



Defending freedom of expression and information

### A19BSA2025/05/000-113: Auction Sale of Fixed and Non-Fixed Assets

To: Vendor/Firm/Individual

Date: 14/05/2025

Dear Offeror,

**ARTICLE19 Bangladesh and South Asia** invites Sealed Offers in local currency (BDT) from Suppliers, Companies, or Individuals for the **Auction Sale of Old & Unserviceable Fixed and Non-Fixed Assets** on an “As-Is-Where-Is” basis. Please review and follow the guidelines and information provided below:

#### Purpose of the Auction:

ARTICLE19 Bangladesh and South Asia is in the process of relocating to a new office premises. As part of this transition, several fixed and non-fixed assets have been identified that are no longer required in the new location. These assets, which include both usable and non-usable items, are being offered for auction. All items will be sold in their present condition and location on an “As-Is-Where-Is” basis.

#### General Guidelines and Instructions to Offeror:

Auction Name:	<b>Auction Sale of Fixed and Non-Fixed Assets</b>
Auction Reference:	A19BSA2025/05/000-113: Auction Sale of Fixed and Non-Fixed Assets
Last Distribution Date & Time:	19 May 2025, up to 03:00 PM
<b>Deadline for Bids Submission:</b>	<b>19 May 2025, up to 04:00 PM</b>
Viewing of Auctioned Items:	From 14 May 2025 to 19 May 2025 (Sunday - Thursday), 9:00 AM to 3:00 PM
Price of Auction Document:	Free of Cost
Earnest Money for Bidding:	Not Applicable
Office Address for Communication and Inspection:	<b>ARTICLE19 Bangladesh and South Asia,</b> Manusher Jonno Foundation (MJF) building, Plot # 3 & 4, Avenue # 3, Hazi Road, Rupnagar, Mirpur - 2, Dhaka - 1216, Bangladesh. (Office Hours: Sunday - Thursday, 9:00 AM to 4:00 PM)
Manner of Bid Submission:	<b>Option 1: Hard Copy Submission</b> Hard copy bids should be submitted in a sealed envelope, clearly marked “ <b>A19BSA2025/05/000-113: Auction Sale of Fixed and Non-Fixed Assets</b> ” and delivered to the office address provided above, within the submission deadline. The envelope should contain the signed and rubber-stamped bid document.  <b>Option 1: Soft Copy Submission</b> Signed and Rubber-Stamped soft copy bids must be submitted in <b>PDF format (max 20MB, single file)</b> with the subject line: “ <b>A19BSA2025/05/000-113: Auction Sale of Fixed and Non-Fixed Assets</b> ”  <b>Submission Email:</b> <a href="mailto:shaifa.haque@article19.org">shaifa.haque@article19.org</a> , <a href="mailto:mahfuzar.rahman@article19.org">mahfuzar.rahman@article19.org</a> , <a href="mailto:asma.khanom@article19.org">asma.khanom@article19.org</a>  and copy <a href="mailto:rubayet.hossain@article19.org">rubayet.hossain@article19.org</a>



Defending freedom of expression and information

Procurement Person:	Contact	Mahfuzar Rahman, Senior Finance Officer Mobile: +880 1615 000452 Email: mahfuzar.rahman@article19.org  Shaifa Haque, HR and Admin Officer Mobile: +880 1711 083421 Email: shaifa.haque@article19.org (Contact for item list and clarification)
Current Location of Items:		All assets are available at the following location and will be disposed of in their current condition and location:  ARTICLE19 Bangladesh and South Asia Manusher Jonno Foundation (MJF) Building Plot # 3 & 4, Avenue # 3, Hazi Road, Rupnagar, Mirpur - 2, Dhaka - 1216, Bangladesh
List of Annexures:		Annexure-1: General Terms and Conditions Annexure-2: Vendor's Primary Information Collection Form Annexure-3: Supplier Code of Conduct <b>Annexure-4:</b> Annexure-4 (A) <b>Air Conditioner</b> Description and Price Schedule Annexure-4 (B): <b>Ceiling Fan</b> Description and Price Schedule Annexure-4 (C): <b>Chair</b> Description and Price Schedule Annexure-4 (D): <b>CPU and Monitor</b> Description and Price Schedule Annexure-4 (E): <b>Multi-Purpose Shelf</b> Description and Price Schedule Annexure-4 (F): <b>Printer/Photocopier</b> Description and Price Schedule Annexure-4 (G): <b>Table</b> Description and Price Schedule Annexure-4 (H): <b>Electrical Appliance</b> Description and Price Schedule Annexure-4 (I): <b>Other Office Equipment</b> Description and Price Schedule Annexure-4 (J): <b>Other Office Furniture</b> Description and Price Schedule

---

**Md. Rubayet Hossain**

Head of Finance and Administration

Article19 Bangladesh and South Asia



Defending freedom of expression and information

## Annexure-1:

### GENERAL TERMS AND CONDITIONS

#### 1. Bid Submission:

Bids must be submitted as signed and stamped PDF files (maximum 20MB) to the following email addresses:

[shaifa.haque@article19.org](mailto:shaifa.haque@article19.org), [mahfuzar.rahman@article19.org](mailto:mahfuzar.rahman@article19.org),  
and [asma.khanom@article19.org](mailto:asma.khanom@article19.org)

with a copy to: [rubayet.hossain@article19.org](mailto:rubayet.hossain@article19.org)

Use the subject line: **"A19BSA2025/05/000-113: Auction Sale of Fixed and Non-Fixed Assets"**

**Alternatively**, hard copy bids may be submitted in a sealed envelope to the office address mentioned in the Invitation to Bid.

