**

Quotation has been invited for the Procurement of Goods stated below. Interested Bidders can submit quotation to the address of the Project Office or through email with stipulated date and time.

Sl/No.	Quotation Requested for	Last Date of Quotation Submission
01.	Procurement of Office Equipment - LaserJet Single Function Color Printer.	05-09-2024 at 13.00 BST

Merina Afrose  
Project Accountant

**Ref.: WC/BORDA/G 04-2024(1)**

**Date: 08.09.2024**

### **Time Extension of Request for Quotation**

Quotation has been invited for the Procurement of Goods stated below. Interested Bidders can submit quotation to the address of the Project Office or through email with stipulated date and time.

Sl/No.	Quotation Requested for	Last Date of Quotation Submission
01.	Procurement of Office Equipment - LaserJet Single Function Color Printer.	12-09-2024 at 13.00 BST

Merina Afrose  
Project Accountant

## SHOPPING FOR GOODS

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**Project Title: Integrated Urban Water Management at the Center of Municipal Public Services (PN:168)**

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Source of Funding: **Bremen Overseas Research and Development Association (BORDA)**

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Contract Ref: G-04/2024

Date of Issue : 29-08.2024

To:

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Dear Sir,

The Project Accountant of **Waste Concern**, (Purchaser) hereby requests you to submit price quotation(s) for the supply of the following Office Equipment/items:

**a) LaserJet Single Function Color Printer.**

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.

1. You must quote the price of all items under this request. The Quotation has been requested on 'lot-by-lot' basis and shall be evaluated, and contract awarded to the firm offering the lowest evaluated lot-price.
2. You shall submit one original of the Price Quotation with the Form of Quotation, and clearly marked "**Original**". 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:

**Waste Concern**

Level-3, House No. -270, Road No. 19

New DOHS, Mohakhali, Dhaka -1206,

Bangladesh

Email: [office@wasteconcern.org](mailto:office@wasteconcern.org)

Telephone: +880-2-48810-841-42

3. Your quotation in 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.
4. The deadline for receipt of your quotation(s) by the Purchaser at the address or through

email indicated in Clause No.-2 is on or before **05-09-2024 at 13.00 BST.**

5. 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.
6. 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 the Office of the project “**Waste Concern Level -3, House No. -270, Road No. -19, New DOHS, Mohakhali Dhaka-1206**” (place of destination). Prices shall be quoted in the currency of the Purchaser i.e. BDT.

(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.

In addition to the quoted price, the evaluated price 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 in Bangladesh, if the Contract is awarded.

Bidder shall have legal capacity to enter into Contract. In support of its qualification, Bidder shall be required to submit certified photocopies of latest documents related to valid **e-Trade License (e-TL), Business Identification Number (BIN)/VAT Registration Number** and **Tax Identification Number (TIN)** Certificates; without which the Quotation may be considered non-responsive.

(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 thirty (30) days** from the deadline for receipt of quotation(s) indicated in Clause No. – 4 of this Request for Quotation.

- i. 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.**

7. Further information can be obtained from:

**Merina Afrose**

Project Accountant

**Waste Concern**

Level – 3, House No. -270

Road No. -19, New DOHS Mohakhali, Dhaka-1206

Contact: +880-2-48810-841-42

Email: [office@wasteconcern.org](mailto:office@wasteconcern.org)

8. 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 **07 (Seven)** days from the date of submission of quotation.

9. The Purchaser intends to apply funds from the **Bremen Overseas Research and Development Association (BORDA)** for eligible payments under the Purchase Order resulting from this RFQ.

10. Under GoB's Anticorruption Policy bidders shall observe the highest standard of ethics during the procurement and execution of such contracts. BORDA 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 any Agencies of GoB sanctions listed.

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

Sincerely,

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(Merina Afrose)  
**Project Accounts Officer**  
**Waste Concern**

**Distribution:**

1. Executive Director and Director, Waste Concern;
2. IT Specialist (for information and wide circulation in Waste Concern Website); and
3. Office File.

## FORM OF QUOTATION

(use letter-head pad)

Date: \_\_\_\_\_

To:

**Waste Concern**

Level – 3, House No. -270

Road No. -19, New DOHS Mohakhali

Dhaka-1206.

We offer to execute the Supply of Office Equipment **LaserJet Single Function Color Printer**, G-04/2024 (Contract name and ref.) in accordance with the Conditions of Contract accompanying this Quotation for the Contract Price of

**BDT in figure:** Taka \_\_\_\_\_

**in word:** Taka \_\_\_\_\_

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.

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 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 any GoB Agencies sanctions list.

Authorized Signature: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Supplier:

Address:

Phone Number:

Email address:

## Price Schedule for Goods and Related Services

(use letter-head pad)

RFQ NO.: G-04/2024

Date: \_\_\_\_\_

Sl no	Item no	Description of Items	Unit of Measurement	Qty.	Unit Rate or Price		Total Amount
					In figure	In words	
1	2	3	4	5	6	7	8
1.	a)	<b>LaserJet Single Function Color Printer</b>	Unit	01			
Total Amount for Supply of Goods and related services (inclusive of all local taxes; see Note 2)						In figure	
						In words	

**Delivery Offered** : 07 (Seven) days from the date of Contract Signing.

**Warranty Provided** : As specified in Technical Specification of the Goods Required

**Destination for** : Project Office

**Delivery of Goods**

Waste Concern

Level – 3, House No. -270

Road No. -19, New DOHS Mohakhali, Dhaka-1206.

