



**GOVERNMENT OF THE PEOPLE'S REPUBLIC OF  
BANGLADESH**

**Tender Document (National)**

**Request for Quotation Method**

**Name of the Package:** (Supply of Desktop, Photocopier Machine & Printer)  
**Package No:** GD-1

**Program Implementation Unit (PIU)  
SICIP-WEAB**

(A program of the Finance Division, Ministry of Finance, Government of People's Republic of Bangladesh)

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January 2026



## **Guidance Notes on the use of The Request for Quotation Document**

1. These guidance notes have been prepared by the BPPA to assist a Procuring Entity in the preparation of Quotation document, using the Standard Request for Quotation, SRFQ, for the procurement of low value Goods. All concerned are advised to refer to the Public Procurement Rules, 2025 issued to supplement the Public Procurement Act, 2006; available on BPPA's website: <http://www.bppa.gov.bd/>. Notes and guidance are provided for both the Procuring Entity and the bidder.
2. The procurement under Request for Quotation Method (RFQM) shall follow the provisions pursuant to Rules 90 to 94 of the Public Procurement Rules, 2025 and in accordance with Section 32 of the Public Procurement Act, 2006. SRFQ is based upon best national practices that have been adapted to suit the particular needs of procurement.
3. The use of SRFQ (PG1) applies when a Procuring Entity intends to select a Bidder (a Supplier) for the Procurement of Goods under RFQ Method (RFQM) pursuant to Rule 90(3) of the Public Procurement Rules, 2025.
4. Pursuant to Rule 92(1) and Rule 92(2) of the Public Procurement Rules, 2025, RFQ shall be invited through letter or e-mail. RFQ shall not be required to be advertised in the daily newspapers but for the minimum circulation the Procuring Entity shall publish that advertisement in its website (if any), including posting in the Notice Board and, shall send with request for publication to the administrative wing of some other Procuring Entities nearby.
5. Pursuant to Rule 92(3) of the Public Procurement Rules, 2025, RFQ Document shall be issued or made available to potential Quotationers 'free-of-cost'.
6. The time-limit for Request for Quotation shall in no case exceed seven (7) days pursuant to Rule 92 (4) of the Public Procurement Rules, 2025. The Procuring Entity must provide minimum three (3) days for submitting Quotations.
7. No Securities such as Quotation Security (i.e. Tender Security) and Performance Security shall be required pursuant to Rule 91(6) of the Public Procurement Rules, 2025.
8. Submission, Opening and Evaluation of the Quotations shall respectively be dealt with pursuant to Rule 93(1), Rule 93(2) and Rule 94(1) of the Public Procurement Rules, 2025 as specified in the RFQ.
9. The criteria for evaluation, pursuant to Rule 91(4) of the Public Procurement Rules, 2025, shall be pre-disclosed.
10. Pursuant to Rule 90(5) of the Public Procurement Rules, 2025 the Quotation for standard off-the-shelf low value readily available Goods shall usually be on 'Unit-Rate' basis.
11. The specifications of Goods shall be framed pursuant to Rule 38 of the Public Procurement Rules, 2025.
12. Splitting the object of Procurement is not permissible pursuant to Rule 90(4)(ka) of the Public Procurement Rules, 2025.
13. The Procuring Entity shall issue the Purchase Order, pursuant to Rule 94(5) of the Public Procurement Rules, 2025, to the successful Quotationer following recommendations of the Evaluation Committee and approval thereupon of the Approving Authority.
14. Provision of Retention Money shall however be kept at the rate of five (5) percent of the contract price from Supplier's payable amount against any claims during the Warranty Period.
15. The Warranty Period shall usually remain 12 months.
16. The Procuring Entity shall further be required to maintain the record of procurement proceedings pursuant to Rule 60 of the Public Procurement Rules, 2025.



