

CARE Bangladesh
Supply Chain & ICT Department

Date: May 03, 2026

Dear concern,

CARE Bangladesh is inviting the interested potential individual/firm/company to submit their proposal for Audit service required for FD4 Audit for 2 years through email:

kanij.raihana@care.org cc'd farhana.kabir@care.org

Enclosed this email you will find:

1. RFP
2. RFP/CBDO/FY-26/016
3. Terms of Reference for FWA
4. Annexure II Price Offer Format
5. Annex I Indicative SoW for FD4 audit
6. APPENDIX 1

Application process:

If you are interested to participate in the bidding, please submit the below documents on or before **May 12, 2026, till 11:59 PM**

- Fill-out the RFP “RFP-CBDO-FY-26-016” and provide official seal and sign and submit with proposal
- Fill-out Appendix-1 Statement of Integrity, Eligibility and Environmental and Social Responsibility and and provide official seal and sign and submit with proposal
- Technical proposal:
 - proposed technical approach, methodology and work plan in responding to this Terms of Reference.

- Organizational profile with client name and names of the assignment of different donor-funded project
- Team composition and CVs of team members
- Relevant expertise (Including all the previous relevant track records –5 client experiences or testimonials or Purchase Order or Work completion certificate preferably from INGO/Development project/UN.
- Legal documents: Latest Trade License (FY25-26)/ Registration Certificate, - E-TIN Certificate, BIN Certificate
- Financial offer in Appendix II. The offer must be inclusive of all associated cost such as VAT and all other associated costs.

Notes:

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

● 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. rules on the invoice date.

To accomplish 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.

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