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-

<table>
<thead>
<tr>
<th>#</th>
<th>Items</th>
<th>Unit no</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>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 &amp; Mouse, Free DOS, Mini Tower Brand PC #EGLMTCFLR200120422NM</td>
<td>1</td>
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<tr>
<td>2</td>
<td>HP V194 18.5 Inch HD LED Monitor (VGA) #V5E94AA</td>
<td>1</td>
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<tr>
<td>3</td>
<td>Kaspersky Internet Security 3-User 1 year</td>
<td>1</td>
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<tr>
<td>4</td>
<td>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 #ai3410</td>
<td>1</td>
</tr>
<tr>
<td>6</td>
<td>Power Guard PG1200VA-PS 1200VA Offline UPS with Metal Body</td>
<td>1</td>
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<tr>
<td>7</td>
<td>Canon LBP 6230DN with DUPLEX LASER Printer</td>
<td>1</td>
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<tr>
<td>8</td>
<td>Microsoft Windows 10 professional 64-bit ENG intel 1 PK DSP OEI DVD</td>
<td>1</td>
</tr>
<tr>
<td>9</td>
<td>Toshiba e-Studio 2523A A3 Multifunction Digital Photocopier</td>
<td>1</td>
</tr>
</tbody>
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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.

Mamun Ur Rashid
Sr. Dev. Manager

Naima Jahan
Programme Manager

Jannat Raniyan
Programme Officer