

Serial No: BYLC/PR/Skills and Employment/Bijoyee/2501-29

Date:01/15/25

Subject- RFQ for Office interior.

Sealed Quotations are now invited from suppliers of the following item under the Terms and Conditions mentioned below on your Letterhead Pad.

| Goods/service(s) | Description/specification | Quantity |
|-------------------------------|--|----------|
| Hanging Overhead File Cabinet | Location: Trainer room, hub office Size: Length- 14ft; Height- (16*2)"; Width- 16" Unit- 6 Unit size: Length- 28", Height- (16*2)", Door size: 14"x2, one lock Materials: 18mm melamine board; 6mm melamine board for back side; Length divided by a partition | 1 |
| Wall file cabinet (Full) | Location: Infront of Kitchen/wash room, hub office Size: Length- 9ft; Height- 8ft; Width- 16" Shelf- 3x2, Unit- 3x3 Unit size: Length- 32", Height- (16*2)", Door size: 16"x2, one lock Materials: 18mm melamine board; 6mm melamine board for back side; Length divided by a partition | 1 |
| Steel Rack | Steel Rack for store room with washroom Size: Length- 66", Height- 72", Width- 16" Length- 45", Height- 72", Width- 16" Shelf size: H- 18", L- 22" Materials: 2x2 angle with 18mm board partition, no door | 2 |

| | | |
|---------------------------------|--|----------|
| <p>Wall file cabinet (Full)</p> | <p>Delivery Location: Manikganj spoke office</p> <p>Size: Length- 8ft; Height- 8ft; Width- 16"</p> <p>Shelf- 3x2, Unit- 3x3</p> <p>Unit size: Length- 32", Height- (16*2)", Door size: 16"x2, one lock</p> <p>Materials: 18mm melamine board; 6mm melamine board for back side; Length divided by a partition</p> <p>Including transportation</p> | <p>1</p> |
| <p>Wall file cabinet (Full)</p> | <p>Delivery Location: Gazipur spoke office</p> <p>Size: Length- 8ft; Height- 8ft; Width- 16"</p> <p>Shelf- 3x2, Unit- 3x3</p> <p>Unit size: Length- 32", Height- (16*2)", Door size: 16"x2, one lock</p> <p>Materials: 18mm melamine board; 6mm melamine board for back side; Length divided by partition</p> <p>Including transportation</p> | <p>1</p> |
| <p>Wall file cabinet</p> | <p>Delivery Location: Gazipur spoke office</p> <p>Size: Length- 1ft 6"; Height- 6ft 9"; Width- 18"</p> <p>Shelf-5, Unit- 1x2 shelf; 1X3 shelf,</p> <p>Shelf size: Length- 18", Height- 16"</p> <p>Unit divided by doors, and a lock</p> <p>Materials: 18mm melamine board; 6mm melamine board for back side;</p> <p>Including transportation</p> | <p>1</p> |

| | | |
|------------------------------|--|----------|
| <p>File cabinet redesign</p> | <p>Delivery Location: Gazipur spoke office</p> <p>Size: Length- 36''; Height- 64''+28''; Width- 36''</p> <p>Lower cabinet (L-64''):</p> <p>Shelf-4, Unit- 2x2 shelf; (3 board shelf exist)</p> <p>Shelf size: Length- 36'', Height- 16''</p> <p>Unit divided by two doors, and a lock</p> <p>Upper cabinet (L-28''):</p> <p>Full covered cabinet</p> <p>Materials: 18mm melamine board; 6mm melamine board for back side;</p> <p>Including transportation</p> | <p>1</p> |
| <p>Working desk</p> | <p>Working desk for 3 persons</p> <p>Length- 10ft, width- 2ft</p> <p>Materials: 18mm Board in surface, 3 seats partition with aluminum frame and 6mm glass with paper (As per existing working desk)</p> | <p>1</p> |
| <p>Working desk</p> | <p>Working desk for 1 person</p> <p>Length- 4ft, width- 2ft</p> <p>Materials: 18mm Board in surface, partition with aluminum frame and 6mm glass with paper (As per existing working desk)</p> | <p>2</p> |
| <p>Mobile Drawer</p> | <p>Mobile drawer for working desk</p> <p>Height- 24'', Width- 19''; 16''</p> <p>Drawer unit- 3, control with one central lock</p> <p>Sample: hub office drawer</p> | <p>5</p> |
| <p>Board partition</p> | <p>Board partition for female washroom door</p> | <p>2</p> |

| | | |
|----------------------------|---|----|
| | Size: 10''x40''; 14''x60'' | |
| Sliding Door | Aluminum frame and 6mm sliding door for store room with washroom Size: Length- 36'', Height- 84'' 2-part sliding and extra 3ft door frame for door storage. | 1 |
| Board partition | Board partition at Meeting Room-2 Size: Length- 5 ft, Height- 7 ft Aluminum and 6mm sliding door Door size: 2 ft 4'' | 1 |
| Blinds | Location: Meeting Room 2 Type: Roller Blinds (As per existing blind) Size: Length- 48'', Height- 84'' | 1 |
| Chair hydraulic | Hydraulic for Executive Revolving Chair Size: Gaslift 120mm Asset ID: BYLC-FF-CH-47-USAID; BYLC-FF-CH-48-USAID | 2 |
| Mobile drawer repair-Wheel | Repair of existing mobile drawer wheels Material: PVC wheel, 4 wheels for one drawer (Quantity may be varied in actual) | 18 |
| Mobile drawer repair-Lock | Repair of existing mobile drawer lock Material: center lock, 1 lock for one drawer (Quantity may be varied in actual) | 16 |
| Working desk partition | Learner mobilizer desk partition Material: 10mm glass with ss nob | 3 |

| | | |
|---------------------|---|-------|
| Plastic paint | Plastic wall board paint as required | 1 job |
| Other office repair | Other office repair and furniture maintenance as required | 1 job |

Terms & Conditions:

Quotations are to be submitted on the date: **22/01/2025 & Time: 02:30 PM**

Quotations are to be submitted through mail (etender@bylc.org) or submit sealed quotations at Medona Tower (Level 4), 28 Mohakhali C/A Dhaka 1212, BYLC.

Offer Validity: 30 days from the date of submission.

Evaluation: Evaluation will be done based on the full package.

Payment: Payment will be transferred to your company bank account directly within 14 days after satisfactory delivery and a notation on the delivery challan by the recipient (with name, designation & date). The supplier must mention his A/C Name, Account No., Bank Name, Branch Name, and e-mail address in the Invoice / Bill through a seal. The supplier must provide Mushok 6.3 along with the bill as per govt. rules.

Alternative Offer: Alternative offers will not be accepted.

Only one organization can participate in the bidding process under the same proprietorship or family. If found that more than one organization is under the above condition both organizations will be termed as non-responsive.

During the participation in any tendering/enlistment process, if any vendor provides fake documents, they will be banned from business with BYLC for certain years as per BYLC Policy.

Other Terms & Conditions

The total price should be inclusive of VAT and AIT.

For coffee & water, vendors must provide the Paper Cup and Big Poly for collecting trash.

BYLC reserves the right to accept or reject any or all quotations/tenders without assigning any reason whatsoever.

Award Notification:

Only the successful bidder will be notified.

Thanking You



Syed Mohammad Shamim Hassan
Administration and Procurement officer
USAID Bijoyee activity.