

Centre for Disability in Development (CDD)



Call For-Tender

REF.: 2026-CDD-HQ-0310, 0311 & 0312-Tender-04

For Provision of Supplying “Laptops for the project staffs of CDD HQ” under the Liliane Fonds Supported projects

PURCHASER IDENTIFICATION

Centre for Disability in Development (CDD)

Project Office:

Head Office: A-18/6, Genda, Savar, Dhaka-1340,
Bangladesh Phone: 01713021695

Contact details: procurement.cddbd@gmail.com (or call -01938-150381)

Website: www.cdd.org.bd

The Centre for Disability in Development (CDD) is a not-for-profit organization established in 1996 to develop a more inclusive society for persons with disabilities. CDD is simultaneously educating the community in how to be more inclusive whilst also enabling persons with a disability to participate in society by providing them with essential support.

Since 2023, CDD is working with Liliane Fonds as its Grant Manager in Bangladesh for the meaningful participation and inclusion of children and youths with disabilities in all domains of community-based rehabilitation (CBR). Under the “Meaning Participation and Inclusion of Children and Youths with Disabilities in All Domains of CBR” program CDD is working in five districts of Bangladesh namely Satkhira, Jessore, Dinajpur, Chattogram and Barguna with 10 Partner Organizations.

Background of Tender:

As part of the "MaPinCBR" initiative and Liliane Fonds (LF) Supported Project, the Centre for Disability in Development (CDD) will procure 12 laptop computers for staff members based at its headquarters in Genda, Savar. This initiative is supported by Stichting Liliane Fonds (LF), a Dutch nonprofit organization established in 1980. The Liliane Fonds is committed to empowering children and youth with disabilities in low- and middle-income countries, ensuring their full participation in society with equal rights and opportunities.

The Multi-Annual Programme (MAP), implemented by CDD, aims to amplify the voices of children and youth with disabilities, enabling them to assert their rights with confidence. Central to this initiative is the Community-Based Rehabilitation (CBR) approach, which fosters inclusive and supportive environments by actively engaging communities.

To effectively implement and sustain program activities, equipping staff with laptops is essential. These tools will enhance the efficiency and quality of their work in advancing the rights and inclusion of children and youth with disabilities.

Instructions for submissions of Tender Schedule:

On the behalf of Centre for Disability in Development (CDD) is inviting price offer for the provision of “ **Laptops for the project staffs of CDD HQ under the Liliane Fonds Supported projects**. The tenderers are requested to read carefully and ensure compliance with all instructions here in. Non-compliance with any instructions in this document may disqualify the bidders from the tender exercise.

1. Procurement Procedure:

a) The procurement is handled via an open tender (advertisement will provide in BD Jobs).

2. Deadline of submission and period of validity:

a) Deadline of submission is **7th June -2026, 2:00 PM**. Bangladesh time.

b) Your quotation must state the period of validity **until 20th June 2026** from the deadline for the submission.

3. Costs and ownership of tenders:

a) Costs incurred by the tenderers in preparing and submitting the quote requests are not reimbursable.

b) The CDD retains ownership of all quotes received under this Tender. Consequently, tenderers have no right to have their tenders returned to them.

4. Confidentiality and publication:

a) All recipients of tender documents, whether they submit a tender or not, shall treat the details of the documents as confidential as possible.

b) The award of contract (name of company, type of product, extent and duration of contract) might be made open to the public unless you disagree within your quotation, giving the reason of refusal.

5. Content of tenders and alternative offers:

a) All tenders submitted must comply with the requirements in the tender dossier and comprise (if you are unable to submit any of the following documents will automatically lead to disqualification of the bid):

- The Price off about quoted items, including specifications as indicated in the price schedule (ANNEX-C). The Price offer has to be dated, stamped and signed.

- **Copy of updated Trade license (2025-2026), TIN certificate with Tax Assessment (latest) and 13-digit BIN certificate.**

- **Copy of proof Experience documents/Work order documents**

- **Copy of Bank Statement (for last 3 months) or Bank solvency certificate (not older than three months).**

- **Quotation must be submitted in company letterhead pad, supplier can add more terms &**

conditions.

- “ANNEX-A Supplier Evaluation Questionnaire” to be filled out, stamped, signed and submitted together with your quote.
 - The tenderers self-declaration “ANNEX-B Supplier Declaration Form” to be filled out, stamped, signed and submitted together with your quote.
 - Proof of experience/credentials for equivalent goods (provide the copy of previous work order/ Certification of work completion).
 - Have to be mentioned the delivery time in the Price Offer, to complete delivery of goods. **The deadline of the product delivery of the requested items is 20th June 2026.**
 - Product should be as per CDD required specifications; alternative item will not be granted. Alternative offers are not permitted.
- b) The original price schedule shall be used for quotation in its original form as provided by CDD in the tender document, however supplier can add his company letter head pad as addition to mention his price and teams & condition.
- c) The utilization of polythene or plastic bags is discouraged during the delivery of any products.**

6. Financial offer

- a) Tenderer must quote by items and by total quantity.
- b) **In case of a calculation mistake in the quoted unit price, the quotation may be cancelled.**
- c) Quoted price should be inclusive of VAT & AIT.
- d) Your separate **Financial Offer** must contain an overall offer in Bangladeshi Taka only

7. Submission of quote and further communication

- a) **All quotations, along with annexes and supporting documents, must be submitted in a sealed envelope with the specified or required subject line:**

Tender Documents –

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Address: A-18/6, Genda, Savar, Dhaka-1340, Bangladesh Phone: 01713021695

- b) CDD will prefer to submission with the latest quote 1 days before the deadline,
- c) CDD reserves the right to continue the further communication after submission of quotes via a combination of media (e.g. post, e-mail, phone).
- d) With submission of your price offer you confirm above mentioned conditions.
- e) The deadline of submission of quotation is unchangeable.