Program Implementation Unit (PIU)  
SICIP-WEAB Program

Anchor Tower (8<sup>th</sup> Floor), 108 Bir Uttom C.R. Dutta Road, Dhaka-1205, Bangladesh

Request for Quotation  
for  
Supply of Desktop, Photocopier Machine & Printer

RFQ No: SICIP-WEAB/RFQ-02/Desktop, Photocopier Machine & Printer/GD-1/2026

Date: 20/01/2026

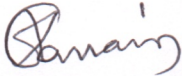
To

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1. The **Chief Coordinator, SICIP-WEAB Program** has been allocated public funds and intends to apply a portion of the funds to eligible payments under the Contract for which this Quotation Document is issued.
2. Detailed Specifications and, Design & Drawings for the intended Goods are available in the office of the Procuring Entity for inspection by the potential Quotationers during office hours on all working days.
3. Quotation is being requested on Unit-Rate basis.
4. Quotation shall be completed properly, duly signed-dated each page by the authorized signatory and submitted by the date to the office as specified in Para 6 below.
5. No Securities such as Quotation Security and Performance Security shall be required for submission of the Quotation and supply of the Goods (if awarded) respectively.
6. Quotation in sealed envelope or through electronic mail shall be submitted to the office of the undersigned on or before **25 January at 12:00PM**. The envelope containing the Quotation must be clearly marked "Supply of Desktop, Photocopier Machine & Printer" and **DO NOT OPEN** before **25 January at 12:00PM**. Quotations received later than the time specified herein shall not be accepted.
7. Quotations received through electronic mail shall be sealed-enveloped by the Procuring Entity duly marked as stated in **Para 6** above and, all Quotations thus received shall be sent to the Evaluation Committee for evaluation, without opening, by the same date of closing the Quotation.
8. The Procuring Entity may extend the deadline for submission of Quotations on justifiably acceptable grounds duly recorded subject to threshold of seven (7) days pursuant to Rule 92 (4) of the Public Procurement Rules, 2025.
9. All Quotations must be valid for a period of at least **30 days** from the closing date of the Quotation.
10. No public opening of Quotations received by the closing date shall be held.
11. Quotationer's rates or prices shall be inclusive of profit and overhead and, all kinds of taxes, duties, fees, levies, and other charges to be paid under the Applicable Law, if the Contract is awarded.
12. Rates shall be quoted and, subsequent payments under this Contract shall be made in Taka currency. The price offered by the Quotationer, if accepted shall remain fixed for the duration of the Contract.



13. Quotationer shall have legal capacity to enter into Contract. Quotationer, in support of its qualification shall be required to submit certified photocopies of latest documents related to valid **Trade License, Tax Clearance Certificate (or Acknowledgement slip issued by the competent authority as a proof of submission of income tax return for the Assessment Year (2025-2026), VAT Registration Number/Business Identification Number (BIN) and Financial Solvency Certificate** showing liquid asset of at least BDT 6,00,000.00 from any scheduled Bank; without which the Quotation may be considered non-responsive.
14. Quotations shall be evaluated based on information and documents submitted with the Quotations, by the Evaluation Committee and, at least three (3) responsive Quotations will be required to determine the lowest evaluated responsive Quotations for award of the Contract.
15. In case of anomalies between unit rates or prices and the total amount quoted, in the quotation submitted on unit rate basis, the unit rates or prices shall prevail. In case of discrepancy between words and figures, the former will govern. Quotationer shall remain bound to accept the arithmetic corrections made by the Evaluation Committee.
16. The Quotationers prices, being responsive to the Procuring Entity's requirements, shall be checked for SLT (Significantly Low-priced Tender) in accordance with the Rules 25 and 26 of the Public Procurement Rules, 2025.
17. The supply of Goods shall be completed within 15 (fifteen) days from the date of issuing Purchase Order.
18. The Purchase Order that constitutes the Contract binding upon the Supplier and the Procuring Entity shall be issued within 3 (three) days of receipt of approval from the Approving Authority.
19. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.



**Engr. Mohammad Guljar Hossain**  
Chief Coordinator



## Quotation Submission Letter

[Use Letter-head Pad]

RFQ No: \_\_\_\_\_

Date: dd/mm/yy

To:

*[Name and address of Procuring Entity]*

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Goods named **[insert name of goods]**.

The total Price of our Quotation is **[insert amount both in figure and words]**

My/Our Quotation shall remain valid for the period stated in the RFQ Document and it shall remain binding upon us and, may be accepted at any time prior to the expiration of its validity period.

I/We declare that I/we have the legal capacity to enter into a contract with you, and have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive, coercive or obstructive practices. Furthermore, I am/we are aware of **Para 20(b) of the Terms and Conditions** and pledge not to indulge in such practices in competing for or in executing the works.

I am/We are not submitting more than one Quotation in this RFQ process in my/our own name or other name or in different names. I/We understand that the Purchase Order issued by you shall constitute the Contract and will be binding upon me/us.

I/We have examined and have no reservations to the RFQ Document issued by you on **[insert date]**

I/We understand that you reserve the right to reject all the Quotations or annul the procurement proceedings without incurring any liability to me/us.

Signature of Quotationer with Seal

Date:



*(Handwritten signature)*

## Price Schedule for Goods (and Related Services)

RFQ No: SICIP-WEAB/RFQ-02/Desktop, Photocopier Machine & Printer/GD-1/2026  
Date: 20/01/2026

| Sl no | Item no | Description of Items | Unit of Measurement | Quantity | Unit Rate or Price |          | Total Amount          | Destination for Delivery of Goods   |
|-------|---------|----------------------|---------------------|----------|--------------------|----------|-----------------------|---|
|       |         |                      |                     |          | In figure          | In words | In figure<br>In words |   |
| 1     | 2       | 3                    | 4                   | 5        | 6                  | 7        | 8                     | 9   |
| 1     | 1       | Desktop PC           | Pcs                 | 04       |                    |          |                       | WEAB-SICIP<br>PIU Office;<br>Anchor Tower<br>(8th Floor), 108<br>Bir Uttom C.R.<br>Dutta Road,<br>Dhaka-1205,<br>Bangladesh |
| 2     | 2       | Photocopier Machine  | Pcs                 | 01       |                    |          |                       |   |
| 3     | 3       | Laser Printer        | Pcs                 | 01       |                    |          |                       |   |

**Total Amount for Supply of Goods**  
(inclusive of VAT and all applicable taxes; see Note 2 below)

In figure

In words

|                                 |  |
|---------------------------------|--|
| Goods to be supplied to         | WEAB-SICIP PIU Office; Anchor Tower (8 <sup>th</sup> Floor), 108 Bir Uttom C.R. Dutta Road, Dhaka-1205, Bangladesh |
| Total Amount in Taka (in words) | [enter the Total Amount as in Col.8 above for the delivery of Goods and related services].                         |
| Delivery Offered                | <b>15 (Fifteen)</b> days from date of issuing the Purchase Order   |
| Warranty Provided               | The Warranty Period shall usually remain 12 months.  |

[insert number] number corrections made by me/us have been duly initialed in this Price Schedule. My/Our Offer is valid until dd/mm/yy [insert Quotation Validity date].

|                                    |                |
|------------------------------------|----------------|
| Signature of Quotationer with Seal | Date: dd/mm/yy |
| Name of Quotationer                |                |

**Note:**

1. Col. 1, 2, 3, 4, 5 and 9 to be filled in by the Procuring Entity and Col. 6, 7 & 8 by the Quotationer.
2. Rates or Prices shall include profit and overhead and, all kinds of taxes, duties, fees, levies, and other charges earlier paid or to be paid under the Applicable Law, if the Contract is awarded; including transportation, insurance etc. whatsoever up to the point of delivery of Goods in all respects to the satisfaction of the Procuring Entity.



