

Agami Education Foundation

A voluntary organization devoted to promote education for underprivileged children of Bangladesh
58 Lake Circus, Kalabagan, Dhaka - 1205, Bangladesh

REQUEST FOR QUOTATION

Date: 13 July 2025

Agami Education Foundation (AEF), a sister concern of Agami Inc. USA, is a non-profit, non-political, secular organization dedicated to promoting basic education to underprivileged children in Bangladesh with a mission- all children in Bangladesh will have equal opportunity for a quality education.

AEF carries out its activities through different programs, projects and initiative(PPIs) and provides supports in the education and health sectors.

| No | RFQ Reference | Description |
|----|--------------------|--|
| 1 | RFQ/AGAMI/2025/269 | ICT equipment supply and Furniture equipment |

Agami Education Foundation invites eligible and interested bidders to participate in this request for quotation.

The RFQ can be downloaded from the following link:

[https://docs.google.com/document/d/18A6cL-BvDRPFQ6Rdo6n_wl7dYDwsCZL/edit?usp=drive link&ouid=114319523933424645414&rtpof=true&sd=true](https://docs.google.com/document/d/18A6cL-BvDRPFQ6Rdo6n_wl7dYDwsCZL/edit?usp=drive_link&ouid=114319523933424645414&rtpof=true&sd=true)

Please send an email to rfq@agami.org or any queries and for the RFQ copy if needed.

Deadline for submission: 19 July 2025 at 5 pm Bangladesh Time.

Submission: All completed bids should be submitted to rfq@agami.org

All clarifications, questions, and correspondences should be directed to rfq@agami.org

The Project Authority reserves the right to select/reject any bids, in part or full as it may deem necessary without providing any feedback. No liability or claim would be entertained in that in this regard.

REQUEST FOR QUOTATION

From: Agami Education Foundation (AEF) Date: 14 July 2025

Subject: ICT equipment supply and Furniture equipment

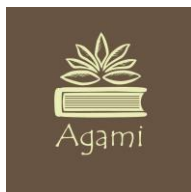
Reference number: RFQ/AGAMI/2025/269

Manner of Submission: Please submit your sealed bids in accordance with the requirements detailed below to the following email address: rfq@agami.org

Note: You are requested to fill all the necessary information in this RFQ and attach all necessary documents in this bid. The bids might be rejected if not all required information is provided.

The deadline for the submission of quotations is before or on 19 July within 5 pm BST. Quotations received after the deadline will not be considered.

Requirements: The office of the Agami Education Foundation invites quotations for the items specified below. AEF
Office Contact: Mr. Somiron Gregory, E-mail: somiron.gregory@agami.org, Cell phone: +88 01716521867



Agami Education Foundation

A voluntary organization devoted to promote education for underprivileged children of Bangladesh
58 Lake Circus, Kalabagan, Dhaka - 1205, Bangladesh

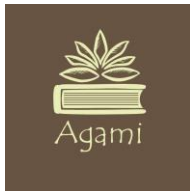
may contract multiple suppliers. The bidders should therefore provide the unit cost of each item listed below in the financial proposal.

ICT equipment

| Item | Specification | Quantity | Remarks |
|-------------------------------------|--|-----------|---------|
| Laptop | <ul style="list-style-type: none"> Processor – <ul style="list-style-type: none"> Intel - 11 gen or higher Core i3 Amd – 3rd gen or higher Ryzen 3 Display – 15.6" FHD (1920x1080) Memory – 8GB DDR4(minimum) Storage – 256GB SSD (minimum) Others – Good build quality and battery backup and no dedicated GPU | 15 | |
| Server | A thin client PC with low power profile and relatively modern hardware preferably from brand like HP, Dell, Lenovo | 1 | |
| UPS | 1200VA minimum | 1 | |
| Wi-Fi Router | 5Ghz dual Band Router preferably from brand like Asus, Netgear, TP-Link | 1 | |
| Projector | 3000+ Lumen Bulb Projector preferably from brand like Vivitek, Epson | 1 | |
| Projector Screen & Mount | <ul style="list-style-type: none"> 70" screen and wall mounted with electric auto height adjustment Ceiling projector mount with good material | 1 | |
| Speaker Bar | <ul style="list-style-type: none"> Low profile wired/wireless speaker bar to cover a ~300sqft room with normal sound level. Compatible with projector use | 1 | |
| Headphone | <ul style="list-style-type: none"> Wired Headphone with good built quality Compatible for school usage (no flashy color/RGB) | 30 | |
| Audio Splitter | Extending one audio port to two port to connect two headphones | 15 | |
| Keyboard & Mouse | Standard wired Keyboard & Mouse | 16 | |



Furniture equipment

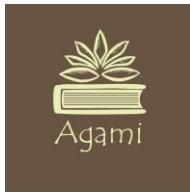
| Item | Specification | Quantity | Remarks |
|-----------------------|---|-----------|---------|
| Computer Table | | | |
| Computer Table | <ul style="list-style-type: none"> Size - L 48" x W 20" x H 29" Board Material: Melamine Laminated Surface Waterproof Board Board Color: Albino Oak, (Super Board) Frame - 18 SWG, 2"/1", GI Box Pipe Paint - Black, Powder Coated | 16 | |



Agami Education Foundation

A voluntary organization devoted to promote education for underprivileged children of Bangladesh
58 Lake Circus, Kalabagan, Dhaka - 1205, Bangladesh

| | | | |
|------------------------|---|--------------|--|
| |  <p><u>Sample picture</u></p> | | |
| Chair | <ul style="list-style-type: none"> Executive Chair with rotating seat and wheels Seat & Back Material – Fabric Cushion  <p><u>Sample picture</u></p> | 31 | |
| Curtain | Window 1 > H- 7'; W- 5' Window 2 > H- 7'; W- 10' | 1 set | |
| Storage Cabinet | H- 6'8"; W-3'3"; shelf-5 | 1 | |



Agami Education Foundation

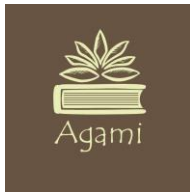
A voluntary organization devoted to promote education for underprivileged children of Bangladesh
58 Lake Circus, Kalabagan, Dhaka - 1205, Bangladesh

| | | | |
|-----------------------|--|-----------------|--|
| <p>Signage</p> | <div data-bbox="429 255 1078 741" data-label="Image"> </div> <p>Sample image</p> <p>6'x4' metal name plate</p> | <p>1</p> | |
|-----------------------|--|-----------------|--|

Note: Please kindly mention the necessary specifications details of the items in the financial proposal according to your bids. You may submit the bids for all the items or partially as available in your stock.

Please submit the following documents along with the quotation:

1. Copy of your Trade License in Bangladesh.
2. Copy of VAT Certificate
3. Copy of TIN Certificate
4. NID card of Proprietor or Owner as applicable
5. Experience certificate/Proof of supplying similar products to other organizations in Bangladesh
6. Visiting Card.



Agami Education Foundation

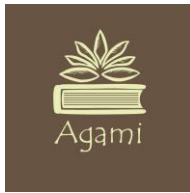
A voluntary organization devoted to promote education for underprivileged children of Bangladesh
58 Lake Circus, Kalabagan, Dhaka - 1205, Bangladesh

Your quotation should clearly indicate the following:
Please use the empty box in the table below to provide details:

| | |
|---|--|
| Do you agree to deliver the items at Mirzapur Cadet College, Mirzapur, Tangail. Office as per specifications? If no, please outline your pricing structure Note: Suppliers must deliver the items physically to Mirzapur Cadet College, Mirzapur, Tangail. | |
| Do you agree on VAT and TAX deduction as per Govt. law by AEF? Note: AEF will deduct the VAT and Tax and the Bank deposit challan will be provided to suppliers once paid. | |
| Do you agree for after sales service? Note: Please mention the warranty & guaranty and the modality of after sales service of items in details in your bids. | |
| Delivery Lead Time. How many days do you require to complete the work? | |
| Do you agree with AEF payment terms by Cheque or Bank Transfer and “The Payment will be made within 30 Days of receipt of 100% service, delivery and Invoice)?” Payment will be made within 30 days of receipt of goods, by bank transfer only. | |
| Validity of the offer (preferably 60 days) | |

NOTE:

- 1. The Price would be inclusive of VAT and Tax.**
- 2. The Payment will be done by bank transfer from our AEF office upon completion of delivery and after submitting hard copy of Bills.**
- 3. AEF will deduct the VAT and AIT as per the Bangladesh Government law and Challan will be provided to suppliers.**
- 4. If the Delivery does not happen on time and the delivery of goods/services/construction work does not match with quoted details, the Project Authority has the right to cancel the PO/contract at any time.**



Agami Education Foundation

A voluntary organization devoted to promote education for underprivileged children of Bangladesh
58 Lake Circus, Kalabagan, Dhaka - 1205, Bangladesh

Other Information Required:

| | |
|----------------------------------|---|
| Payment Modality (Bank Transfer) | Account Name: Account Number Bank Name: Bank Address: SWIFT Code: |
|----------------------------------|---|

Conditions of quotation:

The prices quoted must be Inclusive of all VAT and taxes that may be due under Government of Bangladesh taxation law.

All suppliers doing business with AEF should maintain high standards on ethical issues, respect and apply basic human and social rights, ensure Child Safe Guarding Policy, PSEA Policy, non-exploitation of child labour, and give fair working conditions to their staff. Vendors doing business with AEF will be screened on anti-corruption due diligence before AEF confirms an order or contract.

Some of the AEF policies can be found at the link below.

https://drive.google.com/file/d/1jwc3fr40TODVRj2SEn5oVqwIBPUGhsNC/view?usp=drive_link

https://drive.google.com/file/d/1f3LHrDklZQkvoqT3qaIL9LwVD8kWTdTk/view?usp=drive_link

AEF aims to purchase products and services that the minimum environmental impact. Environmental considerations form part of the AEF selection criteria, and the Project Authority deserves the right to reject quotations provided by suppliers not meeting these standards.

Currencies of bid and payment:

All prices shall be quoted by the Bidder in Bangladeshi Taka unless otherwise stated. Similarly, all payments will be made in Bangladeshi Taka.

Inspection:

AEF is obliged to ensure that that its procurement decisions are clearly justified and documented. In that regard, full and on-the-spot access must be granted to representatives of AEF, the Donor or any organization or person mandated by it, to premises belonging to AEF or its contractors. The right to access shall include all documents and information necessary to assess, or audit the implementation of the contract.

Supplier Information:

Company Name: _____ Stamp _____

Address: _____

Contact Person: _____

Contact Telephone Number: _____

Email Address: _____

Owner of the Firm: _____

Residential Address of the owner: _____

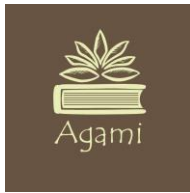
Date of Birth of the owner: _____

Email address of the Owner: _____

AEF/Project Authority reserves the right to accept or reject the whole or part of your quotations based on the information provided. Incomplete quotations which do not comply with our conditions will not be considered.

Only shortlisted suppliers will be required to submit samples of each item. Please be sure to have all samples available at short notice, and wait for a response from AEF if you have been shortlisted.

Published: 13 July 2025



Agami Education Foundation

A voluntary organization devoted to promote education for underprivileged children of Bangladesh

58 Lake Circus, Kalabagan, Dhaka - 1205, Bangladesh
