

Request of Quotation for Purchase of Computer Accessories

Background:

Badabon Sangho is a women's rights organization is empowering women through transferring information, skill and know-how. In order to know further, please visit www.badabonsangho.org. We are willing to purchase of computer accessories at Dhaka office & Field office of Badabon Sangho. So, we are asking for quotations from selected vendors.

Computer accessories details are given below:

Sl no	Item's Name	Description	Quantity
01	Brand PC	12 th Gen Core i5 12500 (3.00 GHz-4.6 GHz, 8GB DDR4, 1TB HDD, Intel H670 Chipset, Free DOS, DVD RW, WIFI, USB Keyboard, Mouse, Tower Brand PC.	07
02	Monitor	18.5" HD (1366x768) LED Monitor (VGA, HDMI).	07
03	UPS	Digital X 1200VA Offline UPS with plastic body.	07
04	Scanner	Canon CanoScan Lide 300, Flatbed Scanner.	01

Qualification of the vendor:

Vendor must have five years of experience in importing and selling computer accessories.

Subject of the contract:

- 1) The vendor will submit their quotation to the committee within deadline.
- 2) Vendor will submit their quotation with trade license, tax certificate, TIN certificate & Bank AC number.
- 3) The purchase committee will issue the work order to vendor. Delivery of computer accessories must be ensured within 10 days of receipt the work order.
- 4) 100% payment will be made after delivery of the computer accessories. The payment would be made by account payee cheque.
- 5) The committee has power to cancel the work order without any kind of prior notice.
- 6) The payment of cheque may cancel if the committee found that supplies of products are not satisfactory.
- 7) VAT and Tax according to the govt. procedure will be deducted from the final payment.
- 8) **Code of Conduct:** Vendor shall uphold state labor laws and regulations in relation to workers right, child labor, woman & disable persons right and environmental issues.
- 9) **Money Laundering & Terrorist Financing activities:** Vendor shall comply with Govt. rules regarding money laundering, anti-bribery and corruption & terrorist financing activities in all respects.

Process of quotation submission

Interested vendor are requested to submit a quotation including timeline and budget to purchasing committee by hand or email: procurement.badabonsangho@gmail.com on vendor letter head pad.

All quotations must reach on or before 16 Oct, 2023.

Signature of committee members

Mahmuda Ridee
Programme Support Manager

Purabi Chowdhury
Sr. Programme Officer

Fariha Jesmin
Sr. Programme Officer