*(Handwritten signature)*

## Technical Specification of the Goods Required

| Item no | Description of Items | Required Technical Specification and Standards |   | Offered Technical Specification and Standards | Country of Origin | Make and Model |
|---------|----------------------|--|---|---|-------------------|----------------|
| 1       | 2                    | 3  |   | 4   | 5                 | 6              |
| 1       | Desktop PC           | Brand  | Any internationally reputed brand to be mentioned by the Bidder   |   |                   |                |
|         |                      | Model  | Any Model of Business Series Desktop (To be mentioned by the Bidder)  |   |                   |                |
|         |                      | Processor                                      | Min. 14th Gen Intel® Core™ i5-14400 or equivalent/higher  |   |                   |                |
|         |                      | Frequency                                      | P-Core Base frequency: 2.5 GHz and Max Turbo frequency Up to: 4.7 GHz   |   |                   |                |
|         |                      | Cache  | Min. 20MB Cache   |   |                   |                |
|         |                      | Chipset  | Intel B660 or equivalent/higher   |   |                   |                |
|         |                      | RAM  | Min. 16GB DDR5 Memory with expandability up 64 GB   |   |                   |                |
|         |                      | Hard Disk Drive                                | Min. 512GB SSD or Higher  |   |                   |                |
|         |                      | Graphics                                       | Intel UHD Graphics 730  |   |                   |                |
|         |                      | Monitor  | Min. 21.5" WFTF FHD (1920X1080 @100Hz, 250 nits, 1ms) LED Backlit Borderless Color Monitor with VGA & HDMI Port (1 HDMI Cable), Same brand as system unit (Model to be mentioned by the bidder) |   |                   |                |
|         |                      | Key Board                                      | USB Keyboard same as Desktop Brand  |   |                   |                |
|         |                      | Mouse  | USB Business Mouse same as Desktop Brand with Mouse Pad   |   |                   |                |
|         |                      | I/O Ports                                      | Min 6 USB Ports (Among them 4 ports should be USB 3.2 Type A ports), 1 Universal audio jack port, HDMI VGA/Display Port, 1 Ethernet (RJ-45) port  |   |                   |                |
|         |                      |  |   |   |                   |                |
| 2       | Photocopier Machine  | Brand  | Any internationally reputed brand to be mentioned by the Bidder   |   |                   |                |
|         |                      | Model  | Any Model of Business Series (To be mentioned by the Bidder)  |   |                   |                |
|         |                      | Function                                       | Copy, Print & Scan  |   |                   |                |



| Item no | Description of Items | Required Technical Specification and Standards |  | Offered Technical Specification and Standards | Country of Origin | Make and Model |
|---------|----------------------|--|--|---|-------------------|----------------|
|         |                      | Copy & Print Speed                             | 20ppm & 20ppm(A4), 10ppm(A3)   |   |                   |                |
|         |                      | Print & Copy Resolution (Pixel)                | 2400 x 600dpi  |   |                   |                |
|         |                      | Processor                                      | ARM9 500MHz  |   |                   |                |
|         |                      | Memory   | 4GB  |   |                   |                |
|         |                      | Storage  | 128 GB SSD   |   |                   |                |
|         |                      | Scanning                                       | Network Color Scanning   |   |                   |                |
|         |                      | Printing                                       | Black & White Network Printing   |   |                   |                |
|         |                      | Paper size                                     | A3, A4, A5, Letter, Legal  |   |                   |                |
|         |                      | Paper Capacity:                                | Standard 1x 250 + 100 Sheet  |   |                   |                |
|         |                      | Interface                                      | USB2.0,10/100 base, WiFi   |   |                   |                |
| 3       | Laser Printer        | Brand  | Any internationally reputed brand to be mentioned by the Bidder  |   |                   |                |
|         |                      | Model  | Any Model of Business Series (To be mentioned by the Bidder)   |   |                   |                |
|         |                      | Functions                                      | Print Only   |   |                   |                |
|         |                      | Printer Type                                   | Single Function Mono Laser   |   |                   |                |
|         |                      | Output Color                                   | Black & White  |   |                   |                |
|         |                      | Technology                                     | Laser  |   |                   |                |
|         |                      | Print Speed                                    | 40 PPM (Black)   |   |                   |                |
|         |                      | Print Resolution                               | 1200 x 1200 dpi  |   |                   |                |
|         |                      | First Print Out Time                           | 6.3 Seconds (A4)   |   |                   |                |
|         |                      | Duty Cycle up to (Yield)                       | 80000 Pages  |   |                   |                |
|         |                      | Duplex   | Automatic  |   |                   |                |
|         |                      | Paper Type                                     | Paper (plain, EcoFFICIENT, light, heavy, bond, colored, letterhead, preprinted, pre punched, recycled, rough); envelopes; labels |   |                   |                |
|         |                      | Paper Weight                                   | 60 to 200 g/m2 (Tray-1)  |   |                   |                |
|         |                      | Input Capacity                                 | 100 Sheets (Tray-1), 250 Sheets (Tray-2), 550 Sheets (Tray-3)  |   |                   |                |
|         |                      | Output Capacity                                | 150 Sheets   |   |                   |                |
|         |                      | Processor                                      | 1200 MHz   |   |                   |                |
|         |                      | Memory   | 256MB  |   |                   |                |
|         |                      | Display  | 2-line backlit LCD graphic display   |   |                   |                |



| Item no | Description of Items | Required Technical Specification and Standards |                | Offered Technical Specification and Standards | Country of Origin | Make and Model |
|---------|----------------------|--|----------------|---|-------------------|----------------|
|         |                      | Connectivity                                   | USB, LAN, WiFi |   |                   |                |

I/We declare to supply Goods offered by me/us fully in compliance with the Technical Specifications and Standards mentioned hereinabove

|   |                |
|---|----------------|
| <b>Signature of Quotationer with Seal</b> | Date: dd/mm/yy |
| Name of Quotationer                       |                |

**Note:**

1. Col. 1, 2 & 3 to be filled in by the Procuring Entity and Col. 4, 5 & 6 by the Quotationer.
2. Specifications are to be filled in by the Procuring Entity. A set of precise and clear specifications is a pre-requisite for Quotations to respond realistically and competitively to the requirements of the Procuring Entity. In the context of competitive Quotations, the specifications shall be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the Goods to be procured. The specifications should require that all items, materials and accessories to be included or incorporated in the Goods be new, unused and of most recent or current models, and that they include or incorporate all recent improvements in design and materials.
3. Technical Specifications of the Goods shall be in compliance with the requirements of the Procuring Entity specified in this document. Quotationer is required to mention make / model (as applicable) of the Goods offered and must attach the appropriate original printed (if not available copied) literature / brochures for the listed items.



*(Handwritten signature)*

Program Implementation Unit (PIU)  
SICIP-WEAB Program

Anchor Tower (8<sup>th</sup> Floor), 108 Bir Uttom C.R. Dutta Road, Dhaka-1205, Bangladesh

**PURCHASE ORDER FOR THE SUPPLY OF GOODS**  
(Desktop, Photocopier & Printer)

Purchase Order No. \_\_\_\_\_

Date: dd/mm/yy

|  |   |
|--|---|
| RFQ No: _____                                | Date: dd/mm/yy                          |
| To:<br>[name and address of the Supplier]    |   |
| Delivery Date: [insert completion date]      | Order Value:TK. [insert Contract Price] |
| <b>Delivery: As per Terms and Conditions</b> |   |

The Procuring Entity has accepted your Quotation dated [insert date] for the supply of Goods as listed below and requests that you supply the Goods within the delivery date stated above, in the quantities and units in conformity with the Technical Specifications under the Terms and Conditions as annexed.

**ORDER ITEMS**

Attached Certified photocopy of approved Priced Schedule for Goods  
Attached Certified photocopy of approved Technical Specification of the Goods Required  
Attached Certified photocopy of Terms and Conditions

For the Procuring Entity:

