

**Muslim Aid-Bangladesh Country Office**  
**Address: 5<sup>th</sup> Floor, House no #13, Road#27, Banani, Dhaka**  
**Phone Number: +88 02 41080662**

## **Standard Application Form of Desktop Computer**

**Invitation for Processor (IFP) No:**  
**Starting Date: 22<sup>th</sup> December,2023**  
**Closing Date: 14<sup>th</sup> December,2024**  
**Telephone No: +88 02 41080662**  
**Mobile No: 01921-167840**

**Muslim Aid-Bangladesh Country Office**  
**Address: House #13 (5<sup>th</sup> Floor), Road#27, Banani, Dhaka-1213**  
**Telephone Number: +88 02 41080662**

### **Invitation for Enlistment**

<b>Muslim Aid-Bangladesh Country Office</b>			
1.	Organization Type	INGO	
2.	Procuring Entity Name	Procurement Officer	
4.	Invitation for	Desktop Computer	
5.	Invitation Ref No	MABFO/G.Letter/_____	
6.	Starting Date	22 <sup>th</sup> December, 2022	
<b>KEY INFORMATION</b>			
7.	Procurement Method	Limited Tendering Method (Open Tender)	
<b>PARTICULAR INFORMATION</b>			
		<b>Date</b>	<b>Time</b>
8.	Application Closing Date and Time	14 <sup>th</sup> January, 11.59 AM	
<b>INFORMATION FOR APPLICANT</b>			
9.	Eligibility of Applicant (28.1)	a. Must have <b>valid Trade License (2023-2024 Financial Year Update copy)</b> b. Must have <b>Income Tax Certificate (2023-2024 Financial Year Update copy)</b> c. Must have <b>VAT Registration Certificate Financial Year Update copy)</b> d. Must have <b>Bank Account</b> e. Must have Valid Office Address, Telephone/Mobile & Email f. Import & Export Registration Certificate (For foreign Purchase) g. ISO, BSTI, GMP Certification (Need Basis) h. Valid Client List with their contract address (If Any) i. Performance Certificate of clients (If Any) j. Company Profile	
10.	Price of Application Form (Tk)	Not Applicable	
11.	Enlistment / Renewal Fee (Tk)	Not applicable	
<b>PROCURING ENTITY DETAILS</b>			
13.	Name of Official Inviting Application	Lutfun Nahar Lota	
14.	Designation of Official Inviting Application	Procurement Officer	
15.	Address of Official Inviting Application	House#13(5 <sup>th</sup> floor), Road#27, Banani, Dhaka	
16.	Contact details of Official Inviting Application	<a href="mailto:bangladeshprocurement@muslimaid.org.bd">bangladeshprocurement@muslimaid.org.bd</a> 01921167840	

## Specification of Desktop Computer

- **Processor:** AMD Ryzen 5 5500 AM4 Socket Processor (OEM/Tray)
- **Motherboard:** MSI B450M-A PRO MAX II DDR4 AMD Motherboard
- **Desktop Ram:** Crucial 8GB DDR4 3200MHz Desktop RAM
- **SSD:** Western Digital Green SN350 480GB M.2 2280 PCIe 3.0 x4, NVMe SSD
- **Casing:** Max Green 2810BG Mid Tower Black ATX Casing with Standard PSU
- **Keyboard & Mouse:** Gigabyte KM6300 Combo USB Keyboard & Mouse
- **Monitor:** HP V22v G5 21.5 Inch FHD Display HDMI, VGA Black
- \* **CPU Cooler:** Deep cool ICE EDGE MINI FS V2.0 Air CPU Cooler
- \* **Graphics Card:** Gigabyte NVIDIA GeForce GT 710 2GB GDDR5
- \* **UPS:** Power pack 1200VA Offline UPS

