

ADB Loan No. 4348-BAN
Improving Computer and Software Engineering
Tertiary Education Project (ICSETEP)



Executing Agency:
Secondary and Higher Education Division of the
Ministry of Education acting through
University Grants Commission (UGC) of Bangladesh

REQUEST FOR QUOTATIONS
– SUPPLY of GOODS

*For projects governed by Procurement Regulations for ADB Borrowers:
Goods, Works, Nonconsulting and Consulting Services (2017)*

Package No.: PMU/G-3A (DPP: GD-2, PMU)
Package Name: Procurement of Office Equipment for PMU
(Package A)

Invitation for Tender No: UGC/ICSETEP/Office Equipment/01
Date of Issuance: 21 May 2024
Deadline for Quotation Submission: 02 June 2024 03:30 PM

REQUEST FOR QUOTATION - GOODS (RFQG)

Project Title : Improving Computer and Software Engineering Tertiary Education Project

Source of Funding : Asian Development Bank (ADB) and Government of Bangladesh (GoB)

Package No. : PMU/G-3A (DPP: GD-2, PMU)

Package Name : Procurement of office equipment for PMU (Package A)

Date of Issue of Request: 21/05/2024

To :

Sir/Madam:

1. The Improving Computer and Software Engineering Tertiary Education Project (ICSETEP) (Purchaser) hereby requests you to submit price quotation/(s) for the supply of the following items:

Lot-1:

SL	Items	Unit	Quantity
1	Projector	Number	1
2	Photocopier	Number	1
3	Television (Interactive Flat Panel)	Number	1
4	Telephone (Smart Phone)	Number	3

Lot-2:

SL	Items	Unit	Quantity
5	Air Conditioner	Number	3
6	Fridge	Number	1

To assist you in the preparation of your price quotation we enclose the necessary **Supply and Delivery Schedule, Technical Specifications, Form of Quotation** and draft **Contract**.

2. If you/your firm, however, falls under any of the following conditions, your proposal shall not be considered:
 - (a) you/your firm are/is not a citizen/national of an ADB member country, or
 - (b) you/your firm have/has been associated with the firm that prepared the design and specifications, or engaged in the preparation of the Project for which the contract that is subject of this request for quotations was identified, or
 - (c) you/your firm are/is owned by the Purchaser, or
 - (d) you/your firm are/is currently sanctioned or temporarily suspended by the Asian Development Bank for a violation of its [Anticorruption Policy](#) (1998, as amended to date), or
 - (e) the importation of goods or services from your country or any payment to persons or entities in your country is prohibited in compliance with a decision of the United Nations Security Council under Chapter VII of the Charter of the United Nations.
3. To be qualified, you must have experience as a manufacturer or authorized supplier of the items covered by this **Request for Quotation** and, as evidence, you must also attach a document of your

experience as supplier in at least one contract in the last 3 years of a size and nature similar to the items in the supply schedule of this contract. The value of the similar contract to substantiate the similar experience shall be at least BDT 5 lac for Lot-1 (single lot quotation), BDT 3 lac for Lot-2 (single lot quotation) and BDT 8 lac for both lot quotation (Lot-1 and Lot-2).

4. Your quotation should be submitted in accordance with the following instructions, procedures, and the terms and conditions of the **Contract**.

Preparation of Quotations

- (a) Your price quotation/(s) shall be for all the items as described in attached documents and submitted only in the attached **Form of Quotation** with the priced **Supply, Delivery and Price Schedule**. The currency of quoted prices and payment shall be in Bangladeshi Taka (BDT).
- (b) The prices should be quoted for supply and delivery to Office of the Project Director, PMU, ICSETEP at UGC Bhaban, Agargaon, Sher-e-Bangla Nagar, Dhaka and should be accompanied by adequate technical documentation and catalogue(s) and other printed material or pertinent information (in English language) for each item quoted, including names and addresses of firms providing after-sales service facilities in Dhaka.
- (c) You shall submit only one set of quotations for the above items. Your quotation must be typed or written in indelible ink and shall be signed by you or your authorized representative. Without a signature in your **Form of Quotation**, your quotation will not be considered further.
- (d) You shall submit one original of the **Form of Quotation**, and clearly marked "Original". In addition, you shall also submit one copy marked as "COPY". In case of any discrepancy between the Original and Copy, the original shall prevail.
- (e) Your quotation(s) should be valid for a period of 30 days from the deadline for submission of the quotation/(s) as indicated below. If you withdraw your quotation during the validity period and/or refuse to accept the award of a contract when and if awarded, then you will be excluded from the list of Suppliers for the project for two years.
- (f) In addition to the form of the quotation, your quotation shall be accompanied with the following documents:
 - (a) the Price Schedule;
 - (b) the written confirmation authorizing the signatory of the Quotation;
 - (c) copy of the valid Trade License;
 - (d) Copies of Tax Identification Number (TIN) and Value Added Tax (VAT) Registration Number or Business Identification Number (BIN) as a proof of fulfilment of your taxation obligations;
 - (e) financial solvency certificate from any scheduled Bank;
 - (f) documentary evidence as stated under serial 3 above establishing your minimum qualifications (experience) required for due performance of the services under the Contract;
 - (g) specification of the goods and related service complying with the requirements as specified in the technical specification.
 - (h) copy(ies) of manufacturer's authorization or equivalent documentation as proof of authentic distributor/agent/sales point for items of goods mentioned in price schedule.
 - (i) manufacturer's or supplier's warranty certificate for the proposed goods.
 - (j) brochure/datasheet of the proposed goods.

