



Reference: Badabon/Dhaka/1656/2025

Date: 09th January, 2025

Request of Quotation for Purchase of Computer & others 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 & others accessories at Dhaka office of Badabon Sangho. So, we are asking for quotations from selected vendors.

Computer accessories details are given below:

SI No.	Item's Name	Description	Quantity
01	Desktop Computer	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) Warranty: 3 Year (Box Mandatory While Claiming)	02
02	Monitor	18.5 Inch HD+ (1600x900) Black Monitor (HDMI, VGA) Warranty: 3 Year (Box Mandatory While Claiming)	02
03	UPS	UPS Good Quality Warranty: 1 Year (Box Mandatory While Claiming)	02
04	SSD Card	256GB (Good Quality) Warranty: 3 Year	02
05	Windows Original	Microsoft Windows 10 Professional with license	02
06	Printer	Laser Printer (Both Side Printing) Warranty: 1 Year	02
07	Scanner	Good Quality Warranty: 1 Year	02
08	Multiplug	Good Quality	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.

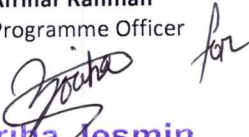
Process of quotation submission

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 January, 2025.

Signature of committee members.

Afrinar Rahman
Programme Officer


Farida Jesmin
Sr. Programme Officer
Badabon Sangho.


Maksuda Akter
Programme Coordination Officer

Maksuda Akter
Prog. Coordination Officer
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Kamirul Islam
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Md. Kamirul Islam
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