World Vision

Auction Sale of Old & Poor Condition ICT Items

To: Vendor/Firm/Individual Date: 11/05/2021

Dear Sir/Madam:

World Vision Bangladesh invites Sealed Offer in local Currency (BDT) from Suppliers/Companies/Individual for Auction Sale of Old & Poor Condition ICT Items on **"As-Is-Where-Is-Basis"**. Please be guided by the information given below:

General Guidelines and Instructions to Offeror:

Auction Name:	Auction of Old & Poor Condition ICT Items
Auction Reference:	ITB-BGD-2108-000003 (Auction of Old & Poor Condition ICT Items)
Last Distribution Date & Time:	25 May 2021 up to 01:00 PM
Deadline for Bids Submission:	**25 May 2021 up to 02:00 PM**
Price of Auction Document:	Free Of Cost
Name and Address of Offices where Auction Documents will be distributed:	National Office, Abedin Tower (2nd Floor), 35, Kemal Ataturk Avenue, Banani, Dhaka-1213 During WVB office working days (Sunday – Thursday) from 9 AM to 4 PM.
Manner of Bid Submission:	Signed and Rubber-Stamped soft copy bids should be submitted in PDF Format (01 PDF File Not Larger Than 25MB) by Email subject line as **"Auction of Old & Poor Condition ICT Items"** only to the Email: **wvb_scm@wvi.org**
Viewing of Auctioned Items:	From 11 May 2021 to 24 May 2021 (Sunday – Thursday) from 9 AM to 1 PM at Kamalapur & Banderban Offices.
Procurement Focal Point:	**S.M. SALAHUDDIN**, Sourcing & Logistics Officer, WVB Mobile: **01729-296817**, Email: wvb_scm@wvi.org
Current Location of Items:	Items will be disposed-off as is where it is basis. Current location of items is mentioned in Annexure – 2
List of Annexures:	Annexure-1: General Terms and Conditions Annexure-2: Description of Auction Items and Price Schedule Annexure-3: Vendor's Primary Information Collection Annexure-4: Supplier Code Of Conduct

S.M. SALAHUDDIN
Sourcing & Logistics Officer: Supply Chain Management
National Office, WVB

World Vision

Annexure-1

GENERAL TERMS AND CONDITIONS

1. Signed and Rubber-Stamped soft copy bids should be submitted in PDF Format (01 PDF File Not Larger Than 25MB) by Email subject line as "Auction of Old & Poor Condition ICT Items" only to the Email: wvb_scm@wvi.org .The offer shall remain valid for 60 days from the closing date of receiving of Bids by WVB;
2. **If awarded, additional 5% of the total quoted amount will be collected from buyer as income tax and 7.5% as VAT along with quoted amount (in cash);**
3. **Bidder has to pay the total amount including VAT and Tax within 10 days of the issuance of Delivery Order (DO);**
4. **One Bidder can quote any single lot or multiple lots but the bidder has to quote for all the items under each lot. Evaluation will be done lot basis;**
5. Incomplete offers or offers which do not comply with any of our tender conditions will not be considered;
6. Original copy of money receipt of buying tender document has to be attached with offer/response;
7. WVB authority reserves the right to accept or reject any or all the bids in part or full or alter any of the provisions as deemed necessary, without showing any reason whatsoever at any time and acceptance of any liability. WVB reserves the right to accept the whole or part of your offer;
8. Making a payment to any employee as an inducement or any canvassing to enable you win this bid will result in automatic disqualification participating in this tender or any other tenders. Any solicitation/influence/non-compliance of the Terms & Conditions of this Tender, will lead to disqualification of the submitted Tender/Bid and will be treated informal/rejected;
9. The offer must be placed in the mentioned mailing address wvb_scm@wvi.org not later than 02:00 P.M. on the closing date;
10. Any late submission of bid after the schedule date and time will be rejected;
11. Environmental policy: WVB's policy is to purchase products and services, which have the least negative impact on the environment. Environmental considerations covering manufacture, transport, packing, use and disposal of goods form part of WVB evaluation and selection criteria;
12. Terrorists: WVB will not do any business with any known terrorist group or company involved in any way with terrorists. WVB shall therefore not knowingly purchase goods or services from companies that are involved with terrorist groups in any form. If you submit a bid based on this request, it shall constitute a guarantee that neither your company nor any affiliate or any subsidiaries controlled by your company are not involved with any known terrorist group. A contract clause confirming this will be included in an eventual purchase order based on this request;
13. The Bidder will have to agree to comply with Supplier Code of Conduct (Annexure-4) and complete the total form (Annexure-4).

I/We hereby agree to execute the work specified in the above memorandum strictly and fully in accordance with all the terms and conditions of the contract (if awarded) described above and in the annexure hereafter and will abide by and fulfill all such Terms & Conditions.

Name of the Bidder: _____

Address of Bidder: _____

Mobile Number: _____ Email: _____

Signature (with date): _____

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Annexure-3: Vendor's Primary Information Collection Sheet

Vendor's Name :

SL#	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 Sorting Code (Optional)	
14	Bank Account Name	
15	Bank Account Number	

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Information Submitted by

Date: