



**ASIAN UNIVERSITY
FOR WOMEN**

**Request for Proposal
Supply of Furniture and Electronics for the Biological Sciences Department at Asian
University for Women
Summary Sheet**

Name of the company	Asian University for Women
Procurement Reference Number	Biology_Science_Furniture/Electronics
Date of issue of the RFP	7 April, 2026
Date and Closing Time for RFP submission	4 May 2026 (12:01 pm) (GMT +6)
Quotation submission mail address	tender162@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: tender162@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.

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 Proposal for Furniture and Electronics for Biological Sciences Department at Asian University for Women:

SL. No.	Description	Unit	Quantity
1	Work station of size 42"x30"x36" with 18mm grey color melamine board <i>Bidders are required to submit the design together with detailed specifications.</i>	Pcs	16
2	Basin Cabinet of size 53"x24"x36" with 18mm grey color melamine board <i>Bidders are required to submit the design together with detailed specifications.</i>	Pcs	1
3	Basin Cabinet of size 43"x24"x36" with 18mm grey color melamine board <i>Bidders are required to submit the design together with detailed specifications.</i>	Pcs	1
4	Cabinet of size 60"x24"x36" with 18mm grey color melamine board <i>Bidders are required to submit the design together with detailed specifications.</i>	Pcs	1
5	Cabinet of size 48"x24"x36" with 18mm grey color melamine board <i>Bidders are required to submit the design together with detailed specifications.</i>	Pcs	1
6	Steel sink of size 24"x18"	Pcs	2
7	Granite tiles for work station table top	Sft	190
9	Round tools <i>Bidders are required to submit the design together with detailed specifications.</i>	Pcs	16
10	Book self's 3'x7' <i>Bidders are required to submit the design together with detailed specifications.</i>	Pcs	2

11	<p>Sound System Multimedia Speaker (2:0) 70W x2W (140 RMS) >40dB <i>Bidders are required to submit Brand, Model with detailed specifications</i></p>	Pcs	1
----	--	-----	---

1. Information need to be submitted:

- a) Trade License – A valid copy of the trade license must be submitted.
- b) Company Details – Complete company details, including legal and operational information.
- c) Delivery Date – The expected delivery date of the products/services.
- d) Client Information and PO Receiving Details – Full client information along with Purchase Order (PO) receiving details.
- e) Tax Identification Number (TIN) of the Supplier, along with a copy of the latest tax return.
- f) BIN – Business Identification Number (BIN) of the Supplier.
- g) **Mandatory Site Visit** – All interested bidders must conduct a physical visit to the AUW prior to submission of their proposal.
- h) **Layout / Design Proposal** – The bidders should submit proposed layout drawings showing workstations, cabinets, sinks, and equipment placement, including dimensions, spacing, ergonomics, and schematics for integration of gas, water, and electrical lines.
- i) **Relevant Experience** - Suppliers must submit evidence of previous projects in laboratory furniture supply and installation or similar works, including references, photos, or case studies demonstrating technical capability and experience.
- j) **Cost Breakdown and Taxation** - The financial proposal must clearly specify the **VAT amount separately**, along with the applicable **VAT percentage**. The quoted price shall be **inclusive of Advance Income Tax (AIT)**. Any proposal that does not clearly disclose the tax structure may be subject to clarification or disqualification.
- k) **Lead Time and Work Schedule** - The bidder shall clearly state the **proposed lead time** required to commence and complete the works. A tentative work schedule or timeline outlining key milestones is desirable and may be considered during evaluation.



**ASIAN UNIVERSITY
FOR WOMEN**

2. 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 4 May 2026, 11:00 AM. Responses to inquiries will be shared with all bidders without disclosing the source of the inquiry.

Note: The basic rates quoted should be effective until 30 June, 2026