



**BANGLADESH RESEARCH AND EDUCATION NETWORK (BdREN)**

**Request for Quotation Document (National)  
Quotation for**

**Procurement of 2-Ton Inverter-Type Split Air Conditioners**

**[Request for Quotation Method]**

**RFQ Reference Number:  
BdREN Trust/Procurement/Power & Facilities/2026/RFQ/22 /1.1**

**[for values up to Taka 0.8 million/8.00 (Eight) Lakh]**

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September 2026

A handwritten signature in dark ink, consisting of stylized, overlapping loops and strokes.

PG1 (SRFQ)

# Bangladesh Research and Education Network (BdREN) Trust

BdREN Trust, Level-5, Navana HR Tower-2, 205/1 Bir Uttam Mir Shawkat Sarak  
Tejgaon-Gulshan Link Road, Dhaka- 1208

## REQUEST FOR QUOTATION

for

### Procurement of 2-Ton Inverter-Type Split Air Conditioners

RFQ No.: BdREN Trust/Procurement/Power & Facilities/2026/RFQ/22 /1.1

Date: 02/09/2026

To

1. **BdREN** has allocated its own funds and intends to apply a portion of the funds to eligible payments under the Contract for which this Quotation Document is issued.
2. Detailed Specifications and, Design & Drawings for the intended Goods and related services shall be available in the office of the Procuring Entity for inspection by the potential Quotationers during office hours on all working days.
3. Quotation shall be prepared and submitted using the "Quotation Document".
4. Quotation shall be completed properly, duly signed-dated each page by the authorized signatory and submitted by the closing date to the office as specified in **Para 6** below.
5. No Securities such as Quotation Security (i.e. the traditionally termed Earnest Money, Tender Security) and Performance Security shall be required for submission of the Quotation and delivery of the Goods (if awarded) respectively.
6. Quotation in a sealed envelope or through electronic mail shall be submitted to the office of the undersigned **on or before 10<sup>th</sup> September 2026, 12.00 PM.** The envelope containing the Quotation must be clearly marked "*Procurement of 2-Ton Inverter-Type Split Air Conditioners*" and **DO NOT OPEN before 10<sup>th</sup> September 2026, 12.00 PM.** Quotations received later than the closing time specified herein shall not be accepted.
7. Quotation received by fax or through electronic mail shall be sealed-enveloped by the Procuring Entity by duly marking them as stated in **Para 6** above and, all Quotations thus received shall be sent to the Evaluation Committee for evaluation, without opening, by the same date of closing of the Quotation.
8. The Procuring Entity may extend the deadline for submission of Quotations on justifiably acceptable grounds duly recorded subject to threshold of seven (7) days pursuant to Rule 92 (4) of the Public Procurement Rules, 2025.
9. All Quotations must be valid for a period of at least 30 days from the closing date of the Quotation.
10. No public opening of Quotations shall be held.
11. Quotationers' rates or prices shall be inclusive of profit and overhead and, all kinds of taxes, duties, fees, levies, and other charges to be paid under the Applicable Law, if the Contract is awarded.
12. Rates shall be quoted and, subsequent payments under this Contract shall be made in Taka. The price offered by the Quotationer, if accepted, shall remain fixed for the duration of the Contract.
13. Quotationer shall have legal capacity to enter into a Contract. Quotationer, in support of its qualification shall be required to submit certified photocopies of latest documents related to valid **Trade License, Tax Identification Number (TIN), and VAT Registration Number;** without which the Quotation may be considered non-responsive.
14. Quotations shall be evaluated based on information and documents submitted with the Quotations, by the Evaluation Committee and, at least three (3) responsive Quotations will be required to determine the lowest evaluated responsive Quotations for award of the Contract.

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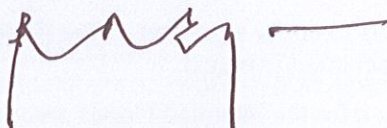
Date: 02/09/2026

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15. In case of anomalies between unit rates or prices and the total amount quoted, the unit rates or prices shall prevail. In case of discrepancy between words and figures the former will govern. Quotationer shall remain bound to accept the arithmetic corrections made by the Evaluation Committee.
16. The supply of Goods shall be completed within completion days from the date of commencement as per contract.
17. The Purchase Order that constitutes the Contract binding upon the Supplier and the Procuring Entity shall be issued within 03 (Three) days of receipt of approval from the Approving Authority.
18. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings citing justified reason.