Submission and Opening

- (g) Your **Form of Quotation** with the priced **Supply and Delivery Schedule** should be submitted

by 02/06/2024 at 3:30 PM [date and time] with the required documents that should be signed, sealed in an envelope and addressed to and delivered to the following address:

Purchaser's Address : Project Director, ICSETEP,
Room 613, UGC Bhaban, Agargaon,
Sher-e-Bangla Nagar, Dhaka-1207, Bangladesh
Telephone : +880-1714087205

[Or]

Your **Form of Quotation** with the required documents may be submitted electronically by facsimile or email to the following address:

Purchaser's Address : Project Director, ICSETEP,
Room 613, UGC Bhaban, Agargaon,
Sher-e-Bangla Nagar, Dhaka-1207, Bangladesh
Telephone : +880-1714087205
E-mail : pd-icsetep@ugc.gov.bd

- (h) Quotations shall be opened in public, in the presence of participating suppliers' representatives who choose to attend, on 02/06/2024 at 4:00 PM and at the following address.

Office of the Project Director, PMU, ICSETEP,
Room 613, UGC Bhaban, Agargaon, Sher-e-Bangla Nagar, Dhaka-1207, Bangladesh

Evaluation and Comparison

- (i) Quotations determined to be substantially responsive to this **Request for Quotation** will be evaluated by comparison of their offer prices in lot-wise. A quotation is not substantially responsive if it contains material deviations or reservations to the terms, conditions, and specifications in this **Request for Quotation**.
- (j) In evaluating the quotations, the Purchaser will adjust for any arithmetical errors as follows:
- (i) where there is a discrepancy between amounts in figures and in words, the amount in words will govern; and
 - (ii) where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern.
- If you refuse to accept the correction, your quotation will be rejected.

Award of Contract

- (k) The Purchaser shall award the contract to the Supplier whose quotation has been determined to be substantially responsive to this **Request for Quotation** and who has offered the lot-wise lowest price quotation.
- (l) The Supplier whose quotation has been accepted will be notified by the Purchaser within 30 days from the date of submission of quotation through the return of a copy of the **Form of Quotation** with **Acceptance** signed by the authorized representative of the Purchaser.
- (m) The successful Supplier shall sign the **Contract** governed by the **Contract Terms and Conditions**.

5. Further information can be obtained from:
 - Name : Dr. Md. Aminul Haque Akhand, Project Director, ICSETEP
 - Address : Room 613, UGC Bhaban, Agargaon,
Sher-e-Bangla Nagar, Dhaka-1207, Bangladesh
 - Telephone : +880-1714087205
 - E-mail : pd-icsetep@ugc.gov.bd
6. The Purchaser intends to apply funds from the **Asian Development Bank (ADB)** for eligible payments under the **Contract** resulting from this **Request for Quotation**.
7. Under **ADB's Anticorruption Policy** (1998, as amended to date), suppliers shall observe the highest standard of ethics during the procurement and execution of such contracts. ADB may reject a proposal for award, and may impose sanctions or other remedial actions on parties involved, if it determines that the supplier recommended for award or any other party, directly or through an agent, has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices or other integrity violations in competing for, or in executing, the Contract. At the time of submission of your quotation, you should not be in ADB's sanctions list. A firm/individual shall not be eligible to participate in any procurement activities under an ADB-financed, -administered, or -supported project while under temporary suspension or debarment by ADB pursuant to its Anticorruption Policy, whether such debarment was directly imposed by ADB, or enforced by ADB pursuant to the Agreement for Mutual Enforcement of Debarment Decisions.
8. You/your firm, joint venture partners, associates, parent company, affiliates or subsidiaries, including any subcontractors or suppliers for any part of the Contract, are not, or have never been, temporarily suspended, debarred, declared ineligible, or blacklisted by the purchaser's country, any international organization, and other donor agency.

If so debarred, declared ineligible, temporarily suspended, or blacklisted, please state details (as applicable to each joint venture partner, associate, parent company, affiliate, subsidiaries, subcontractors, and/or suppliers):¹

- (a) Name of Institution: _____
- (b) Period of debarment, ineligibility, or blacklisting (start and end date): _____
- (c) Reason for the debarment, ineligibility, or blacklisting: _____

9. You/your firm's, joint venture partners', associates', parent company's affiliates' or subsidiaries', including any subcontractors' or suppliers', key officers and directors have not been [charged or convicted] of any criminal offense (including felonies and misdemeanors) or infractions/violations of ordinance which carry the penalty of imprisonment.

