



# Emergency Response Program (ERP)

## A Project of Caritas Bangladesh

A national organization of the Catholic Bishop's Conference of Bangladesh for Social Welfare and Development

**Cox's Bazar Office:** Saymen Heritage Residence, Building No: 3, (1st Floor), Saymen Road, Baharchara, Cox's Bazar-4700

**Ukhiya Office:** House No: 4051, Uttar Pukuria, 2 No. Rajapalong Union, Ukhiya, Cox's Bazar.



Ref. No.: ERP/RFQ/2024-25/34

Date: 24.09.2024

### Request for Quotation for Supplying of ICT Device

For the procurement of Laptop under FD7#124, FD7#118, FD6#6 & FD7#122 projects, quotations are invited from Bangladeshi suppliers/bonafide vendors. Relevant enlisted vendors are also invited to submit the quotations following details below.

#### Description of Materials:

SL	Name of Materials	Materials Specification	Unit Measure	Total Qty	Unit Price	Total Price
1.	Laptop	HP 14-ep0200TU Core i5 13th Gen 14" FHD Laptop With Backlit Keyboard Model: 14-ep0200TU Processor: Intel Core i5-1335U (12MB L3 Cache, Up to 4.6 GHz) RAM: 8GB DDR4, Storage: 512GB PCIe NVMe M.2 SSD Display: 14" FHD (1920 x 1080) 250nits, 62.5% SRGB Features: Backlit Keyboard, Privacy Shutter, Type- C, Wi-Fi 6 OS: Windows 11 Home <b>Mention Warranty</b>	Nos	04		
2.	Laptop	HP ENVY x360 Convertible 14-fc0121TU, Intel Ultra 7-1550-1.70 To 4.80 GHz, 16 GB Onboard, 1 TB Gen4 SSD, Touch 14 WUXGA, BL, WI-FI6, BT, WC 5MP, Win 11 Home & MSO, Silver, <b>Mention Warranty</b>	Nos	01		
3.	Desktop PC (With HP USB keyboard & Mouse)	Brand HP, Model: 280 Pro G9, Core i3 12th Gen 4GB RAM MPN: 950J5PA Processor: Intel Core i3-12100 (12M Cache, 3.30 GHz to 4.30 GHz) Memory: 4GB DDR4 RAM Storage: 1TB 7200 rpm SATA HDD HP USB Keyboard & Mouse <b>Mention Warranty</b>	Nos	01		

Regd. under the Societies Registration Act XXI of 1860

No. 3760-BL of 1972-73 Dated 13-7-1972

Regd. with NGO Affairs Bureau under the Foreign Donations (voluntary Activities)

Regulation Ordinance, 1978, No.009, Dated: 22-04-1981, Regd. Under The Micro Credit Regulatory Authority Act 2006

No. 00032-00286-00184, Dated 16-03-2008

Tel : +8801305 699095

Email : cbgeneral@caritasbd.org

Website: www.caritasbd.org



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SL	Name of Materials	Materials Specification	Unit Measure	Total Qty	Unit Price	Total Price
4.	HP Laser Printer	Model: HP LaserJet Pro MFP M227fdw Multifunction Momo Laser Printer Brand: HP MPN: G3Q75A Print Speed: 28 ppm (Black) Resolution: 1200 x 1200 dpi Connectivity: USB, LAN, WiFi, NFC, Function: Print, scan, copy, Output color: Black & White Paper size: A4, Legal <b>Mention Warranty</b>	Nos	01		

**Terms & Conditions:**

- 1. Procedure and timeline of the Quotation Submission:** The deadline for quotation submission to [tender.cb.cxb@gmail.com](mailto:tender.cb.cxb@gmail.com) as PDF format files or Hard Copy sealed envelopes shall be submitted addressing to the **Project Director, Emergency Response Program, Caritas Bangladesh, Ukhiya Office, Uttar Pukuria, Word No.02, Rajapalong, Ukhiya, Cox's Bazar** within **02/10/2024 by 03:00 PM**. The interested firms/suppliers/vendors are requested to submit the quotation on their organization's letterhead pad. The supplier shall refrain to transfer the authority to anyone of this order.
- 2. Submission of Evidence:** Necessary documents must be submitted along with the quotation such as **Valid Trade License, Update Clearance Certificate, E-TIN, VAT Registration Certificate, Certificate of Incorporation including Memorandum of Associations and Article of Association (Applicable in case of Companies), Bank Solvency or Bank Statement for last 6 months from submission of quotation date, and relevant experience certificate/work order or purchase order copies.**
- 3. Place of Goods Delivery:** The above-mentioned materials shall be delivered to **Caritas Bangladesh Ukhiya Office, Uttar Pukuria, Word No.02, Rajapalong, Ukhiya, Cox's Bazar** by **07-10 days** after being awarded in presence of your representative and Caritas Bangladesh representative.
- 4. Earnest Money:** At the time of bid price/submission tender should be deposited 2.5% earnest money in the name of **"CARITAS EMERGENCY ROHINGYA RESPONSE PROJECT"** through Pay Order. The earnest money will be refunded to the unsuccessful bidders. In case of failure to comply with the terms and conditions, the Earnest Money will be forfeited/adjusted.
- 5. Process of Earnest Money Refund:** Earnest Money of unsuccessful bidders to be refunded after work order is issued to the successful bidders. A written application to be submitted for refunding the Earnest Money. Total procedures of the refund Earnest Money are to be completed within 30 days.





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The earnest money is refundable upon satisfactory supply and complete warranty period of the goods/services fulfilling all terms and conditions. In case of failure to comply with the terms and conditions, the Earnest Money will be forfeited/adjusted.

6. **Validity of Price:** The validity of quoted price shall be valid for 90 days from the date of commencement. Meanwhile, the supplier agrees to provide the goods/services with fixed rates submitted by the supplier within 90 Days of last procurement.
7. **Goods Quality and inspection:** The supplier is solely responsible to ensure quality of goods as per specifications and samples agreed. Upon delivery of the goods, inspection will be done by respective officer of Caritas. If any discrepancy, defects in terms of quality and quantity, the rejected goods must be replaced by the supplier at their own cost at an earliest time.
8. **VAT & Tax:** VAT and Tax shall be deducted at source from the bills as per the law of the country. The deducted IT and VAT will be deposited to the Govt. Exchequer/Treasury within stipulated time from the date of deduction in favor of suppliers. Note that bill should be submitted through VAT Challan form (MUSHOK 6.3 Form).
9. **Obligation:** Caritas shall not be bound to award a work order to the lowest price bidder and reserves the rights to award this work order based on consideration of all factors. For the fairly & timely implementation of works or service, Caritas Bangladesh, Cox's Bazar office, reserves the rights to allot the work partially among two and more suppliers. The supplier must deliver the goods as per the samples of Caritas Bangladesh.
10. **Changes in quantities of services/goods:** Caritas Bangladesh reserves the right to change the quantity of goods as per need listed above. If any such changes occur, suppliers will be notified in advance.
11. **Mode of Bill Payment:** Final bill will be submitted by the supplier to Caritas Bangladesh Ukhiya office, Uttar Pukuria, Word No.02, Rajapalong, Ukhiya, Cox's Bazar after completion of delivery of all goods as per the work order. Satisfactory report in the form of a Goods Received Note (GRN) from the responsible Caritas representative, along with challan and necessary documents are pre-condition for bill submission. After necessary checking, payment will be made in favor of the supplier through an Accounts Payee Cheque.
12. **Rejection of quotation:** Caritas reserves the right to reject a bid without any prior notice, or to request for any revision, correction, or change. In case of any discrepancy regarding a bid; unit rates, total price, over writing, fraud, alteration, or late submission, Invalid Signature, without organizational stamp, etc., the quotation will be disqualified or rejected without assigning any reason.
13. Contractors/Suppliers are requested to visit the delivery place and construction site, and consider local transport, wages of labor, and other challenges before taking decision to quote the final offer.
14. After being issued a work order/purchase order, if the supplier fails to deliver any of the material in accordance of work order, Procuring Entity, Caritas Bangladesh has the rights to penalize or





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deduct partial or full of the final bill. However, CB can change the number of quantity of goods if needed. In that case, supplier will be noticed accordingly.

15. If the bidder fails to deliver the goods as per the deadline agreed by the work order, 2.5% earnest money treated as tender security deposit shall be deducted from the account of the bidder. No further requests will be accepted in this case.
16. A satisfactory completion of works/services (100%) will be determined by a GRN/Reports certified by a respective officer to be submitted to Cox's Bazar office for bill settlement.
17. Any bidder found dissatisfactory in quality, number, or defects in goods or service specified and agreed by work order, CB management reserves the right to cancel the work order by giving a notice over phone, by email or written letter.
18. The successful bidder must read the conditions for work orders, Code of Conduct forms and shall sign the contract accordingly agreeing all terms and conditions.
19. The Supplier/ Contractor shall not engage in any form of child labor under any circumstances and Sexual behavior disrespectful to men, women, and children completely prohibited.
20. Any staff of Caritas Bangladesh is attempted to compromise in terms of quality of goods and services by the Contractor/Supplier/vendors legal actions will be taken by Caritas Bangladesh according to the Law of the Country.
21. After receiving the work order, in case of any accident that happens in case of any injury or death resulting from an accident associated with works under this work order, the total responsibility as well as any penalty, the contractor shall be solely responsible and liable. Caritas Bangladesh will not be liable to any of the above.
22. Action will be taken as per law if any representative of the supplier attempts to pressure, coerce or otherwise force Caritas Bangladesh authorized person to receive the materials.
23. The undersigned reserves the right to cancel the Tender process without assigning any reason if any unexpected situation arises.

To get further support on the above-mentioned clauses the supplier can contact 01859-400300 Ukhiya Office from 9:00 am to 5:00 pm except for Friday, Saturday, and other declared Gov. holidays.

Thanking you with best regards,

 24.09.2024

Project Director  
Emergency Response Program  
Caritas Bangladesh, Cox's Bazar



