



## Request of Quotation for Computer & Accessories

**Subject of quotation:** Purchase of desktop, note book, printer, scanner

### Background:

Badabon Sangho is a women's rights organisation empowering women through transferring information, skill and know-how. Organization continued to build up the capacity of the women and girls by implementing different kinds of capacity building training on economic activities, income generation, land, water-bodies, climate justice and labor rights and violence against women and girls. Women returnee migrant workers is the one of the target groups whom organisation is working for.

### Objective of purchase computer and accessories:

1. To implement project with proper documentation

### Specific responsibilities of vendor

- a. To supply 1 (one) note book, 1 (one) printer, 1 (one) scanner with given specification
- b. To ensure the quality and deliver the items as estimated number as specified below-

#	Items	Unit no
1	Dell Vostro 3671 MT 9th Gen Intel Core i3 9100 (3.60GHz-4.20GHz, Intel B365 Chipset, 4GB DDR4 2666MHz, 1TB HDD, DVD RW) USB Keyboard & Mouse, Free DOS, Mini Tower Brand PC #EGLMTCFLR200120422NM	1
2	HP V194 18.5 Inch HD LED Monitor (VGA) #V5E94AA	1
3	Kaspersky Internet Security 3-User 1 year	1
4	Dell Latitude 14-3410 10th Gen Intel Core i5 10210U (1.60GHz-4.20GHz, 8GB DDR4, 512GB SSD, No-ODD) 14 Inch FHD (1920x1080) Display, Backlit Key, Board, Free DOS, Black Notebook #al3410	1
6	Power Guard PG1200VA-PS 1200VA Offline UPS with Metal Body	1
7	Canon LBP 6230DN with DUPLEX LASER Printer	1
8	Microsoft Windows 10 professional 64-bit ENG intel 1 PK DSP OEI DVD	1
9	Toshiba e-Studio 2523A A3 Multifunction Digital Photocopier	1

### Deliverables:

1. Deliver above mentioned computers and other accessories according to the specification

### Qualification of the vendor:

1. The vendor must have experience in computer selling for ten years
2. Vendors should have experience in trouble shooting of the computers

### Subject of the Contract

- 1) The vendor will submit the quotation addressing the team leader of purchase committee within deadline. The purchase committee will issue the work order to vendor
- 2) The committee has power to cancel the work order without any kind of prior notice. The payment would be made by bank cheque.
- 3) The payment of cheque may cancel if the committee found that supplies of products are not satisfactory

### Process of quotation submission

Interested firm/vendor are requested to submit a Quotation including timeline and budget to Team Leader of purchase committee by hand or email: badabonsangho.bd@gmail.com on vendor's letter head pad. All quotations must reach on or before **15 May, 2021**.

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