

TERMS of REFERENCE (ToR)

Procuring Desktop, Laptop, Printer, Scanner and Projector
For
Hub Office in Khulna

About

The Earth caters to climate change and youth development through advocacy, and community engagement to cultivate a generation of resilient, environmentally-conscious individuals empowered to create a sustainable future for all. The Earth with its efforts, want to create a world of young leaders to stand at the forefront of climate action, driving innovative solutions and influencing policies.

Background & Context

The Earth is working for the BIJOYEE Project Funded by USAID to train youth with Soft skills, ICT skills, Green skills, Communication skills and English Language skills. In this light, The Earth has started operating a hub office in Khulna for which we are procuring Laptop (8), Desktop (3), Printer(1), scanner (1), and Projector (1).

Hub Office Location

House no# 423 Road no # 6, Sonadanga R/A 2nd fase Khulna.

The Financial Proposal

A financial proposal with a detailed breakdown of costs for the equipment will be submitted along with the application. When submitting the application, please provide tender reference number company name, contact name, contact number, other valid email addresses with scanned copy of company registration, VAT registration and Tax clearance certificate of FY 2023/24.

Payment

Payment to the consultancy agency shall be done following normal procedures of The Earth. The bidder is expected to pay all government taxes for which they are responsible. The Earth shall deduct TDS and provide a VAT coupon since we are VAT exempted, submit them to the National Board of Revenue (NBR), Bangladesh. Payment will be made in cheque after 100% delivery of the products.

FOB

- Sealed tender must be dropped by 4pm on 10th March,2024 in the tender box at The Earth Head Office 3rd Floor, Plot-147, Lane-1, Baridhara DOHS, Dhaka, Bangladesh.
- Tender shall be opened at 13th March at 4pm.
- The Earth reserves the right to accept or reject any or all the quotations in full or part without assigning any reason whatsoever.
- The Earth is not bound under any obligations to accept the lowest quotation.

Security Features

- The participating company must have proven experience in supplying Electronic Equipment in Bangladesh, copy of previous work order(s) must be supplied along with the tender as part in this regard.
- The participating company must be an authorized dealer/distributor of the items offered in the tender.
- 5% of the quoted price has to be submitted with tender through PO/DP in the name of The Earth.
- Failing to deliver items as per the tender schedule's terms and conditions will result in forfeiture of earnest money.

Bindings

All documents, papers, audio-visual, and data produced during the are to be treated as The Earth property and restricted for public use. Vendor will submit all original documents, materials, and data to The Earth. All information will be treated as confidential and must not be divulged unless authorized in writing by TE, any information obtained during the performance of the Contract.