



Ref: ASHIKA/CRLIWM-CHT/RFQ/2026-2928

Date: 23 August, 2026

REQUEST For Re-QUOTATION (RFQ)

ASHIKA Development Associates is a local development organization working with the communities of the Chittagong Hill Tracts (CHT). Established in 1999 by the indigenous and local communities of the CHT, the organization was registered with the Department of Social Services in 2002 and subsequently with the NGO Affairs Bureau (NGOAB) in 2006.

ASHIKA Development Associates is committed to promoting climate-resilient and sustainable socio-economic development through a **Human Rights-Based Approach (HRBA)**, **Gender Equality and Social Inclusion (GESI)**, the **Leave No One Behind (LNOB)** principle, and the **Do No Harm** principle.

The organization implements development programs across Bangladesh in the areas of **Education and Social Development, Food Security and Livelihoods, Health, Gender Equality and Social Inclusion (GESI), Human Rights, Climate Resilience, and Disaster Management.**

Currently, **ASHIKA Development Associates**, in partnership with **Ashroy Angon Society and Progressive**, is implementing the **Watershed Management Component** under the **Climate-Resilient Livelihoods Improvement and Watershed Management in the Chittagong Hill Tracts (CRLIWM-CHT) Sector Project**. The project is funded by the **Government of the People's Republic of Bangladesh (GoB)** and the **Asian Development Bank (ADB)**. It aims to enhance climate resilience, improve natural resource management, and strengthen sustainable livelihoods in the Chittagong Hill Tracts.

To support the implementation of this project, **ASHIKA Development Associates** hereby invites qualified, experienced, and interested suppliers/vendors to submit a **Quotation** for the supply of various **furniture & Fixture, IT equipment and vehicle** required for its office and project operations.

❖ Category-01: Furniture & Fixture (A. Metal and Board):

SL No	Item	Specification	Unit of Measur ement	Qty	Unit Price	Total Price	Location for Distribut ion	Proposed Brand by Vendors/ Suppliers
1.	Armed Executive Chair	Color: Black; Material: Metal; Dimension: L-62.9 X W-53.2 X H-88 CM; Fixed armrests; durable construction; suitable for office use; Wheels: Dis- included.	Nos	05			District Office, Rangama ti Sadar	
2.	Drawer Unit	Material: Laminated Board; Dimension: 40(L) X 47(W) X 66(H) CM; Color: Any color.	Nos	02			Do	
3.	File Cabinet	Metal (4 Drawer); Color: Any color; Dimension: 1.6 (L) X 2 (W) X 4.6 (H) Feet.	Nos	01			Do	
Total:								
In words:								

❖ **Category-01: Furniture & Fixture (B. Wooden):**

SL. No.	Item	Specification	Unit of Measurement	Qty	Unit Price	Total Price	Location for Distribution	Proposed Brand by Vendors/Suppliers
1.	Armless Chair	Teak Wood	Nos	09			Baghaichari Upazila-03, Barkal Upazila-03 and Naniarchar Upazila-03	
2.	Office Table	Teak Wood with single drawer (4 X 2.5 ft)	Nos	03			Baghaichari Upazila-01, Barkal Upazila-01 and Naniarchar Upazila-01	
3.	File Cabinet	Teak Wood (6 X 2.5ft, 4 Self)	Nos	03			Do	
Total:								
In words:								

❖ **Category-01: Furniture & Fixture (C. Bamboo):**

SL. No.	Item	Specification	Unit of Measurement	Qty	Unit Price	Total Price	Location for Distribution	Proposed Brand by Vendors/Suppliers
1.	Office Executive Table	Bamboo & Board (4 X 2.5 ft)	Nos	03			District Office, Rangamati Sadar	
2.	Office Table	Bamboo & Board (4 X 2.5 ft)	Nos	03			District Office, Rangamati Sadar	
3.	File cabinet	Bamboo & Board (6 X 2.5ft, 4 Self)	Nos	02			District Office, Rangamati Sadar	
4.	Visitor Chair (Armless)	Bamboo	Nos	02			District Office, Rangamati Sadar	
Total:								
In words:								

❖ **Category-02: IT & Equipment (A. Generator):**

SL. No.	Item	Specification	Unit of Measurement	Qty	Unit Price	Total Price	Location for Distribution	Proposed Brand by Vendors/ Suppliers
1.	Generator	Portable Generator Automatic voltage regulator (AVR), 2kw minimum	Nos	04			Rangamati Sadar-01, Baghaichari Upazila-01, Barkal Upazila-01 and Naniarchar Upazila-01	
Total:								
In words:								

