



**Request for Quotation for PC, Monitor and Webcam for Asian University for Women,
Satellite Campus, Youngone KEPZ, Chattogram, Bangladesh.**

Summary Sheet

Name of the company	Asian University for Women
Procurement Reference Number	0624/24-25
Date of issue of the RFP	24 th November, 2024
Date and Closing Time for RFP submission	1 st December, 2024 (12:01 pm) (GMT +6)
Quotation submission mail address	tender111@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: tender111@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: Request for Quotation for IT Equipment

SL. No.	Items Name	Brand & Model	Speciation	Quantity	Unit
1	Brand PC	Lenovo/Dell/HP. Model Should Be Mentioned by the bidder	Minimum Requirement: Processor: Intel core i5, Gen: 13th, 18M Cache, RAM: 16 GB (DDR4, 3200 MHz), SSD: 512 GB (M.2, NVMe), Build-In Graphics with Mouse & Keyboard. Warranty, Country of Origin & Manufacture & Delivery Lead Time: Should be mentioned by the bidder.	30	Pcs
2	Monitor	Lenovo/ Dell/ HP/ BenQ. Model Should Be Mentioned by the bidder	Minimum Requirement: Display Size: 21.5 Inch, IPS, FHD, 75Hz, Build-In Speaker (Optional), Port(s): HDMI (Mandatory), Additional Ports (Optional): VGA/Display, Narrow bezel. Warranty, Country of Origin & Manufacture & Delivery Lead Time: Should be mentioned by the bidder.	30	Pcs
3	USB Webcam	Logitech or Equivalent. Model Should Be Mentioned by the bidder	HD/FHD USB Webcam, Color: Gray/ Black Warranty, Country of Origin & Manufacture & Delivery Lead Time: Should be mentioned by the bidder.	30	Pcs

SL. No.	Items Name	Brand & Model	Speciation	Quantity	Unit
4	Headphone	RAPOO or Equivalent. Model VH310 or Equivalent	Headphone with build-in MIC. Warranty, Country of Origin & Manufacture & Delivery Lead Time: Should be mentioned by the bidder. Delivery Lead Time: Should be mentioned by the bidder.	30	Pcs

Information need to be submitted with financial proposals:

- a) Warranty/Guarantee period
- b) Trade license
- c) Company details
- d) Delivery date
- e) Client Information.
- f) TIN and Tax Return
- g) BIN
- h) The price should include details about VAT/TAX.

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 1st December, 2024 11:01 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

Note: The basic rates quoted should be effective until 31st December, 2024