

**CARE Bangladesh
Procurement Department**

Date: 29 May 2023

To,

Potential Bidder.

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Subject: Request for Quotation for domestic courier service under Required Vendor Agreement for next two (02) year.

CARE Bangladesh is inviting the interested Potential Vendors/Firms/Agency to submit their quotation on their letter head pad (softcopy in non-editable mode (PDF/Scan) in your Organizational letter head Pad or email body) **for providing domestic courier service to CARE Bangladesh under Required Vendor Agreement for next two (02) years.**

APPLICATION PROCESS

Interested courier companies are requested to arrange submission of the following:

Technical Proposal:

1. Business profile with client List
2. Experience / Performance Certificate as vendor from reputed organizations along with a list of its current customers
3. Name and contact details of at least 2 customers
4. Mention details about courier tracking system

Financial Proposal:

1. Submit as per Annexure-1 in your organization letterpad. Financial proposal should be inclusive of govt. circulated VAT & TAX and all other associated cost. Bid validity should be clearly mentioned in the financial proposal.

Business Legal Documents:

1. Trade License (updated), E-TIN, BIN, Certificate of Incorporation, updated license from Ministry of Post s & Telecommunications.
2. Experience / Performance Certificate as vendor from any reputed organization along with a list of its current customers

GENERAL TERMS & CONDITIONS

1. **Proposal submission time:** Quotations to be submitted on or before **14 June 2023 by 11.59 pm** through email to: kaniij.raihana@care.org and cc to maria.khatoon@care.org
2. **Opening of Quotations:** There will be no public opening of quotations; the Purchaser is not bound to accept the lowest quotation and reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.
3. **Rubbing & Over Writing:** Rubbing of price is not acceptable by the purchaser and quotation to be submitted duly filled up.
4. **Agreement Validity:** Vendors must be stated in their bids that they agree to work with CARE Bangladesh as a Vendors and provide the quoted service at least for two years and will accept the extension thereafter upon mutual consent.
5. **Conduct:** 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 Vendors 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. Vendor shall inform CARE in writing of any violations relating to its obligations hereunder. 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. 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 afterwards, except to perform the terms of this Agreement, 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.
6. **Vendor must quote prices for all the service as mentioned.**
7. **CARE Bangladesh reserves the right to accept or reject any or all tender / 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.**
8. CARE Bangladesh reserves the right to increase or decrease quantity or any or all the item(s) at its own discretion. In such case, quoted prices will be divided proportionately. Maximum time CARE will place

order to do the work in bulk quantity for the whole office and also place order piece meal basis for little quantity when as required.

9. This invitation letter along with other terms & conditions and specification should be treated as an integral part of this schedule of contract.
10. CARE Bangladesh will sign a “ **Required Vendor Agreement**” with the selected Vendor for a period of two years, which may be extended subject to satisfactory service providing during the contract period. During this period the Vendor will provide the services as and when requested by CARE Bangladesh as applicable per CARE Bangladesh Procurement policy. Vendor should response within **01** working day after receiving the service request and ensure the service as per the terms and conditions of agreement.
11. Unsatisfactory service will be rejected on the spot and for such case no carriage inward/outward will be borne by CARE Bangladesh. Any/all rejected services must be replaced by the supplier within the time specified by the CARE failing which the same will be purchased from another source or from another enlisted supplier and the difference in price adjusted from the suppliers bill/ and / or security deposit.
12. Even after receiving the merchandise through the receiving department, if the same are found lacking in quality/quantity and differing the specification, as compared to items/ sample tendered for, the supplier must replace the same promptly, within the time designated by the CARE Bangladesh, Procurement Department, failing which action may be taken as per clause (a) of termination clause of this contract.
13. If you have been asked to provide quotes for the items listed in the quotation invitation letter over the phone or in any other manner that defeats the purpose of fair competition, kindly inform in writing to Country Director, CARE Bangladesh.

14. PAYMENT:

- a) The payment will be made within 30(thirty) days from the date of completion to delivery of all items mentioned under the purchase order.
- b) All invoice/bill(s) are to be sent to CARE Bangladesh, Accounts Section, RAOWA Complex, Level: 7-8, VIP Road, Mohakhali, Dhaka-1206, Bangladesh. Failure to do so may delay your payment.

15. **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 Vendors, 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 bankruptcy, reorganization, readjustment of debt or insolvency proceedings instituted against it under law of any jurisdiction. On receipt of such notice, 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 Services conforming to this Order, and b) title shall vest in CARE for all such Services for which CARE has paid.

16. **Taxes & Duties:** Vendor 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's memo is produced to the Purchaser.

“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 & 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.”

17. For any further clarification, you may contact with Kanij Raihana, Procurement Officer, Mobile: 01551803507, email: kanij.raihana@care.org

Thanking you.