



## Request for Proposal for Furniture and Electronics for Asian University for Women

### RFP Summary Sheet

|   |  |
|---|--|
| <b>Name of the company</b>                      | Asian University for Women   |
| <b>Procurement Reference Number</b>             | 1252/23-24, 1254/23-24   |
| <b>Date of issue of the RFP</b>                 | 31 <sup>st</sup> May, 2024   |
| <b>Date and Closing Time for RFP submission</b> | 23 <sup>rd</sup> June, 2024 (12:01 pm) (GMT +6)  |
| <b>Quotation submission mail address</b>        | <a href="mailto:tender99@auw.edu.bd">tender99@auw.edu.bd</a>   |
| <b>Address for Communication</b>                | Asian University for Women<br>20/A M. M. Ali Road Chattogram 4000,<br>Bangladesh<br>Tel: +880-31-285-4980<br>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.

Proposal should be submitted only in the email: [tender99@auw.edu.bd](mailto:tender99@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: Furniture and electronics for CS Building and Sunvalley.**

| Furniture Description  | QTY |
|--|-----|
| <b>Office wheel chair</b> Made by mesh back with lumber Support, with swivel, Fixed arm, gas lift for height adjustment, nylon base with castors. 150- 160gsm foreign mesh fabric. 2" SHARK soft foam use at seat portion  | 58  |
| <b>Office Chair Material:</b> Made of 1.25" ms tube, Seat & back made by Shark 280 rubber foam and best quality foreign fabric/ Pu leather. Thickness: Fabric 150-160 gsm. Pu Leather 1.5mm  | 12  |
| <b>Double Bed Size:</b> 60" X 84" Material: Gorjon Veneer & Mehgoni/Koroi wood. Lacquer polish   | 5   |
| <b>Mattress with Pad</b> 60" x 84"   | 5   |
| <b>Side Table Size:</b> L16" X W15" X H18"<br>Material: Gorjon Veneer & Mehgoni/Koroi wood. Lacquer polish   | 5   |
| <b>Round Table</b> Size: 36" X 36" Material: Made with 18mm scratchproof & termite proof melamine laminated board. 1 mm thick edging pasted by hot melt glue   | 1   |
| <b>5 Seater Sofa</b> (2+2+1) Without center table (Please inform the Specification and design)   | 2   |
| <b>Double Door Cupboard</b> - (Please inform the specification and design)   | 5   |
| <b>Book Shelf</b> 3'x7' (Please inform the specification and design)   | 8   |
| <b>Custom made Single Seated Class Room Chair:</b> MS tubes diameter 32 mm, thickness 1.2 mm for main structure, MS tubes diameter 25 mm thickness 1.5 mm for leg support, MS tubes diameter 10 mm thickness 1.2 mm for baggage rack, 4 mm thick flat bar and hinge with powder coding black color. 16 mm Scratchproof & Termite proof melamine laminated board with 1 mm thick edging pasted by hot melt glue for writing pad, 12 mm imported large size wooden shell (Made in Taiwan) for seat and back. Two Year Warranty | 70  |



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|   |   |
|---|---|
| <b>Custom made class room Teacher Table</b> Made with 16+16 mm thick scratchproof & termite proof melamine laminated board with 1 mm thick edging pasted by hot melt glue. Including keyboard tray & drawer unit with fully knockdown system. Fitting Fixing by best quality necessary hardware | 3 |
| <b>White Board 8' x 4 feet</b>  | 3 |

| <b>Work Station</b>  | <b>QTY</b> |
|--|------------|
| <b>Work Station</b> for 4 Person<br>Base: Aluminum profile & Mash Fabric, Top: 18 mm thick MFC board with 1 mm thick PVC edge banding. | 5 Set      |
| <b>Mobile Drawer</b> Unit with Central Lock - Base: 16 mm thick MFC board with 1 mm thick PVC edge banding & high quality hardware.    | 20         |

| <b>Electronics</b>   | <b>QTY</b> |
|--|------------|
| <b>AC 1.5 Ton</b> with inverter (Please mention the specification)                         | 25         |
| <b>Television 40" to 43" (Smart)</b> (Please mention the specification)                    | 10         |
| <b>Washing Machine</b> (front load with Inverter) 7 Kgs (Please mention the specification) | 3          |
| <b>Refrigerator</b> (176 Liter or more) (Please mention the specification)                 | 3          |
| <b>Micro Oven Size: 25 Liter</b> (Please mention the Specification)                        | 8          |

1. Selected vendors should send the design based price offerings.
2. Information need to be submitted:
  - a) Brand name and specifications where required.
  - b) Trade license
  - c) Company details
  - d) Delivery date
  - e) Client Information with PO receiving details.
  - f) TIN
  - g) BIN
  - h) Warranty (If any)



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**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 23<sup>rd</sup> June, 2024 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. Bidder can participate in any single item.
8. The basic rates quoted should be effective until 30<sup>th</sup> November, 2024