GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

Request for Quotation Document (National)
For Procurement of Computer and Accessories
(FDTDM-GD5)

[Request for Quotation Method]

Strengthening Public Financial Management Program to Enable Service Delivery (SPFMS)

Scheme on Strengthening the Capacity of Treasury & Debt Management Wing of Finance Division

Finance Division, Ministry of Finance

FDTDM-GD5 (RFQ)

Guidance Notes on the use of
The Request for Quotation Document

1. These guidance notes have been prepared by the CPTU to assist a Procuring Entity in the preparation of Quotation document, using the Standard Request for Quotation, SRFQ, for the procurement of low value simple, off-the-self, low value Goods and related services. All concerned are advised to refer to the Public Procurement Rules, 2008 issued to supplement the Public Procurement Act, 2006; available on CPTU's website: http://www.cptu.gov.bd/. Guidance notes are provided for both the Procuring Entity and the Quotationer.

2. The procurement under Request for Quotation Method (RFQM) shall follow the provisions pursuant to Rules 69 to 73 of the Public Procurement Rules, 2008 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 Quotationer (a Supplier) for the Procurement of Goods and related services under RFQ Method (RFQM) pursuant to Rule 69(3) of the Public Procurement Rules, 2008.

4. Pursuant to Rule 71(1) and Rule 71(2) of the Public Procurement Rules, 2008, RFQ shall be invited through letter, Fax and 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 71(3) of the Public Procurement Rules, 2008, 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 ten **(10)** days pursuant to Rule 71 (4) of the Public Procurement Rules, 2008.

7. No Securities such as Quotation Security (i.e. the traditionally termed Earnest Money, Tender Security) and Performance Security shall be required pursuant to Rule 70(6) of the Public Procurement Rules, 2008.

8. Submission, Opening and Evaluation of the Quotations shall respectively be dealt with pursuant to Rule 72(1), Rule 72(2) and Rule 73(1) of the Public Procurement Rules, 2008 as specified in RFQ.

9. The criteria for evaluation, pursuant to Rule 70(4) of the Public Procurement Rules, 2008, shall be pre-disclosed.

10. Pursuant to Rule 69(5) of the Public Procurement Rules, 2008 the Quotation for standard off-the-shelf low value readily available Goods and related services shall usually be on **'Unit-Rate'** basis.

11. The specifications of Goods and related services shall be framed pursuant to Rule 29 of the Public Procurement Rules, 2008.

12. Splitting the object of Procurement is not permissible pursuant to Rule 69(4) (ka) of the Public Procurement Rules, 2008.

13. The Procuring Entity shall issue the Purchase Order, pursuant to Rule 73(5) of the Public Procurement Rules, 2008, to the successful Quotationer following recommendations of the Evaluation Committee and approval thereupon of the Approving Authority.

14. The Warranty Period shall usually remain between 3 and 6 months; where applicable.

15. The Procuring Entity shall further be required to maintain the record of procurement proceedings pursuant to Rule 43 of the Public Procurement Rules, 2008.

Strengthening Public Financial Management Program (SPFMS), Finance Division, Ministry of Finance, Shaheed Prokoushali Bhaban, IEB Headquarter, Ramna, Dhaka-1000

Government of the People's Republic of Bangladesh
Finance Division, Ministry of Finance
Strengthening Public Financial Management Program to Enable Service Delivery (SPFMS)
Scheme on Strengthening the Capacity of Treasury & Debt Management Wing of Finance Division
IEB Babhan (4th Floor), Ramna, Dhaka

REQUEST FOR QUOTATION
for
Procurement of Computer & Accessories

RFQ No: 07.00.0000.000.07.079.25- 810 Date: 02/09 / 2025

To
....
....
....

Dear

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 08/09/2025** at 3.00 pm. The envelope containing the Quotation must be clearly marked "Quotation" for Computer & Accessories **DO NOT OPEN** before **08/09/2025** at 3.00 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.

Strengthening Public Financial Management Program (SPFMS), Finance Division, Ministry of Finance, IEB Head-quarter Ramna Dhaka-1000

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 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 **14 (Fourteen) days** from the date of issuing the Purchase Order.

17. The Purchase Order that constitutes the Contract Publication upon the Supplier and the Procuring Entity shall be issued within 07 (Seven) 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.

02/09/25
(Md. Firoz Khan)
Program Executive & Coordinator
Scheme on Strengthening the Capacity of Treasury
& Debt Management Wing of Finance Division
Strengthening Public Financial Management
Program to Enable Service Delivery (SPFMS)
Finance Division, Ministry of Finance

Distribution:

1. Controller General of Accounts, Office of the Controller General of Accounts, Segunbagicha, Dhaka. (For information and wide circulation.)
2. Director General, Institute of Public Finance, 7th Floor, 1st 12 Stored Govt. Building, Segunbagicha, Dhaka (For information and wide circulation.)
3. SPFMS Website

Strengthening Public Financial Management Program (SPFMS), Finance Division, Ministry of Finance
Shaheed Prokoushali Bhaban, IEB Headquarter, Ramna, Dhaka-1000

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 Strengthening the Capacity of Treasury & Debt Management Wing of Finance Division
Finance Division, Ministry of Finance
IEB Babhan (4th Floor), Ramna, Dhaka

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 Computer & Accessories.

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 Publication 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 Publication 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		Total Amount	Destination for Delivery of Goods
					In figure	In words	In figure In words	
1	*2*	*3*	*4*	*5*	*6*	*7*	*8*	*9*
01	N/A	**Processor:** Intel Core i9 14900K 14th Gen Raptor Lake Processor	NOS	01				TDM Scheme (SPFMS) IEB Babhan (4th Floor) Ramna Dhaka
02	N/A	**CPU Cooler**: Deep Cool AG620 BK ARGB CPU Cooler	NOS	01				
03	N/A	**Mother Board:** GIGABYTE Z790 UD AX ATX Motherboard	NOS	01				
04	N/A	**RAM:** Kingston FURY Beast 32GB DDR5 6000MHz CL30 RGB Desktop RAM	NOS	04				
05	N/A	**Hard Drive:** Seagate Sky Hawk AI 12TB 3.5" Surveillance HDD	NOS	02				
06	N/A	**Monitor:** Lenovo G32qc-30 32" 165Hz QHD Curved Gaming Monitor	NOS	02				
07	N/A	**Casing:** Antec C3 Black ARGB Constellation Series ATX Mid Tower Gaming Casing	NOS	01				
08	N/A	**Power Supply:** Acer AC-1000 1000W 80 Plus GOLD Full Modular Power Supply	NOS	01				
		Total Amount for Supply of Goods and related services (inclusive of VAT and all applicable taxes; *see Note 2 below*)				In figure		
						In words		

Goods to be supplied to	**[Insert destination of Goods]**
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 <u>dd/mm/yy</u>[insert Quotation Validity date].

Signature of Quotationer with Seal	Date: dd/mm/yyyy
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 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.	N/A	**Processor:** Intel Core i9 14900K 14th Gen Raptor Lake Processor	Technical Specification enclosed		
2.	N/A	**CPU Cooler**: Deep Cool AG620 BK ARGB CPU Cooler	Technical Specification enclosed		
3.	N/A	**Mother Board:** GIGABYTE Z790 UD AX ATX Motherboard	Technical Specification enclosed		
4.	N/A	**RAM:** Kingston FURY Beast 32GB DDR5 6000MHz CL30 RGB Desktop RAM	Technical Specification enclosed		
5.	N/A	**Hard Drive:** Seagate Sky Hawk AI 12TB 3.5" Surveillance HDD	Technical Specification enclosed		
6.	N/A	**Monitor:** Lenovo G32qc-30 32" 165Hz QHD Curved Gaming Monitor	Technical Specification enclosed		
7.	N/A	**Casing:** Antec C3 Black ARGB Constellation Series ATX Mid Tower Gaming Casing	Technical Specification enclosed		
8.	N/A	**Power Supply:** Acer AC-1000 1000W 80 Plus GOLD Full Modular Power Supply	Technical Specification enclosed		

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

Signature of Quotationer with Seal	Date: dd/mm/yyyy
Name of Quotationer with Seal	

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
Finance Division, Ministry of Finance
Strengthening Public Financial Management Program to Enable Service Delivery (SPFMS)
Scheme on Strengthening the Capacity of Treasury & Debt Management Wing of Finance Division
IEB Babhan (4th Floor), Ramna, Dhaka

PURCHASE ORDER FOR THE SUPPLY OF GOODS
Computer & Accessories

Purchase Order No. ___________ **Date: dd/mm/yy**

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

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.

ORDER ITEMS
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

Strengthening Public Financial Management Program (SPFMS), Finance Division, Ministry of Finance
Shaheed Prokaushali Bhaban, IEB Headquarter Ramna Dhaka-1000

Terms and Conditions
for
Supply of Goods and Payment

1. Terms and Conditions contained herein shall be Publication 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 14 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.

