

Request for Proposal for Housekeeping Items

Summary Sheet

Name of the company	Asian University for Women
Procurement Reference Number	0007/23-24
Date of issue of the RFP	11 July, 2023
Date and Closing Time for RFP submission	20 th July, 2023 (12:01 pm) (GMT +6)
Quotation submission mail address	tender81@auw.edu.bd
Address for Communication	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; Contact Number: +8801926673027; Whatsapp: +8801671470348.

Proposal should be submitted only in the email: **tender81@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: **Housekeeping items**

Selection Criteria:

1. Submit the sample with vendor name and details to the procurement office.
2. Based on the sample numbering submit the quote to the virtual tender box.
3. The Procurement committee will open the tender box and select from the samples.
4. The selection will be done based on price and quality.

PR # 0007/23-24, For Housekeeping			
Sl. No.	Description	Units	Quantity
1	Bed Sheet (White) with Logo, Size- 86"x56" (As per Sample)	Pcs	800
2	Pillow Cover (White) with logo, Size- 29"x21" (As per Sample)	Pcs	800
3	Mosquito Net (White) with logo, Size- 46"x76" (As per Sample)	Pcs	250
4	Pillow (SWAN) (White), Size- 18"x26"	Pcs	400
5	Comforter (White with logo), Size- 108"x100" (As per Sample)	Pcs	400
6	Curtain (As per Sample), with logo, Size- 54"x77"	Pcs	300

1. Information need to be submitted:

- a) Trade license
- b) Company details
- c) Delivery date
- d) Client Information.
- e) TIN
- f) BIN
- g) Inform VAT/TAX including or excluding details.
- h) Warranty/Guarantee

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

1. The quantities mentioned are tentative quantities required and may change at the time of the finalization of the contract/PO.
2. 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.
3. 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.
4. Bids incomplete in any respect will not be considered.
5. Please mention your payment terms in the bid.
6. Any query for clarification on the bid can be had from the undersigned latest by 20th July, 2023 11:00 AM. Please note that any inquiry received from any bidder will be sent to all bidders without disclosing the source of the inquiry.
7. The basic rates quoted should be effective until 30th October, 2023