

**CARE Bangladesh**  
**Supply Chain & ICT Department**

**Date: December 17, 2025**

**Dear concern,**

**CARE Bangladesh** is inviting the interested potential vendor/firm/company to submit their proposal for Biodigester - Household Level as per ToR in Bagerhat region under NABAPALLAB Project through email: [kanij.raihana@care.org](mailto:kanij.raihana@care.org) cc'd [farhana.kabir@care.org](mailto:farhana.kabir@care.org)

This email is enclosed:

1. Bid Instruction
2. RFP-CBDO-FY-26-298
3. Annex I Scope of Work
4. Pre-bid Meeting
5. Bill of Quantities (BOQ)
6. Site Location

**Pre-bid Meeting:**

**Date: 24 December 2025**

**Time: 4:00 PM – 5: 00 PM (Afternoon)**

Meeting URL: <https://careorg.zoom.us/j/92125565011?pwd=DYAOv03QDJu41anoBL71G4ZJyiZ2Yu.1>

Meeting ID: 921 2556 5011

Passcode: 318133

**Application process:**

If you are interested to participate in the bidding, please submit the below documents on or before **December 27, till 11:59pm**

1. Bill of Materials (BoM) with technical details/specification and warranty information
2. Gant chart of assignment
3. Provide minimum 3 to 5 or more client experiences or testimonials or work completion certificate or purchase order
4. Provide training and orientation plan
5. Maintenance and after sale service plan
6. Company profile and CV of key members
7. Checklist

**Financial Proposal:**

- Filled up Financial Proposal in “6. Bill of Quantities (BOQ)” that outlines the fees and associated costs including govt. circulated VAT & TAX and provide budget notes. Reimbursable cost/charge is not acceptable in the price breakdown

**Notes:**

● Vat & tax will be deducted at source as per gob rules. Musok 6.3 must submit with invoice.

● In accordance with section 184a, subsection (3) of the bangladesh government gadget issued on 30 june 2022, care bangladesh is requesting that each vendor submit “**proof of submission of the return**” document with their tender/bidding document as a requirement. If the vendor fails to provide this document, the rate of withholding tax will be as per the govt. rule applicable at the time of invoice.

To avoid this, vendor can attach any of the subsequent: - (a) an acknowledgment receipt of return prescribed by the board; or (b) a system generated certificate containing name and

taxpayer's identification number (tin) of the person and the year for which return has been submitted; or (c) a certificate issued by the deputy commissioner of taxes containing name and tin of the person and the year for which return has been submitted.

● **Documents requirement for bid eligibility:** non-enlisted vendors with care bangladesh must submit the following documents alongside their quotation/proposal. Failure to provide these documents will render your bid ineligible for further review and evaluation.

1. Trade License (FY 25-26)
2. E-TIN Certificate
3. Proof of latest tax return
4. BIN
5. MICR Cheque copy (inner page)

● CARE standard payment terms are 30 days from receipt of goods or service and a care approved invoice.

● **CARE Bangladesh (bd) does not require to receive any payment in cash or in kind for including a vendor to its approved vendor list, invite to submit quotation or for final selection as a supplier for goods and services.** Likewise, it also strictly prohibits its employee to demand such payment from a vendor or involvement in any form of conflict of interest. In case of any attempted request for such kind of payment from any employee, as a vendor you are kindly requested to send complaint to care bd country director (cd) at email account [bgdprocomplaint@care.org](mailto:bgdprocomplaint@care.org), or any of care bd's senior leaders. Please label the emails as "confidential & privileged". "any proposals be submitted to the complaints email, they will be treated as spam and the sender will be blocked which will mean they will not be considered in the future for any submission". Moreover, the vendor hereby declares and confirms that it and its employees do not attempt to make such unlawful payment directly or indirectly to care employee or allow involvement of care employee in any activity that lead to any form of conflict of interest. Such unlawful attempt and involvement shall be a ground for disqualification and blacklisting of the vendor and cancellation of any existing order."

● **CARE Bangladesh reserves the right to accept or reject partially or fully any or all quotations without assigning any reason whatsoever. Care bangladesh may not select the lowest bidder, if the quality, specifications etc. Are not up to the mark and not bound to provide any explanation about the selection process.**

● if you decide not to participate in the bidding process, we would be grateful if you could inform us in writing, indicating the reasons for your decision.

Thanks & regards,

**Kanij Raihana | CARE Bangladesh | Senior Officer – Supply Chain**

**Supply Chain and ICT Department**

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[carebangladesh.org](http://carebangladesh.org) | [twitter](#) | [facebook](#) | [get involved](#)

Business Days: From Sunday to Thursday. 9 am to 5 pm (GMT+6) (We are closed on Friday and Saturday)