TENDER DOCUMENT FOR THE PROCUREMENT OF

### Ref. No- GNB/BHO/2025/028

**Procurement ICT Equipment for the Coastal Harmony: Resilient Ecosystems, Thriving Communities (CHRETC) Project, Good Neighbors Bangladesh**

**PROCUREMENT METHOD:**

**OPEN TENDERING METHOD (OTM)**

Good Neighbors Bangladesh

**Head Office Address- Plot # 05, Block # A, Swadesh Shornaly Abashan,**

**Sheikh Hasina Sarani, Barua, Khilkhet, Dhaka – 1229**

**Tel: +8809 613 858 585**

**Email:** [procurement@gnbangla.org](mailto:procurement@gnbangla.org)

**Website:** [**www.gnbangla.org**](http://www.gnbangla.org)

Good Neighbors is an international humanitarian development NGO founded in South Korea in 1991. Good Neighbors Bangladesh (GNB) was registered as an international non-government organization (INGO) with the NGO affairs bureau of the government of Bangladesh and commenced its operation in August 1996 for helping deprived children, their mothers and families through education, health services, economic security, protection, community development, sanitation, and disaster relief projects.

##### Article 1: (Purpose)

**1-1.** Good Neighbors Bangladesh invites tenderer for ICT Equipment (Laptop-14 units, Computer Printer-4 Units, Digital Camera-4 units, Scanner-4 units) through the REDAA Project supported initiative **“Coastal harmony: Resilient Ecosystem, Thriving Communities (CHRETC)”.**

##### Article 2: (TENDER Enlist Application)

**2-1.** Companies that wish to participate in the TENDER should submit and apply to Good Neighbors Bangladesh with the following documentations.

##### TENDER Application

* **Up-To-Date Trade License**
* **Up-To-Date Income Tax Certificate**
* **Vat Registration Certification**
* **Update Bank solvency Certificate (minimum 10 Lakhs)**
* **Previous tendering documents/List of clients (up to 2.5 years)**
* **Brief profile**
* **Proprietor NID copy**
* **Experience Certificates (Must have minimum three certificate above 10 lakh taka)**
* **Any others relevant papers**

**Article 3: (Submission TENDER Documents)**

**3-1.** Download the tender documents from Good Neighbors Bangldesh official webpage: [www.gnbangla.org](http://www.gnbangla.org)

**3-2.** TENDER application should be submitted by email with the relevant documents in PDF Format.

**Email address:** [procurement@gnbangla.org](mailto:procurement@gnbangla.org%20) before the submission deadline (September 7, 2024).

**Note: Every page must have the signature of Vendor in PDF copy. No need to worry if need to send more than one email including all required documents please send several times to us.**

##### Article 4: (Validity of Competitive tender)

**4-1.** Good Neighbors Bangladesh will award the contract to the tenderer (The number of tenderers will be decided by Good Neighbors Bangladesh for those issues. If Good Neighbors Bangladesh decides to appoint more than one tenderer, the lowest tenderer will be prioritized and other selected tenderers will be offered to agree on the quoted lower rate or decided by the committee and they will get the award on the contract based.

**4-2.** If we found the same rate from different tenderers the selection process will be gone through lottery among the tenderers or the Procurement Committee will be decided.

**4-3.** The tenderers whose quoted amount is lowest and reasonable with Good Neighbors Bangladesh estimated cost will be eligible for the tender or the Procurement Committee will decide.

##### Article 5: (Delivery places of the supplies/goods)

**5-1.** The product/supplies will be delivered at Good Neighbors Head Office, Address: Plot-5, Road-2, Block-A, Swadesh Shornali Abashon, Purbachal Express Highway, Barua, Khilkhet, Dhaka-1229**.**

##### Article 6: (Bidding Amount Open)

**6-1.** The tenderers whose quoted amount is **lowest and reasonable with Good Neighbors Bangladesh estimated cost** will be eligible for the tender and Procurement Committee will be decided.

##### Article 7 (tender Cancellation)

In the event of a tender procedure’s cancellation, Tenderers will be notified by Good Neighbors Bangladesh.

Cancellation may occur where:

**7-1**. If organization has to face any unavoidable reasons, the tender should be cancelled before notification of winning tenderer selection.

**7-2.** Good Neighbors Bangladesh has the right to eliminate any tenderer without showing any reason. So, Tenderers are not entitled to claim for damages against the ordering authority when the Tender is cancelled.

**7.3** Tenderers are expected to examine carefully and comply with all instructions, forms, provisions and specifications contained in this TENDER PACKAGE.

**7-4**. Failure to submit tender containing all the required information and documentation within the deadline specified will lead to the rejection of the tender.

**7-5.** Who does not follow the **Article No. 3** will be treated as disqualified.

**7-6.** Good Neighbors Bangladesh has **ZERO TOLERENCE** regarding any political and repugnant references or corrupted mentality.

