

**Request for Proposal for IT Items  
Summary Sheet**

<b>Name of the company</b>	Asian University for Women
<b>Procurement Reference Number</b>	0930/24-25
<b>Date of issue of the RFP</b>	30 <sup>th</sup> January, 2025
<b>Date and Closing Time for RFP submission</b>	21 <sup>st</sup> February, 2025 (12:01 pm) (GMT +6)
<b>Quotation submission mail address</b>	<a href="mailto:tender115@auw.edu.bd">tender115@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 Quotations (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.

Quotation should be submitted only in the email: [tender115@auw.edu.bd](mailto:tender115@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: IT Items for KEPZ Project.**

SL No	Item	Brand & Model	Specification	Unit	QTY
1	Brand PC	Lenovo/Dell/HP any equivalent. 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.	Pcs	35
2	Monitor	Model should be mentioned by the bidder.	Minimum Requirement: Display Size: 21.5 Inch, IPS, FHD, 75Hz, Build-In-Speaker (Optional), Ports: HDMI (Mandatory), Additional Ports (Optional): VGA/Display, Narrow Bazel. Warranty, Country of Origin & Manufacture & Delivery Lead Time Should be mentioned by the bidder.	Pcs	35
3	UPS	Kstar	KSTAR 650VA Offline UPS	Pcs	7
4	UPS	Kstar	KSTAR 1200VA Offline UPS	Pcs	3



**ASIAN UNIVERSITY  
FOR WOMEN**

**1. Information need to be submitted:**

- 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 21<sup>st</sup> February, 2025 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.

Note: The basic rates quoted should be effective until 28<sup>th</sup> July, 2025