



**LEATHERGOODS AND FOOTWEAR MANUFACTURERS & EXPORTERS ASSOCIATION OF
BANGLADESH (LFMEAB)**

SKILLS FOR EMPLOYMENT INVESTMENT PROGRAM (SEIP)

HOUSE NO. 12 (4th FLOOR), ROAD NO. 06, BLOCK-C,

BANANI, DHAKA-1213

Shopping for Goods

Package No. GD-12

Package Name: Procurement of Laptop

SHOPPING FOR GOODS
REQUEST FOR QUOTATION (RFQ)

Project Title: LFMEAB-SEIP Project

Source of Funding: ADB

Package No: GD-12

Date of Issue of Request: 29 September 2022

To:

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.....

Dear Sir/Madam,

1. The LFMEAB-SEIP Project (Purchaser) hereby requests you to submit price quotation(s) for the supply and installation of the following items:

Sl	Description of Item	Unit	Quantity
1	Laptop	Nos	03

If you, however, have been associated with the firm that prepared the design, and specifications of the contract that is subject of this procurement, you shall be disqualified.

To assist you in the preparation of your price quotation we enclose the necessary technical specifications and required quantities.

2. You must quote for all the items under this request. Price quotations will be evaluated for all the items together and contract awarded to the firm offering the lowest evaluated total cost of all the items.

3. You shall submit one original of the Price Quotation with the Form of Quotation, and clearly marked "Original". In addition, you shall also submit one copy marked as "COPY". In case of any discrepancy between the Original and Copy, the original shall prevail. Your quotation in the attached format should be signed, sealed in an envelope and addressed to and delivered to the following address:

Purchaser's Address: Chief Coordinator
LFMEAB-SEIP Project
House: 12 (4th Floor), Road: 06
Block: C, Banani, Dhaka-1213

Telephone: 01730611038

4. Your quotation in duplicate and written in English language, should be accompanied by adequate technical documentation and catalogue(s) and other printed material or pertinent information (in English language) for each item quoted, including names and addresses of firms providing after-sales service facilities in Bangladesh.

5. The deadline for receipt of your quotation(s) by the Purchaser at the address indicated in Paragraph 3 is: **13/10/2022 at 2.00 PM**

6. You shall submit only one set of quotations for the above items. Your quotation must be typed or written in indelible ink and shall be signed by you or your authorized representative. Without a signature in your Form of Quotation, your quotation will not be considered further. Sample papers (minimum size: 8 inch / 8 inch) attested with your official seal & signature which will be used for printing shall be submitted along with your Quotation.

7. Your quotation(s) should be submitted as per the following instructions and in accordance with the attached form of Contract. The attached Terms and Conditions of Supply is an integral part of the Contract.

(i) **PRICES:** The prices should be quoted for supply and delivery to LFMEAB-SEIP Project, House: 12 (4th Floor), Road: 06, Block: C, Banani, Dhaka-1213. Prices shall be quoted in the currency of the Purchaser which is BDT and should inclusive all local taxes, carriage, installation, commissioning as applicable and after sale services for two years if applicable.

(ii) **EVALUATION OF QUOTATIONS:** Offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of their prices. An offer is not substantially responsive if it contains material deviations or reservations to the terms, conditions, and specifications in this Request for Quotation, and it will not be considered further. The Purchaser will evaluate and compare only the quotations determined to be substantially responsive*. In evaluating the quotations, the Purchaser will adjust for any arithmetical errors as follows:

(a) where there is a discrepancy between amounts in figures and in words, the amount in words will govern;

(b) where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern; and

(c) if a Supplier refuses to accept the correction, his quotation will be rejected.

The evaluated price shall include local taxes i.e. Value Added Tax (VAT) and Advance Income Tax (AIT) in Bangladesh.

(iii) **AWARD OF PURCHASE ORDER:** The award will be made to the bidder offering the lowest evaluated price and that meets the required standards of technical and financial capabilities. The successful bidder will sign a Contract as per attached form of contract and terms and conditions of supply.

(iv) **VALIDITY OF THE OFFER:** Your quotation(s) should be valid for a period of Sixty (60) days from the deadline for receipt of quotation(s) indicated in Paragraph 5 of this Request for Quotation.

(v) If you withdraw your quotation during the validity period and/or refuse to accept the award of a contract when and if awarded, then you will be excluded from the list of suppliers for the project for two years.

