



**Request for Proposal (RFP) for Toyota Hiace Ambulance and Medical Equipment for
Asian University for Women
Summary Sheet**

Name of the company	Asian University for Women
Procurement Reference Number	0487/25-26
Date of issue of the RFP	25 th September, 2025
Date and Closing Time for RFP submission	13 th October, 2025 (12:01 pm) (GMT +6)
Quotation submission mail address	tender128@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

Instructions to Bidders:

Bidders are invited to submit their proposals in accordance with the terms and conditions outlined in this Request for Proposal (RFP). Asian University for Women (AUW) reserves the right to accept or reject any or all proposals, without providing any reasons for such actions.

Confidentiality Agreement:

Complete confidentiality must be maintained in relation to this RFP. The information provided herein should only be used for the purpose for which it is intended. By retaining and responding to this RFP, you agree to treat all provided information as confidential.

Communication Protocol:

All communication concerning this RFP must be directed exclusively to AUW, with a copy sent to the email addresses specified in the RFP correspondence. Any attempts to communicate outside of these channels may result in the disqualification of your proposal.

Primary Point of Contact:

For any technical or process-related queries, please contact:

Mohammed Ishrat Bin Mahbub

Head of Procurement

Email: mohammed.mahbub@auw.edu.bd

Contact Number: +8801926673027 WhatsApp: +8801671470348

Submission Instructions:

Proposals should be submitted **ONLY** to the following email address:
tender128@auw.edu.bd

Please ensure that no other AUW email addresses are included in the TO, CC, or BCC fields. Any proposal submitted in violation of this instruction may be disqualified from consideration.

1. 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.

2. Required Product:

To achieve our objectives, the following product is required:

- **Description of Product/Service: Toyota Hiace** (Ambulance model, customized as per specifications)
- **Quantity:** 1 unit

Description Ambulance	Ambulance: 2000CC silver, 2019 Hiace GL Dual AC
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Description	Specification	Units	Quantity
Nebulizer	Elite Aero Family	Pcs	1
Oximeter	Jumper	Pcs	1
Blood Pressure	Auto-Omron,	Pcs	1
Blood Pressure	LPK2 Japan	Pcs	1
Cardiacs Monitor	Edin-China	Pcs	1
Diabetics Machine		Pcs	1

3. Required Information to be Submitted:

Bidders are requested to provide the following documents and information along with their proposal:

- a) **Trade License** of the offeror
- b) **Company Profile** (including legal status, relevant experience, and capabilities)
- c) **Proposed Delivery Date**
- d) **Client References** (including relevant contact information and details of similar past projects)
- e) **Taxpayer Identification Number (TIN)**

f) **Business Identification Number (BIN)**

g) **VAT/TAX Details** (indicating whether VAT/TAX is included or excluded in the quoted price)

h) **Warranty and Guarantee** for all spare parts and services

i) **Service Period** (post-delivery support and maintenance terms)

Additional Requirement (If Selected):

If your proposal is selected, the bidder will be required to submit the necessary **import documentation** to clarify the vehicle's import category and compliance with local import regulations.

4. Terms and Conditions:

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

1. **Tentative Quantities:** The quantities mentioned are indicative and may change at the time of contract/PO finalization.
2. **Awarding of Contract:** AUW reserves the right to award the contract to one or more bidders. The final quantities will be allocated among the successful bidders, with the distribution being at the sole discretion of AUW.
3. **Right to Cancel or Reject:** AUW reserves the right to cancel the bidding process before or after the receipt of bids, or even after the opening of bids, and call for fresh bids. AUW may also reject any bid without providing any reasons.
4. **Incomplete Bids:** Bids that are incomplete in any respect will be disqualified and will not be considered.
5. **Payment Terms:** Please specify your payment terms in your bid.
6. **Clarification Deadline:** Any queries or requests for clarification regarding this bid must be submitted by **13th October 2025, 11:00 AM**. Please note that any inquiries received will be shared with all bidders, without disclosing the source of the inquiry.
7. **Rate Validity:** The basic rates quoted must remain valid until **30th November 2025**.