

CARE Bangladesh

Supply Chain & ICT Department

Date: August 24, 2026

Dear concern,

CARE Bangladesh is inviting the interested potential individual/firm/company to submit their proposal through email: kani.j.raihana@care.org cc'd farhana.kabir@care.org

Enclosed this email you will find:

1. RFP-CBDO-FY-26-021
2. Scope of Work
3. Appendix I Technical Requirements
4. Appendix II Cost Proposal
5. Appendix 1 WLiE

Pre-bid Meeting:

Date: 30 August 2026

Time: 11 AM – 12 PM (Morning)

Meeting URL: <https://careorg.zoom.us/j/95142549666?pwd=W8iFjsrrRsEAMLbaMrU6MEM6TcSDnd.1>

Meeting ID: 951 4254 9666

Passcode: 871206

Application process:

If you are interested to participate in the bidding, please submit the below documents on or before **September 05, 2026, till 11:59 PM (GMT+6)**

- Fill-up the required fields in the RFP document and Appendix 1 WLiE and put your signature in all pages.
- Organizational profile with Client list
- **Appendix I: Technical Proposal** in official letterhead, duly signed and stamped by the authorized representative
- Legal documents: Latest Trade License, BTRC License, -E-TIN Certificate, BIN Certificate.
- **Appendix II: Cost Proposal** in official letterhead, duly signed and stamped by the authorized representative

Notes:

● **Bid Validity: 2 years**

● **Agreement Duration: 01 October 2026 – 30 September 2028 (2 years)**

● Vat & tax will be deducted at source as per gob rules. Musok 6.3 must submit with invoice.

● 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.

● 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.

Thanks & regards,

Kanij Raihana | CARE Bangladesh | Senior Officer – Supply Chain

Supply Chain and ICT Department

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