

**Bangladesh Country Coordinating Mechanism (BCCM)**  
Health Services Division,  
Ministry of Health & Family Welfare  
Ansari Bhaban (4<sup>th</sup> floor), 14/2 Topkhana Road, Dhaka  
<http://www.bccmbd.org>

**REQUEST FOR QUOTATION**

For  
**Procurement of equipment for BCCM Secretariat**

RFQ No: MOHFW/BCCM/Procurement-2/2024/Quotation Notice/

Date: 05/09/2024

To

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1. The Bangladesh country Coordinating Mechanism (BCCM) has been allocated fund under The Global Fund CCM funding. this quotation document is issued to procure following equipment and furniture:

Sl. No.	Package No.	Items	Quantity	Remarks
01	Package 1	Photocopier	01	Specification attached as Annexure A

2. Detailed Specifications for the above-mentioned item is attached herewith as **Annexure-A** of this quotation notice and will be available at **BCCM Secretariat** for the convenience of the potential quotation providers (e.g. sellers, suppliers) during office hours throughout the quotation submission period.
3. Quotation that is compliant to their portfolio, will be acceptable.
4. Quotation providers (potential suppliers) should have legal capacity to enter into contract. In support of such qualification, certified photocopies of latest documents related to valid **trade license, TIN certificate, VAT registration certificate** and **financial solvency certificate** from any scheduled Bank shall be submitted. In absence any of these documents, quotation may be considered as non-responsive/disqualified.
5. Quotation shall be completed properly, duly signed with dates each page by the authorized signatory and submitted by the timeline to the office as specified in **Para 7** below.
6. No securities such as quotation security (i.e. the traditionally termed earnest money, tender security) and performance security shall be required for submission of the quotation and delivery of the goods (if awarded) respectively.
7. Quotation in a sealed envelope will be submitted to the office of the undersigned **on or before 12 September 2024 at 12:30pm** or through email address: [bccmsecretariat@gmail.com](mailto:bccmsecretariat@gmail.com). If submitted hard copy, the envelope containing the Quotation must be sealed and clearly marked with the **package(s)** it is submitted for and **DO NOT OPEN** before **12 September 2024 at 12:30pm**. on top of the envelop. If submitted through email, the subject line of the email should contain similar information. Quotations received later than the time and title specified herein shall not be accepted.
8. The BCCM Secretariat preserves right to extend the deadline for submission of quotations on justifiably acceptable grounds duly recorded subject to threshold of seven (07) days pursuant to Rule 71 (4) of the public procurement rules, 2008.
9. All quotations must be valid for a period of at least 30 (thirty) days from the closing date of the quotation.
10. No public opening of quotations (received by the closing date) shall be held. All Quotations, received till closing date and time, shall be sent to the Procurement Committee for opening and evaluation.

11. Quotation(s) shall be evaluated by the Procurement Committee based on information and documents submitted with the quotations and at least three (3) responsive Quotations will be required to determine the lowest evaluated responsive quotations for award of the contract.
12. Quotation provider's rates or prices shall be inclusive of profit and overhead and, all kinds of taxes, duties, fees, levies and other charges to be paid under the applicable Law, if the Contract is awarded.
13. Rates shall be quoted and, subsequent payments under this contract shall be made in BDT. The price offered by the supplier, if accepted, shall remain fixed for the duration of the contract.
14. In case of anomalies between unit rates or prices and the total amount quoted, the unit rates or prices shall prevail. In case of discrepancy between words and figures, quotation will be cancelled/rejected. Quotation providers shall remain bound to accept the arithmetic corrections made by the Procurement Committee.
15. The supply of goods and related services shall be completed by supplier within 10 (ten) working days from the date of issuing the notification of award.
16. BCCM secretariat reserves the right to reject all the quotations or cancel the procurement proceedings without issuance of any clarification notice.



**Manaj Kumar Biswas**  
 BCCM Coordinator  
 14/2 Topkhana Road (Ansari Bhaban), Dhaka  
 Phone: +8802223357786  
 email: [bccmsecretariat@gmail.com](mailto:bccmsecretariat@gmail.com)

**Distribution:**

1. Notice Board, Health Services Division, MOHFW, Bangladesh Secretariat, Dhaka
3. Notice Board, BCCM Secretariat
4. Office file

**Annexure –A**

**Technical Specifications:**

Brand	Internationally recognized brand
Type	Multifunction Color Laser Photocopier
Functions	Copy, Print, Scan
Print Technology	Laser
Print Functions	Universal Printer Driver, Driver Templates, Driver plug-ins, print from USB, Hold print, Tandem printing, E-Mail direct printing
Print/Copy Speed	30ppm(A4)
Print Resolution (Pixel)	600 x 600 dpi
Duplex Print	Automatic
Copy Modes	Text, Text/Photo, Photo, Printed Image, Map, Image Smoothing
Zoom: Platen	25-400%, RADF/DSDF: 25-200%
Scan Functions	WS Scan, Scan to USB, Scan to File (SMB, FTP, FTPS, Local), Meta Scan, OCR scan, Scan to Box (e-Filing)
Scan Modes	Auto-Color (ACS), Color, Greyscale, Monochrome
Scan Resolution (Pixel)	100/150/200/300/400/600dpi
Scan Data Format	JPEG, TIFF-Multi/Single Page, PDF-Multi/Single Page, Slim PDF-Multi/Single Page, XPS-Multi/Single Page
Scan Features	Scan to File, Scan to WS Scan, Scan to USB, Scan Preview
Print Paper Size	A3, A4, A5, Letter, Legal
Memory	4GB
Storage (MB/GB/TB)	128 GB (SSD)
Interface (Built-in)	USB, LAN
Network Protocol	TCP/IP (IPv4/IPv6), NetBios over TCP/IP
Printing Protocol	Universal Printer Driver, Driver Templates, Driver plug-ins, print from USB, Hold print, Tandem printing, E-Mail direct printing
Operating System Compatibility	Windows 11/10/8.1, Windows Server 2022/2019/2016/2012 R2/2012 (64 bit), Mac OS 10.12-12, Linux/Unix, Citrix, SAP, AS/400
Warranty	At least 1 year (Highest available)
Country Of Origin	Japan (preferred)