



BURO Bangladesh

Request for Proposal (RFP)

For

“above of 100 pieces Laptop”

Date of Issue: 20/09/2017

Date & Time of Submission: 27/09/2017 within 12.00 pm

Number of Pages: 06

Place of Submission:

BURO Bangladesh

House no=12/A

Road no=104, Block=CEN (F)

Gulshan-2, Dhaka=1212

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Head Office

01. TERMS AND CONDITIONS

- Bids must be submitted in two envelope mentioning Technical & Financial Proposal on the top of the envelope. The envelope should be sealed & signed.
- All the pages of the RFQ must be signed by the authorized representative of the bidder and filled in where applicable.
- Award finalization and subsequent actions: BURO Bangladesh will award the Contract to the Bidder whose offer is found to be substantially responsive and who has offered technically suitable proposal & whose quoted price is within the acceptable limit of the BURO Bangladesh and also who have expertise and experience to provide excellent service. After selection of the Bidder, the Bidder will be supposed to maintain close contact with the client to sort out details of works to be undertaken.
- BURO Bangladesh reserves the right to accept or reject any or all the Bidder without assigning any reason whatsoever.
- In case of any error detected in the Bill of Quantities or in other documents at any time, BURO Bangladesh reserves the right to rectify such error.
- BURO Bangladesh reserves all the rights to modify, remove or add items from the Tender specification mentioned in this Tender schedule even after submission of the bids.
- The detailed specifications, terms and conditions are incorporated in this RFQ.
- BURO Bangladesh is not bound to accept the lowest price.
- For the purpose of warranty period, time will be counted from the delivery date.
- No RFQ document will be issued / received by mail.
- The selected Bidder must complete the work within the time stipulated in the work-order. Penalty @Tk. --- (---) per day may be imposed for delay in completion of work.
- RFQ offer may be rejected for any one of the reasons listed herein under. Decision of the BURO Bangladesh will be final in this regard:
 - a) Failure to submit RFQ before the specified closing time.
 - b) All or any pages of the RFQ document are not signed and sealed by the Bidder.
 - c) Failure to comply with Specifications annexed herewith.



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- d) Any false statement or evidence of fraud.
 - e) Failure to comply with all the instructions of the RFQ.
 - f) Any alteration in the RFQ.
 - g) Any discrepancy, overwriting, erasing, ambiguity or omission in quoting rate and in furnishing the RFQ document.
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- No price escalation will be entertained.
 - BURO Bangladesh has the right to execute full or part of the work.
 - A bidder may submit quotation for all items or individual item. But no RFQ will be accepted for partial quantity.

Delivery:

- Delivery of the items to be made at BURO Bangladesh, Head Office or designated place as desired by client.
- The client may require the Bidder to supply the equipment partially and periodically as and when required.

02. SCOPE OF WORK

- **WORK COMPLETION TIME:**
Product Delivery time within 90 days after issuing Work Order
- **QUALITY ASSURANCE:**
The Bidder shall comply with the technical specification as mentioned in the RFQ Schedule.



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03. Qualification Criteria

- The bidder shall have a minimum of Five (05) years of overall experience in the supply of goods and related services.
- The bidder shall be a certified partner / distributor of the IT peripherals (HP, DELL, Lenevo, Toshiba) being supplied under the contract. Distributorship/partnership Certificates should accompany with RFQ document.
- Product's supplied under this contract Manufacturer's Country of origin must be certified by the Manufacturer otherwise the Bidder will be technically disqualified.
- Bidder must submit CV's of technical resources with responsibility matrix.
- Active product Warranty information with Manufacturer's Part No. either in documents/Website should be providing by Bidder.

04. PAPERS & DOCUMENTS TO BE SUBMITTED

- Up-to-date Trade License
- Up-to-date VAT certificate
- Up-to-date TIN certificate
- Certificate of Incorporation

05. WARRANTY & AFTER SALES SERVICE

- The bidder should provide 03 (One) years full warranty from the date of delivery and installation.
- Service/Support should be ensured within 07 working days from received item.
- Have to provide support from authorised service centre all over the country.

NOTE: Bound to make agreement to provide support for above condition otherwise we can take legal action for hampering business activities.

06. PRICE

- Prices must be quoted both in figures & in words. If there is any discrepancy between the price in figure & the price in words, the later one will prevail.

- BURO Bangladesh reserves the authority to rectify any computation error in the price quotation of the bidders.

07. Taxations

- The all kind of Taxes will be deducted by BURO Bangladesh as per Govt. rules.

08. DECLARATION BY THE BIDDER

- We have gone through the terms and conditions stated in this RFQ and declare that those are acceptable to us. Besides, we certify that the information provided by us in this RFQ is correct in all respects. RFQ may be rejected for providing any incorrect/misleading information.

SIGNATURE OF THE KEY PERSON WITH DATE

FULL NAME _____

NAME OF THE COMPANY _____

COMPANY SEAL _____



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Head Office

09. TECHNICAL SPECIFICATION

Brand	HP/DELL/LENOVO/TOSHIBA
Model	Business Edition
Processor	7th Gen. Intel Core i5 7200U
Clock Speed	2.50-3.10GHz
Cache	3MB/6MB
Display Type	LED
Display Size	14"
Display Resolution	HD
RAM type	DDR4
RAM	4GB
Storage	1TB HDD
Graphics	Built-in
USB Port	2 x USB3.1, 1 x USB2.1
Networking	LAN, Wi-Fi, Bluetooth, Card Reader, Webcam
Battery	3 Cell Li-ion or Latest Technical version
Backup time	At least 4 hours
Weight	As much as light
Operating System	Windows License Version
Warranty	3 Years

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