If so charged or convicted, please state details:²

- (a) Nature of the offense/violation: _____
- (b) Court/Area of jurisdiction: _____
- (c) Resolution (i.e. dismissed; settled; convicted/duration of penalty): _____
- (d) Other relevant details:

10. You/your firm understands that it is your obligation to notify ADB should you/your firm, joint venture partners, associates, parent company, affiliates or subsidiaries, including any Subcontractors or Suppliers, be temporarily suspended, debarred or become ineligible to work with ADB or any other multilateral development banks, the purchaser's country, international organizations, and other

¹ Any such disclosure shall be forwarded by the Purchaser to ADB.

² Any such disclosure shall be forwarded by the Purchaser to ADB.

donor agencies, or any of your key officers and directors be charged or convicted of any criminal offense or infractions/violations of ordinance which carry the penalty of imprisonment.

11. Any misrepresentation that knowingly or recklessly misleads, or attempts to mislead may lead to the automatic rejection of the quotation/bid or cancellation of the contract, if awarded, and may result in remedial actions, in accordance with ADB's Anticorruption Policy (1998, as amended to date) and Integrity Principles and Guidelines (2015 as amended from time to time).
12. A bidder shall not have a conflict of interest. All bidders found to have a conflict of interest shall be disqualified.
13. Please confirm by fax/e-mail the receipt of this request and whether or not you will submit the price quotation(s).

Sincerely,

Dr. Md. Aminul Haque Akhand
Project Director, ICSETEP

Attachment 1

SUPPLY AND DELIVERY SCHEDULE

Lot-1:

Item	Description	Unit	Quantity	Destination	Delivery Schedule	Remarks
1	Projector	Number	1	ICSETEP, UGC: Room 613, UGC Bhaban, Agargaon, Sher-e-Bangla Nagar, Dhaka- 1207	All items to be delivered within 30 days after contract signing	
2	Photocopier	Number	1			
3	Television (Interactive Flat Panel)	Number	1			
4	Telephone (Smart Phone)	Number	3			

Lot-2:

Item	Description	Unit	Quantity	Destination	Delivery Schedule	Remarks
5	Air Conditioner	Number	3	ICSETEP, UGC: Room 613, UGC Bhaban, Agargaon, Sher-e-Bangla Nagar, Dhaka- 1207	All items to be delivered within 30 days after contract signing	
6	Fridge	Number	1			

Attachment 2

TECHNICAL SPECIFICATIONS

Lot-1

Item 1. Projector

1. Brand: Internationally reputed brand, to be mentioned by the tenderer/bidder
2. Model: To be mentioned by the tenderer/bidder
3. Country of Origin: To be mentioned by the tenderer/bidder (must be ADB member country)
4. Country of Manufacture: To be mentioned by the tenderer/bidder (must be ADB member country)
5. Projection System: 3LCD Technology
6. Resolution: Minimum WXGA
7. Brightness: 4,000 Lumens or higher
8. Projection Size: 30" ~ 300"
9. Contrast Ratio: Min. 15000:1
10. Display Colors: 16 million or higher
11. Lens Type: Optical, manual zoom, manual/auto focus
12. Zoom Ratio: 1-1.6 or higher
13. Lamp Life: 5,000 hrs. or higher
14. Internal speaker: 10 watt or higher
15. Interface: HDMI, VGA / DP, Audio
16. Connectivity: USB, LAN and Wi-fi (if not built-in, the wi-fi adapter must be same brand)
17. Power supply: 100 - 240 V AC, 50 Hz
18. Power Consumption: Maximum 425 Watt in normal operation
19. Manufactured and Assembled: OEM assembled, shall have OEM Service Tag
20. Warranty: At least 1 Years Original manufacturer warranty with all spare parts & service including Lamp.
21. Support Service: tenderer/bidder shall provide a support service details [location, mobile/contact no.#, working hours, regular service standard in days etc.].
22. Additional Accessories Required:
 - a) Remote control with battery,
 - b) HDMI Cable (minimum 15 meter),
 - c) Carrying Case
 - d) Tripod Projector Screen (Size: 70 x 70 inches)

Item 2. Photocopier

1. Brand: Internationally reputed brand, to be mentioned by the tenderer/bidder.
2. Model: Multifunction Monochrome Printer, to be mentioned by the tenderer/bidder.
3. Country of Origin: To be mentioned by the tenderer/bidder (must be ADB member country)
4. Country of Manufacture: To be mentioned by the tenderer/bidder (must be ADB member country)
5. Type: Duplex Laser Multifunctional Photocopier (Black & White)
6. Functions: Copy, Scan, Print
7. Duplexing: Automatic
8. Document Feeder: DADF / RADF (min. Capacity 50 Sheets), to be mentioned by the tenderer.
9. Input Paper Capacity: Minimum 2 Drawers,
 - a. Tray-1: 250 Sheet or higher,
 - b. Tray-2: 500 Sheet or higher,
 - c. Stack Feed Bypass: 100 sheets or higher
10. Paper size: A3, A4, A5, A6, B5, Letter, Legal, Folio, Envelopes, Customs etc.

