



## GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

Ministry of Women and Children Affairs (MoWCA)  
Office of the Project Director ISO for Human Capital Development and  
Livelihood Project.

Request for Quotation (RFQ)  
for  
Supply of Air conditioner  
Package No: MoWCA/GP-03A

July 2025

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH  
Ministry of Women and Children Affairs (MoWCA)  
Office of the Project Director ISO for Human Capital Development and Livelihood Project.

**REQUEST FOR QUOTATION**

for  
Supply of Air conditioner, Package No: MoWCA/GP-03A

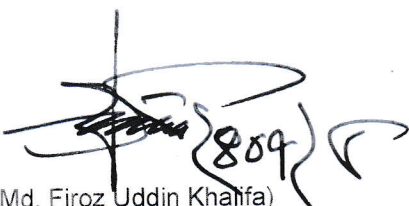
**Memo No: MoWCA/ISO/Supply of Air conditioner/08/2025/**

**Date: 24/07/2025**

To

1. The Project Director, ISO for Human Capital Development and Livelihood Project. Ministry of Women and Children Affairs (MoWCA) 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 [August 3, 2025 and 12 p.m.]**. The envelope containing the Quotation must be clearly marked "Quotation for [Supply of Air conditioner, Package No: MoWCA/GP-03A] and **DO NOT OPEN** before [August 3, 2025 and 12 p.m.]". 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 **[60 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 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.

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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 **10(ten) 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 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.



(Md. Firoz Uddin Khalifa)  
Project Director (Joint Secretary)  
ISO for Human Capital Development and Livelihood Project. Ministry of Women and Children Affairs  
(MoWCA)  
Room no. 601,603, 5th Flr,Jatio Mohila Sansgtha  
145, New Baily Road,Dhaka-1000  
Tel: +880-02- 55100686  
e-mail: pdisomowca24@gmail.com



## Quotation Submission Letter

[Use Letter-head Pad]

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

Date: dd/mm/yy

To:

Project Director  
ISO for Human Capital Development and  
Livelihood Project. Ministry of Women and Children Affairs (MoWCA)  
Room no. 601,603, 5th Flr,Jatio Mohila Sansgtha  
145, New Baily Road,Dhaka-1000

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Goods and related services named Supply of Air conditioner, Package No: MoWCA/GP-03A

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 | Quantity | Unit Rate or Price |          | Total Amount          | Destination for Delivery of Goods |  |
|-------|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|----------|--------------------|----------|-----------------------|-----------------------------------|--|
|       |         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |      |          | In figure          | In words | In figure<br>In words |                                   |  |
| 1     | 2       | 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 4    | 5        | 6                  | 7        | 8                     | 9                                 |  |
| 1     | 1       | <b>Supply of split type Air Condition :</b> Providing of split type room air-cooler comparing condensing and evaporating units having following cooling capacity based on indoor temperature 27°c DB/19.5°c WB and outdoor temperature 37°c DB in/c providing refrigerant copper pipe with thermal insulation, refrigerant charging, necessary wiring with required size cable with ECC through water grade pvc pipe from the source of supply available within 10 meter from the condensing unit location etc. component suitable for operation at 230v single phase/400v three phase, 50Hz, AC supply as per direction of Engineer-in-Charge. (Major components of the machine shall be in conformity with relevant international standards and coads.) Compact weather proof outdoor type condensing unit having cooper condensing coil, well balanced in all respect having inter lock with the fan coil unit properly type fan, hermilically sealed compressor duly equipped with vibration. Isolator, thermostatic and over load controls, magnetic contactors and all other standerd accessories complete. Specified Nos. of matching ceiling/wall/floor mounted direct compansion system fan coil unit (FCU) having well balanced direct driven centrifugal type fan fancy and adjustable air circulating louver grill, removable and washable type filter, condensing water tray, condense water drain out PVC flexible pipe/PVC pipe with necessary insulation, thermostatic switch etc. connected by individual refrigerant circuit with individual compressor of the condensing unit. (including all necessary fitting & connection cost) as per direction of Engineer-in-Charge. |      |          |                    |          |                       |                                   |  |
| 1(a)  |         | General / Toshiba / Hitachi / Mitsubishi ( Assembled in Thailand/ Malayasia ) or equivalent approved by the Engineering-in-Charge in accordance with fulfillment of above specifications and having relavent cirtificates as mentioned .Wall mounted,Capacity : 18000 BTU/HR.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Nos  | 2        |                    |          |                       | Project Office                    |  |
| 2     | 2       | <b>Installation &amp; testing of Split system Different BTU/ HR Air cooler</b> (Wall mounted / ceiling type / cassette type / Floor mounted type) by cutting brick wall of required dimension & mending good the damages on fabricated MS angle of required measurement frame with painting in/c providing & fixing air tightening gasket, PVC / Plastic pipe of required length to drainout condense water from unit. All work done as per                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Nos  | 2        |                    |          |                       | Project Office                    |  |

|                                                                                                   |  |                                  |                                                                                             |  |  |  |                               |  |
|---------------------------------------------------------------------------------------------------|--|----------------------------------|---------------------------------------------------------------------------------------------|--|--|--|-------------------------------|--|
|                                                                                                   |  | direction of Engineer-in-Charge. |                                                                                             |  |  |  |                               |  |
| Total Amount for Supply of Goods and related services (inclusive of VAT and all applicable taxes) |  |                                  |                                                                                             |  |  |  | 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 dd/mm/yy [insert Quotation Validity date].

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

### 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              |
| Please see the BOQ |         |                      |                                            |                   |                |

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 | Date: dd/mm/yy |
| Name of Quotationer                |                |





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[enter here the name and address of the Procuring Entity]

**PURCHASE ORDER FOR THE SUPPLY OF GOODS**

[insert name of the supplies in brief]

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

Date: dd/mm/yy

|                                           |                                          |
|-------------------------------------------|------------------------------------------|
| RFQ No: _____                             | Date: dd/mm/yy                           |
| To:<br>[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<br>Attached Certified photocopy of approved Technical Specification of the Goods Required<br>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 Air Condition 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 **10(ten)** 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 **[24 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.

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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.

|                                                             |                                                 |
|-------------------------------------------------------------|-------------------------------------------------|
| <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                                            |

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(Signature)

(Signature)

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## Letter of Acceptance of the World Bank's Anticorruption Guidelines and Sanctions Framework<sup>1</sup>

Date: \_\_\_\_\_

Contract # \_\_\_\_\_

Contract Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

To: \_\_\_\_\_

We, along with our sub-contractors, sub-consultants, service providers, suppliers, agents (whether declared or not) consultants and personnel, acknowledge and agree to abide by the World Bank's policy regarding Fraud and Corruption (corrupt, fraudulent, collusive, coercive, and obstructive practices), as set out and defined in the World Bank's Anti-Corruption Guidelines<sup>2</sup> in connection with the procurement and execution of the contract described above ("the Contract"), including any amendments thereto.

We declare and warrant that we, along our sub-contractors, sub-consultants, service providers, suppliers, agents (whether declared or not), consultants and personnel, are not subject to, and are not controlled by any entity or individual that is subject to, a temporary suspension, early temporary suspension, or debarment imposed by a member of the World Bank Group, including, inter alia, a cross-debarment imposed by the World Bank Group as agreed with other international financial institutions (including multilateral development banks), or through the application of a World Bank Group finding of non-responsibility on the basis of Fraud and Corruption in connection with World Bank Group corporate procurement.

We confirm our understanding of the consequences of not complying with the World Bank's Anti-Corruption Guidelines, which may include sanctions, pursuant to the Bank's Anti-Corruption Guidelines and in accordance with its prevailing sanctions policies and procedures as set forth in

<sup>1</sup>[Drafting note: This document shall be signed by the contractor/consultant/supplier and maintained by the Borrower in the project files.

<sup>2</sup>Guidelines on Preventing and Combating Fraud and Corruption in Projects Financed by International Bank for Reconstruction and Development Loans and the International Development Agency Credits and Grants, dated October 15, 2006, and revised in January 2011 and July 2016, as they may be revised from time to time.

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the Bank's Sanctions Framework. This may include a public declaration of ineligibility, either indefinitely or for a stated period of time, (i) to be awarded or otherwise benefit from a Bank-financed contract, financially or in any other manner;<sup>3</sup> (ii) to be a nominated<sup>4</sup> sub-contractor, sub-consultant, consultant, manufacturer or supplier, or service provider of an otherwise eligible firm being awarded a Bank-financed contract; and (iii) to receive the proceeds of any loan made by the Bank or otherwise to participate further in the preparation or implementation of any Bank-financed project.

We understand that we may be declared ineligible as set out above upon:

- a. completion of World Bank Group sanctions proceedings according to its prevailing sanctions procedures;
- b. cross-debarment as agreed with other international financial institutions (including multilateral development banks);
- c. the application of a World Bank Group finding of non-responsibility on the basis of Fraud and Corruption in connection with World Bank Group corporate procurement; or
- d. temporary suspension or early temporary suspension in connection with an ongoing World Bank Group sanctions proceeding.]

We shall permit, and shall cause our sub-contractors, sub-consultants, agents (whether declared or not), personnel, consultants, service providers or suppliers, to permit the Bank to inspect<sup>5</sup> all accounts, records, and other documents relating to the procurement process and/or Contract execution, and to have them audited by auditors appointed by the Bank.

We agree to preserve all accounts, records, and other documents (whether in hard copy or electronic format) related to the procurement and execution of the Contract.

<sup>3</sup> For the avoidance of doubt, a sanctioned party's ineligibility to be awarded a contract shall include, without limitation, (i) applying for pre-qualification or initial selection), expressing interest in a consultancy, and bidding, either directly or as a nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider, in respect of such contract, and (ii) entering into an addendum or amendment introducing a material modification to any existing contract.

<sup>4</sup> A nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider (different names are used depending on the bidding document) is one which has been: (i) included by the bidder in its pre-qualification or initial selection application or bid because it brings specific and critical experience and know-how that allow the bidder to meet the qualification requirements for the particular bid; or (ii) appointed by the Borrower.

<sup>5</sup> Inspections in this context are usually investigative (i.e., forensic) in nature: they involve fact-finding activities undertaken by the Bank or persons appointed by the Bank to address specific matters related to investigations/audits, such as evaluating the veracity of an allegation of possible Fraud and Corruption, through the appropriate mechanisms. Such activity includes but is not limited to accessing and examining a firm's or individual's financial records and information, and making copies thereof as relevant; accessing and examining any other documents, data, and information (whether in hard copy or electronic format) deemed relevant for the investigation/audit, and making copies thereof as relevant; interviewing staff and other relevant individuals; performing physical inspections and site visits; and obtaining third-party verification of information.

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Name of the Contractor: \_\_\_\_\_

Name of the person duly authorized to sign the Contract: \_\_\_\_\_

Title of the person signing the Letter: \_\_\_\_\_

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