Signature of the official inviting Quotation



Name : Mohammad Tawrit  
Designation : Chief Executive Officer (CEO)  
Date : 02/09/2026  
Address : Level-5, Navana HR Tower-2  
Tejgaon-Gulshan Link Road, Dhaka- 1208.  
Phone no. : +880 9666 110022  
E-mail : ceo@bdren.net.bd

**Distribution:**

1. Chief Finance Officer (CFO), BdREN – For information.
2. General Manager (Systems & Services), BdREN – For posting on the website (if applicable).
3. Office File.

## Quotation Submission Letter

[Use Letter-head Pad]

RFQ No.: .....

Date: DD.MM.YYY

To,  
Chief Executive Officer,  
BdREN Trust, Level-5, Navana HR Tower-2  
205/1 Bir Uttam Mir Shawkat Sarak  
Tejgaon-Gulshan Link Road, Dhaka- 1208

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for "Procurement of 2-Ton Inverter-Type Split Air Conditioners".

The total Price of my/our Quotation is BDT [insert amount both in figure and words]

My/Our Quotation shall remain valid for the period stated in the RFQ Document, and it shall remain binding upon us and may be accepted at any time prior to the expiration of its validity period.

I/We declare that I/we have the legal capacity to enter into a contract with you, and have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive or coercive practices. Furthermore, I/we am/are aware of Para 21(b) of the Terms and Conditions and pledge not to engage in such practices in competing for or completing the delivery of Goods.

I/We am/are not submitting more than one Quotation in this RFQ process in my/our own name or other name or in different names. I/We understand that the Purchase Order issued by you shall constitute the Contract and will be binding upon me/us.

I/We have examined and have no reservations to the RFQ Document issued by you on **02/09/2026**.

I/We understand that you reserve the right to reject all the Quotations or annul the procurement proceedings without incurring any liability to me/us.

Signature of Quotationer with Seal  
Date:



**Price Schedule  
for  
Procurement of 2-Ton Inverter-Type Split Air Conditioners**

Ref No.: BdREN Trust/Procurement/Power & Facilities/2026/RFQ/22 /1.1

Date: 02/09/2026

| Item No.                                                                                                            | Description of Items           | Unit                                                                                        | Qty | Unit Rate or Price |                   | Total Amount         | Destination for Delivery of Service                        |
|---------------------------------------------------------------------------------------------------------------------|--------------------------------|---------------------------------------------------------------------------------------------|-----|--------------------|-------------------|----------------------|------------------------------------------------------------|
|                                                                                                                     |                                |                                                                                             |     | In figure          | In words          | In Figure & In words |                                                            |
| 1                                                                                                                   | 2                              | 3                                                                                           | 4   | 5                  | 6                 | 7                    | 8                                                          |
| 1.                                                                                                                  | 2-Ton Inverter Air Conditioner | Nos                                                                                         | 8   |                    |                   |                      | JnU, JKKNIU, GSTU, HSTU, CU, BAU, BDU, BRUR, DUET and SUST |
| Total Amount for Supply of Goods and Related Services (inclusive of VAT and all applicable taxes; see Note 2 below) |                                |                                                                                             |     |                    | In figure & Words |                      |                                                            |
| Total Price (A – B)                                                                                                 |                                |                                                                                             |     |                    | In figure & Words |                      |                                                            |
| Goods to be supplied and installed to                                                                               |                                | JnU, JKKNIU, GSTU, HSTU, CU, BAU, BDU, BRUR, DUET and SUST                                  |     |                    |                   |                      |                                                            |
| Total Amount in Taka (in words)                                                                                     |                                | [enter the Total Amount as in Col.7 above for providing service]                            |     |                    |                   |                      |                                                            |
| Delivery Offered                                                                                                    |                                | [insert weeks/days] from date of issuing the Purchase Order]                                |     |                    |                   |                      |                                                            |
| Warranty Provided                                                                                                   |                                | [insert weeks/months from date of completion of the delivery; state none if not applicable] |     |                    |                   |                      |                                                            |

[insert number] number corrections made by me/us have been duly initialed in this Price Schedule. My/Our Offer is valid until \_\_\_\_\_ [insert Quotation Validity date].

|                                           |                 |
|-------------------------------------------|-----------------|
| <b>Signature of Quotationer with Seal</b> | Date:    /    / |
| Name of Quotationer                       |                 |

Note:

- Col. 1, 2, 3, 4 and 8 to be filled in by the Procuring Entity and Col. 5, 6 & 7 by the Quotationer.
- Rates or Prices shall include profit and overhead and, all kinds of taxes, duties, fees, levies, and other charges earlier paid or to be paid under the Applicable Law, if the Contract is awarded; including transportation, insurance etc. whatsoever up to the point of delivery of Goods and related services in all respects to the satisfaction of the Procuring Entity.

