

**CARE Bangladesh**  
**Procurement Department**

**Date: 30 May 2023**

**Dear Concern,**

**CARE Bangladesh** is inviting the interested Potential consultant to submit their quotation (softcopy in non-editable mode (PDF/Scan) in your Organizational letter head Pad for the Consultancy of **Assessing the social and behavioral barriers towards safe deliveries in hard-to-reach areas of Bangladesh; the role of skilled birth attendants under SHOUHARDO III Plus** through email: [farhana.kabir@care.org](mailto:farhana.kabir@care.org) cc'd [Maria.khatoon@care.org](mailto:Maria.khatoon@care.org)

Details are as follows:

SL	Description	Unit	Req. Qty.	Unit Price in Tk./USD	Total Price in Tk./USD
	<b>Consultancy of Assessing the social and behavioral barriers towards safe deliveries in hard-to-reach areas of Bangladesh; the role of skilled birth attendants under SHOUHARDO III Plus</b>	Job	01		

**# A pre bid meeting will be held in below link :**

<https://careorg.zoom.us/j/93452440975?pwd=QzJ5K3VERW1WeDh4SGxmQWxpejYvZz09>

**When: Thursday, June 8, 2023 11:00 AM-12:00 PM**

Meeting ID: 934 5244 0975

Passcode: 809395

- Last date of submission of Proposal: **On or before 18/June/2023. Please submit the Technical and Financial proposal separately** (softcopy in non-editable mode (PDF/Scan) in your Organizational letter head Pad)

**Please find the TOR and General Terms & Conditions for the Consultancy work.**

The firm must submit the following along with proposal:

- Brief CV/Portfolio of service provider mentioning relevant experience and expertise preferably in relevant sector.

- Details financial proposal that outlines the fees and associated costs as well as the preferred payment methods/schedules. Note that, Payable amount will be the total contract value, which should include the total amount of Consultancy fee and all other associated/supplementary expenses.
  - Service provider must budget for all costs (including govt. circulated VAT & TAX) and provide budget notes. VAT / Tax will be deducted on Total payment/fee [Total contract value] of Consultancy Service at source as per GoB rules.
- Bid validity: Bid validity have to be mentioned.
  - Expected date and place of delivery: as per attached ToR.
  - Lead Time to complete the task/ deliver the product should be clearly mentioned in quotation/ proposal (in days)
  - VAT & Tax will be deducted at source as per GOB rules. Musok 6.3 must submit with invoice. USAID Funded project, VAT coupon will be provided.
  - In accordance with Section 184A, Subsection (3) of the Bangladesh Government Gadget issued on June 30 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
  - CARE Standard Payment Terms are 30 days from receipt of goods or service and a CARE approved invoice by A/C payee cheque.
  - **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](mailto: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,

**Farhana Kabir | CARE BANGLADESH | Procurement Officer, Procurement Department, ITPD**

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