The offer must remain valid for 60 days from the bid submission deadline.

2. **Taxes and Payment:** If awarded, the buyer must pay the quoted amount **plus 10% income tax and 15% VAT** via cheque/pay order/cash. Full payment, including VAT and tax, must be made within 10 working days of the issuance of the Delivery Order (DO).

#### 3. Bidding Scope:

- Bidders may quote for a single lot or multiple lots.
- Each lot must be fully quoted.
- Evaluation will be item-wise.

4. **Bid Compliance:** Incomplete or non-compliant bids will be rejected.

5. **Right to Accept or Reject:** ARTICLE19 reserves the right to accept or reject any or all bids, fully or partially, without assigning any reason or incurring any liability.

6. **Prohibited Practices:** Bidders must not engage in bribery or canvassing. Any such attempt will result in immediate disqualification.

7. **Late Submissions:** Bids received after the deadline will not be considered.

8. **Environmental Consideration:** Environmental responsibility is part of the evaluation process. Preference will be given to bidders with environmentally sound disposal plans.

9. **Anti-Terrorism Compliance:** ARTICLE19 will not transact with entities associated with terrorism. Bidders must confirm that neither they nor their affiliates are linked to terrorist activities.

10. **Supplier Code of Conduct:** Bidders must agree to and complete the **Supplier Code of Conduct** (Annexure-3).

### Acknowledgement and Agreement

I/We hereby confirm that we have read and agree to comply with all terms and conditions as stated in this Invitation to Bid and its annexures.

Name of Bidder: \_\_\_\_\_

Address: \_\_\_\_\_

Mobile Number: \_\_\_\_\_ Email: \_\_\_\_\_

Signature with Date: \_\_\_\_\_



Defending freedom of expression and information

## Annexure-2:

### Vendor's Primary Information Collection Sheet

L#	Description of Requirements	Information to be Provided Here
1	Trade License Number	
2	Tax Identification Number (TIN)	
3	VAT Registration Number	
4	Address of Business Center	
5	Contact Telephone Number	
6	Contact Mobile Number	
7	FAX Number (Optional)	
8	Email Address	
9	Webpage Address (Optional)	
10	Contact Person's Name	
11	Vendor's Bank Name	
12	Name of Bank Branch	
13	Bank Account Name	
14	Bank Account Number	

Information Submitted by: \_\_\_\_\_

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



Defending freedom of expression and information

## **Annexure-3:**

### **ARTICLE19 Bangladesh and South Asia – Supplier Code of Conduct**

ARTICLE19 is an international human rights organization that promotes freedom of expression and access to information globally. The Article19 Bangladesh and South Asia office works to protect and promote these rights through legal reform, policy advocacy and capacity building with civil society, media and marginalized communities.

As part of our commitment to ethical and responsible operations, ARTICLE19 expects all suppliers, contractors and service providers to adhere to the following principles and standards in all business dealings.

#### **1. Ethical Business Practices**

- Conduct business with integrity, honesty and fairness.
- Bribery, corruption, extortion and fraud are strictly prohibited.
- Avoid any form of undue influence or canvassing in procurement processes.
- Disclose any actual or potential conflicts of interest.

#### **2. Legal and Regulatory Compliance**

- Comply with all applicable local and international laws, including labor, tax, trade and environmental regulations.
- Maintain valid and up-to-date licenses, registrations and certifications.

#### **3. Labor and Human Rights**

- Uphold workers' rights in line with national laws and international standards.
- Prohibit forced labor, child labor and discrimination.
- Ensure fair wages, safe working conditions and freedom of association.

#### **4. Environmental Responsibility**

- Minimize environmental impact and comply with environmental laws.
- Promote sustainable practices such as waste reduction and energy efficiency.

#### **5. Data Protection and Confidentiality**

- Protect the confidentiality of all information shared by ARTICLE19.
- Handle personal data in compliance with applicable data protection laws.

#### **6. Safeguarding and Protection**

- Comply with ARTICLE19's safeguarding policies to protect children and vulnerable adults.
- Ensure staff who may interact with beneficiaries undergo background checks and training.
- Report any safeguarding concerns immediately.

#### **7. Accountability and Transparency**

- Maintain accurate records and provide documentation upon request.
- Accept ARTICLE19's right to audit for compliance with this Code.

#### **8. Alignment with ARTICLE19's Mission**

- Respect ARTICLE19's mission to promote freedom of expression and access to information.
- Operate in a manner that supports inclusive, rights-based and equitable development.

#### **Acknowledgement and Agreement**

I/We, the undersigned, acknowledge that we have read, understood, and agree to comply with the principles outlined in this Supplier Code of Conduct. We confirm that our organization and any subcontractors we engage will adhere to these standards in all dealings with ARTICLE19 Bangladesh and South Asia.

Supplier Name: \_\_\_\_\_

Authorized Representative Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Signature: \_\_\_\_\_

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