11. Connectivity: USB, LAN, Wi-Fi (optional)
12. Memory: 2 GB or higher
13. Input Power: AC 220 - 240 V, 50 Hz
14. Manufactured and Assembled: OEM assembled, shall have OEM Service Tag
15. Copy Speed: Minimum 25 cpm (A4)
16. Copy Resolution: minimum 600 x 600 dpi
17. First Page Copy Speed: Maximum 6.8 seconds
18. Maximum Size: A3
19. Multiple Copy Qty: 1 to 999
20. Zoom Range: 25% to 400% (1% Increment)
21. Copy Mode: Text, Text/Photo(Default), Photo ,Custom
22. Printer Speed: Minimum 25 ppm (A4 size)
23. Print paper size: Maximum A3
24. Supported OS: Windows, MacOS/Linux
25. Scan: Color scanning through scanning software by LAN
26. Scanning Resolution: Minimum 600 x 600 dpi
27. Scanning Speed: Minimum 25 ipm
28. Image mode: Black & White, Grayscale, Color. (Text, Text/Photo, Photo)
29. Mobile Stand / Trolley: Same Brand original trolley of OEM.
30. Accessories: USB Cable, Power Cable, Warranty Documents, User manual, etc.
31. Warranty: At least 1 Years Original manufacturer warranty with all spare parts & service.
32. Support Service: tenderer/bidder shall provide a support service details [location, mobile/contact no.#, working hours, regular service standard in days etc.].

Item 3. Television (Interactive Flat Panel)

1. Brand: Internationally reputed brand, to be mentioned by tenderer/bidder.
2. Model: Interactive Flat Panel, to be mentioned by the tenderer/bidder.
3. Country of Origin: To be mentioned by the tenderer/bidder (must be ADB member country).
4. Country of Manufacture: To be mentioned by the tenderer/bidder (must be ADB member country).
5. Display Type: Touch LCD display, backlit D-LED.
6. Screen Size: 75 inches or higher.
7. Resolution: 3840 x 2160 pixel or higher.
8. Contrast Ratio: 4000:1 or higher.
9. Brightness: 400 nits or higher.
10. Viewing Angle (Horizontal/Vertical): 178°/178° or higher.
11. Panel Orientation and Aspect Ratio: Landscape, 16:9 or 16:10.
12. Touch Technology: IR (Infrared Ray) touch, 10 points writing and 20 points touch and should be resistant to optical interference for fluent writing.
13. Touch Tool: Finger or any other non-transparent objects.
14. Touch Pen: Passive pen with magnet and separate pen for narrow pointer and regular pointer.
15. Touch Accuracy: 2mm or less.
16. Built-in Audio Speaker: 2 x 15 Watt or higher, shall support high-definition audio.
17. Operating System: Android 11.0 or higher.
18. RAM: 4 GB or higher.
19. ROM/Storage: 32 GB or higher.
20. LAN: Gigabit Ethernet
21. Wi-Fi: Dual Band Wireless 802.11 ac
22. Bluetooth: 5.0 or higher
23. I/O Ports:
 - 1 x OPS slot for PC Module
 - 2 x USB 3.0 or higher (auto connect when switch to windows or android),
 - 1 x USB-C,
 - 1 x HDMI OUT,
 - 3 x HDMI IN,

