

Request of Quotation for Computer & Accessories

Background:

Badabon Sangho is a women's rights and women-led organisation. Organisation is empowering women through transferring information, skill and know-how. Organisation is working with women and girls for protecting their land, water-bodies, agriculture, and forest rights. For more details please visit www.badabonsnagho.org. We are willing to purchase five desktop computers, four printers, one laptop & one photocopier machine for the project office. So, we are waiting quotation from selected vendor.

Specific responsibilities of vendor

The vendor will deliver the items as estimated number as specified below.

Deliverables:

- a. To supply 5 (five) desktop computers, 5 (five) printers, 1 (one) laptop, 1 (one) photocopier machine
- b. Ensure original product supply
- c. The vendor will deliver the items as estimated number as specified below-

Subject of quotation: Purchase of Computer & Accessories

Details of the desktop computers with ups and monitor: 05 (five)

Processor	Intel® Core™ i5-8400 Processor (9M Cache, 2.80 GHz up to 4.00 GHz, 6 Cores, 6 Threads)
Motherboard	Gigabyte/Asrock B310M-HDV 8th Gen DDR4 motherboard
RAM	Geil 4 GB 2400 MHz DDR4 Ram
Graphics Card	Intel® UHD Graphics 630
Storage	1TB Sata Toshiba HDD
Monitor	Dell E1916HV 18.5" Monitor
Casing	Value-Top ATX Casing
Keyboard	Value-Top USB Keyboard Water Drain Technology
Mouse	Value-Top Wireless Optical Mouse
UPS	Digital X 1200VA Offline UPS with Plastic Body.

Details of the Laptop: 01 (one)

Processor	Intel® Core™ i5-8250U Processor (6M Cache, 1.60 GHz up to 3.40 GHz, 4 Cores, 8 Threads)
Display	15.6-inch FHD (1920 x1080) Anti-Glare LED-Backlit Display
Memory	4GB DDR4 2400MHz
Storage	1TB HDD
Graphics	Intel UHD Graphics 620
Operating System	Win 10 Home
Battery	40WHr (4 Cell) battery (removable)
Audio	2 tuned speakers with Waves Maxx Audio® Pro 1 combo headphone / microphone jack
Keyboard	Standard full size spill-resistant keyboard
Optical Drive	DVD RW
Web Cam	Integrated widescreen HD (720p)

Card Reader	1. SD Card Reader (SD, SDHC, SDXC)
Wi-Fi	802.11ac +
Bluetooth	4.1
USB (s)	2 x USB 3.1 gen 1, 1 x USB 2.0
HDMI	1 x HDMI™ 1.4a
Manufacturing Warranty	2 years (Battery, Adapter 1 year)

Details of printer: 05 (five)

Model: HP DeskJet Ink Advantage 2336 all –in-One printer

Details of photocopier machine: 01 (one)

Model: Cannon model-MF240 series All-in-one functionality

Deliverables:

1. 05 (five) Desktop Computers with given specific details
2. 01 (one) Laptop with given specific details
3. 05 (five) Printers with given specific details
4. 01 (one) Photocopier Machine with given specific details

Qualification of the vendor:

1. The vendor must have experience in computer, printer & photocopy machine selling for ten years
2. Vendors should have experience in trouble shooting of the computers & printers

Subject of the Contract

- 1) The vendor will submit the quotation addressing the committee within deadline.
- 2) The purchase committee will issue the work order to vendor
- 3) The committee has power to cancel the work order without any kind of prior notice. The payment would be made by bank cheque.
- 4) The payment of cheque may cancel if the committee found that supplies of products are not satisfactory
- 5) VAT and Tax according to the govt. procedure will be deducted from the final payment

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: hr.badabonsangho@gmail.com on vendor's letter head pad.

All quotations must reach on or before 15 October 2022.

Signature of committee members

S M Ehsan Morshed
Liaison Officer

Mst. Laila Khatoun
Programme Manager

Lamia Khatun
Programme Officer