

Ref: ASHIKA/AULSM/RFQ/2026-2533

Date: 06 May, 2026

**Request for Quotation**

ASHIKA Development Associates hereby invites to **request for quotations** from the qualified **suppliers/vendors** to purchase of **"Bag, Furniture, Printers, Ceiling Fan, Electric Light and Solar base IPS (on-grid)"** for the project of **"Access to and Utilization of Lifesaving Services by Marginalized Communities in CHT in Bangladesh"** which supported by Helen Keller Intl Bangladesh and Implemented by ASHIKA Development Associates. We are requesting quotation from the qualified vendor/Suppliers to drop their quotation under the subjective areas.

**Terms & Conditions:**

- a) The RFQ notice & schedule will issue **from 07/05/2026 to 13/05/2026 on office time from the Head Office** and could collect from our website [www.ashikacht.org](http://www.ashikacht.org) too. So, reliable and qualified supplier/Vendor can collect RFQ within this time. **For this purpose, any query please call: 01896185729.**
- b) Valid Supplier/Vendor could drop their Quotation and Address to **The Purchase Committee, ASHIKA Development Associates** and drop to ASHIKA head Office within 14/05/2026 by 3.20PM. Authority will open the dropped quotation on 3.30 PM in this date (anyone be attending if whom).
- c) The bidder provides their quotation on their business's pad/cash memo and address to purchase committee, ASHIKA Development Associates, Rangamati.
- d) The quotation should submit with a sealed envelope and **mentioned to the subject of the advertisement Name and Number.**
- e) The quotation should not be rubbed/ overwritten under any circumstances.
- f) The quotation rate should be added with all the costs (service charge, VAT, tax if any). No separate bill can be submitted later.
- g) The bidder should submit a copy of updated Trade license, BIN, TIN with Return Certificate and Bank Solvency/Bank statement (if any) along with the quotation.
- h) Quotation should be submitting as per advertisement details description.
- i) The bill will payment after deducting VAT and Tax (where applicable) as per government rules (latest circular).
- j) After verification, evaluation of Quotation will be issuing a Purchase Order (PO) to the lowest and most qualified bidder.
- k) The authority has the power to add, subtract and cancel the tender notice if necessary.

**Enclosure:**  
**Advertisement list**

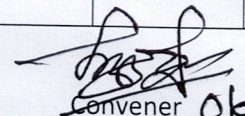
  
Convener 06-05-26  
Purchase Committee  
ASHIKA Development Associates

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**Advertisement List**

SL	Item	Specification	Unit	Quantity	Remarks
<b>Advertisement# 01 Office Furniture</b>					
1	Conference Table (Single)	Material: Laminated Board	PCS	9	
2	Conference Table (Set)	Material: Laminated Board/Bamboo, Glass	PCS	1	
3	Executive Table	Material: Laminated Board/ Bamboo	PCS	14	
4	Executive Chair	Material: Metal/Bamboo, Type: Armed	PCS	9	
5	Meeting Chair	Material: Metal /Bamboo, type: Armless	PCS	106	
6	File Rack (Shelf)	Material: Laminated Board/ Bamboo	PCS	2	
7	File Cabinet	Material: Metal, Lock: Double, Type: 2 Drawers	PCS	1	
<b>Advertisement# 02 Electronics Item (IPS, Fan &amp; Light)</b>					
1	Solar Based IPS (On-Grid)	high efficiency Solar panel, Stand, Inverter, Battery & cable, Circuit Breaker, electric Cable, Setup cost, Others	Set	1	
2	Celling Fan	56" Fan (1400mm), Aluminum Blade	PCS	24	
3	Backup light	12-15-Watt, Emergency light	PCS	18	
<b>Advertisement# 03 Printer</b>					
1	Printer	Function: Print Only, Technology: Leaser wireless Auto Duplex (50PPM), Output Color - Black & White Print resolution: 1200x1200 dpi, Speed: 50 ppm, Duplex: Automatic, Processor :800MHZ, Display: touch Scene	PCS	1	
2	Printer + scanner (Multifunction printer)	Functions - Print, Scan, copy; Output Color - Black & White Print Speed (Black) - 48ppm (A4), 50ppm (LTR), Printer Resolution (Black) - 1200 x 1200dpi, Print Paper Size Max. - Legal, Interface (Built-in) - USB, LAN	PCS	10	
<b>Advertisement# 04 Bag</b>					
1	Bag	Size: Medium; Capacity: 20 ltr Material: Polyester/Suskin & Water proof, Style: Backpack, Color: Black	Pcs	152	Donor & Partner logo need to print

  
Convener 06/05/26

Purchase Committee  
ASHIKA Development Associates

# Vendor Pad

(Name of Vendor,  
Address, Mobile Number)

Date .../.../.....

To  
The Purchase Committee,  
ASHIKA Development Associates,  
Rangamati.

**Subject: Quotation for Office Furniture (Advertisement# 01).**

Dear Sir,

With due respect I am ..... And owner/ manager of ..... I wish to drop a **Quotation for Office Furniture (Advertisement# 01).** which ref. is ASHIKA/AULSM/RFQ/2026-... .., date: 06/05/2026. So, hereby I am mentioned a quote in the table as per your requirement.

Sl	Item Name	Particulars/ Dimensions	Qty	Rate	Total Rate	Remarks
1	Conference Table (Single)	Material: Mode: Brand:	1 PCS			
2	Conference Table (Set)	Material: Mode: Brand:	1 set			
3	Executive Table	Material: Mode: Brand:	1 PCS			
4	Executive Chair	Material: Mode: Brand:	1 PCS			
5	Meeting Chair	Material: Mode: Brand:	1 PCS			
6	File Rack (Shelf)	Material: Mode: Brand:	1 PCS			
7	File Cabinet	Material: Mode: Brand:	1 PCS			

Note: The Rate include VAT & Tax (if any)

Therefore, I would request to accept my quotation of the above rate.

Thanking you and sincerely yours-

Signature  
Name with Seal  
Date

Attachment

- 1) Trade license
- 2) VAT certificate, TIN with return certificate (If any)
- 3) Bank Solvency/Statement (if any)

*[Handwritten Signature]*  
06-05-26