- 1 x VGA,
- 1 x Audio IN and OUT or 3.5 mm microphone combo jack.
- 24. Power Supply: internal, 220V AC, 50 Hz
- 25. Power Consumption: Panel 450 Watt or less.
- 26. Chassis & Front Appearance: Original Brand Chassis with narrow bezel design and front physical keys. Shall have OEM Brand Logo in front/back.
- 27. Manufactured and Assembled by: OEM assembled, shall have OEM Service Tag/Serial No.
- 28. Certification:
 - a. CE/FCC certified and
 - b. TUV certified for low blue light or flicker free.
- 29. Remote Control: Remote controller with operational functionality.
- 30. Webcam with Microphone: either integrated or external, to be mentioned by the tenderer/bidder.
 - a. Resolution: FHD 1080p or higher
 - b. Imaging Sensor: 3.0 MP or higher
 - c. Focus: Autofocus
 - d. Microphone: Dual omni-directional echo cancellation microphone, pickup range 1.2 meter or higher.
 - e. Connectivity: USB plug & play.
- 31. On-screen Annotation sidebar: through which teacher can write anything on screen at any place any time. The Tenderer/bidder shall have to provide Screenshot.
- 32. On-Screen Gesture: Shall support gesture features with common gesture operation like- swipe, select, zoom, positioning, etc. Shall have a gesture menu to quickly adjust the panel brightness and sound, and switch the signal source to windows or android.
- 33. Screen Share Application: Pre-installed with perpetual license, to be mentioned by the tenderer/bidder. The application shall support screen sharing between IFP and other devices (Mobile/ Tablet/ Laptop/ Desktop) within the same network using Screen Share client application at each device (Windows/ Mac/ iOS/ Android/ Chrome). Supports up to 4 (four) devices to simultaneously project screens simultaneously on the panel with remote control function. Supports in-app device management, authorization control for device connections. Tenderer/bidder shall have to provide the software brochure / screen shoot/ demo video.
- 34. Whiteboard application (with license): to be mentioned by the tenderer/bidder. The application should have drawing tools including, formula, functions, geometry, table and ruler. Tenderer/bidder shall have to provide the software brochure / screen shoot/ demo video.
- 35. Screen Recording Application (with license) with editing functionalities. Tenderer/bidder shall have to provide the software brochure / screen shoot / demo video.
- 36. Audio and Video player application.
- 37. Video conferencing application: Zoom, MS Team, Skype, Google meet, etc.
- 38. Microsoft office tools - word, excel, power point.
- 39. PDF Reader.
- 40. Any Educational Application: to be mentioned by the tenderer/bidder.
- 41. Accessories:
 - a. Mobile Stand with Mounting Kit,
 - b. Remote Control (with battery),
 - c. 2 x Writing Pens (narrow pointer and regular pointer),
 - d. AC Power cord,
 - e. HDMI cable – 5 meter.
 - f. Dust Cover.
- 42. Warranty Service: At least 1 years warranty with service & spare parts.
- 43. Support Service: Tenderer/bidder shall provide a support service details [location, mobile/contact no.#, working hours, regular service standard in days etc.]. Support service may be on-site or in service center, to be arrange by tenderer/bidder as required.

Item 4. Telephone (Smart Phone)

1. Brand: Internationally reputed brand, to be mentioned by tenderer/bidder.
2. Model: Smart Phone, to be mentioned by the tenderer/bidder.

3. Country of Origin: To be mentioned by the tenderer/bidder (must be ADB member country).
4. Country of Manufacture: To be mentioned by the tenderer/bidder (must be ADB member country).
5. Operating System: Android/iOS, to be mentioned by the tenderer/bidder
6. Display: 6 inches or higher, MOLED, FHD+, Gorilla Glass
7. Memory: 6 GB or higher
8. Internal Storage: 128 GB or higher
9. Processor: Octa-Core Processor
10. Battery Capacity: 4500 mAh or higher, Fast Charging
11. Sensors: accelerometer, GPS, compass
12. Network: 4G/5G
13. Warranty: At least 1 year with spare parts & service.
14. Support Service: tenderer/bidder shall provide a support service details [location, mobile/contact no.#, working hours, regular service standard in days etc.].

Technical Specification Compliance Sheet

Lot-1:

Item No.	Description of Item	Required Technical Specification	Offered Technical Specification	Compliance (C/NC)* / Remarks
1	Projector			
2	Photo-copier			
3	Television (Interactive Flat Panel)			
4	Telephone (Smart Phone)			

* C = Comply, NC = Not Comply

Attachment 3

TECHNICAL SPECIFICATIONS

Lot-2

Item 5. Air Conditioner

1. Brand: Internationally reputed brand, to be mentioned by the tenderer/bidder.
2. Model: Portable 2 Ton Air Conditioner, to be mentioned by the tenderer/bidder
3. Country of Origin: To be mentioned by the tenderer/bidder (must be ADB member country)
4. Country of Manufacture: To be mentioned by the tenderer/bidder (must be ADB member country)
5. Type: Floor Standing
6. Technology: Non-Inverter
7. Capacity: 2 Ton or higher
8. Airflow: 1500 m³/h or higher
9. Noise Level: Indoor Unit: ≤ 42 dB(A), Outdoor unit: ≤ 50 dB(A)
10. Function: Cooling
11. Compressor: Rotary
12. Refrigerant: Gas (R-410A)
13. Operating Temperature: 40 Deg. C
14. Power: 220-2405Volts, 1Ph-50Hz
15. Features: Remote Control, Timer, Temperature Adjustment, etc.
16. Color: White
17. Warranty: At least 1 Year Compressor & 1 Year Service.
18. Support Service: Tenderer/bidder shall provide a support service details [location, mobile/contact no.#, working hours, regular service standard in days etc.]. Support service may be on-site or in service center, to be arrange by tenderer/bidder as required.
19. Installation Service: Tenderer/bidder shall install, test and commissioning of the installed Air Conditioner at the delivery location as per procuring entities guideline. Tenderer/bidder shall provide all necessary accessories for the installation.

Item 6. Fridge

1. Brand: Internationally reputed brand, to be mentioned by tenderer/bidder.
2. Model: Refrigerator, to be mentioned by the tenderer/bidder.
3. Country of Origin: To be mentioned by the tenderer/bidder (must be ADB member country).
4. Country of Manufacture: To be mentioned by the tenderer/bidder (must be ADB member country).
5. Type: Refrigerator
6. Capacity: 230L or higher
7. Refrigerant: R-600a
8. Cooling Type-Multi Flow
9. CFC-Free, HFC-Free
10. Door: 2 manual doors
11. Features: Ice Maker, Slide Shelf, Bottle Guard, etc.
12. Cooling Effect: Freezer Cabinet Less than -18°C, Refrigerator Cabinet 0°C to +5°C
13. Condenser: Copper
14. Thermostat: RoHS Certified
15. Warranty: At least 1 Year Compressor & 1 Year Service.
16. Support Service: Tenderer/bidder shall provide a support service details [location, mobile/contact no.#, working hours, regular service standard in days etc.]. Support service may be on-site or in service center, to be arrange by tenderer/bidder as required.

Technical Specification Compliance Sheet

Lot-2:

Item No.	Description of Item	Required Technical Specification	Offered Technical Specification	Compliance (C/NC)* / Remarks
5	Air Conditioner			
6	Fridge			

* C = Comply, NC = Not Comply

FORM OF QUOTATION (Goods)

_____ (Date)

To:

Project Director, ICSETEP
Room 613, UGC Bhaban, Agargaon,
Sher-e-Bangla Nagar, Dhaka-1207, Bangladesh
Phone: +880-1714087205
E-mail: pd-icsetep@ugc.gov.bd

We offer to execute the Package No.: PMU/G-3A (DPP: GD-2, PMU) (Procurement of office equipment for PMU (Package A)) [*name and number of Contract*] in accordance with the **Contract Terms and Conditions** and the priced **Supply and Delivery Schedule** of [*Lot-1 and/or Lot-2*] accompanying this Quotation for the Contract Price of _____ [*amount in words and numbers*] (_____) [*name of currency*]. We propose to complete the delivery of Goods described in the Contract within the Delivery Time indicated in the priced **Supply and Delivery Schedule**.

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Offer and Warranty conditions imposed by the **Request for Quotation** document and the **Contract Terms and Conditions**, respectively.

We: (a) are a national of an ADB member country; (b) have not been associated with the firm that prepared the design and specifications of the contract that is subject of this request for quotation; (c) are not owned by the Purchaser; (d) are not currently sanctioned or temporarily suspended by the Asian Development Bank; and (e) to the best of our knowledge, is not prohibited from being contracted in compliance with a decision of the United Nations Security Council.

Name of Supplier : _____
Authorized Signature : _____
Name of Signatory : _____
Title of Signatory : _____
Address : _____
Telephone Number : _____
Fax Number, if any : _____
Email address (optional): _____

ACCEPTANCE

The Purchaser accepts the Supplier's offer to supply and deliver the goods. Attached is the Contract with accepted Contract price for Supplier's signature to be submitted to the Purchaser within 15 days from receipt. [*At the option of the Purchaser, add: Please provide a Performance Security for the due performance of the Contract, within 15 days of receipt of this returned **Form of Quotation**, in the amount equivalent to 10% of the Contract Price.*]

Name of Purchaser : _____
Authorized Signature : _____
Name of Signatory : _____
Title of Signatory : _____
Date : _____

Price Schedule for Goods and Related Services

Procuring Entity : Improving Computer and Software Engineering Tertiary Education Project

Package No. : PMU/G-3A (DPP: GD-2, PMU)

Package Name : Procurement of office equipment for PMU (Package A)

Issued Ref.:

Lot-1:

Item No.	Description of Items	Unit of Measurement	Qty	Unit Rate or Price		Item Total Amount	Schedule & Destination for Delivery of Goods
				In figure	In words	<u>In figure</u> <u>In words</u>	
1	2	3	4	5	6	7 = 4 x 5	8
1	Projector	Number	1				Schedule: All items to be delivered within 30 days after contract signing. Destination: Office of the PMU, ICSETEP at UGC
2	Photocopier	Number	1				
3	Television (Interactive Flat Panel)	Number	1				
4	Telephone (Smart Phone)	Number	3				
				Grand Total in figure:			
Grand Total in words:							
Notes:							
1. Col. 1, 2, 3, 4 and 8 to be filled in by the Procuring Entity and Col. 5, 6, 7 and total to be quoted by the Supplier. 2. Rates or Prices shall include profit and overhead and all kinds of taxes, duties, fees, levies, and other charges earlier paid or to be paid under the Applicable Law, if the Contract is awarded; including transportation, insurance etc. Whatsoever up to the point of delivery of Goods and related services in all respects to the satisfaction of the Procuring Entity.							

