

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 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	Dell OptiPlex 3000 12th Gen Intel Core i5 12500 (3.00GHz-4.60GHz, Intel B660 Chipset, 8GB DDR4, 1TB HDD, DVD RW) 180W PSU, USB Keyboard & Mouse, Free DOS, Black Tower Brand PC (RAM-8GB) 58.01.013.189 Warranty: 3 Year (Box Mandatory While Claiming)	03
02	Monitor	Dell D2020H 18.5 Inch HD+ (1600x900) TN Black Monitor (HDMI, VGA) 08.01.013.132 Warranty: 3 Year (Box Mandatory While Claiming)	03
03	UPS	Digital X 1200VA Offline UPS with Plastic Body 48.06.063.02 Warranty: 1 Year (Box Mandatory While Claiming)	03
04	SSD Card	HP EX900 Plus 256GB M.2 2280 PCIe 3.0 x4 NVMe SSD #35M32AA 04.02.020.58 Warranty: 3 Year	03
05	Windows	Microsoft Windows	05
06	Printer	Canon imageCLASS LBP6030 Singel Function Mono Laser Printer 12.01.010.65 Warranty: 1 Year	03
07	Scanner	Canon CanoScan Lid 300 Flatbed Scanner 13.01.010.19 Warranty: 1 Year	05
08	Laptop	Dell 12 th Gen Core i5 512GB SSD, 15.6-inch FHD (1920x 1080 WVA Display, Black Colour Laptop , Warranty: 3 Year	02
09	Projector	Good Quality Projector for office. Warranty: 3 Year	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 with trade license, tax certificate, TIN certificate & Bank AC number.
- 2) 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.
- 3) 100% payment will be made after delivery of the computer accessories. The payment would be made by account payee cheque.
- 4) The payment of cheque may cancel if the committee found that supplies of products are not satisfactory. The committee has power to cancel the work order without any kind of prior notice.
- 5) VAT and Tax according to the govt. procedure will be deducted from the final payment.
- 6) **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.
- 7) **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 14th November, 2024.

Signature of committee members

Afrinar Rahman
Programme Officer

Maksuda Akter
Programme Coordination Officer

Kamirul Islam
HR Associate