



ASIAN UNIVERSITY  
FOR WOMEN

Request for Proposal of Laundry Services for Asian  
University for Women

RFP Summary Sheet

<b>Name of the company</b>	Asian University for Women
<b>Procurement Reference Number</b>	AUW/21-22_33
<b>Date of issue of the RFP</b>	3 <sup>rd</sup> November, 2021
<b>Date and Closing Time for RFP submission</b>	8 <sup>th</sup> November, 2021 (2:00 pm) (GMT +6)
<b>Quotation submission mail address</b>	tender_15@auw.edu.bd
<b>Period of the Proposal</b>	14-November, 2021 to 14-November, 2023
<b>Address for Communication</b>	Asian University for Women 20/A M. M. Ali Road Chattogram 4000, Bangladesh Tel: +880-31-285-4980 Fax: +880-31-285-4988

Bidders are invited to submit their proposal in accordance with the enclosed Request for Proposal (RFP) terms.

AUW reserves the right to reject any or all offers without assigning any reason.

Complete confidentiality should be maintained. Information provided here should be used for its intended scope and purpose. Retention of this RFP signifies your agreement to treat the information as confidential.

All communication with regard to this request for proposal needs to be directed to AUW directly while in copy of all these communications at the email addresses mentioned in the RFP mail.

For any further queries can contact in below mail: Primary point of contact for RFP process and technical queries Mohammed Ishrat Bin Mahbub; Head of Procurement; Email: [mohammed.mahbub@auw.edu.bd](mailto:mohammed.mahbub@auw.edu.bd); Contact Number: +8801926673027; Whatsapp: +8801671470348 and Looping Address for queries Manoj Prasad Ghantasala; Chief Financial Officer [manoj.ghantasala@auw.edu.bd](mailto:manoj.ghantasala@auw.edu.bd);

Proposal should be submitted only in the email: **tender\_15@auw.edu.bd**

No other AUW email should be in TO/CC/BCC. Any proposal violate this instruction may face the cancellation of their proposal.

## Objective

Asian University for Women (AUW) seeks to graduate women who will be skilled and innovative professionals, service-oriented leaders in the businesses and communities in which they will work and live, and promoters of intercultural understanding and sustainable human and economic development in Asia and throughout the world.

## Requirements

We, to achieve our objectives, need the following product/services are below:

- **Description of Product/Service: Laundry Services of Asian University for Women**
- **Details of Specifications:** Please refer to the attached “Bid submission format for the detailed specifications and submit the quotes in the same format.”

Information need to be submitted:

- a) Trade license
- b) TIN/BIN
- c) Company formation (Time, Place, Current Place)
- d) Company details with client list.
- e) Company Bank account availability (Solvency certificate will be a plus)



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**Please note that this offer is subject to the following terms and conditions:**

1. The quantities mentioned are based on single product and the order will be given at actual basis (After awarding the contract)
2. As the contract will be for two years the rate should be for next two years.  
Period mentioned in the RFP Summary.
3. AUW reserves the right to award the contract to one or more bidders. Accordingly, the final quantities required will be divided among successful bidders. The quantities so divided will be at the sole discretion of AUW.
4. AUW reserves the right to cancel the bidding before or after the receipt of bids or also after the opening of bids and call for fresh bids. AUW also has the right to reject any bid without assigning any reason.
5. Bids incomplete in any respect will not be considered.
6. Please mention your payment terms in the bid.
7. Any query for clarification on the bid can be had from the undersigned latest by 8<sup>th</sup> November, 2021 12:00 pm. Please note that any inquiry received from any bidder will be sent to all bidders without disclosing the source of the inquiry.
8. Bidders have to submit all the items cost.

**Bid submission format ( Please update cells highlighted in yellow)**

<b>Name of the Vendor</b>							
<b>Address</b>							
<b>Contact Person Name</b>							
<b>Contact Details ( Email Id &amp; Telephone No)</b>							
<b>DETAILS</b>				<b>RATE</b>			
S.No	Name of the product	Specifications	Quantity	Rate	% of VAT (if applicable)	VAT Amount (BDT)	Total Amount (BDT)
1	Bed Sheet	Big	1				
2	Bed Sheet	Small	1				
3	Pillow Case		1				
4	Blanket	Big	1				
5	Blanket	Small	1				
6	Blanket Cover		1				
7	Curtain	Big	1				
8	Curtain	Medium	1				
9	Curtain	Small	1				
10	Mosquito Net		1				
11	Towel	Big	1				
12	Towel	Small	1				
13	Table Cloth	Big	1				

<b>14</b>	<b>Table Cloth</b>	<b>Small</b>	<b>1</b>				
<b>15</b>	<b>Runner</b>		<b>1</b>				
<b>16</b>	<b>Napkin</b>		<b>1</b>				
<b>17</b>	<b>Shirt</b>		<b>1</b>				
<b>18</b>	<b>Pant</b>		<b>1</b>				
<b>19</b>	<b>Apron</b>		<b>1</b>				
<b>20</b>	<b>Coati</b>		<b>1</b>				
<b>21</b>	<b>Door Mat</b>		<b>1</b>				
<b>22</b>	<b>Sofa Cover</b>		<b>1</b>				
<b>23</b>	<b>Floor Mat</b>		<b>1</b>				
<b>24</b>	<b>Gown</b>		<b>1</b>				
<b>25</b>	<b>Hood</b>		<b>1</b>				
<b>26</b>	<b>Cap</b>		<b>1</b>				
<b>Total</b>							
<b>Total Cost all inclusive</b>							
<b>Payment terms (BTC)</b>							
<b>Quotation valid till</b>							
<b>Any other terms and conditions</b>							
<b>Signature stamp</b>							