Signature of Supplier with Seal	Date:
Name of Supplier	

Price Schedule for Goods and Related Services

Procuring Entity : Improving Computer and Software Engineering Tertiary Education Project

Package No. : PMU/G-3A (DPP: GD-2, PMU)

Package Name : Procurement of office equipment for PMU (Package A)

Issued Ref.:

Lot-2:

Item No.	Description of Items	Unit of Measurement	Qty	Unit Rate or Price		Item Total Amount	Schedule & Destination for Delivery of Goods
				In figure	In words	<u>In figure</u> <u>In words</u>	
1	2	3	4	5	6	7 = 4 x 5	8
5	Air Conditioner	Number	3				Schedule: All items to be delivered within 30 days after contract signing. Destination: Office of the PMU, ICSETEP at UGC
6	Fridge	Number	1				
Grand Total in figure:							
Grand Total in words:							
Notes: 3. Col. 1, 2, 3, 4 and 8 to be filled in by the Procuring Entity and Col. 5, 6, 7 and total to be quoted by the Supplier. 4. Rates or Prices shall include profit and overhead and all kinds of taxes, duties, fees, levies, and other charges earlier paid or to be paid under the Applicable Law, if the Contract is awarded; including transportation, insurance etc. Whatsoever up to the point of delivery of Goods and related services in all respects to the satisfaction of the Procuring Entity.							

Signature of Supplier with Seal	Date:
Name of Supplier	

CONTRACT

Name of Country:

Project Name:

Name of Contract: _____

Contract Number _____

This Contract is entered into on ___[date]___ day of ___[month]___, ___[year]___, between ___[name of Purchaser]___ (hereinafter called "the Purchaser") on the one part, and ___[name of Supplier]___ (hereinafter called "the Supplier") on the other part.

Whereas the Purchaser has requested for quotation for _____ [description of goods] to be supplied by Supplier in accordance with the **Contract**, and has accepted the Quotation by the Supplier in the amount of ___[amount in words]___ [amount in figures] hereinafter called "the Contract Price".

The Purchaser and the Supplier agree as follows:

1. The following documents shall be deemed to form and be read and construed as part of this Contract, viz:
 - a) **Form of Quotation, with Supply and Delivery Schedule;**
 - b) **Contract Terms and Conditions;** and
 - c) **Technical Specifications**
2. Taking into account payments to be made by the Purchaser to the Supplier as provided herein, the Supplier hereby enters into this **Contract** with the Purchaser to execute and complete the supply of goods under the Contract and remedy any defects therein in conformity with the provisions of this **Contract** and its **Terms and Conditions**.
3. The Purchaser agrees to pay the Supplier, in consideration of the supply and delivery of the goods and the remedying of defects therein, the **Contract Price** as indicated and accepted in the **Form of Quotation**, under payment terms stipulated in the **Contract Terms and Conditions**.

IN WITNESS whereof the parties hereto have executed the Contract under the laws of _____ [country of Purchaser] on the date indicated above.

Signature and seal of the Purchaser:

For and on behalf of

Signature and seal of the Supplier:

For and on behalf of

Name of Authorized Representative

Name of Authorized Representative

CONTRACT TERMS AND CONDITIONS

Project Name: Improving Computer and Software Engineering Tertiary Education Project
Purchaser: Project Director, ICSETEP

Package No.: PMU/G-3A (DPP: GD-2, PMU)
Package Name: Procurement of office equipment for PMU (Package A)

1. Definitions

- (a) "Contract" means the agreement entered into between the Purchaser and the Supplier, together with the Contract Documents referred to therein, including all attachments, appendixes, and all documents incorporated by reference therein.
- (b) "Contract Documents" means the documents listed in the Agreement, including any amendments thereto.
- (c) "Contract Price" means the price payable to the Supplier as specified in the Agreement, subject to such additions and adjustments thereto or deductions therefrom, as may be made pursuant to the Contract.
- (d) "Delivery" means the transfer of the Goods from the Supplier to the Purchaser in accordance with the terms and conditions set forth in the Contract.
- (e) "Completion" means the fulfilment of the delivery and any related service by the Supplier in accordance with the terms and conditions set forth in the Contract.
- (f) "Goods" means all of the commodities, raw material, machinery and equipment, and/or other materials that the Supplier is required to supply to the Purchaser under the Contract.
- (g) "Purchaser" means the entity purchasing the Goods and Related Services, as specified in the SCC.
- (h) "Supplier" means the natural person, private or government entity, or a combination of the above, whose bid to perform the Contract has been accepted by the Purchaser and is named as such in the Agreement, and includes the legal successors or permitted assigns of the Supplier.
- (i) "ADB" is the Asian Development Bank.

2. Applicable Law

- 2.1 The Contract shall be interpreted in accordance with the laws of the Purchaser's country.

3. Language

- 3.1 All communications and documents related to the Contract shall be in English.

4. Assignment

- 4.1 Any assignment of this Contract or of any rights hereunder, in whole or in part without the prior written consent of the Purchaser shall be void.

5. Fraud and Corruption

- 5.1 This Contract shall be covered by the provisions of [ADB's Anticorruption Policy](#) (1998, as amended to date) and [Integrity Principles and Guidelines](#) (2015, as amended from time to time) that requires Borrowers (including beneficiaries of ADB-financed activity), as well as Suppliers and Contractors under ADB-financed contracts, to observe the highest standard of ethics during the procurement and execution of such contracts.

