



REQUEST FOR PROPOSAL
For Supply of Linen Items
Asian University for Women (AUW), Chattogram, Bangladesh
RFP Summary Sheet

Name of the company	Asian University for Women
Procurement Reference Number	0650/25-26
Date of issue of the RFP	2 November, 2025
Date and Closing Time for RFP submission	9 November, 2025 (12:01 pm) (GMT +6)
Quotation submission mail address	tender138@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 proposals in accordance with the terms outlined in the enclosed Request for Proposal (RFP).

AUW reserves the right to reject any or all offers without providing any reason.

Confidentiality must be strictly maintained. The information provided here should only be used for its intended purpose and scope. By retaining this RFP, you agree to treat all information as confidential.

All communications regarding this Request for Proposal should be directed to AUW, with copies sent to the email addresses listed in the RFP email.

For any further queries, please contact:

- **Primary Point of Contact for RFP Process and Technical Queries:**

Mohammed Ishrat Bin Mahbub

Director of Supply Chain Management

Email: mohammed.mahbub@auw.edu.bd

Contact Number: +8801926673027; Whatsapp: +8801671470348

Proposals should be submitted only to the following email: tender138@auw.edu.bd

No other AUW email address should be used in the "To," "CC," or "BCC" fields. Any proposal that violates this instruction may be disqualified.



RFP and Tender Notice

Asian University for Women (AUW) is committed to adhering to the highest standards of financial integrity and management best practices in all aspects of its operations, including RFPs, Tender Notices, and campus construction. We value respect for all, high standards for occupational health and safety, environmental preservation, and equality of men and women as workers and their entitlements for equal wage for equal work. We encourage all our contractors to employ at least 50% women in their workforce. Should anyone notice or otherwise come to know of any practice or incidence of malfeasance, corruption, unlawful or disrespectful treatment or unsafe living or working conditions, avoidable environmental degradation or mismanagement in any form, they may write in full confidentiality to the Secretary of the Board of Trustees. In case of receipt of any such submission with sufficient specificity, an independent agency may investigate the matter and respond to the writer and if appropriate, to the public.

boardsecretary@asian-university.org

AUW is a privately funded independent international university governed by its Board of Trustees with a public service mission. All decisions relating to its management are at the sole discretion of its Board of Trustees.

Thank you for helping AUW achieve the highest ethical and management standards.

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 for Housekeeping.**

PR # 0650/25-26, For Housekeeping						
SI No.	Description	Unit	Quantity	Specification	Unit Price (BDT)	Total (Tk)
1	Bed Sheet	Pcs	800	Single and white with AUW logo		
2	Pillow Cover	Pcs	800	(White with AUW logo		
3	Pillow (Champion)	Pcs	50	Champion		
4	Comforter	Pcs	160	(White Color), Size- King" With AUW Logo. The stitching design will be provided at the time of order."		
5	Mosquito Net	Pcs	70	7' x 4'/ Good quality/White Color with AUW logo attached (As sample)		

1. Information need to be submitted:

- a) Brand Name and Specifications – To be provided where required.
- b) Trade License – A valid copy of the trade license must be submitted.
- c) Company Details – Complete company details, including legal and operational information.
- d) Delivery Date – The expected delivery date of the products/services.
- e) Client Information and PO Receiving Details – Full client information along with Purchase Order (PO) receiving details.
- f) Tax Identification Number (TIN) of the Supplier, along with a copy of the latest tax return.
- g) BIN – Business Identification Number (BIN) of the Supplier.
- h) Warranty – Details of warranty, if applicable, including terms and conditions.

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

- I. The quantities mentioned are tentative and subject to change at the time of finalization of the contract or Purchase Order (PO).
- II. Asian University for Women (AUW) reserves the right to award the contract to one or more bidders. Final quantities will be divided among the successful bidders at the sole discretion of AUW.
- III. AUW reserves the right to cancel the bidding process at any stage—before or after receipt or opening of bids—and may call for fresh bids. AUW also reserves the right to reject any bid without assigning any reason.
- IV. Bids that are incomplete in any respect will be considered non-responsive and will not be evaluated.
- V. Payment terms must be clearly stated in the bid submission.
- VI. Any queries or requests for clarification regarding the bid must be submitted to the undersigned by 9 November 2025, 11:00 AM. Responses to inquiries will be shared with all bidders without disclosing the source of the inquiry.
- VII. Bidders may participate in bidding for any single item.

Note: The quoted base rates must remain valid and effective until December 30, 2025.