Information of the Applicant		
1	Applicant's legal Name:	
2	Constitution of Applicant:  <i>[USE ✓ MARKS]</i>	<input type="checkbox"/> Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Pvt. Ltd
3	Business/Mailing Address:	<ul style="list-style-type: none"> <li>• Vill/Street: .....</li> <li>• P.O: .....</li> <li>• District/City: .....</li> <li>• Post Code: .....</li> <li>• Telephone: .....</li> <li>• Fax: .....</li> <li>• E-Mail: .....</li> </ul>
4	Personal Information of Proprietor/Managing Director/.....	<ul style="list-style-type: none"> <li>• Name: .....</li> <li>• Male / Female <i>[USE ✓ MARKS]</i></li> <li>• Father's Name: .....</li> <li>• Mother's name: .....</li> <li>• Age: .....</li> <li>• Educational Qualification: .....</li> <li>• National ID (if any): .....</li> </ul>
5	Particulars of Bank Account	<ul style="list-style-type: none"> <li>• Name of the Bank:</li> <li>• Branch:</li> <li>• A/C No:</li> <li>• Routing No:</li> </ul>

# Quotation

[This Form should be completed and signed by Applicant]

To

Date

Muslim Aid-UK Bangladesh Country Office (MABCO)  
House#13 (5<sup>th</sup> Floor), Road#27, Block# J, Banani, Dhaka-1213

**Subject: Quotation of Desktop Computer.**

Dear Concern,

In response to your advertisement published in the daily newspaper "Ittefaq" date 22<sup>th</sup> December, 2023 asking application for the above-mentioned subject, I am pleased to submit our papers for your kind perusal.

No	Description	Specification	QNT	Unit price (Including VAT & AIT)	Total price (Including VAT & AIT)
1	Desktop Computer	Please attached	20	*****	*****
Total (Including VAT & AIT)					

Please included VAT TAX and Delivery Charge.

Delivery Location - Saidpur, Nilphamari

Attached Copies:

1. Information of Applicant
2. Quotation
3. Trade Licenses 23-24
4. TIN
5. TAX Certificate (Update copy-23-24)
6. BIN/VAT Certificate
7. Bank Information
8. Application Submission Letter
9. Affidavit
10. Trade Licenses

Thank You

Name:

Designation:

Organization Name:

Organization Address:

Mobile Number:

E-mail Address:

## **Application Submission Letter**

**Ref No:** \_\_\_\_\_

**Date:** dd/mm/yy

To

Muslim Aid-UK Bangladesh Country Office (MABCO)

House#13 (5<sup>th</sup> Floor), Road#27, Block# J, Banani, Dhaka-1213

I/We declare that, I/we have the legal capacity to enter into a contract with you, and have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive or coercive practices.

I/We am/are not submitting more than one Application in this enlistment/ renewal of enlistment process in my/our own name or other name or in different names.

I/We have examined and have no reservations to the Document issued by you.

I/We certify that to the best of my/our knowledge, the information provided by me/us is correct and true.

I/We understand that if any of the particulars and statements provided above is proven to be incorrect and false, my/our enlistment shall be liable to cancellation.

I/We understand that you reserve the right to reject all the Applications or annul the enlistment proceedings without incurring any liability to Applicant.

- We are not bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations 28.2
- We have not been convicted of an offence concerning their professional conduct by a judgment 28.2
- We have not been guilty of grave professional misconduct proven by any means which the Beneficiary can justify 28.2
- We have fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the Beneficiary or those of the country where the contract is to be performed 28.2
- We have not been the subject of a judgment which has the force of pre judicator for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities financial interests 28.2

I/We are not in one of the situations listed above.

**Signature of the Applicant**

**Affidavit to be submitted by Applicants**

I.....S/o//D/o.....presently residing  
at ..... hereby state as follows:

I was born on..... (date) in -----(name of District)

I take oath and solemnly declare/affirm that, I have the legal capacity to enter into a contract with Procuring Entity, and have not been declared ineligible by any of the PE's under any Government/semi Government/autonomous bodies of Government of Bangladesh on charges of engaging in Corrupt, Fraudulent, Collusive or Coercive practices and I further declare that I am a Citizen of Bangladesh.

And the particulars furnished by me above are correct and that I have not concealed or misrepresented any facts.

.....

Signature of the Applicant

**WITNESSES**

Name:	Name:
Mobile Number:	Mobile Number:
Relationship with Supplier:	Relationship with Supplier: