

**Dear Concern,**

**CARE Bangladesh** is inviting interested Potential vendor/firms/companies to submit their proposal for **Agricultural Inputs** through email: to [alima.jannat@care.org](mailto:alima.jannat@care.org), cc'd [maksedulislam@care.org](mailto:maksedulislam@care.org), [Maria.khatoon@care.org](mailto:Maria.khatoon@care.org)

Enclosed to this email you will find:

1. Request for Proposal (RFQ) Documents.
2. Annexure A-ToR

**Application process:**

1. Fill up the required fields in the RFQ document put your organizational seal and sign
2. Financial proposal in official letterhead
3. Latest proof of Tax return (acknowledgment slip/certificate)

**Notes:**

- Last date of submission of quotations and Samples: **On or before October 14, 2024, by 11:00 PM**
- 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 a **“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 the 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. Vendor Questionnaire form with authorized signature (as attached)

7. Vendor Discloser form with authorized signature (as attached)

• **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 a quotation or for final selection as a supplier for goods and services.** Likewise, it also strictly prohibits its employees from demanding 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 the 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 employees or allow the involvement of CARE employees 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 are 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.

Sincerely,

**Alima Jannat | CARE Bangladesh | Procurement Officer**

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

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