**Signature of Bidder with Seal** :

**Name of Bidder** :

**Date** :

Note:

1. Col. 6, 7 & 8 to be filled in by the Supplier.
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

(use letter-head pad)

RFQ NO.: G-08/23-24

Date: \_\_\_\_\_

Sl no	Item no	Description of Items	Full Technical Specification and Standards	Country of Origin	Make and Model
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>
1.	c)	<b>LaserJet Single Function Color Printer</b>	<p><b>Key Features</b>            Type - Single Function            Print speed: Up to 22 ppm (Black &amp; Color)            Paper Size: A4, B5, Legal, Letter            First page out: 10.2sec (Black &amp;Color)            Duplex Print: Automatic (standard)</p> <p><b>General</b>            Functions: Print Only            Printer Type: Single Function Color Laser Printer            Output Color: Color</p> <p><b>Print</b>            Technology : Laser            Print Speed : Up to 22 ppm            Print Resolution : Up to 600 x 600 dpi            Warm-Up Time : As fast as 52 sec            First Print Out Time : 10.5 sec            Duty Cycle up to (Yield): 40000 Pages            Duplex Automatic (standard)            Paper Size: A4, B5, Legal, Letter</p> <p><b>Technical Specs</b>            Processor: 800 MHz            Memory: 256MB            Display: 2.7 Inch Color Graphic Screen</p> <p><b>Connectivity</b>            LAN built-in Fast Ethernet 10/100Base-TX network port;            Wi-Fi 802.11n 2.4/5GHz wireless;            Built-in 802.11 b/g/n;            authentication via WEP, WPA/WPA2, or 802.1X; encryption via AES or TKIP;            WPS; Wi-Fi Direct</p> <p><b>USB</b> - Hi-Speed USB 2.0 port</p> <p><b>Power Consumption</b>            220 to 240 VAC (+/- 10%), 50 Hz (+/- 3 Hz), 60 Hz (+/- 3 Hz)</p> <p><b>Toner/ Cartridge/ Refill</b>            HP 206A Black Original LaserJet Toner Cartridge (1,350 pages),            HP 206A Cyan, Yellow, Magenta Original LaserJet Toner Cartridge (1,250 pages)</p> <p><b>Software</b>            Windows 7, 8, 8.1, 10, Vista, XP, Server 2008 R2, Apple macOS Sierra (v10.12), macOS High Sierra (v10.13), macOS Mojave (v10.14), macOS Catalina (v10.15)</p>		



<b>Sl no</b>	<b>Item no</b>	<b>Description of Items</b>	<b>Full Technical Specification and Standards</b>	<b>Country of Origin</b>	<b>Make and Model</b>
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>
			<u><b>Others</b></u> Mobile Printing- Yes (ePrint, Apple AirPrint, Mobile Apps, Wi-Fi Direct printing, Mopria certified)  <u><b>Warranty</b></u> 1-year Limited warranty  <u><b>Accessories</b></u> Adapter/Power Cable and necessary gadgets.		

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 Bidder with Seal** :

**Name of Bidder** :

**Date** :

**Note:**

1. Col. Col. 5 & 6 to be filled by the Supplier.
2. Technical Specifications of the Goods and related services shall be in compliance with the requirements of the Procuring Entity specified in this document. Supplier is required to mention make / model of the Goods offered and must attach the appropriate original printed (if not available copied) literature / brochures for the listed items.

## **FORM OF CONTRACT**

THIS AGREEMENT number \_\_\_\_\_ made on \_\_\_\_\_, 2024, between **the Project Accountant, Waste Concern, Level – 3, House No. -270, Road No.-19, New DOHS Mohakhali Dhaka-1206.** (hereinafter called “the Purchaser”) on the one part and \_\_\_\_\_, Address: \_\_\_\_\_ (hereinafter called “the Supplier”) on the other part.

WHEREAS the Purchaser has requested for quotation for **Supply of Office Equipment**

[Tab (Digitizer Tablet), Tab Sleeve, LaserJet Single Function Color Printer] to be supplied by Supplier, viz. Contract **G-04/2024**, (hereinafter called “Contract”) and has accepted the Quotation by the Supplier for the supply of goods under Contract at the sum of

**BDT in figure:** Taka \_\_\_\_\_

**in word:** Taka \_\_\_\_\_

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 on the date indicated above.

**Signature and seal of the Purchaser:**  
For and on behalf of

**Signature and seal of the Supplier:**  
For and on behalf of

\_\_\_\_\_  
Name of Authorized Representative

\_\_\_\_\_  
Name of Authorized Representative

## TERMS AND CONDITIONS OF SUPPLY

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**Project Name:**

**Integrated Urban Water Management at the Center of Municipal Public Services (PN:168)**

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**Purchaser:****Waste Concern**

Level – 3, House No. -270

Road No. -19, New DOHS Mohakhali, Dhaka-1206.

Package No.: **G-04/2024: Supply of Office Equipment.**

**Schedules for Supply**

Sl No.	Item No.	Description of Items	Unit of Measurement	Qty.	Delivery Time
1	a)	LaserJet Single Function Color Printer	Unit	01	7 (Seven) days from the date of Contract Signing

**With all related Tools and Accessories Manuals and Maintenance Requirements if available or printed from online.**

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 **07 (Seven) days** from the date of signing of contract.
4. **Insurance:** The Goods supplied under the Contract 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, Bangladesh.
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 (if any); 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% upon acceptance by the Purchaser 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.

9. **Warranty:** Goods offered should be covered by manufacturer's warranty as specified in **Technical Specification of Goods Required** from the date of delivery to the Purchaser.
10. **Defects:** All defects will be corrected by the Supplier without any cost to the Purchaser within **07 (Seven) days** 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 are:

Facility: \_\_\_\_\_

Address: \_\_\_\_\_

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 Parameters

Supplier 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: \_\_\_\_\_