8. Further information can be obtained from:

Kazi Lutful Hadi

Asst. Coordinator- Job Placement, Database & Procurement

LFMEAB-SEIP Project

House: 12 (4th Floor), Road: 06

Block: C, Banani, Dhaka-1213

Email: l_hadi@lfmeab.org

Telephone: 01717-536435

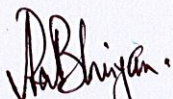
9. The bidder whose quotation has been accepted will be notified of the award of contract through the **Letter of Acceptance** issued by the Purchaser within 60 days from the date of submission of quotation.

10. The Purchaser intends to apply funds from the Asian Development Bank (ADB) for eligible payments under the Purchase Order resulting from this RFQ.

11. Under ADB's Anticorruption Policy bidders shall observe the highest standard of ethics during the procurement and execution of such contracts. ADB will reject a proposal for award, and will impose sanctions on parties involved, if it determines that the bidder recommended for award or any other party, has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, the Contract. At the time of submission of your quotation, you should not be in ADB's sanctions list.

12. Please Confirm by fax/e-mail the receipt of this request and whether or not you will submit the price quotation(s).

Sincerely,



Md. Arifur Rahman Bhuiyan

Chief Coordinator

LFMEAB-SEIP Project

**To substantiate responsiveness of quotations, please furnish supporting documents/evidences, among others, copies of Valid Trade License, Tax Identification Number (TIN), VAT Registration Certificate, and Specification Compliance Sheet as Attachment-1 including its word format soft copy in a CD.*

***To substantiate financial capabilities, please furnish supporting document/evidence such as Bank Solvency Certificate and/or Bank Statement.*

FORM OF QUOTATION

To
The Chief Coordinator
 LFMEAB-SEIP Project
 House: 12 (4th Floor), Road: 06
 Block: C, Banani, Dhaka-1213

We offer to execute the Procurement of **Laptop** for LFMEAB-SEIP Project, **GD-12** in accordance with the Conditions of Contract accompanying this Quotation for the Contract Price of BDT, (Amount in words:). We propose to complete the delivery of Goods described in the Contract within the following Delivery Time from the Date of Signing of the Contract

Prices (inclusive of local taxes i.e AIT, VAT, etc.) and Schedules for Supply

Item No.	Description of Item	Unit	Quantity	Unit Price		Total Price in Figure and Word	Delivery Time
				In figure	In words		
1	2	3	4	5	6	7	8
1	Laptop	Nos	3				As mentioned in Terms & Conditions of Supply
Total Amount					In figure		
					In words		
Goods to be supplied to		LFMEAB-SEIP Project Office, House: 12 (4th Floor), Road: 06, Block: C, Banani, Dhaka-1213					
Total Amount in Taka (in words)		[Enter the Total Amount as in Col.7 above for the delivery of Goods and related services].					
Delivery Offered		[insert weeks/days] from date of issuing the Purchase Order]					
Warranty Provided		One-year warranty for free replacement or repairing					

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive. We hereby confirm that this Quotation complies with the Validity of the Offer and Warranty conditions imposed by the Request for Quotation document and the Terms and Conditions of Supply, respectively.

We have not been associated with the firm that prepared the design and specifications of the contract that is subject of this request for quotation.

We are not in the ADB sanctions list.

Authorized Signature:

Name and Title of Signatory:

Name of Supplier:

Address:

Phone Number:

Fax Number, if any:

Email address:

FORM OF CONTRACT

THIS AGREEMENT numbers _____ made on 2022_, between

(Hereinafter called "the Purchaser") on the one part and

_____ (Hereinafter called "the Supplier") on the other part.

WHEREAS the Purchaser has requested for quotation for____(description of goods) to be supplied by Supplier, viz. Contract____, (hereinafter called "Contract") and has accepted the Quotation by the Supplier for the supply of goods under Contract at the sum of _____ (_____) hereinafter called "the Contract Price".

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. The following documents shall be deemed to form and be read and construed as part of this agreement, viz:
 - 2.
- a) Form of Quotation; Terms and Conditions of Supply, Technical Specifications;
- b) Addendum (if applicable);
3. Taking into account payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby concludes an Agreement with the Purchaser to execute and complete the supply of goods under the Contract and remedy any defects therein in conformity with the provisions of the Contract.
4. The Purchaser hereby covenants to pay, in consideration of the acceptance of Contract, supply and delivery of the goods and remedying of defects therein, the Contract Price in accordance with Payment Conditions prescribed by the Contract.

