CARE Bangladesh

Procurement Department

Date: 21 March 2024

Dear Concern,

CARE Bangladesh is inviting the interested Potential vendor/firm/company to submit their proposal for event management for JANO project funded by EU as per SoW through email: kanij.raihana@care.org cc'd Maria.khatoon@care.org

Enclosed this invitation you will find:

1. RFP Invitation
2. RFP Document (RFP-CBDO-FY-24-092)
3. Appendix I: Terms of Reference (ToR)
4. Appendix II: Financial Summary
5. Technical evaluation criteria

Pre-bid Meeting:

Date: 27 March 2024
Time: 11.00 am – 12.00 pm
Meeting URL: https://careorg.zoom.us/j/93297930994?pwd=TEV5ZHpPNkdKOW5UYjcvbG80MzJGUT09
Meeting ID: 932 9793 0994
Passcode: 112620

Application process:

If you are interested to participate in the bidding, please submit the below documents along with quotation on or before **April 02, 2024 till 11: 00 AM (Morning)**

1. Fill-up the required fields in the RFP document and put your organizational seal and sign.
2. Submit technical and financial proposal in 2 separate documents.
3. 3D presentation in shared drive
4. Latest proof of Tax return (acknowledgement slip/certificate).

Notes:

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

● This procurement is conducted under USAID fund and VAT coupon will be provided.

● 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 "**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.

● **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. NID of Owner
7. Vendor Questionnaire form with authorized signature (as attached)
8. Vendor Discloser form with authorized signature (as attached)

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
5. Vendor Questionnaire with authorized signature (as attached)
6. Vendor Discloser with authorized signature (as attached)

● 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 Procurement Officer – Procurement Department
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skype: kanij.raihana
carebangladesh.org | twitter | facebook | get involved
Business Days: From Sunday to Thursday. 9 am to 5 pm (GMT+6) (We are closed on Friday and Saturday)