



# Zabarang Kalyan Samity

Our vision is for an educated society that is free from poverty, equal in justice, capable in activities, secure and empowered in every state of life

## REQUEST FOR QUOTATION (RFQ)

RFQ No.: ZKS/CS/2026/EP-01

Date of Issue: 28-01-2026

Last Date of Submission: 04-02-2026 by 4:00 PM

### 1. Background

Zabarang Kalyan Samity is a non-government development organization working with vulnerable and ethnic communities in Bangladesh. With support from **Cultural Survival**, Zabarang is implementing the project titled: **“Resilient Voices: Empowering Ethnic Community Media Makers to Combat Climate Change in Bangladesh.”**

Under this project, Zabarang intends to procure quality electronic equipment to strengthen community media production and outreach.

### 2. Purpose of the RFQ

The purpose of this RFQ is to invite quotations from **qualified, experienced, and legally registered vendors** for the supply of the following electronic equipment.

### 3. Scope of Supply

The selected vendor will be responsible for supplying, delivering, and handing over the following items in good working condition:

Sl. No.	Item Description	Specification (Minimum)	Quantity
1	Wireless DJI Microphone, Brand: DJI	Original DJI wireless microphone, compatible with camera/mobile, with charging case	1 piece
2	LED Light Set Brand: Godox RGB	Professional RGB LED video light, adjustable brightness & color temperature	1 set / 1 Piece
3	Camera Tripod Brand: Libec/ Any Brand	Heavy-duty professional camera tripod, adjustable height, stable head.	1 piece
4	RODE Sound Blimp Brand: RODE	A professional microphone accessory, a windshield and shock mount system that protects shotgun microphones from wind noise and handling vibrations.	1 piece

**Note:** All items must be brand new, original, unused, and free from defects.



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## 4. Delivery Location

The selected vendor shall make all awarded items available at their **registered business premises/showroom/shop** in Dhaka/ in Chattagram or another mutually agreed location.

**Zabarang Kalyan Samity will collect the items directly from the vendor's shop** after issuance of the Purchase/Work Order and upon confirmation that the items are ready for handover.

The vendor must ensure that:

- All items are ready for inspection at the time of collection
- Goods are properly packed and labeled
- Original invoice, warranty cards, and relevant documents are provided at the time of handover.

## 5. Delivery Timeline

All items must be delivered within **10 (ten) working days** from the date of issuing the Purchase/Work Order.

## 6. Quotation Submission Requirements

Vendors must submit their quotation with the following information and documents:

1. Printed quotation on company letterhead, duly signed and stamped
2. Detailed unit price and total price (BDT), inclusive of VAT/Tax (if applicable)
3. Delivery timeline
4. Product brand, model, and specifications
5. Warranty/after-sales service details
6. Copy of valid Trade License
7. Proof copy of TIN Return
8. Copy of BIN/VAT registration (if applicable)
9. Company profile or brief experience in supplying similar items (if).

## 7. Price Validity

Quoted prices must remain valid for **at least 30 days** from the date of submission.

## 8. Evaluation Criteria

Quotations will be evaluated based on:

- Compliance with required specifications
- Competitive pricing
- Delivery timeline
- Warranty and after-sales service
- Vendor's experience and legal compliance

Zabarang Kalyan Samity is not bound to accept the lowest quotation and reserves the right to accept or reject any or all quotations without assigning any reason.

## 9. Payment Terms

Payment will be made through bank transfer/cheque **after successful delivery and inspection** of the goods, as per Zabarang Kalyan Samity's financial policies and donor requirements.



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## 10. Submission Method

Quotations can be submitted to:

Via Courier-

**Procurement Committee**

Zabarang Kalyan Samity

Khagrapur, Khagrachhari.

Mobile: 01820721772/ 01556568992

or via email to: [procurement@zabarangbd.org](mailto:procurement@zabarangbd.org) and copying to: [santuatripura@gmail.com](mailto:santuatripura@gmail.com)

Quotations must be clearly marked as:

**“RFQ for Electronic Equipment - Resilient Voices Project”**

## 11. Conflict of Interest & Ethical Compliance

The vendor must declare that no conflict of interest exists and that they comply with ethical procurement standards, including anti-fraud and anti-corruption practices.

## 12. Contact for Clarification

For any clarification regarding this RFQ, please contact:

**Name:** Mr. Riten Talukder

**Designation:** Convener, Procurement Committee

**Phone:** 01820721772

**Email:** [po.progress.zks@gmail.com](mailto:po.progress.zks@gmail.com)

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