IN WITNESS whereof the parties hereto have executed the Contract under the laws of Bangladesh(country of Purchaser) on the date indicated above:

Signature and seal of the Purchaser

For and on behalf of

Name of Authorized Representative

Signature and seal of the Purchaser

For and on behalf of

Name of Authorized Representative

TERMS AND CONDITIONS OF SUPPLY

Project Name: LFMEAB-SEIP Project, Tranche-3

Purchaser: Chief Coordinator
LFMEAB-SEIP Project
House: 12 (4th Floor), Road: 06
Block: C, Banani, Dhaka-1213
Mobile: 01730611038

Package Name: Procurement of Printing Items for LFMEAB-SEIP Project

Package No: GD-12

1. Schedules for Supply and Place for destination

Sl	Description of Item	Unit	Quantity	Delivery Time & Place
1	Laptop	Nos	03	31 October 2022, Banani, Dhaka

The supply shall include carriage, installation, commissioning as applicable and after sales service/defect liability for one year from the date of commissioning. The supply schedule of the equipment/goods are as stated below:

- Fixed Price:** The prices indicated in the Form of Quotation are firm and fixed and not subject to any adjustment during contract performance.
- Delivery Schedule:** The delivery should be completed as per above schedule but not exceeding 07 days from each delivery date.
- Insurance:** The Goods (if shipped from abroad) supplied under the Contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery. The insurance shall be in an amount equal to 110 percent of the value of the Goods on "All risks" basis.
- Applicable Law:** The Contract shall be interpreted in accordance with the laws of the Purchaser's country.
- Resolution of Disputes:** The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute between them under or in connection with the Contract. In the case of a dispute between the Purchaser and the Supplier, the dispute shall be settled in accordance with the provisions of the Arbitration Act, 2001 of the Purchaser's country.
- Delivery and Documents:** Upon delivery, the Supplier shall provide the following documents to the Purchaser:

- copies of the Supplier's invoice showing goods' description, quantity, unit price, and total amount;
- manufacturer's or supplier's warranty certificate; and
- certificate of origin if applicable

If goods are coming by courier, supplier shall also provide prior to delivery, copies of documents that will enable Purchaser to receive the goods. The above documents shall be received by the Purchaser at least 3 days arrival of the goods and, if not received, the Supplier shall be responsible for any consequent expenses.

8. Payment: Payment of the contract price shall be made in the following manner:

100% payment (excluding AIT and VAT which will be deducted at source by purchaser) made upon receipt by the Purchaser of the delivered goods (payments will be made within 3-5 working days upon receiving each goods package in full) on site in accordance with the contract agreement as well as others terms and conditions imposed hereby.

9. Warranty: If anywhere of the shopping documents mention about the warranty of goods, then Goods offered should be covered by manufacturer's warranty for at least 12 months from the date of delivery to the Purchaser.

10. Defects: All defects will be corrected by the Supplier without any cost to the Purchaser within 15 days from the date of notice by Purchaser. The name and address of service facility where the defects are to be corrected by the supplier within the warranty period are:
LFMEAB-SEIP as specified in the Supply Schedule (Place of Destination).

11. Force Majeure: The supplier shall not be liable for penalties or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

For purposes of this clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but not restricted to, act of Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by Force Majeure event.

12. Required Technical Specifications: (As Attachment-A) Supplier confirms compliance with attached specifications.

13. Failure to Perform: The Purchaser may cancel the Agreement if the Supplier fails to deliver the Goods, in accordance with the above terms and conditions, in spite of a 7 days' notice given by the Purchaser, without incurring any liability to the Supplier.

Authorized Signature

Name and Title of Signatory

Name of Supplier

Address

Cell Number

Email address

Technical Specification Compliance Sheet of “Laptop”

SL	Description of Item	Required Technical Specification	Offered Technical Specification	Compliance (C/NC)/ Remarks
1	Brand	To be mentioned by the bidder		
2	Model	To be mentioned by the bidder		
3	Country of Origin	To be mentioned by the bidder		
4	Country of Manufacture	To be mentioned by the bidder		
5	Processor	Core i5 1155G7 11 th (Intel)		
6	Clock Speed	Min 2.80 GHz upto 4.70 GHz Core 4 or Equivalent		
7	L3 Cache	8MB		
8	RAM (Memory)	8GB DDR4 or above		
9	Storage	512GB SSD NVMe PCIe or above		
10	Graphic Card	Dedicated 2GB Graphics or higher		
11	Networking/Communication	WiFi Bluetooth		
12	Audio	Dual speakers' Dual array digital microphones		
13	Port & Connection	USB 3 Port 2 x USB Type-A USB C / Thunderbolt Port 1 x USB Type-C HDMI Port 1 Headphone Port Combo Microphone Port Combo		
14	Monitor	Min 15.6 Inch FHD IPS LED Anti-Glare		
15	Keyboard	Premium Spill – resistant keyboard		
16	Camera	WebCam 720 Pixel Camera		
17	Battery	Battery 3 Cell Battery Capacity 41 Wh Battery Type Li-ion Backup Time Up to 6 Hrs.		
18	Carrying Bag & Accessories	Branded Premium Quality Carrying Bag		
19	Weight	Below 2Kg		
20	Operating System	Operating System Win-11 or above		
21	Application Software	Operating System Win-11 or above		
22	Warranty	3 Years or higher		

LETTER OF ACCEPTANCE

Date: _____

To: _____

Dear Sir or Madam,

This is to notify you that your Quotation dated _____ for the execution of the [GD-12] for the Contract price of _____ [amount in words and figures], as corrected and modified in accordance with the request for Quotation has been accepted by us.

You are also requested to sign the attached Form of Contract and commence supply of the goods not later than _____ and ensure the completion of the delivery of goods within the delivery time specified in the contract.

For and on behalf of the Purchaser:

Authorized signature: _____

Name of signatory : _____

Title: _____

Technical Specifications of Supplying of “Laptop”

SL	Description of Item	Required Technical Specification
1	Brand	To be mentioned by the bidder
2	Model	To be mentioned by the bidder
3	Country of Origin	To be mentioned by the bidder
4	Country of Manufacture	To be mentioned by the bidder
5	Processor	Core i5 1155G7 11 th (Intel)
6	Clock Speed	Min 2.80 GHz upto 4.70 GHz Core 4 or Equivalent
7	L3 Cache	8MB
8	RAM (Memory)	8GB DDR4 or above
9	Storage	512GB SSD NVMe PCIe or above
10	Graphic Card	Dedicated 2GB Graphics or higher
11	Networking/Communication	WiFi Bluetooth
12	Audio	Dual speakers' Dual array digital microphones
13	Port & Connection	USB 3 Port 2 x USB Type-A USB C / Thunderbolt Port 1 x USB Type-C HDMI Port 1 Headphone Port Combo Microphone Port Combo
14	Monitor	Min 15.6 Inch FHD IPS LED Anti-Glare
15	Keyboard	Premium Spill – resistant keyboard
16	Camera	WebCam 720 Pixel Camera
17	Battery	Battery 3 Cell Battery Capacity 41 Wh Battery Type Li-ion Backup Time Up to 6 Hrs.
18	Carrying Bag & Accessories	Branded Premium Quality Carrying Bag
19	Weight	Below 2Kg
20	Operating System	Operating System Win-11 or above
21	Application Software	Operating System Win-11 or above
22	Warranty	3 Years or higher

Letter of Acceptance

Date:

To

.....

.....

.....

Dear Mr.,

This is to notify you that your quotation dated for the execution of the **Package Name:** Procurement of Laptop, **Package No:** GD-12, for the contract price of BDT (Amount in words:), as corrected and modified in accordance with the Request for Quotation has been accepted by us.

You are also requested to sign the attached **Form of Contract** and commence supply of goods not later than 15 days and ensure the completion of delivery goods within the delivery time specified in the contract.

For and on behalf of the Purchaser:

Authorize Signature:

Name of Signatory:

Designation:

**Letter of Authorization
(Letter Head Pad)**

Date:

To,

The Chief Coordinator

LFMEAB-SEIP Project

House: 12 (4th Floor), Road: 06

Block: C, Banani, Dhaka-1213.

Subject: Letter of Authorization for signing Shopping for GD-12

Dear Sir,

With reference to **Package Name:** Procurement of Laptop, **Package No:** GD-12, I give Mr.....,

Designation: the authority to sign all the relevant and required documents on behalf of our company and process all related actions as per the need.

Given below is identity proof of the person with details and signature for the verification purpose.

Name of Authorized Person:		
Designation of Authorized Person:		
Signature of Authorized Person:	1.	2.

Sincerely,

Signature:

Name of the Person:

Designation:

Cell:

Email: