

Invitation for Tenders for Goods
(Procurement of IT equipment and Stationary materials)

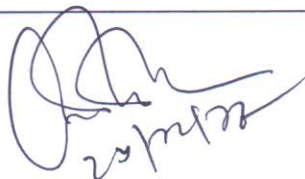
Memo No. 03.03.2690.093.07.012.18-556

Date: 26.12.2018

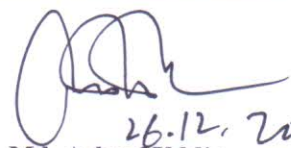
GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH			
1	Ministry/Division	Prime Minister's Office	
2	Agency	Governance Innovation Unit	
3	Procuring Entity Name	Project Director, 'Strengthening the Capacity of Public Administration for achieving Sustainable Development Goals' Project	
4	Procuring Entity Code	N/A	
5	Procuring Entity District	Dhaka	
6	Invitation for	Procurement of IT equipment and Stationary materials	
7	Invitation Ref No	03.03.2690.093.07.012.18-556	
8	Date	26.12.2018	
KEY INFORMATION			
9	Procurement Method	Open Tendering Method	
FUNDING INFORMATION			
10	Budget and Source of Funds	GoB	
11	Development Partners (if applicable)	N/A	
PARTICULAR INFORMATION			
12	Project / Programme Code (if applicable)	224234900	
13	Project / Programme Name (if applicable)	Strengthening the Capacity of Public Administration for achieving Sustainable Development Goals	
14	Tender Package No.	GD2-01(1)-2018	
15	Tender Package Name	Procurement of IT equipment and Stationary materials	
		Date	
16	Tender Publication Date	28.12.2018	
17	Tender Last Selling Date [up to the day prior to the day of deadline for Submission]	14.01.2019	
		Date	Time
18	Tender Closing Date and Time	15.01.2019	02.00 pm
19	Tender Opening Date and Time	15.01.2019	02.30 pm
20	Name & Address of the office(s)	Address	
	- Selling Tender Document (Principal)	Governance Innovation Unit Prime Minister's Office Old Parliament House, Dhaka (Gate -04).	
NO CONDITIONS APPLY FOR SALE, PURCHASE OR DISTRIBUTION OF TENDER DOCUMENTS			
	- Receiving Tender Document	Governance Innovation Unit, Prime Minister's Office, Old Parliament House, Dhaka. (Gate -04)	
	- Opening Tender Document	Governance Innovation Unit, Prime Minister's Office, Old Parliament House, Dhaka	
21	Place / Date / Time of Pre-Tender Meeting (Optional)	Date	Time
		N/A	N/A
INFORMATION FOR TENDERER			


23/12/18

22	Brief Eligibility and Qualification of Tenderer	Mentioned in the Tender Document
23	Brief Description of Goods	
	<p>a) Lot 1.</p> <p>Pen Drive with the following main characteristics:</p> <ol style="list-style-type: none"> 1. 32 Gigabytes capacity 2. Crystal body designed pen drive 3. Compatible with any operating system 4. USB 3.1/3.0 Interface 5. High speed read and write 6. Portable, small, smart, compact plug and play making it fit it into the hand 7. 'Governance Innovation Unit, Prime Minister's Office' and it's Logo Printed inside the crystal. 8. One Piece of sample should be submitted with the tender document (it is not mandatory to print the above mentioned logo in the sample). <p>b) Lot 2.</p> <ol style="list-style-type: none"> 1. Notebook: <ol style="list-style-type: none"> a) 8.5 inch × 5.5 inch size b) Spiral binding c) Pages: 50 leaves (100 pages) with good quality papers (100 GSM), 4 color offset printing. d) Cover Page: 300 GSM Artcard, 4 color matte lamination, spot lamination e) Printing graphic design will be specific and developed upon direct consultation with GIU. 2. Pen: <ol style="list-style-type: none"> a) High Quality Gel ink Pen for Workshop and training purpose. b) "Government Innovation Unit, Prime Minister's Office" and two monograms of Bangladesh Government & GIU will be printed on the body. 3. Booklet: <ol style="list-style-type: none"> a) 8.5 inch × 5.5 inch size b) 80 leaves (160 pages) booklet (120 GSM art paper). c) Pages: 4 Color printing. d) Cover Page: 300 GSM Art card, 4 color matte lamination, spot lamination. e) Strong auto glue binding with stitch. f) Printing & graphic design will be specific and developed upon direct consultation with GIU. <p>(N.B. 8000 unit is the base requirement that may include two or more types of booklets (manuscript). Base number of leaves is 80 (160 pages). Based on the size of individual booklet (manuscript) the number of leaves may increase or decrease. In that case the number of units required will decrease or increase on a pro-rata basis. For example, if the actual required number of leaves is 50, the required number of unit will be $8000 \times 80 \div 50 = 12,800$.)</p> 4. Leaflet: <ol style="list-style-type: none"> a) 12 inch × 8.5 inch size b) 2 part folded pages with 4 color printing c) 300 gsm paper d) Matte lamination <p>(One piece of each sample should be submitted with the tender document.)</p> 	
24	Brief Description of Related Services	The Warranty Period shall be : 5 Years for Lot 1 & 1 Year for Lot 2 (Pens, usually for drying of ink and other mechanical problems, if unused). Others are mentioned in the Tender Document



25	Price of Tender Document (Tk)			1000 BDT	
	Lot No	Identification of Lot	Location	Tender Security Amount (Tk)	Completion Time in Weeks / Months
26	1	Pen drive 32 GB	Governance Innovation Unit	200000 (Two lacs) BDT	2 weeks
27	2	Notebook, Pen, Booklet, Leaflet	Governance Innovation Unit	110000 (One lac ten thousand) BDT	2 weeks
PROCURING ENTITY DETAILS					
28	Name of Official Inviting Tender			Md. Ashraf Uddin	
29	Designation of Official Inviting Tender			Project Director	
30	Address of Official Inviting Tender			Governance Innovation Unit Prime Minister's Office Old Parliament House, Dhaka	
31	Contact details of Official Inviting Tender			+88-02-9136901	+88-02-9131869 dggju@pmo.gov.bd
32	The Procuring Entity reserves the right to reject all Tenders or annul the Tender proceedings				



26.12.2018

Md. Ashraf Uddin
Project Director

'Strengthening the Capacity of Public Administration for achieving Sustainable Development Goals' Project

&

Director General
Governance Innovation Unit
Prime Minister's Office