## Technical Specification for Procurement of 2-Ton Inverter-Type Split Air Conditioners

| Item No. | Item Description                   | Parameter                | Minimum Requirement                                                                                                                                                   | Bidder's Response |
|----------|------------------------------------|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| 1.       | 2-Ton Non-Inverter Air Conditioner | Item                     | Split Type Air Conditioner                                                                                                                                            |                   |
|          |                                    | Type                     | Wall-Mounted Split Type Air Conditioner                                                                                                                               |                   |
|          |                                    | Technology               | Inverter Technology                                                                                                                                                   |                   |
|          |                                    | Cooling Capacity         | 2 Ton / 24,000 BTU/hr (minimum)                                                                                                                                       |                   |
|          |                                    | Brand                    | To be Mentioned by the Bidder                                                                                                                                         |                   |
|          |                                    | Model                    | To be Mentioned by the Bidder                                                                                                                                         |                   |
|          |                                    | Function                 | Cooling                                                                                                                                                               |                   |
|          |                                    | Refrigerant              | R-32 or equivalent environmentally friendly refrigerant                                                                                                               |                   |
|          |                                    | Power Supply             | 220-240 V AC, Single Phase, 50 Hz                                                                                                                                     |                   |
|          |                                    | Voltage Range            | Minimum 150 V – 260 V or wider                                                                                                                                        |                   |
|          |                                    | Energy Saving            | Energy-saving inverter technology; up to 60% or equivalent                                                                                                            |                   |
|          |                                    | Air Circulation          | Minimum 1,100 m³/h                                                                                                                                                    |                   |
|          |                                    | Compressor               | Inverter-type rotary compressor or equivalent                                                                                                                         |                   |
|          |                                    | Cooling Power Input      | As per manufacturer's standard for the specified cooling capacity                                                                                                     |                   |
|          |                                    | Cooling Performance      | Suitable for effective cooling under high ambient temperature conditions prevalent in Bangladesh                                                                      |                   |
|          |                                    | Indoor Noise Level       | Maximum 40 dB(A)                                                                                                                                                      |                   |
|          |                                    | Refrigerant Circuit      | Factory-charged and sealed refrigerant circuit suitable for R-32 or equivalent refrigerant                                                                            |                   |
|          |                                    | Condenser                | Copper Tube Condenser with corrosion-resistant coating/fin                                                                                                            |                   |
|          |                                    | Evaporator               | Copper tubing with corrosion-resistant coating/fin                                                                                                                    |                   |
|          |                                    | Air Purification         | Cold Plasma, multi-filter system or equivalent air purification technology                                                                                            |                   |
|          |                                    | Air Filter               | Washable/reusable air filter or equivalent                                                                                                                            |                   |
|          |                                    | Self-Cleaning            | Self-Clean/Auto Clean function                                                                                                                                        |                   |
|          |                                    | Airflow Control          | Automatic Up-Down Swing; Left-Right Swing or equivalent                                                                                                               |                   |
|          |                                    | Operating Modes          | Cool, Dry, Fan, Turbo and Sleep modes or equivalent                                                                                                                   |                   |
|          |                                    | Turbo Function           | Required                                                                                                                                                              |                   |
|          |                                    | Sleep Function           | Required                                                                                                                                                              |                   |
|          |                                    | Auto Operation           | Required                                                                                                                                                              |                   |
|          |                                    | Auto Restart             | Required                                                                                                                                                              |                   |
|          |                                    | Timer Function           | Required                                                                                                                                                              |                   |
|          |                                    | Child Lock               | Required                                                                                                                                                              |                   |
|          |                                    | Display                  | LED/Digital Display                                                                                                                                                   |                   |
|          |                                    | Remote Control           | Wireless Remote Controller                                                                                                                                            |                   |
|          |                                    | Wi-Fi Control            | Smart Wi-Fi Control or equivalent, if supported by the offered model                                                                                                  |                   |
|          |                                    | Indoor Unit              | Wall-mounted, factory assembled and complete with all standard accessories                                                                                            |                   |
|          |                                    | Outdoor Unit             | Complete outdoor condensing unit with inverter compressor and necessary protection features                                                                           |                   |
|          |                                    | Electrical Protection    | Built-in overload, voltage fluctuation and necessary compressor/equipment protection                                                                                  |                   |
|          |                                    | Indoor Unit Dimension    | Manufacturer's standard for the offered model                                                                                                                         |                   |
|          |                                    | Outdoor Unit Dimension   | Manufacturer's standard for the offered model                                                                                                                         |                   |
|          |                                    | Installation             | Complete installation, testing and commissioning at the designated site                                                                                               |                   |
|          |                                    | Connecting Pipe          | Minimum 10 feet copper connecting pipe shall be included                                                                                                              |                   |
|          |                                    | Drain Pipe               | Minimum 10 feet drain pipe or as required for installation                                                                                                            |                   |
|          |                                    | Installation Accessories | Copper connecting pipe, electrical cable, drain pipe, outdoor unit bracket/support and all necessary standard installation accessories shall be included              |                   |
|          |                                    | Outdoor Unit Support     | Heavy-duty MS/GI bracket or equivalent suitable for the outdoor unit                                                                                                  |                   |
|          |                                    | Warranty                 | Minimum 2 Years Comprehensive Warranty, including parts and service, and minimum 10 Years Compressor Warranty from the date of successful installation and acceptance |                   |
|          |                                    | After-Sales Service      | Manufacturer's/authorized dealer's after-sales service facility in Bangladesh                                                                                         |                   |

| Item No. | Item Description | Parameter  | Minimum Requirement                                                                                                                                                                           | Bidder's Response |
|----------|------------------|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
|          |                  | Compliance | The offered AC shall be brand new, unused, current production model and complete in all respects. The offered model shall comply with or exceed the specified minimum technical requirements. |                   |

I/We declare to provide the offered by me/us fully in compliance with the Technical Specifications and Standards mentioned hereinabove

|                                           |                 |
|-------------------------------------------|-----------------|
| <b>Signature of Quotationer with Seal</b> | Date:    /    / |
| Name of Quotationer                       |                 |

Note:

- Col. 1, 2, 3 & 4 to be filled in by the Procuring Entity and Col. 5 by the Quotationer.
- Specifications are to be filled in by the Procuring Entity. A set of precise and clear specifications is a pre-requisite for Quotations to respond realistically and competitively to the requirements of the Procuring Entity. In the context of competitive Quotations, the specifications shall be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the Goods and related services to be procured. The specifications should require that all items, materials and accessories to be included or incorporated in the service (s) be new, unused and of most recent or current models, and that they include or incorporate all recent improvements in design and materials.
- Technical Specifications of the service(s) shall be in compliance with the requirements of the Procuring Entity specified in this document. Quotationer is required to mention make / model (as applicable) of the service offered and must attach the appropriate original printed (if not available copied) literature/brochures for the listed items.

## Bangladesh Research and Education Network (BdREN) Trust

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### PURCHASE ORDER

For

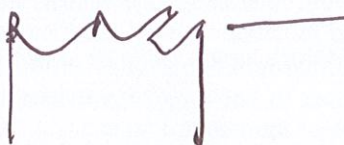
Procurement of 2-Ton Inverter-Type Split Air Conditioners

|                                                  |                                                 |
|--------------------------------------------------|-------------------------------------------------|
| <b>RFQ No:</b>                                   | <b>Date:</b> /   /                              |
| <b>To:</b><br>[name and address of the Supplier] |                                                 |
| <b>Delivery Date:</b> [insert completion date]   | <b>Order Value: TK.</b> [insert Contract Price] |
| <b>Delivery: As per Terms and Conditions</b>     |                                                 |

The Purchaser has accepted your Quotation dated [insert date] for providing product(s) as listed below and requests that you provide product(s) within the delivery date stated above, in the quantities and units in conformity with the Technical Specifications under the Terms and Conditions as annexed.

| ORDER ITEMS                                                                                                                                                                                                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Attached Certified photocopy of approved Priced Schedule for the product(s)<br>Attached Certified photocopy of approved Technical Specification of the Product(s) Required<br>Attached Certified photocopy of Terms and Conditions |
| For the Purchaser:                                                                                                                                                                                                                 |
| Signature of the Procuring Entity with name and Designation                                                                                                                                                                        |
| Date                                                                                                                                                                                                                               |

**Attachments:** As stated above



**Terms and Conditions for  
Supply of Goods and Payment**

1. Terms and Conditions contained herein shall be binding upon both the Procuring Entity and the Supplier for the purpose of administration and management of this Contract.
2. Implementation and interpretation of these Terms and Conditions shall, in general, be under the purview of the Public Procurement Act, 2006 and the Public Procurement Rules, 2025.
3. The Supplier shall have to complete the delivery in all respects within **[insert days]** days of issuing the Purchase Order in conformity with the Terms and Conditions.
4. The Supplier shall be entitled to an extension of the Delivery Schedule if the Procuring Entity delays in receiving the Goods or if Force Majeure situation occurs or for any other reasons acceptable to the Procuring Entity on justifiable grounds duly recorded.
5. All delivery under the Contract shall at all times be open to examination, inspection, measurements, testing, commissioning, and supervision of the Procuring Entity or the Technical Examination and Acceptance Committee (TEAC) formed by the PE.
6. The Procuring Entity shall check and verify the delivery made by the Supplier in conformity with the Technical Specifications and notify the Supplier of any Defects found.
7. If the Goods are found to be defective or otherwise not in accordance with the specifications, the Procuring Entity may reject the supplies by giving due notice to the Supplier, with reasons.
8. The Supplier shall be entirely responsible for payment of all taxes, duties, fees, and such other levies under the Applicable Law.
9. Notwithstanding any other practice, the payment shall be based on the actual delivery of goods on the basis of the quantity of each item of Goods in accordance with the Priced Schedule and Specifications. 100% of the Contract price of the Goods shall be paid after submission and acceptance of the Delivery Chalan.
10. The Supplier's rates or prices shall be inclusive of profit and overhead and, all kinds of taxes, duties, fees, levies, and other charges to be paid under the Applicable Law.
11. The total Contract Price is BDT **[insert figure] [in words]**.
12. The minimum Warranty Period of the Supplies shall be **[insert months; state none if not applicable]** starting from the date of completion of delivery in the form of submission by the Supplier and acceptance by the Procuring Entity, of goods and related services.
13. The Procuring Entity shall retain or in other words deduct from the final payment due to the Supplier at the rate of five (5) percent of the invoice amount as Retention Money under the Contract. This Retention Money shall be kept in PE's end for meeting any claims during the Warranty Period.
14. The Supplier shall remain liable to fulfil the obligations regarding Warranty, after-sales services and any other issues pursuant to Rule 55 (8) of the Public Procurement Rules, 2025.
15. The Supplier shall keep the Procurement Entity harmless and indemnify from any claim, loss of property or life to himself/herself, his/her workmen or staff, any staff of the Procurement Entity or any third party while delivering the Goods.
16. Any claim arising out of delivery of Goods shall be settled by the Supplier at his/her own cost and responsibility.
17. Damage to the Goods during the Warranty Period shall be remedied by the Supplier at the Supplier's own cost, if the damage arises from the supply and installation by the Supplier.
18. No modification to Scope of Supply and no Variations to the quantities ordered shall be permissible under any circumstances.
19. The Procuring Entity shall amend the Contract incorporating required approved changes subsequently introduced to the original Terms and Conditions in line with Rules, where necessary.
20. The Procuring Entity may, by written Notice sent to the Supplier, terminate the Contract in whole or in part at any time, if the Supplier:
  - a. fails to deliver Goods as per Delivery Schedule and Specifications.
  - b. in the judgement of the Procuring Entity, has engaged in any corrupt, fraudulent, collusive or coercive or obstructive practices in competing for or in delivery of Goods.
  - c. fails to perform any other obligation(s) under the Contract.
21. The Procuring Entity and the Supplier shall use their best efforts to settle amicably all possible disputes arising out of or in connection with this Contract or its interpretation.
22. The Supplier shall be subject to, and aware of provision on corruption, fraudulence, collusion, coercion and obstruction in Section 64 of the Public Procurement Act, 2006 and Rule 149 of the Public Procurement Rules, 2025.

| For the Procuring Entity:                                   | For the Supplier:                               |
|-------------------------------------------------------------|-------------------------------------------------|
| Signature of the Procuring Entity with name and Designation | Signature of the Supplier with name Designation |
| Date                                                        | Date                                            |