

CARE Bangladesh
Supply Chain s ICT Department

Request for Quotation

Subject: Framework Agreement for Stationery Item_Khulna Office

Application Process	Please submit the above-mentioned documents: <ol style="list-style-type: none">1. Fill-up the RFQ document “RFQ-CBDO-FY-26-391” and seal and sign.2. Company Document: Trade License (FY 25-26, E-TIN, Tax Return, BIN)3. Fill-up Appendix Is- Financial Proposal. Financial Proposal should include all associated costs.
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If you decide not to participate in the bidding process, kindly inform us in writing indicating the reasons for your decision.

General Terms and Conditions

- **Bid validity:** Bid validity has to be mentioned.
- **Lead Time:** Lead Time have to be mentioned.
- CARE Bangladesh reserves the right to select one or multiple bidders for this work.
- VAT / Tax will be deducted at source as per GoB rules. Mushak **6.3** should be provided with invoice.
- CARE Standard Payment Terms are 30 days from receipt of goods or service, and a CARE approved invoice via bank transfer.
- CARE Bangladesh reserves the right to accept and reject any or entire quotations without assigning any reason, whatsoever.
- 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.

- CARE Bangladesh will not take any responsibility, if the selected supplier/contractor or their any representative or any person of local and host community will be any kinds of injured (i.e. partial, fully, death etc.) during construction or materials uploading-unloading or transportation in any stage . If any incident occurs, the supplier/contractor will cover all risks and associated costs.
- The selected supplier(s) should not overload the truck and must comply government rules in all aspect.
- **Code of Conduct:** The Vendor and its employees shall maintain and comply with a written code of conduct that prohibits giving anything of value, directly or indirectly, to any person or entity, including government officials or CARE staff, in the form of a bribe or kickback; establishes appropriate limitations on transactions with relatives of Vendor employees or businesses or ventures related to Vendor or its employees; and otherwise properly governs the performance of its employees engaged in soliciting, awarding or administering contracts, and receiving gifts. The Vendor shall inform CARE in writing of any violations relating to its obligations hereunder. The Vendor certifies that it has not knowingly provided and will not knowingly provide, in violation of applicable laws, material support or resources to any individual or organization that advocates, plans, sponsors, engages in, or has engaged in an act of terrorism. The Vendor shall comply with industry best practices to avoid exploitation of child labor and shall not discriminate on the basis of race, ethnicity, religion, national origin, gender, age, sexual orientation, marital status, citizenship status, disability, or military status. During the term hereof and for three years afterward, except to perform the terms of this Agreement, the vendor shall not disclose information regarding CARE to any third party or make use of such information for its own purposes without CARE's prior written consent. The Vendor shall not use the CARE name or trademarks in publicity or publicly disclose information relating to the Order without CARE's prior written consent.
- **Cancellation and Default:** In addition to any other remedies available, CARE Bangladesh may cancel this Order, in whole or in part, at any time by written notice to the vendor, including without limitation in any of the following circumstances: (a) Vendor failure to deliver the Goods/Services as specified herein; (b) in CARE's good faith judgment, Vendor failed to perform, or jeopardized performance of, this Order in compliance with its terms, and did not cure such failure within ten (10) days after notice from CARE; (c) Vendor becomes insolvent or makes an assignment for the benefit of its creditors, or has a bankruptcy, reorganization, readjustment of debt or insolvency proceedings instituted against it under the law of any jurisdiction. On receipt of such notice, the vendor shall discontinue all work, cancel any sub-orders, and terminate any subcontracts relating to this Order. Upon such termination, full and complete settlement of all Vendor's claims shall be made as follows: a) Vendor shall be paid for Goods/Services conforming to this Order, and b) title shall vest in CARE for all such Goods/Services for which CARE has paid.

- **Taxes s Duties:** Supplier shall be entirely responsible for all Taxes (including Custom Duties, Value Added Tax (VAT) and Income Tax (IT), stamp duties, license fees, and other such levies imposed or incurred until delivery of the contracted Goods to the Purchaser. VAT and IT will be deducted at sources as per Govt. rules until and unless the appropriate challans/waiver memo is produced to the Purchaser.
- 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 applicable govt. rules on invoice date.
- **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 prohibit 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 C 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.
- **Note:** any attempt to persuasion to get the contract, whether in person, over the phone, by email, or via other means of contact, will be automatically disqualified the proposals/quotation.

Thank you.

**Dipa Rani Paul | CARE Bangladesh | Senior Officer - Supply Chain & ICT
Supply Chain and ICT Department**

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