



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

## **Request for Quotation Document (National) For Office Equipment (Access Control & Others) (FDP-GD69)**

Strengthening Public Financial Management Program to Enable Service Delivery (SPFMS)  
Scheme on "Improving Pension Management System and Quality and Timeliness of Financial  
Reporting"  
Finance Division, Ministry of Finance

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Government of the People's Republic of Bangladesh  
Scheme on Improving Pension Management System and Quality and Timeliness of Financial Reporting  
Strengthening Public Financial Management Program to Enable Service Delivery (SPFMS)  
Finance Division, Ministry of Finance  
Shoheed Prokoushali Bhaban (4th Floor), IEB, Ramna, Dhaka-1000

**REQUEST FOR QUOTATION**

for

**Office Equipment (Access Control & Others)**

RFQ No: 07.00.0000.000.07.122.25- **265**

Date: 20/03/2025

To

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.....  
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1. The **Strengthening Public Financial Management Program to Enable Service Delivery (SPFMS)** 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 and related services shall be available in the office of the Procuring Entity for inspection by the potential Quotationers during office hours on all working days.
3. Quotation shall be prepared and submitted using the 'Quotation Document'.
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 (i.e. the traditionally termed Earnest Money, Tender Security) and Performance Security shall be required for submission of the Quotation and delivery of the Goods (if awarded) respectively.
6. Quotation in a sealed envelope or by fax or through electronic mail shall be submitted to the office of the undersigned **on or before 25 March, 2025 at 2.00 pm**. The envelope containing the Quotation must be clearly marked "Quotation for **Office Equipment (Access Control & Others)** and **DO NOT OPEN** before **25 March, 2025 at 2.00 pm**. Quotations received later than the time specified herein shall not be accepted.
7. Quotations received by fax or 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 ten (10) days pursuant to Rule 71 (4) of the Public Procurement Rules, 2008.
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 (up to date) documents related to valid **Trade**

RFQ\_Office Equipment (Access Control & Others)



- License, Tax Identification Number (TIN), VAT Registration Number and Financial Solvency Certificate** 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, 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 supply of Goods and related services shall be completed within 15 **days** from the date of issuing the Purchase Order.
  17. The Purchase Order that constitutes the Contract binding upon the Supplier and the Procuring Entity shall be issued within 3 days of receipt of approval from the Approving Authority.
  18. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.

  
20/03/25  
(Dr. Mahfuza Begum)

Program Executive & Coordinator  
Scheme on 'Improving Pension Management System  
and Quality and Timeliness of Financial Reporting'  
Strengthening Public Financial Management Program  
to Enable Service Delivery (SPFMS)  
Finance Division, Ministry of Finance

**Distribution:**

1. <https://spfms.gov.bd/> the website,
2. Notice Board.
3. Office File.



## Quotation Submission Letter

[Use Letter-head Pad]

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

Date: dd/mm/yy

To:

National Program Director  
Strengthening Public Financial Management Program to Enable Service Delivery (SPFMS)  
Scheme on Improving Pension Management System and Quality and Timeliness of Financial Reporting  
Finance Division, Ministry of Finance  
Shoheed Prokoushali Bhaban (4th Floor), IEB, Ramna, Dhaka-1000

Dear Sir

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Goods and related services named Procurement of **Office Equipment (Access Control & Others)**.

The total Price of my/our Quotation is BDT [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 or coercive practices. Furthermore, I/we am/are aware of Para 21(b) of the Terms and Conditions and pledge not to indulge in such practices in competing for or completion of delivery of Goods.

I/We am/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:



## Price Schedule for Goods and Related Services

RFQ NO. \_\_\_\_\_

Date: dd/mm/yy

Sl no	Item no	Description of Items	Unit of Measurement	Quantity	Unit Rate or Price In figure	Total Amount In figure	Destination for Delivery of Goods
1	2	3	4	5	6	8	9
1.	NA	Multi-Biometric Time Attendance and Access Control	Nos.	5			CGA Office
2.	NA	Access Control Device	Nos.	2			
3.	NA	10-port Business Series Managed Network Switch PoE	No.	1			
4.	NA	24-port Business Series Managed Network Switch	No.	1			
5.	NA	1200VA Offline UPS	No.	1			
6.	NA	Connector, installation, testing and commissioning	LS	LS			
<b>Total Amount for Supply of Goods and related services (inclusive of VAT and all applicable taxes; see Note 2 below)</b>					In figure		

Goods to be supplied to	SPFMS, scheme on "Improving Pension Management System and Quality and Timeliness of Financial Reporting", Shoheed Prokousholi Bhaban (4th Floor), IEB, Ramna, Dhaka-1000
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	[insert weeks/days] from date of issuing the Purchase Order]
Warranty Provided	[insert weeks/months from date of completion of the delivery; state none if not applicable]

[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:**

- Col. 1, 2, 3, 4, 5 and 9 to be filled in by the Procuring Entity and Col. 6, 7 & 8 by the Quotationer.
- 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 and related services in all respects to the satisfaction of the Procuring Entity.



## Technical Specification of the Goods Required

Sl no	Item no	Description of Items	Full Technical Specification and Standards	Country of Origin	Make and Model
1	2	3	4	5	6
1.	NA	Multi-Biometric Time Attendance and Access Control	Technical Specification Enclosed.	NA	
2.	NA	Access Control Device	Technical Specification Enclosed.	NA	
3.	NA	10-port Business Series Managed Network Switch PoE	Technical Specification Enclosed.	NA	
4.	NA	24-port Business Series Managed Network Switch	Technical Specification Enclosed.	NA	
5.	NA	1200VA Offline UPS	Technical Specification Enclosed.	NA	
6.	NA	Connector, installation, testing and commissioning	Technical Specification Enclosed.	NA	

I/We declare to supply Goods and related services 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 & 4 to be filled in by the Procuring Entity and Col. 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 and related services 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 and related services 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.





Government of the People's Republic of Bangladesh  
Scheme on Improving Pension Management System and Quality and Timeliness of Financial Reporting  
Strengthening Public Financial Management Program to Enable Service Delivery (SPFMS)  
Finance Division, Ministry of Finance  
Shoheed Prokoushohi Bhaban (4th Floor), IEB, Ramna, Dhaka-1000

**PURCHASE ORDER  
FOR THE SUPPLY OF  
Office Equipment (Access Control & Others)**

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

Date: dd/mm/yy

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

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

<b>ORDER ITEMS</b>
Attached Certified photocopy of approved Priced Schedule for Goods and related services Attached Certified photocopy of approved Technical Specification of the Goods Required Attached Certified photocopy of Terms and Conditions
For the Purchaser:
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, 2008.
3. The Supplier shall have to complete the delivery in all respects within **15** 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 and related services 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 his/her authorized representative.
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. 100% of the Contract price of the Goods and related services shall be paid after submission and acceptance of the Delivery Chalan.
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.  
The total Contract Price is BDT [insert figure] [in words].
11. The minimum Warranty Period of the Supplies shall be [none] starting from the date of completion of delivery in the form of submission by the Supplier and acceptance by the Procuring Entity, of the Delivery Chalan.
12. The Supplier shall remain liable to fulfil the obligations pursuant to Rule 40 (5) of the Public Procurement Rules, 2008.
13. 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 and related services .
14. Any claim arising out of delivery of Goods and related services shall be settled by the Supplier at his/her own cost and responsibility.
15. 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.
16. No modification to Scope of Supply and no Variations to the quantities ordered shall be permissible under any circumstances.
17. The Procuring Entity contracting shall amend the Contract incorporating required approved changes subsequently introduced to the original Terms and Conditions in line with Rules, where necessary;





18. 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 and related services as per Delivery Schedule and Specifications.
  - b. in the judgement of the Procuring Entity, has engaged in any corrupt, fraudulent, collusive or coercive practices in competing for or in delivery of goods and related services.
  - c. fails to perform any other obligation(s) under the Contract.
19. 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.
20. The Supplier shall be subject to, and aware of provision on corruption, fraudulence, collusion and coercion in Section 64 of the Public Procurement Act, 2006 and Rule 127 of the Public Procurement Rules, 2008.

<b>For the Purchaser:</b>	<b>For the Supplier:</b>
Signature of the Procuring Entity with name and Designation	Signature of the Supplier with name Designation
Date	Date



Government of the People's Republic of Bangladesh  
Finance Division, Ministry of Finance  
Scheme on 'Improving Pension Management System and Quality and Timeliness of Financial Reporting'  
Strengthening Public Financial Management Program to Enable Service Delivery (SPFMS)  
Shoheed Prokousholi Bhaban (4th Floor)  
IEB, Ramna, Dhaka-1000

**Technical Specification**  
Office Equipment (Access Control & Others)  
(Package No. FDP-GD69)

**1. Multi-Biometric Time Attendance and Access Control**

Required Technical Specification		Bidder's Offer
Brand	To be mentioned by the bidder	
Model	To be mentioned by the bidder	
Country of Origin	To be mentioned by the bidder	
Display	5" touch screen	
Face Capacity	6,000	
Fingerprint Capacity	6,000	
Card Capacity	10,000	
Transactions	200,000	
Operation System	Linux	
Standard Functions	ID Card, ADMS, T9 Input, DST, Camera, 9-digit User ID, Access Levels, Groups, Holidays, Anti-pass back, Record Query, Tamper Switch Alarm, Multiple Verify Modes	
Hardware	900MHz Dual Core CPU; 512MB RAM / 8G Flash; 2MP WDR Low Light Camera; Adjustable LED Supplement Lighting	
Communication	TCP/IP, Wiegand input/output, RS485	
Access Control Interface	3rd Party Electric Lock, Door Sensor, Exit Button, Alarm output, Auxiliary Input	
Optional Function	13.56MHz IC Card (MF)	
Facial Recognition Speed	≤1s	
<b>Electro Magnetic Door Lock Set</b>		
Holding Force	280kg	
Z&L/U-BRACKET	Yes	
Power Cable	Up to 40 Meter	
<b>Cat 6 cable</b>		
Length	Up to 50 meters for each	
Conductor	Material Solid-Bare Copper (99.95%) Diameter 0.55 ± 0.005 mm, 23 AWG	
Insulation	Material HDPE Diameter 0.98 ± 0.05 mm Thickness 0.50 ± 0.10 mm	
<b>No Touch Exit Button &amp; Remote Combo</b>		
Input Voltage	DC12V±10%	
Power	3A@36VDC Max	
Output Contact	NO/NC/COM	



Max Use	500000 tested	
Remote sensing distance	Up to 10 meters	
Warranty	1 Year	

## 2. Access Control Device

Required Technical Specification		Bidder's Offer
Brand	To be mentioned by the bidder	
Model	To be mentioned by the bidder	
Country of Origin	To be mentioned by the bidder	
Display	2.4 Inch	
Fingerprint Capacity	3,000	
Card Capacity	5000(Optional)	
Transactions	30000	
Operation System	Linux	
Algorithm Version	Zinger VX10.0	
Standard Functions	DST, Automatic Status Switch, Record query, T9 input, 14-digit user ID, Anti-passback, Scheduled-Bell	
Communication	RS232/485, TCP/IP, USB-host,Wi-Fi	
Access Control Interface	3rd Party Electric Lock, Door Sensor, Exit Button, Alarm	
Aux. Input	1ea for linkage function	
Wiegand Signal	Input, Output	
<b>Electro Magnetic Door Lock Set</b>		
Holding Force	280kg	
Working Voltage	DC12V/24V input	
Z&L/U-BRACKET	Yes	
Power Cable	Up to 40 Meter	
<b>Cat 6 cable</b>		
Length	Up to 50 meters for each	
Conductor	Material Solid-Bare Copper (99.95%) Diameter 0.55 ± 0.005 mm, 23 AWG	
Insulation	Material HDPE Diameter 0.98 ± 0.05 mm Thickness 0.50 ± 0.10 mm	
<b>Push Button</b>		
Body	Metal Exit Button, Silver aluminum alloy shell	
Warranty	1 Year	





## Accessories and Installation

Required Technical Specification		Bidder's Offer
<b>10-port Business Series Managed Network Switch PoE</b>		
Brand	To be mentioned by the bidder	
Model	To be mentioned by the bidder	
Country of Origin	To be mentioned by the bidder	
Interface(s)	8 x 10/100/1000 Mb/s Gigabit Ethernet (RJ45) PoE+, 2 x 10/100/1000 Mb/s Gigabit Combo (Ethernet/SFP), 1 x Micro-USB	
Number of Total Port	10 Port	
Switching Capacity	20 GBit/s	
Memory	512MB	
PoE	Yes	
Manageability	Yes	
Form Factor	1U Rack-mountable	
Warranty	1 Year	
<b>24-port Business Series Managed Network Switch</b>		
Brand	To be mentioned by the bidder	
Model	To be mentioned by the bidder	
Country of Origin	To be mentioned by the bidder	
Interface(s)	28 x 10/100/1000 Mb/s Gigabit Ethernet (RJ45), 4 x 10/100/1000 Mb/s Gigabit SFP, 1 x Micro-USB	
Number of Total Port	Port: 24 Gigabit Port: 28 SFP Port: 4	
Switching Capacity	56.0 Gbps	
Memory	512 MB	
PoE	No	
Manageability	Yes	
Form Factor	1U Rack-mountable	
Warranty	1 Year	
<b>1200VA Offline UPS</b>		
Brand	To be mentioned by the bidder	
Model	To be mentioned by the bidder	
Country of Origin	To be mentioned by the bidder	
Type	Offline	
Input Voltage (V)	Voltage Range: 145-280VAC Frequency: 50/60Hz+/-5%	
Output Voltage (V)	220-230 VAC +/-10%	
Load Capacity	720W	
Battery	Type: Lead-Acid Maintenance-Free DC Bus: 12V 8.2Ah Number: 2 PCS Recharge time: 6 hours up to 90% capacity	
Back up time	Up to 30 Minutes	
Body Material	Metal	
Warranty	1 Year	



Installation and others		
Conduit	PVC Pipe, Flexible Pipe, PVC Jointer. PVC Elbow, PVC Tape etc.	
Connector	Micronet RJ-45 Connector, 16 unit	
Installation	Configuring device software, Testing & Commissioning	
Warranty	1 Year	

Note: Upgraded specification is acceptable for required Products.

