## **REQUEST FOR QUOTATION (RFQ)**

Title: Leathergoods And Footwear Manufacturers & Exporters Association of Bangladesh (LFMEAB)

Date of Issue of Request: September 29, 2022

Dear Sir/Madam,

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SL** | **Name of Item** | **Description** | **Unit** | **Quantity** |
| 1 | Laptop | **2 Pcs Laptop**  **Common Specification:** 11th Generation Intel Core i5 14 Inch FHD display, Backlit Key Board, Win 11+ office.  **Mouse, External USB Keyboard** | 2 | 2 Pcs |

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

**2.** **Y*ou must quote for the items under this request. Price quotations will be evaluated for the item and contract awarded to the firm offering the lowest evaluated total cost of the item.***

**3.** You shall submit one original of the Price Quotation with the Form of Quotation. 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:**  Secretary General

LFMEAB

Harbour Gulshan Link, Ta-94/B (1st & 2nd Floor), Middle Badda,

Gulshan Link Road, Dhaka-1212, Bangladesh

**Telephone:**  +880-2-58810271-2

4. Your quotation in duplicate and written in English/Bangla language, should be accompanied by adequate technical documentation and specifications including names and addresses of firms providing after-sales service facilities.

5. The deadline for receipt of your quotation(s) by the Purchaser at the address indicated in Paragraph 3 is: **03/10/2022 at 4.00 PM.** Assigned jobs has to be completed properly and material to be delivered within 3 (three) days of issuing the work order.

6. Further information can be obtained from:

**Mr. Md. Syfur Rahman**

Manager, LFMEAB

Harbour Gulshan Link, Ta-94/B (1st & 2nd Floor), Middle Badda,

Gulshan Link Road, Dhaka-1212, Bangladesh

Email: [syfur@lfmeab.org](mailto:syfur@lfmeab.org); Cell: +8801671166809

Best regards,

**Major Md Rafiqul Islam (Retd.)**

Secretary General

**FORM OF QUOTATION**

To

Secretary General

LFMEAB

Harbour Gulshan Link, Ta-94/B (1st & 2nd Floor), Middle Badda,

Gulshan Link Road, Dhaka-1212, Bangladesh

We offer to execute the Procurement of **2 Pcs Laptop including mouse & external USB keyboard**

for LFMEAB 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** | **Total Price in Figure and Word** | | **Delivery Time** |
|
| **1** | **2** | **3** | **4** | **5** | | **6** |
|  |  |  |  |  | |  |
| **Total Amount** | | | | | In figure |  |
| In words |  |
| Goods to be supplied to | | LFMEAB  Harbour Gulshan Link, Ta-94/B (1st & 2nd Floor), Middle Badda,  Gulshan Link Road, Dhaka-1212, Bangladesh | | | | |
| Total Amount in Taka (in words) | |  | | | | |
| Delivery Offered | |  | | | | |

**Authorized Signature**:

**Name and Title of Signatory**:

**Name of Supplier:**

**Address:**

**Phone Number:**

**Email address:**