



**Request for Proposal of Linen Items and Box Fan For Asian University for Women, Arefin Nagar, Chattogram, Bangladesh,**

**RFP Summary Sheet**

<b>Name of the company</b>	Asian University for Women
<b>Procurement Reference Number</b>	0557/24-25
<b>Date of issue of the RFP</b>	11 <sup>th</sup> November, 2024
<b>Date and Closing Time for RFP submission</b>	19 <sup>th</sup> November, 2024 (12:01 pm) (GMT +6)
<b>Quotation submission mail address</b>	<a href="mailto:tender108@auw.edu.bd">tender108@auw.edu.bd</a>
<b>Address for Communication</b>	<b>Asian University for Women</b> 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.

**Proposal should be submitted only in the email: [tender108@auw.edu.bd](mailto:tender108@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: Linen items and Box Fan for Housekeeping.**

PR # 0557/24-25, For Housekeeping						
SI No.	Description	Unit	Quantity	Specification	Unit Price (BDT)	Total (Tk)
1	Bed Sheet	Pcs	750	Single and white with AUW logo		
2	Pillow Cover	Pcs	600	(White with AUW logo		
3	Pillow (Champion)	Pcs	375	Champion		
4	Comforter	Pcs	255	(White Color), Size- King" With AUW Logo. The stitching design will be provided at the time of order."		
5	Mosquito Net	Pcs	60	7' x 4'/ Good quality/White Color with AUW logo attached (As sample)		
6	Box Fan (Shami) 12"	pcs	400	Brand- Shami, Model : GFB30-519, Luxurious		

### Information need to be submitted with financial proposals:

- a) Mention Price with VAT or without VAT
- b) Need to submit the samples to the Asian University for Women. 20/A M.M. Ali Road, Chittagong.
- c) Brand name and specification.
- d) Trade license
- e) TIN/BIN/TAX Return
- f) Company details
- g) Mention the Delivery period.



**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. Any query for clarification on the bid can be had from the undersigned latest by 19<sup>th</sup> November, 2024 11:01 am. Please note that any inquiry received from any bidder will be sent to all bidders without disc losing the source of the inquiry.
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. Bidder can participate in any single item

Note: The basic rates quoted should be effective until 30<sup>th</sup> December, 2024