

Dipa Rani Paul

From: Dipa Rani Paul
Sent: 22 June 2026 13:31
Cc: Farhana Kabir; Kanij Raihana
Subject: Request for Quotation for Stationery Item- Khulna Office Framework Agreement (02 Years).
Attachments: RFQ-CBDO-FY-26-391.docx; SoW.pdf; Appendix I List of Items.xlsx; 1. Bid Instruction.pdf

CARE Bangladesh
Supply Chain & ICT Department

Date: June 22, 2026

Dear concern,

CARE Bangladesh is inviting the interested Potential company to submit their quotation for “**Stationary Item-Khulna Office**” Contract agreement for Two (02) Years as per SoW & Appendix I of Item List below through email: diparani.paul@care.org cc'd farhana.kabir@care.org cc'd Kanij.Raihana@care.org

Enclosed this email you will find:

1. RFQ/CBDO/FY-26/391
2. Appendix 1- List of Items
3. SoW
4. Bid Instruction

Application process:

If you are interested to participate in the bidding, please submit the below documents on or before **June 28, till 11.00 AM (GMT+6)** .

Please submit the above-mentioned documents:

1. Fill-up the RFP 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 I – Financial Proposal. Financial Proposal should include all associated costs.

● 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 under sections 52, 52aa, and 53f will otherwise be increased by 50% at the time of payment. 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.

Required documents for Company/Organization

1. Corporate/business entity: Updated Trade License, Certificate of Incorporation [for Limited company Only], Non-Profit or Other entity: Certification from relevant authorities
2. E-TIN Certificate
3. Proof of Tax return submission (certificate or acknowledgment copy)
4. BIN Certificate [13 Digit]
5. Void Cheque leaf copy
6. NID of Owner

Required documents for Individual

1. NID
2. E-TIN Certificate
3. Proof of Tax return submission (certificate or acknowledgment copy)
4. Void Cheque leaf copy

● 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.

Regards,

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

Supply Chain and ICT Department

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