6. Fixed Contract Price

6.1 The prices indicated in the Form of Quotation are firm and fixed and not subject to any adjustment during contract performance.

7. Delivery Schedule

7.1 The delivery should be completed as per schedule indicated in the **Supply and Delivery Schedule** but not exceeding _____ months from the date of signing of contract.

8. Required Technical Specifications (with attachments as necessary)

- (a) General Description
- (b) Specific details and technical standards
- (c) Performance Parameters

Supplier confirms compliance with above specifications.

9. Delivery and Documents

9.1 Upon delivery, the Supplier shall provide the following documents to the Purchaser:

- (a) copies of the Supplier's invoice showing goods' description, quantity, unit price, and total amount;
- (b) manufacturer's or supplier's warranty certificate; and
- (c) goods receiving report.

If goods are coming by courier, supplier shall also provide prior to delivery, copies of documents that will enable Purchaser to receive the goods. The above documents shall be received by the Purchaser at least one week before arrival of the goods and, if not received, the Supplier shall be responsible for any consequent expenses.

10. Taxes and Duties

10.1 The Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Purchaser.

11. Payment

11.1 Payment of the contract price shall be made in the following manner:

- (a) (Optional advance payment) 10% within 14 days of signing the contract. Payment shall be made upon presentation by Supplier of verifiable proof of availability of goods ready for shipment/delivery.
- (b) 90% (or 80% if advance payment made) within 30 days from receipt by the Purchaser of the delivered goods on site in accordance with the contract (or whatever is appropriate for the goods being procured) including the required documents; and
- (c) 10% within 14 days upon submission of Supplier's claim supported by the acceptance certificate issued by the Purchaser.

12. Warranty

12.1 Goods offered should be covered by manufacturer's warranty for at least 12 months from the date of delivery to the Purchaser.

13. Defects

13.1 All defects will be corrected by the Supplier without any cost to the Purchaser within 30 day from the date of notice by Purchaser. The name and address of service facility where the defects are to be corrected by the Supplier within the warranty period are:

Facility _____

Address _____

14. Resolution of Disputes

14.1 The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute between them under or in connection with the Contract. In the case of an unresolved dispute between the Purchaser and the Supplier, the dispute shall be settled in accordance with the provisions of the _____ [arbitration law or rules of the Purchaser's country].

15. Failure to Perform

15.1 The Purchaser may cancel the Agreement if the Supplier fails to deliver the Goods, in accordance with the above terms and conditions, despite a 14-day notice given by the Purchaser, without incurring any liability to the Supplier.

16. Force Majeure

16.1 The supplier shall not be liable for penalties or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

- (a) For purposes of this Clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but not restricted to, act of Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- (b) If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by Force Majeure event.

17. Termination Due to Integrity Violation

17.1 The Purchaser may terminate this Contract, in whole or in part, if the Supplier, in the judgment of the Purchaser has engaged in integrity violations in accordance with Clause 5 [Fraud and Corruption], in competing for or in executing this Contract.

18. Accounts and Records

18.1 The Supplier shall keep accurate and systematic accounts and records in respect of the delivered goods in such form and detail as are customary in the industry, for a period of no less than 3 years after the expiration or termination of this Contract.

19. Suspension of ADB Loan or Credit

19.1 In the event that ADB suspends the Loan or Credit to the Purchaser, from which part of the payments to the Supplier are being made,

- (a) the Purchaser is obligated to notify the Supplier, with copy to the Purchaser's representative, of such suspension within 7 days of having received ADB's suspension notice.
- (b) if the Supplier has not received sums due it within the 28 days for payment provided for in Clause 11 [Payments], the Supplier may immediately issue a 14-day termination notice.

University Grants Commission of Bangladesh

Project: Improving Computer and Software Engineering Tertiary Education Project (ICSETEP)

Source of Funding: Asian Development Bank (ADB) and Government of Bangladesh (GoB)

Delivery and Acceptance Certificate

Package No. : PMU/G-3A (DPP: GD-2, PMU)

Package Name : Procurement of office equipment for PMU (Package A)

Date(s) of Delivery:

Date(s) of Installation, Related Services/On-job training (if any):

Date of Acceptance:

Name and address of the institution:

The following Goods procured under the captioned Project (ICSETEP) have been delivered in accordance with the specifications, terms and conditions of the contract by the supplier, and accepted by the institution:

Sl. No.	Name of Goods/Item	Brief Description	Quantity (Numbers/Set)	Delivery Date/Remarks, if any

This is to certify that the above-mentioned Goods have been supplied and related services (if any) provided by the supplier with satisfactory quality, number and specification received by the following members of goods receiving and quality assurance official(s)/team/committee.

Signature, Name, Designation and Date for the official(s)/team/committee:

Member	Member	Member
Signature:	Signature:	Signature:
Name:	Name:	Name:
Designation:	Designation:	Designation:
Date:	Date:	Date:
Mobile:	Mobile:	Mobile: