

Standard Request for Quotation (RFQ) – (Goods)

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**Request for Quotation for the Supply of Goods**  
**for**  
[Purchaser to describe here the nature of the Goods  
and Contract Package Numbers as per the Procurement Plan]

আরক নং আরক নং দুদক/প্রশাঃ ও লজিঃ/২০/২০১১(অংশ-১৮)/১৩০৬৬ তারিখ : ২৬/৪/২০১১

Contract Package No:

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This Request for Quotation for the Supply of *Printer* as shown on the attached schedule of requirements is Issued to:

Name of Supplier:

Address of Supplier:

Name of Issuing Officer: Md. Moshir Rahman

Job Title of Issuing Officer: Deputy Director (Admin & Logistics)

Date:

[Note the Issuing Officer should keep a photocopy of this Issue Sheet for record purposes].



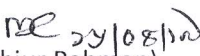
[Purchaser to use normal Letter Headed format]

**Request for Quotation for the Supply of**  
[ brief description of Goods and Contract Package number  
as shown in the Procurement Plan ]

To:

Date:

1. *The Anti-Corruption Commission* has a budget allocation for the supply of *Printer* and wishes to apply some of that allocation for the said *Printer* for which this Request for Quotation is issued.
2. Payments made against any Purchase Order arising from this Request for Quotation will only be made in Bangladeshi Taka. The Unit Rate(s) offered by the Supplier, if accepted, shall remain fixed for the duration of the Purchase Order.
3. Your quotation, in duplicate, must be delivered to the office of the undersigned on or before ~~23-04-2019~~ **at 10.30 am**. Any quotation received later than the scheduled time will be rejected and returned unopened. The envelope containing the quotation must be clearly marked Quotation for Purchase of "*Printer* " and **DO NOT OPEN** before ~~23-04-2019~~ **at 11.00 am** .
4. All quotations must be valid for a period of thirty (30) days from the closing date of the Request for Quotations.
5. The quotation shall be completed and signed by an authorised representative of the Supplier. In the case of a Supplier offering to supply goods that the Supplier itself does not manufacture or otherwise produce, the Supplier must show that they have been duly authorised by the goods' manufacturer to supply the goods in Bangladesh.
6. In the case of any arithmetical discrepancy between the Unit Rate and the Total Amount quoted, then the Unit Rate shall prevail both for the evaluation of quotations and for the subsequent Purchase Order.
7. Depending on the final requirement, the quantities shown may increase or decrease by fifteen percent (15%) and this shall be reflected in the Purchase Order.
8. There will be no public opening of quotations; the Purchaser is not bound to accept the lowest quotation and reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.

  
(Md. Moshir Rahman)  
Deputy Director (Admin & Logistics)  
Anti-Corruption Commission  
1, Segun Bagicha, Dhaka.

### Schedule of Items and Priced Quotation

[describe below the items, unit and quantity of the goods required].

SI	Item	Description & Details		Unit	Qty	Unit Rate Tk	Total Amount Tk
1.	Color Laser Printer	<b>Functions</b>	<b>Print only</b>		2		
		Technology	Laser				
		<b>Speed</b>	<b>Black (normal, A4): Up to 18 ppm; Black (normal, letter): Up to 19 ppm;</b>				
		Processor	800 MHz				
		Memory	128 MB				
		Resolution	600 x 600, ImageREt 3600				
		<b>First Page Out Time</b>	<b>Black : As fast as 11.5 sec; Colour : As fast as 13 sec</b>				
		Duplex Print	Manual				
		Duty Cycle	Up to 30,000 pages				
		Feeding Capacity	150 sheet input tray, multipurpose tray, 100 sheet output bin				
		Media Type	Paper (Bond, brochure, colored, glossy, heavy, letterhead, light, photo, plain, preprinted, prepunched, recycled, rough), transparencies labels, envelopes, cardstock.				
		Media Size	76.2 x 127 to 215.9 x 355.6 mm				
		Media Weight	60 to 163 g/m <sup>2</sup> paper, up to 176g/m <sup>2</sup> postcards, up to 200g/m <sup>2</sup> glossy				
		Network	Standard built-in Ethernet				
		Interface	Hi Speed USB 2.0 port, Built in Fast Ethernet 10/100 Base-TX network port				
		Mobile Printing Capability	ePrint, Apple AirPrint™, Mopria-certified, Mobile Apps				
		Wireless Capability	No				
		Display	2 Line LCD (Text)				
		Voltage	Input voltage: 220 to 240 VAC (+/- 10%), 50 Hz (+/- 3 Hz)				
		Power Consumption	375 watts (active printing), 8.7 watts (ready), 1.7 watts (sleep), 0.1 watts (auto-off), 0.1 watt (off)				
		Dimension	392 x 384 x 236.2 mm (15.4 x 15.1 x 9.3 in)				
		Weight	11.4 kg (25 lb)				
		Warranty	One-year exchange warranty				

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2.	Laser Jet M-402 dn	Functions	Only Print		2	
		Printer type	Single Function Mono Laser			
		First Page Print	5.6sec			
		Speed PPM black	40ppm			
		Print resolution	1200dpi			
		Print Paper Size	Tray			
		Duplex Print	Autamatic			
		Paper Type	Paper (plain, EcoFFICIENT, light, heavy, bond, colored, letterhead, preprinted, prepunched, recycled, rough), envelopes, labels, transparencies			
		Input Tray	100Sheet (Tray 1), 250Sheet (Tray 2)			
		Output Tray	150Sheet			
		Processor Speed	1200MHz			
		Memory	128 MB			
		Display	2 Line Bcklit LCD Display			
		Interface (Built-in)	USB, LAN			
		Mobile Printing	Yes (ePrint, Apple AirPrint, Morpria-certified, Google Cloud Print 2.0, Mobile Apps)			
		OS Compatibility	Windows 7, 8, 8.1, 10, Vista, XP, Server 2003, 2008, OS X 10.8 Mountain Lion; OS X 10.9 Mavericks; OS X 10.10 Yosemite			
		Monthly Duty Cycle	80,000 Pages			
		Dimensions	381 x241.3 x635mm			
		Consumable	26A Black (3100 pages), 26XBlack (9000 pages)			
		Weight	8.60Kg			
		Part No	C5F94A			
		Warranty	2 years			

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3.	LBP 6230	Functions	Only Print	16		
		Printer type	Single Function Mono Laser			
		First Page Print	6sec			
		Speed PPM black	25ppm			
		Print resolution	1200x1200dpi			
		Print Paper Size	A4,B5,A5,Legal,Letter,Executive,16K, Envelope COM10,,Envelope Monarc C5, Envelope DL, Index card, Custom (Width:76.2-216mmxLength 127-356mm)			
		Duplex Print	Autamatic			
		Paper Type	Plain Paper, Heavy Paper, Transparency, Label, Envelope, Index card			
		Input Tray	100Sheet(Tray 1), 250Sheet (Tray 2)			
		Output Tray	150Sheet			
		Processor Speed	100MHz			
		Memory	64 MB			
		Interface (Built-in)	USB, LAN			
		Mobile Printing	Yes (ePrint, Apple AirPrint, Morpria-certified, Google Cloud Print 2.0, Mobile Apps)			
		OS Compatibility	Windows 7, 8, 8.1, 10, Vista, XP, Server 2012, 2012 R2,2008,2008 R2,2003, Mac OS 10.6.x-10.9(x), Linus (x), Citrix(FR2 and later)			
		Monthly Duty Cycle	8,000 Pages			
		Dimensions	379 x243 x293mm			
		Consumable	toner cartridge 326			
		Weight	7.0Kg			
		Others	Print Speed Duplex: A4: Up to 7.7 spm(sheets per minute), Paper Weight: 60 to 163g/m2, Duples Printing: A4, Letter, Legal(x1)(60-105g/m2)			
Warranty	1 years					
		<b>Sub-Total for Supply of Goods</b>				
		<b>Additional Costs for delivery to Purchaser (if applicable)</b>				
		<b>Total Amount for Supply of Goods, including VAT/Taxes</b>				
		<b>VAT/Taxes</b>				
		Total Amount for Supply of Goods to Purchaser (Including Vat/Taxes)				
		Goods to be supplied to [ <i>Destination of Goods</i> ]				

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Total Amount in Taka (in words)	<i>[ enter the Total Amount for Supply of Goods, excluding VAT/Taxes].</i>	
Delivery Offered		Weeks delivered to Purchaser from date of issue of the Purchase Order by the Purchaser
Warranty Provided		Months from date of supply or commissioning of the Goods.

<b>Signature of Supplier</b>	Supplier's Stamp
Name of Supplier	
Date	

[The Supplier should attach copies of relevant brochures/catalogue for the equipment to be supplied, which will give sufficient data to permit effective evaluation of the quotation].

**Technical Specification of the Goods Required**

Sl	Item	Specification
01.	<i>Printer</i>	

The Supplier should also provide a priced schedule of consumables that are expected to be required on the basis of a normal utilization of the equipment over a period of two (2) years.

This priced schedule will not be taken into account in the quotation evaluation, but will be used to determine anticipated operational costs of the equipment.

The Supplier is required to mention make / model (as applicable) of the goods to be supplied and must attach the appropriate original printed literature / brochures for the various items listed.

<b>Signature of Supplier</b>	<b>Supplier's Stamp</b>
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Name of Supplier	
Date	

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### Documentation Required with the Submission of the Quotation

The Supplier shall attach the following documents to its quotation;

- (a) A duly completed and signed priced offer as per the Schedule of Items and the Priced Quotation. Note that all prices shall be quoted in Bangladesh Taka;
- (b) A valid Trade License;
- (c) A valid TIN Certificate;
- (d) A Manufacturer's Authorization Letter (if applicable);
- (e) Technical Specification of the Goods to be supplied; and
- (f) A Completion Certificate for at least two (2) similar nature of goods supplied by the Supplier during the last two (2) years to any Government sector; Autonomous Body, Corporation or Private sector organization;

### Terms and Conditions for the Supply of Goods and Payment.

The Terms and Conditions hereinafter may only be varied with the written agreement of the Purchaser and no terms and conditions put forward at any time by the Supplier shall form any part of the Contract.

- (a) the Supplier shall not be required to submit a performance security;
- (b) the supply of the goods shall be completed within *1 (one)* week from the date of issue of the Purchase Order, or the signing of the contract (if applicable);
- (c) after completion of the supply of the goods, the Supplier shall submit an original Invoice, and two (2) copies, to the Purchaser. The invoice shall show the cost of the goods and VAT/Taxes separately;
- (d) payment of the Invoice shall be arranged by the Purchaser, within thirty (30) days, but only against the actual supplied quantities of goods as listed in the Purchase Order;
- (e) payments against VAT/Taxes and other impositions shown in the Supplier's invoice shall be made either:
  - (i) through the Accountant General's Office, at the time of settlement of the Invoice; or
  - (ii) in advance by the Supplier, who shall then submit the Treasury Challan, (showing it has been paid through the Bangladesh Bank);
- (f) the Purchaser may, by written notice sent to the Supplier, terminate the Purchase Order (or Contract if applicable) in whole or in part at any time for its convenience:
  - (i) if the Supplier fails to deliver any or all the goods within the time period(s) specified in the Purchase Order, or
  - (ii) if the Supplier fails to perform any other obligation(s) under the Purchase Order, or
  - (iii) if the Supplier, in either of the above circumstances does not cure its failure within a period of (3) three calendar days after receipt of a notice of default from the Purchaser specifying the nature of the default(s), or
  - (iv) if the Supplier, in the judgment of the Purchaser, has engaged in any corrupt or fraudulent practices in competing for or in executing the tasks under this Purchase Order; and
- (g) The Supplier shall provide the warranty, as stipulated in the Quotation document, for the goods to be supplied and confirm that if any faults are detected within the warranty period in the supplied/installed goods, the Supplier shall be bound to rectify the fault or replace the goods as the case may be.

