

TERMS OF REFERENCE

Specification for supplying Desktop Computers, Laptops and Printers with Accessories and Equipment for selected TVET Institutions

1. Background

The Bangladesh Skills for Employment and Productivity (B-SEP) Project is an initiative of the Government of Bangladesh (GoB) funded by the Government of Canada and executed by the International Labour Organization (ILO). The project aims to accelerate the current efforts being undertaken by other organizations, donors and government to make skills in Bangladesh nationally recognized, accessible to all, higher quality and directly linked to jobs.

As part of its work, B-SEP is supporting capacity enhancement efforts for various Technical Schools and Colleges (TSC) and Polytechnic Institutes to deliver the NTVQ training programmes for different industry sectors. In this regard B-SEP wishes to find a qualified vendor to supply (i) Lot-1: Desktop and Laptop Computer with accessories, printers and (ii) Lot 2: photocopier, multimedia projector and digital camera as specified in Annex 1. Places of delivery for Lot-1 and Lot-2 items are specified in Annex-II (attached).

2. Purpose

Equip classrooms of selected TVET Institutions with modern training equipment to deliver NTVQ training programmes using ICT technology in different locations of Bangladesh.

3. Required experience

- The vendor must have at least three years of experience in providing similar services in Bangladesh.
- The vendor must be an authorized distributor.

4. Award criteria

The bid will be awarded to the vendor offering products/services most responsive to the above specifications and best value.

5. Terms and conditions

- The vendor will complete the work and deliver services to the respective institutes as detailed in this invitation of proposal;
- All work shall be completed within 30 days of the award being made;
- A full time supervisor will be assigned by the vendor to coordinate with ILO and the respective institutes specified in Annex-II.

6. Submission of Proposal

Vendor must submit the following:

- Quotations along with an updated copy of the vendor's trade license as a similar service provider;
- Authorization certificate by the manufacturer or manufacturer's authorized distributor;
- Company profile describing experience along with work completion certificate;
- Vendor must have valid VAT registration number;
- Vendor is requested to quote the unit price excluding VAT amount & show the total VAT amount to be specified.
- The quotation should be made on a printed letterhead. The proposal should be submitted in a sealed envelope clearly stating, *"Supply of Computer, printer with accessories and equipment for selected TVET Institutions in Bangladesh under ILO - BSEP Project, LOT No. :"*.

The Proposal shall be sent to:

Mr. Kishore Kumar Singh
Bangladesh Skills for Employment and Productivity (BSEP) Project
ILO Skills Programme Office
IDB Bhaban, Ground Floor
Agargaon, Sher-e-Bangla Nagar, Dhaka-1207

Deadline for proposal submission is 23 July, 2017 by 4.30 pm (Bangladesh time).

Annex-I

LOT - 1: Desktop Computer, UPS and Laptop

i. Computer: Quantity-3

- Desktop computer
- Brand- HP/Dell or international reputed brand
- Processor Speed : Intel Core i5-4590 Processor (3.3 GHz) 6MB) or higher
- Memory : 4GB (1x4GB) Non-ECC DDR3 1600MHz SDRAM or higher
- Hard Drive : 1 TB Serial ATA
- Monitor : 18.5" Monitor, led, wide (please mention warranty for monitor)
- Keyboard : USB Business Keyboard
- Mouse : USB Optical Mouse
- Power supply : Unit Standard 290W PSU Active PFC Mini Tower (MT)
- Operating System Free DOS
- Warranty and after sales service- minimum 1 year

ii. UPS for Desktop Computer: Quantity-3

- Around 600 va
- Warranty and after sales service - minimum 1 year

iii. Laptop: Quantity-11

- Processor Intel, 6th Generation Core i5-6200U Processor or higher
- Chipset Integrated in CPU
- Brand- HP/Dell or equivalent
- Operating System Free DOS
- Memory 4GB
- Hard Drive 500GB SATA Hard Drive
- Graphics Intel(R) HD Graphics 4000
- Display 14.0" HD (1366x768) Anti-Glare WLED-backlit
- Webcam HD Fixed Focus Webcam & Digital Array Microphones
- Multimedia Integrated 720p HD video webcam

- Network Integrated 10/100/1000, Wireless-N +
- Input Gigabit Ethernet (RJ-45),USB 3.0 (2), USB 2.0 (1),VGA,4 in 1 card
- Power 65W AC Adapter, 3-pin 4-Cell Battery (65 WHr)
- USB DVD writer
- Warranty and after sales service- minimum 1 year

LOT - 2: Printer (Black and White): Quantity-7

- Laser printer HP/Canon or international brand
- Please mention Warranty period and detailed specification of the printer.
- Printers shall be delivered to the addresses specified in Annex-II.
- Warranty and after sales service- minimum 1 year

LOT-3: Photocopier: (quantity 6)

- Internationally Reputed Brand
- Copy Speed : Minimum 20 PPM (In A4)
- Memory : Minimum 125 MB
- Automatic document feeder minimum 50 sheet
- Both side printing
- Maximum paper size A3
- 2 Nos, 500 Sheet tray
- Network printing
- Pedestal for the photocopier machine
- Standard Voltage stabilizer
- Minimum one year warranty and after sales service

LOT-4: Multimedia Projector with screen (quantity -10)

- Brand - Internationally reputed
- Minimum 3000 and lumen (pls check)
- Port: Must have HDMI port
- Projector screen with Stand (70" X 70")
- Minimum one year warranty and after sales service

LOT-5: Digital Camera (DLSR) (quantity -6)

- Brand : NIKON/Canon
- Minimum 24MP, 3 Inch LCD, with 18 - 55mm lens, including
- 8GB memory card & carrying bag of good quality,
- Minimum one year warranty and after sales service

Note:

- 1. Lot-wise Bid submission is allowed.**
- 2. Places of delivery shall be the destinations specified in Annex-II (attached)**

Annex-II: Distribution list of training equipment for pilot institutes under Agro-Food, Ceramic, Tourism and Hospitality sector:

Sl. No.	Sector	Ceramic Sector				Agro-Food Sector		Tourism Sector		Pharmaceutical sector				Total Quantity
	Institute	Bangladesh Institute of Glass and Ceramics				Dhaka Polytechnic Institute	Bengal meat-Sirajgonj	ATAB	Regency institute of Hotel Management	BK-TTC, Dhaka	Dhaka Mohila Polytechnic Institute	PISC approved Private TVET Provider, Dhaka	Dhaka Polytechnic	
	Occupations/Trades	Forming Machine Operation	Body and Glaze Preparation	Glazing	Decoration and Printing	Food Safety and Hygiene	Poultry and meat processing	Ticketing and Reservation	Front Office Management	Industrial Mechanical Maintenance	Electrical and Electronics Installation	Machine Operation	Packaging	
1	Laptop	1	1	1	1	1	1	1	0	1	1	1	1	11
2	Desktop	1				0	0	0	0	0	1	1	0	3
3	Computer Printer	1				1	1	1	0	1	1	1	0	7
4	Multi Media Projector	1	1	1	1	1	1	0	0	1	1	1	1	10
5	Multi Media Projector Screen	1	1	1	1	1	1	0	0	1	1	1	1	10
6	Photocopier Machine with Scanner	1				1	0	1	1	0	1	1	0	6
7	Digital Camera	1				1	1	1	0	0	1	1	0	6