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 the Delivery Chalan.

13. The Supplier shall remain liable to fulfil the obligations pursuant to Rule 40 (5) of the Public Procurement Rules, 2008.

14. 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.

15. Any claim arising out of delivery of Goods and related services shall be settled by the Supplier at his/her own cost and responsibility.

16. 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.

17. No modification to Scope of Supply and no Variations to the quantities ordered shall be permissible under any circumstances.

18. **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.**

19. 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.

20. 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.

21. 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.

For the Purchaser:	**For the Supplier:**
02/9/25 (Md. Firoz Khan) Program Executive & Coordinator Scheme on Strengthening the Capacity of Treasury & Debt Management Wing of Finance Division Strengthening Public Financial Management Program to Enable Service Delivery (SPFMS) Finance Division, Ministry of Finance	Signature of the Supplier with name Designation
Date	Date

Strengthening Public Financial Management Program (SPFMS), Finance Division, Ministry of Finance, Shaheed Abdur Rab Serniabat Bhaban, IEB Headquarter, Ramna, Dhaka-1000

Annexure Technical Specification

PRODUCT SPECIFICATION

Name of Products	Model & Specifications	Qnty
Processor	**Intel Core i9 14900K 14th Gen Raptor Lake Processor** Model: Core i9 14900K (Tray Box) | Clock Speed: 3.20 GHz up to 6.00 GHz | Cache: 36 MB Intel Smart Cache, Socket: LGA1700 | CPU Cores: 24, CPU Threads: 32 Intel UHD Graphics 770	01
CPU Cooler	**Deep Cool AG620 BK ARGB CPU Cooler** MPN: R-AG620-BKANMN-G-2 | Model: AG620 BK ARGB | Fan Dimensions: 120×120×25 mm | Fan Speed: 300~1850 RPM±10% | Fan Airflow: 67.88 CFM | Bearing Type: Fluid Dynamic Bearing	01
Mother Board	**GIGABYTE Z790 UD AX ATX Motherboard** Model: Z790 UD AX | Supported CPU: 14th Gen, 13th Gen & 12th Gen Processors (LGA1700) | Supported RAM: 4 x DDR5 DIMMs, up to 7600(O.C.) | Graphics Output: 1 x HDMI, 1 x DisplayPort | Features: 2.5GbE LAN & Wi-Fi 6E 802.11ax	01
RAM	**Kingston FURY Beast 32GB DDR5 6000MHz CL30 RGB Desktop RAM** MPN: KF560C30BBEA-32 | Model: FURY Beast | Frequency: 6000MHz | Cas Latency: CL30-36-36 | Operating voltage: 1.4 V | Intel XMP 3.0 and AMD EXPO 1.1 Compatible **Warranty: Product Life Time**	04
Hard Drive	**Seagate Sky Hawk AI 12TB 3.5" Surveillance HDD** MPN: ST12000VE001 | Model: SkyHawk AI Capacity: 12TB Storage | SATA III 6 Gb/s Interface, 256MB Cache 600,000 Load/Unload Cycles, Internal Data Rate: 255 MB/s Designed for 24/7 Surveillance, 2.5 Million Hours MTBF	02
Monitor	**Lenovo G32qc-30 32" 165Hz QHD Curved Gaming Monitor** Model: G32qc-30 | Resolution: QHD (2560 x 1440) | Display: VA, 165Hz, 0.5ms (MPRT) | Ports: 2x HDMI 2.0, 1x DP1.4, 1x Audio Out | Features: Low Blue Light, AMD Free Sync, 1500R Curvature	02
Casing	**Antec C3 Black ARGB Constellation Series ATX Mid Tower Gaming Casing** Model: C3 Black ARGB Constellation Series | Motherboard Support: ATX, Micro-ATX, ITX | 270° Full-View Tempered Glass | Pre-Install Fans: 4x 120mm ARGB Fans | Ports: 2xUSB, 1xType-C, 1xAudio Combo	01
Power Supply	**Acer AC-1000 1000W 80 Plus GOLD Full Modular Power Supply** Model: AC-1000 | Type: Full Modular | Output Power: 1000 Watt | Fan Size: 120mm | Certification: 80 Plus GOLD	01

Strengthening Public Financial Management Program (SPFMS), Shaheed Prokoushali Bhaban, IsB Headquarter Ramna Dhaka-1000, Finance Division, Ministry of Finance

Rasib
26.08.2025
Consultant (DBA)

Aislam
26/08/2025

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Senior IT Consultant
Treasury & Debt. Management Scheme
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