

CARE Bangladesh
Supply Chain & ICT Department
Request for Proposal

6 September 2026

Dear Concern,

CARE Bangladesh is inviting interested vendors/firms/company to submit their proposal as detailed below/enclosed by following below instruction:

Please find attached documents:

1. Appendix – A _Terms of Reference (ToR)

3. Appendix B – Food Menu

3. RFP-CBDO-FY-27-033

Potential company to submit their quotation for **Proposal for Consultant Hiring for OCHA Project** as per the details outlined in the Scope of Work through email:

To: alima.jannat@care.org

cc'd Kanij.Raihana@care.org and Farhana.Kabir@care.org

**** The quotation unit price must be VAT and tax inclusive, and this must be clearly stated in the quotation.**

**** Please provide detailed pricing for each item/unit.**

**** Participants may increase or decrease. Payment will be made at actual consumption.**

**** Proper hygiene and quality must be maintained while preparing/packaging/serving the food.**

Application process:

If you are interested in participating in the bidding, please submit your quotation on or before 15 September 2026 **till 11:59 PM.**

Notes:

● Provide your quotation in a separate document on your organization's letterhead pad and put your organizational seal and signature

● **Bid validity:** Bid validity must be mentioned.

● VAT & Tax will be deducted at source as per GOB rules. Musok 6.3 must submit with invoice.

● Vendor will bear all the other relevant cost associated with the event.

● Provide the item-wise price breakdown as per the Scope of Work (SoW).

● In accordance with **Income Tax Act, 2023 (Section 142, Page 99)**. of the Bangladesh Government Gadget issued on 22 June 2023,

1. Subject to the exceptions in section 119 and unless otherwise provided in other sections of this Chapter, in the case of deduction or collection of tax under this Chapter, if the person from whom the tax is to be deducted or collected fails to produce proof of filing of return, the rate of deduction or collection of tax at source shall be **50% (fifty percent) higher** than the applicable rate.
2. Unless otherwise provided, in the case of deduction or collection of tax under this Part, if the person from whom the tax is to be deducted or collected does not receive any money by bank transfer in payment of contract price, bill, rent, fee, charge, remuneration, salary, or any other money by whatever name it may be

called, the rate of tax deducted or collected at source shall be **50% (fifty percent) higher** than the applicable rate.

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 May 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

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.**

● CARE makes no commitment to award a contract or issue any Purchase Order based on prices submitted under this solicitation. CARE reserves the right, prior to award and/or for any subsequent Purchase Order, to request updated pricing, negotiate pricing with shortlisted or awarded suppliers, and/or conduct additional competitive sourcing to ensure value for money and compliance with CARE procurement requirements. Any pricing revisions proposed by the Supplier shall be subject to CARE's written acceptance. CARE shall have no obligation to accept proposed pricing or to provide advance notice of its intent to request updated quotations or seek competitive bids. Suppliers acknowledge that final pricing applied to any resulting contract or Purchase Order may be influenced by prevailing market conditions and competitive offers.

● 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.

● **For any query contact with: Alima Jannat – 01857-674093.**

Sincerely,

Alima Jannat | CARE Bangladesh | Officer – Supply Chain

Supply Chain and ICT Department

RAOWA Complex, VIP Road, Mohakhali, Dhaka-1206, Bangladesh

phone: +880-2- 9889009, ext 149 | cell: +880 1857 674093 | email: alima.jannat@care.org

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