**7-7. Power to accept part of a contract:** Good Neighbors Bangladesh reserve the right, unless the tenderers expressly stipulate to the contrary in the tender, to award batches separately or in any combination.

**7-8. Tender Process:** Any attempt by a tenderer to influence the evaluation/Procurement committee in the process of examination, clarification, evaluation and comparison of tenders, to obtain information on how the procedure is progressing or to influence Good Neighbors Bangladesh in its decision concerning the award of the contract will result in the immediate rejection of his tender. **All kinds of tendering processes will be completed by Good Neighbors Bangladesh’s Procurement Committee (TFT Committee), and they have the right to select the vendor and to cancel any tender for any reason.**

**7-9. Ownership of tender:** Good Neighbors Bangladesh retain ownership of all tenders received under this tender process. Consequently, tenderers’ have no right to have their TENDERs returned to them. Good Neighbors Bangladesh guarantees that tender offers shall remain confidential.

**7-10. Notification award and contract signature:** "The successful tenderers/winners will be notified by email and phone regarding the award of the tender. Unsuccessful tenderers will not receive any notification (email or phone call).

Within 2 working days following the reception, the successful tenderers will sign, date and send back the contract. The selected tenderers will have to communicate the number and exact references of the bank account (Company own account) where the payments will be executed.

If the successful tenderer fails to sign and return the contract within two (2) working days, Good Neighbors Bangladesh and its partners may, after notification, consider the award null and void.

**7-11. Type of contract:** The contract that will be concluded between the successful tenderers and Good Neighbors Bangladesh is done according to standard contract.

By submitting an offer to this Invitation to tender, the Tenderers accepts contract terms. If any remark or reserve were to be raised by the tenderer, they should be clearly written down in a free format document included in the tender. Such documents should include the tenderer’s proposal to replace the discussed sections of the contract.

**7-12.** Good Neighbors Bangladesh concerned about the right of children and women and has **“ZERO TOLERANCE”** policy for any kind of sexual exploitation and abuse.

**7-13.** Only Good Neighbors Bangladesh has the right to amend, edit, and revise on the tender. There is no way to amend, edit, and revise for vendors.

##### Article 8: (Submission Deadline)

**8-1.** Tender relevant documents proving the eligibility of tenderers shall be submitted within the deadlines set out in the tender announcement or bidding notice.

**8-2.** Document submission deadline is meant to the **Date (September 7, 2025) and time (5:00pm)** of the tender deadline.

##### Article 9: (The payment method)

**9-1.** Winning tenderer shall conduct to supply the mentioned ICT equipment packages/materials as well as per the issued work order or Agreement.

**9-2.** The detailed supply of ICT equipment packages period will be 10 Days from the signing of work order or Agreement.

**9-3.** The company that gets the tender work of supplying the equipment will pay the total cost after delivery of all equipment as per issued work order or agreement through an account payee check only to the company account.

**9-5. VAT should be clear before the final bill submission.**

**9-6.** The Company who gets the tender work orders will be **deducted minimum 5% from total budget amount as penalty** if they cannot complete the work on time with the mentioned brand, size and any damages that delay the flow of work caused by tenderer. **No consideration for extension of time.**

**Article 10: Product Specification:**

**10-1. Laptop:** MPN: 973R0PA; Model: 15-fd0205TU; Processor: Intel Core i5-1335U (up to 4.6 GHz, 12 MB L3 cache); RAM: 8GB DDR4 3200MHz, Storage: 512GB PCIe M.2 SSD; Display: 15.6" FHD (1920 x 1080), License Windows & MS Office; 2 years Limited Warranty; Quantity Total: 14 Pcs

**10-2. Scanner:** Canon CanScan Lide 300 Flatbed Scanner; Quantity Total: 4 Pcs

**10-3. Digital Camera:** Canon EOS 250D 24.1MP Full HD WiFi DSLR Camera with 18-55 mm III Kit Lens; Quantity Total: 4 Pcs

**10-4. Computer Printer:** HP LaserJet MFP 1188w Multifunction Mono Laser Printer; Quantity Total: 4 Pcs

**Article 11: Cost and Currencies of Tender**

**11-1.** The Tenderer shall bear all cost associated with the preparation and submission of his tender and GNB will in no case be responsible or liable for those costs.

**11-2.** The unit rates and amount shall be quoted by the tenderer entirely in BDT including Profit, Vat & Tax.

**11-3.** The unit rates and prices shall be quoted by the Tenderer entirely in the BDT-local currency.

**PSEA Issue: GNB maintains zero tolerance approach for all forms of sexual exploitation and abuse (PSEA). Stakeholders must be concerned about issues such as child rights, PSEA, and safety. If any of the stakeholders violates the PSEA policy, a child rights issue, or a safety issue, GNB has the right to terminate the contract immediately.**