8. Evaluation & Award of Contract:

a) Procedure:

The decision for the award of contract will be determined via standard value method (Credit points divided by total price; ratio 50/50%). Credit points will be added up through the following criteria:

- **Cost (35%)**
- **Documents Analysis (25%)**
- **Technical Offer (40%)**

Total Marks: 100

Cost: 35

- Consider lowest rate of the bidder

Documents Analysis: 25

- Updated Trade License, TIN, Tax Return Certificate, Bank Statement, BIN, Annex-A, Annex-B, Annex-C, Quotation in supplier's Pad

Technical Offer: 40

- Proof of experience/credentials in equivalent works / for equivalent services (based on previous work order/Certification of work completion/ Work Agreement). Minimum Three Working Experience, Per experience mark- 5, **Marks-15**

- Delivery time (lead time, time of completion to delivery of goods), **Marks- 10**

- Specifications as per the Call for Tender (Brand, Origin, Model-if applicable), **Marks- 15**

Score for each criterion is either 0-40 (unacceptable), 40-59 (satisfactory), 60-79 (good), 80-89 (very good), 90-100(excellent). In case of equal results, the offer with the higher credit point score will be awarded.

b) The CDD may – but is not obliged to – ask each tenderer individually for clarification of its quote including, samples, breakdowns of prices etc. within a reasonable time limit to be fixed by the evaluation committee.

c) Terms of contract - The award will lead to a Purchase Order by CDD and forms a one-time service.

9) Terms of delivery and payment:

a) Payments shall be made basis upon completion of Product or Service Delivery.

b) Payment on invoice only, following receipt of goods and documents in order.

c) The invoice must contain CDD order number.

d) Payment on invoice only, following receipt of “**Laptops for the project staffs of CDD HQ under the Liliane Fonds Supported projects**” and documents in order.

e) CDD will deduct TDS (Tax Deduction on Source) and VAT as per governmental rules (if applicable).

f) Payment will be done by Account payee cheque in favour of your company.

10. Bid Opening:

a) All bid will open at CDD HQ office by **7th June-2026, 2:30 PM**

b) Tenderer can present at opening time.

11. CDD reserves the right:

a. Accept or reject partial or full tender process are without assigning any reason.

b. **CDD reserves to keeps the full rights of making any changes (if needed), addition in the terms and conditions during the time of placing the work order in favor of the selected supplier.**

c. Accept/ reject any or all bid are without assigning any reason.

d. Changed partial or full tender schedule any time before submission date.

Annex : A (Application Evaluation Questionnaire)

Centre for Disability in Development (CDD) appreciates the suppliers' efforts in responding to these questions. It helps CDD to identify potential suppliers and facilitate/speed up the supplier selection process. Please note that the completion of this questionnaire does not equate to any contractual link between CDD. CDD may, but is not obligated to send restricted tender announcements and / or request for quotations to companies who completed this questionnaire.

Company name:	
Type of company (Proprietor, Partnership, Limited, Public):	
Year and place of creation:	
Trade License Number:	
TIN Registration Number:	
VAT registration number:	
Address:	
Administrative address: (different)	
Proprietor/ Managing Director Name:	
Phone number:	
Email:	
Sales/contact person-1 Name and position:	
Contact mobile number:	
Email:	
Sales/contact person-2:	
Contact mobile number:	
Email:	
Date of submission:	

Supplier Registration Name : _____

Represented by : _____

Place : _____

Date : _____

Signature : _____

Annex: B (Supplier Declaration form)

TO BE COMPLETED BY THE SUPPLIER

I, the undersigned, **Name of owner** representing certify having read and understood the rules hereto.

On behalf of the **company Name** for which I act, accept the terms of CDD Best Business Practices and undertake to achieve the best performance should the contract be attributed to

I the undersigned, certify that **company name** has not been involve and will take all necessary steps not to be involved in or supply material support or any other resource to individuals or entities that commit, attempt to commit, recommend, facilitate or participate in fraud, active or indirect corruption, collusion, coercive practices, involvement in criminal organization or any other illegal activity or that do not respect Human Rights or basic social rights and minimum work conditions as defined by the International Labor Organization (ILO), in particular regarding child labor, discrimination, freedom of association, respect of the minimum wage, slave labor issues and compliance with work conditions and hygiene.

Finally, I hereby certify that **company name** is not involved in any current legal action or court proceedings as plaintiff or defendant, in its own name or on behalf of any other entity, for actions relating to fraud, corruption or any illegal activity and has never been found guilty of such practices.

Name:

Position:

Date:

Signature & Stamp:

Annex : C (Price Schedule)

SL	Items Required	Quantity	UoM	Unit Price	Line Amount
1	Laptop: Key Features Processor: Intel Core 7 150U Processor RAM: 16GB LPDDR5 Storage: 512GB NVMe SSD Display: 14 Inch 2K Touch Display Graphics: Intel Graphics/Intel® UHD Graphics Operating System: Windows 11 Backlit Keyboard Warranty: 2 Year (Battery, Adapter 1 Year)	12	Pcs/ Nos		
2					
3					
Total Amount (Including VAT)					

- CDD will deduct TDS (Tax deduction at source) and VAT as per governmental rules (if applicable).
- The period of price validity will be until **20th June 2026** from the date of submission by the vendor.
- Delivery Lead Time -

Date of offer

Stamp & Signature of Bidder