

## **Invitation of Proposal for Color Printer**

RFP Number: EMK/17CA008/0822/PROC-12

Date of release: August 30, 2022

The Edward M. Kennedy Center (EMK Center) is inviting renowned and established companies, firms, institutions, and vendors (local, foreign, and local-foreign partnership) who are able to supply the required Color Printer. You are invited to submit a proposal for the services in response to this request for proposal(RFP).

### **A. About Edward M. Kennedy Center (EMK Center):**

Initially created in 2012 through a partnership between the Liberation War Museum and the American Center of the U.S. Embassy in Dhaka, the EMK Center is a non-partisan platform committed to open dialogue, informed action, individual and artistic expression, and personal and professional development. We define public service as service on behalf of the people—by anyone, anywhere, anytime. Since March 2018, the University of Liberal Arts Bangladesh (ULAB) has been associated with the EMK Center as its managing partner and the American Center of the U.S. Embassy Dhaka.

### **B. Purpose of the RFP:**

The purpose of this request for proposal is to seek suppliers for Color Printer, as detailed in the Terms of Reference, for the EMK Center.

### **C. Scope of Work:**

The EMK Center requires the following products in the RFP:

<b>Item</b>	<b>Specification</b>	<b>Quantity</b>
Color Printer	Print Technology: Laser; Connectivity: LAN, USB; Memory: Minimum 32 MB; Printer Type: Duplex Printer; Duplex Print: Automatic; Print Resolution (Pixel): 600 x 600 dpi/1200 x 1200 dpi; Paper Size: A3, A4, A5, Envelop, Legal; Paper: Plain, thick, bond, brochure, colored, glossy, letterhead, photo, preprinted, recycled, rough, cardstock, glossy film, transparencies, labels, envelopes; Compatibility: Windows 7/10/11/Mac OS;	02

**D. Product Delivery:**

The product should be delivered to the EMK Center by the mentioned date on the purchase order.

**E. Warranty Period:**

The warranty period for each product should be clearly stated on the financial proposal.

**F. Validity Period:**

Proposals shall remain valid for 30 calendar days after the date of proposal submission prescribed by EMK Center. A proposal valid for a shorter period may be rejected by the EMK Center on the grounds that it is non-responsive.

**G. Queries & Classification:**

Any additional information required which is not clarified in the specification must be addressed in writing to [rfp@emkcenter.org](mailto:rfp@emkcenter.org) by September 13, 2022. Additional information may be provided at EMK Center’s discretion, who reserves the right to provide the same information to all other interested parties, should this enhance the submission.

The EMK Center reserves the right to request meetings with bidders to clarify responses or seek additional information to refine assessments.

EMK Center reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period. This may include site visits and requests for additional information.

**H. Evaluation Criteria:**

Topic	Weightage
Company Profile & Experience	30%
Financial Proposal (breakdown of each item's cost)	50%
Delivery period	20%
<b>Grand Total</b>	100

The proposal will be evaluated in both technical and financial aspects. The weightage distribution is provided in the table below:

**I. Payment Terms:**

- Payment will be made after delivery of the products.
- Payment will be disbursed to bank account through electronic fund transfer.
- VAT & Income Tax (where applicable) will be addressed as per government rules.

## **J. Reporting**

The consultant will report to the concerned person, which will be mentioned in the purchase order.

## **K. Submission Details**

For participant the RFP only the portfolio and financial proposal(s) should be submitted via Google form by September 18, 2022, at 11:59 a.m. After initial screening, we will only call or email the chosen individual or organization to send the additional business legal documents.

- Incorporation Certificate/Business Registration Certificate (if applicable for an organization)
- Updated Trade License
- Tax Identification Number (TIN);
- VAT registration number (BIN) (if applicable for an organization)

## **L. How to Apply:**

Fill out this form: [RFP Form](#)

## **M. Terms and conditions:**

- Any act of disclosing EMK Center's internal or confidential data will lead to a breach of the contract at any point.
- Any internal or confidential information should not be used for other purposes.
- Failure to submit all required information, forms and documents in the proposal may result in disqualification.
- Not accept proposals after the stated submission deadline.
- EMK Center reserves the right to accept any proposal other than the lowest price proposal and to negotiate with the consultant if it is in the District's best interest to do so.
- EMK Center will not reimburse any organization for proposal preparation costs or other work performed in connection with this RFP, whether or not the consultant is awarded a contract.
- EMK Center reserves the right to purchase a single item, more than one item or all items from a vendor/company based on the evaluation of an item.

**NOTE: EMK Center is acting in good faith by issuing this RFP. However, this document does not oblige EMK Center to contract for the performance of any work or for the supply of any products or services.**