Signature of the Procuring Entity with name and Designation

Date

**Attachments:** As stated above



**Terms and Conditions**  
**for**  
**Supply of Goods and Payment**

1. Terms and Conditions contained herein shall be binding upon both the Procuring Entity and the Supplier for the purpose of administration and management of this Contract.
2. Implementation and interpretation of these Terms and Conditions shall, in general, be under the purview of the Public Procurement Act, 2006 and the Public Procurement Rules, 2025.
3. The Supplier shall have to complete the delivery in all respects within **15 (Fifteen days)** days of issuing the Purchase Order in conformity with the Terms and Conditions.
4. The Supplier shall be entitled to an extension of the Delivery Schedule if the Procuring Entity delays in receiving the Goods or if Force Majeure situation occurs or for any other reasons acceptable to the Procuring Entity on justifiable grounds duly recorded.
5. All delivery under the Contract shall at all times be open to examination, inspection, measurements, testing, commissioning, and supervision of the Procuring Entity or the Technical Examination and Acceptance Committee (TEAC) formed by the PE.
6. The Procuring Entity shall check and verify the delivery made by the Supplier in conformity with the Technical Specifications and notify the Supplier of any Defects found.
7. If the Goods are found to be defective or otherwise not in accordance with the specifications, the Procuring Entity may reject the supplies by giving due notice to the Supplier, with reasons.
8. The Supplier shall be entirely responsible for payment of all taxes, duties, fees, and such other levies under the Applicable Law.
9. Notwithstanding any other practice, the payment shall be based on the actual delivery of goods on the basis of the quantity of each item of Goods in accordance with the Priced Schedule and Specifications. 95% of the Contract price of the Goods shall be paid after submission and acceptance of the Delivery Chalan and rest 5% retention money will be paid after 28 days from last warranty period.
10. The Supplier's rates or prices shall be inclusive of profit and overhead and, all kinds of taxes, duties, fees, levies, and other charges to be paid under the Applicable Law.
11. The total Contract Price is BDT [insert figure] [in words].
12. The minimum Warranty Period of the Supplies shall be **12 months** starting from the date of completion of delivery in the form of submission by the Supplier and acceptance by the Procuring Entity, of goods and related services.
13. The Procuring Entity shall retain or in other words deduct from the final payment due to the Supplier at the rate of five (5) percent of the invoice amount as Retention Money under the Contract. This Retention Money shall be kept in PE's end for meeting any claims during the Warranty Period.



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14. The Supplier shall remain liable to fulfil the obligations regarding Warranty, after-sales services and any other issues pursuant to Rule 55 (8) of the Public Procurement Rules, 2025.
15. The Supplier shall keep the Procurement Entity harmless and indemnify from any claim, loss of property or life to himself/herself, his/her workmen or staff, any staff of the Procurement Entity or any third party while delivering the Goods.
16. Any claim arising out of delivery of Goods shall be settled by the Supplier at his/her own cost and responsibility.
17. Damage to the Goods during the Warranty Period shall be remedied by the Supplier at the Supplier's own cost, if the damage arises from the supply and installation by the Supplier.
18. No modification to Scope of Supply and no Variations to the quantities ordered shall be permissible under any circumstances.
19. The Procuring Entity shall amend the Contract incorporating required approved changes subsequently introduced to the original Terms and Conditions in line with Rules, where necessary.
20. The Procuring Entity may, by written Notice sent to the Supplier, terminate the Contract in whole or in part at any time, if the Supplier:
  - a. fails to deliver Goods as per Delivery Schedule and Specifications.
  - b. in the judgement of the Procuring Entity, has engaged in any corrupt, fraudulent, collusive or coercive or obstructive practices in competing for or in delivery of Goods.
  - c. fails to perform any other obligation(s) under the Contract.
21. The Procuring Entity and the Supplier shall use their best efforts to settle amicably all possible disputes arising out of or in connection with this Contract or its interpretation.
22. The Supplier shall be subject to, and aware of provision on corruption, fraudulence, collusion, coercion and obstruction in Section 64 of the Public Procurement Act, 2006 and Rule 149 of the Public Procurement Rules, 2025.

|   |   |
|---|---|
| <b>For the Procuring Entity:</b><br><br><br><b>Engr. Mohammad Guljar Hossain</b><br>Chief Coordinator | <b>For the Supplier:</b><br><br><br>Signature of the Supplier with name Designation |
| Date  | Date  |