❖ **Category-02: IT & Equipment (B. Desktop Computer, UPS, Laser Printer, GPS, Clinometer and Tape):**

SL. No.	Item	Specification	Unit of Measurement	Qty	Unit Price	Total Price	Location for Distribution	Proposed Brand by Vendors/ Suppliers
1.	Computer (Desktop-Modified)	Monitor 21.5" FHD Processor Core i5, 7 th Generation, Base clock 2.4ghz+, RAM 8GB (Minimum), SSD M.2 256GB (Minimum), IPS HDMI/VGA, Motherboard: Gigabyte 110M, Casing OVO Good with PSU with Keyboard and Mouse,	Nos	03			Baghaichari Upazila-01, Barkal Upazila-01 and Naniarchar Upazila-01	
2.	UPS	UPS 650VA	Nos	03			Baghaichari Upazila-01, Barkal Upazila-01 and Naniarchar Upazila-01	
3.	Laser Printer	Laser Printer USB and WIFI 20ppm (minimum)	Nos	03			Baghaichari Upazila-01, Barkal Upazila-01 and Naniarchar Upazila-01	

4.	Digital Camera	Digital SLR/Action camera 20MP or more Video Recording 1080p (minimum), 25fps(minimum) Still Image: 4k (minimum) (Any Brand)	Nos	08			District Office, Rangamati Sadar	
5.	GPS	Handheld GPS Receiver GPS and GLONASS supported, sunlight- readable display, waypoints 2000 (Minimum), internal memory and microSD card slot, 2AA Battery	Nos	04			District Office, Rangamati Sadar	
6.	Clinometer	Professional surveying Clinometer Measures vertical angles, slopes & directional bearings	Nos	4			District Office, Rangamati Sadar	
7.	Tape	Small shop Suty ying Tape Measure 164feet/50m 33feet/10m Self Adjusting End Hook Dual Luxury Sided Fiberglass Tape Measure for Engineer, Professional survey	Nos	4			District Office, Rangamati Sadar	
					Total:			
In words:								

❖ **Category-03: Vehicle:**

SL. No.	Item	Specification	Unit of Measurement	Qty	Unit Price	Total Price	Location for Distribution	Proposed Brand by Vendors/Suppliers
1.	Motor Cycle	125 cc, Self Start, Engine Type: Air cooled, 4-stroke, single cylinder, OHC, Fuel Capacity: 10 Liters Tire Type: Tubeless, Fuel System: Fuel Injection (Fi), Registration, Fitness certificate, number plate, helmet, and standard safety accessories included. (Any Brand)	Nos	10			District Office, Rangamati	
					Total:			
In Words:								



Terms & Conditions:

1. Please quote your price within **04 office working days** with sealed envelope; **To the Convener, Procurement Committee, ASHIKA Development Associates, Kambhe House, K.K Roy Road, Rangamati.**
2. The **last date and place for submission of quotation** is **27 August, 2026 at 05:00pm.** Quotation must be submitted in the **designated tender box** kept at the **ASHIKA Head Office, K.K Roy Road, Rangamati Sadar.** Interested suppliers/vendors are requested to submit their complete Quotation along with all required documents, **before 05:00pm on 27 August, 2026 Courier and via e-mail at: procurement@ashikacht.org. Phone: 01898856178.**
3. The Tender Box will be **opened on 30 August, 2026 at 9:30AM** in the presence of the tenderers (if any) at **ASHIKA Head Office, K.K Roy Road, Rangamati Sadar.**
4. At the time of submission of the quotation schedule/quote, the vendor must submit an **updated valid Trade License, TIN and BIN Certificate, Bank Solvency Certificate, National ID Card, and Experience Certificate (if available).** All documents must be submitted according the format mention above and attached REQ Circular copy in a **sealed envelope**, clearly mentioning the **Categories name tender details on the left side of the envelope.**
5. No delivery charge or transport cost will be applicable for the delivery.
6. Tax & Vat will be deducted (if applicable) as per Gov't rules. The quoted price must be inclusive of VAT and Tax. If failure to include VAT and Tax in the quoted price shall result in the rejection of the bid.
7. Payment shall be made through **Account Payee cheque within 05 working days.**
8. Unit price and total price with product company name, model, brand of each item should be mention.
9. ASHIKA Management reserves the right to accept or reject all the RFQ without assigning any reason whatsoever.

Therefore, you are requested to quote the items for our need.

Very Sincerely

Convener
(Bidhan Chakma)
Procurement Committee
ASHIKA Development Associates