



KRISHI GOBESHONA FOUNDATION

A non-profit foundation for sustainable support to agricultural research & development
Established 2007 [Company Act. Reg. No. TO-684]

Re-Request for Quotation (RFQ) of

Laptop

Request for quotation No : KGF BKGET/Office Equipment/1-1/2021

Issued on : 26/01/2021



Purchaser
Executive Director
Krishi Gobeshona Foundation (KGF)



KRISHI GOBESHONA FOUNDATION

A non-profit foundation for sustainable support to agricultural research & development
Established 2007 [Company Act. Reg. No. C- 684(05)/07]

Re-Request For Quotation For Laptop

RFQ No: KGF BKGET/Office Equipment/1-1/2021

Date: 26/01/2021

To

1. The Krishi Gobeshona Foundation (KGF) has been allocated 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 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 shall be submitted to the office of the undersigned **on or before 03/02/2021 at 12.00PM**. The envelope containing the Quotation must be clearly marked "Quotation for Laptop and **DO NOT OPEN** before **03/02/2021 at 12.05 PM** Quotations received later than the time specified herein shall not be accepted.
7. 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.




Office Address: AIC Building (3rd Floor), BARC Complex, Farmgate, Dhaka-1215
Telephone: 880-2-9111041, Fax: 880-2-58150270, Website: www.kgf.org.bd, E-mail: kgf-bd@live.com



KRISHI GOBESHONA FOUNDATION

A non-profit foundation for sustainable support to agricultural research & development
Established 2007 [Company Act. Reg. No. TO-684]

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, Taxpayer's Identification Number (TIN) Certificate, Income Tax Certificate /Income Tax Deposit Slip, VAT Registration Number** and **Up Date 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 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 **7 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.

Signature : 
Name : Jiban Krishna Biswas, PhD
Designation : Executive Director
Address : Krishi Gobeshona Foundation (KGF)
BARC Campus, New Airport Road, Farmgate, Dhaka-1215



Quotation Submission Letter

[Use Letter-head Pad]

RFQ No: KGF BKGET/Office Equipment/1-1/2021

Date: 26/01/2021

To:

Dr. Jiban Krishna Biswas
Executive Director
Krishi Gobeshona Foundation (KGF)
BARC Campus, New Airport Road, Farmgate, Dhaka-1215

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Goods and related services named Laptop-4. 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 Laptop

SL	Name of Goods	Full Technical Specifications and Standards	Unit	Qty	Unit Rate or Price		Total Amount		Destination for Delivery of Goods
					In figure	In Words	In figure	In words	
2	Laptop	Ultrabook/Zenbook Laptop Brand : Asus/HP/Dell Model : To be mentioned by bidder Generation : 10 th Generation Minimum Processor : Intel Core i7 Display : 13-14 inch, LCD Memory : 8GB RAM Minimum Storage : 512GB SSD Minimum Graphics : Integrated Operating System : Windows 10 license Battery : Backup 4 hours minimum Keyboard : Backlit Chiclet Keyboard Web Cam : HD camera USB : Yes HDMI : Yes Weight : 1-2 kg Warranty : 02 years	Each	4 (Four)					
		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	Krishi Gobeshona Foundation (KGF), AIC Building, 3 rd Floor, BARC Campus, Farmgate, Dhaka-1215
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	14 days from date of issuing the Purchase Order

[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
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

Laptop-4

SL	Name of Goods	Full Technical Specifications and Standards	Unit	Qty
2	Laptop	Ultrabook/Zenbook Laptop Brand : Asus/HP/Dell Model : To be mentioned by bidder Generation : 10 th Generation Minimum Processor : Intel Core i7 Display : 13-14 inch, LCD Memory : 8GB RAM Minimum Storage : 512GB SSD Minimum Graphics : Integrated Operating System : Windows 10 license Battery : Backup 4 hours minimum Keyboard : Backlit Chiclet Keyboard Web Cam : HD camera USB : Yes HDMI : Yes Weight : 1-2 kg Warranty : 02 years	Each	4 (Four)

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

Signature of Quotationer with Seal Name of Quotationer	Date
---	------





KRISHI GOBESHONA FOUNDATION

A non-profit foundation for sustainable support to agricultural research & development
Established 2007 (Company Act.Reg.No.C-684(05)07)

PURCHASE ORDER FOR THE LAPTOP

Purchase Order No:

Date:

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:

(Jiban Krishna Biswas, PhD)
Executive Director
Krishi Gobeshona Foundation (KGF)
BARC Campus, New Airport Road, Farmgate, Dhaka-1215

Date

Attachments: As stated above



Office Address: AIC Building (3rd Floor), BARC Complex, Farmgate, Dhaka-1215
Telephone: 880-2-9111041, Fax: 880-2-58150270, Website: www.kgf.org.bd, E-mail: kgf-bd@live.com

18. 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.
19. No modification to Scope of Supply and no Variations to the quantities ordered shall be permissible under any circumstances.
20. **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.**
21. 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.
22. 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.
23. 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:



(Jiban Krishna Biswas, PhD)
Executive Director
Krishi Gobeshona Foundation (KGF)
BARC Campus, Farmgate, Dhaka-1215
Date

For the Supplier:



Signature of the Supplier with name
Designation

Date