

Fareast Islami Life Insurance Company Ltd.
Head Office, Fareast Tower
35 Topkhana Road, Purana Polton, Dhaka-1000

Request for Quotation (RFQ)

1. Tender Process: Open Tender

A standard package of documents is required to participate in the tender competition in this process. Therefore, all participating bidders are required to submit complete documentation at the time of application.

2. Tender's Information

- a. Name & Address of the Organization:
- b. Name & Address of the Tenderer:
- c. Place of receipt of Tenders and Schedules:
- d. Tender Document Sale Price:
- e. Commencement Date of Sale of Tender Documents:
- f. Last date for sale of tender documents:
- g. Date, time and place of submission of tender:
- h. Date, Time and Place of the Tender Opening:

3. Tenderers should provide following documents:

- Attested copy of Bidder's NID/BIN/TIN/VAT/Trade License Certificate;
- Application for participation (it must be stamped and signed by the executive body);
- A list of all submitted documents must be signed by the head of the applicant institution/enterprise;
- A list of persons authorized to act on behalf of the applicant and a description of their duties;
- Certified copy of authorized persons appointment order;
- Professional experience/training of the tenderer;
- If the bidding company does not supply products of its own manufacture, it will have to provide additional dealership certificate;
- 10% of the bid price paid by the bidder as security deposit by way of pay order from any Scheduled Bank;
- A certified copy of the certificate of registration of a legal entity;
- A copy of the latest certificate of registration of the legal entity with the tax authority;
- Certificate of previous experience in supply of computer servers/ other computer related equipment;
- Certificate of financial solvency from the bank used by the applicant guaranteeing the financial solvency of the applicant;
- A certificate from the Vat/Tax Office, confirming absence of payment dues;
- Copies of accounting reports for the last 3 reporting periods, which are stamped by the tax authority;
- Copies of documents identified by tax authorities, reflecting income and expenses for the last three reporting periods.

4. Selection Criteria

- Tenderers must prove their economic, financial, technical and professional capacity to carry out the work subject to this call for tender.
- Tenderers will provide sufficient information and proof to satisfy the Contracting Authority of their financial standing and that they have the necessary resources and financial means to carry out the work that is subject of the tender.
- Final selection should be based on **price, warranty and support/warranty model.**

5. Technical Offer

The technical offer must cover all aspects and tasks required in the technical specifications and provide all the information needed to apply the award criteria. Offers deviating from the requirements or not covering all requirements may be excluded on the basis of non-conformity with the tender specifications and will not be evaluated.

6. Technical Specifications

SL	Particulars	Required Quantity
1	Computer Mother board 10 gen (minimum)	30
2	SSD HDD – 250 GB SATA Port	30
3	RAM DDR 4 2400 BUS 8GB	30
4	UPS Battery (12 V, 7.5 Amp H)	120
5	Processor - Pentium Gold 10 th Gen (Supported)	30
6	Dot printer (Epson LQ 310) - Mother board	20
7	Laser Printer accessories (HP2055)-Pc/Roller-Lower	02
	Laser Printer accessories (HP2055)-Pressure Roller	02
	Laser Printer accessories (HP2055)-Film	02
	Laser Printer accessories (HP2015)-Pc/Roller-Lower	03
	Laser Printer accessories (HP2015)-Pressure Roller	03
	Laser Printer accessories (HP2015)-Film	03
	Laser Printer accessories (Canon6030)-Pc/Roller	06
	Laser Printer accessories (Canon6030)-Pressure Roller	04
	Laser Printer accessories (Canon6030)-Film	05
8	Computer Monitor 19 inch (any renown brand)	10
9	CPU Power Supply (Golden Field)	15
10	Keyboard and Mouse combo (A4 Tech)	50
11	PoE IP Camera (Hikvision) 2MP, Night-vision	15
12	Modem LTE 4G (SIM Supported)	100
13	IP Phone (Fanvil X3SP V2 PoE IP Phone)	15
14	IP phone accessories (Receiver cable & Speaker)	50+50
15	Pen Drive (64 GB)	10
16	Portable HDD (2TB)	2

7. Warranty period:

Must be mentioned by the bidder. Supplier should collect product which is due for warranty claim from the office (35, Topkhana Road, Dhaka-1000.) and return to office after servicing.

8. Last date of Quote submission :

Bidder must respond to the tenderer via email within 11:30 AM on 6th of August, 2023.

9. Product Delivery:

Product can be delivered in multiple batches. However first batch should be delivered within 3 working days of receiving PO. The product will be accepted only after verification by the authority of Fareast Islami Life Insurance Company Limited (FILIC).

10. Payment methods :

30 Days from delivery of goods. Supplier need not to add VAT as VAT will added by the company. The payment will be made by Cheque in favor of the supplier.

11. Pricing Template :

Bidder must respond to the tenderer via hard copy in a close envelope by 7th August, 2023. Sealed envelope should be dropped into tender box stored inside Fareast Islami Life Insurance Company Ltd. Head Office (Fareast Tower 35, Topkhana Road. Dhaka-1000)

SL	Particulars	Required Quantity	Warranty	Unit price	Total Price
1	Computer Mother board 10 gen (minimum)	30	<i>e.g. 5 years</i>		
2	SSD HDD – 250 GB SATA Port	30			
3	RAM DDR 4 2400 BUS 8GB	30			
4	UPS Battery (12 V, 7.5 Amp H)	120			
5	Processor - Pentium Gold 10 th Gen (Supported)	30			
6	Dot printer (Epson LQ 310) - Mother board	20			
7	Laser Printer accessories (HP2055)-Pc/Roller-Lower	02			
	Laser Printer accessories (HP2055)-Pressure Roller	02			
	Laser Printer accessories (HP2055)-Film	02			
	Laser Printer accessories (HP2015)-Pc/Roller-Lower	03			
	Laser Printer accessories (HP2015)-Pressure Roller	03			
	Laser Printer accessories (HP2015)-Film	03			
	Laser Printer accessories (Canon6030)-Pc/Roller	06			
	Laser Printer accessories (Canon6030)-Pressure Roller	04			
7	Laser Printer accessories (Canon6030)-Film	05			
8	Computer Monitor 19 inch (any renown brand)	10			
9	CPU Power Supply (Golden Field)	15			
10	Keyboard and Mouse combo (A4 Tech)	50			
11	PoE IP Camera (Hikvision) 2MP, Night-vision	15			
12	Modem LTE 4G (SIM Supported)	100			
13	IP Phone (Fanvil X3SP V2 PoE IP Phone)	15			
14	IP phone accessories – Receiver cable	50			
	IP phone accessories – Speaker	50			
15	Pen Drive (64 GB)	10			
16	Portable HDD (2TB)	2			
Grand Total					