

# REQUEST FOR QUOTATION



## **[FRAMEWORK AGREEMENT FOR OFFICE SUPPLIES/CONSUMABLES FOR 2 YEARS]**

**RFQ DOCUMENT # [BGD01/BD0004/2026/ 030]**

**RFQ ISSUE DATE: [JULY 1, 2026]**

**QUOTATION SUBMISSION DEADLINE: [JULY 13, 2026]**

**CARE USA  
151 ELLIS STREET NE  
ATLANTA, GA 30303-2440**

**CONFIDENTIAL DOCUMENT**

*PREPARED BY  
CARE®*

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## 1. ABOUT CARE

At CARE, we seek a world of hope, inclusion, and social justice, where poverty has been overcome and people live with dignity and security.

This has been our vision since 1945, when we were founded to send lifesaving CARE Packages® to survivors of World War II. Today, CARE is a leader in the global movement to end poverty. We put women and girls in the center because we know we cannot overcome poverty until all people have equal rights and opportunities. In 2019, CARE worked in 100 countries and reached 70 million people with an incredible range of life-saving programs.

For more information about CARE and our work , <https://www.care.org/our-work/>

## **2. GENERAL CONDITIONS AND CLAUSES**

### **2.1. CARE's GENERAL CONDITIONS**

The enclosed document is not an offer to contract, but a solicitation of a vendor's proposed intent. Acceptance of a quotation in no way commits CARE to award a contract for any or all products and services to any vendor.

CARE reserves the right to make the following decisions and actions based on its business interests and for reasons known only to CARE:

- To determine whether the information provided does or does not substantially comply with the requirements of the RFQ
- To contact any bidder after quotation submittal for clarification of any information provided.
- To waive any or all formalities of bidding
- To accept or reject a quotation in whole or part without justification to the bidder
- To not accept the lowest bid
- To negotiate with one or more bidders in respect to any aspect of submitted quotation
- To award another type of contract other than that described herein, or to award no contract;
- To enter into a contract or agreement for purchase with parties not responding to this RFQ
- To request, at its sole discretion, selected Vendors to provide a more detailed presentation of the quotation.
- To not share the results of the bids with other bidders and to award contracts based on whatever is in the best interest of CARE.

Any material statements made orally or in writing in response to this RFQ or in response to requests for additional information will be considered offers to contract and should be included by vendor in any final contract.

### **2.2. CONFIDENTIALITY/ NON-DISCLOSURE**

All information gained by any vendor concerning CARE work practices is not to be disclosed to anyone outside those responsible for the preparation of this quotation. Any discussion by the vendor of CARE's business practices could be reason for disqualification. CARE, at their discretion, reserves the right to require a non-disclosure agreement.

Reciprocally, CARE commits that information received in response to this RFQ will be held in strict confidence and not disclosed to any party, other than those persons directly responsible for the evaluation of the responses, without the express consent of the responding vendor.

Finally, the information contained within this RFQ is confidential and is not to be disclosed or used for any other purpose by the vendor.

### **2.3. PUBLICITY**

Any publicity referring to this project, whether in the form of press releases, brochures, or photographic coverage will not be permitted without prior written approval from CARE.

### **2.4. LIABILITY**

The selected vendor(s) will be required to show proof of adequate insurance at such time as CARE is prepared to procure the services. The participating vendor will also be required to indemnify and hold harmless CARE for, among other things, any third-party claims arising from the selected vendor's acts or omissions, and will be liable for any damage caused by its employees, agents or subcontractors.

### **2.5. FORCE MAJEURE**

- a. Neither Party shall be responsible for a performance that is delayed, hindered, or is rendered inadvisable, commercially impracticable, illegal, or impossible by a "Force Majeure Event." A Force Majeure event includes, without limitation, an act of nature, a pandemic, emergency, civil unrest or disorder, actual or threatened terrorism, war, fire, governmental action or interference of any kind, power or utility failures, strikes or other labor disturbances, a health warning issued by the Center for Disease Control (or similar agency), any other civil or governmental emergency and/or any other similar event beyond a Party's reasonable control.
- b. The Party that seeks to invoke this Force Majeure provision (the "Affected Party") shall provide the other Party (the "Unaffected Party") with a written notice within ten (10) days of the date the Affected Party determines a Force Majeure Event has occurred.

### **2.6. ERRORS AND OMISSIONS**

CARE expects the vendor will provide all labor, coordination, support, and resources required based on the vendor's quotation and corresponding final SOW. No additional compensation will be available to the vendor for any error or omission from the quotation

made to CARE. The only exclusions are add-ons, deletions, and/or optional services for which the vendor has received written authorization from CARE.

## 2.7. OWNERSHIP OF WORK

All work created during this evaluation must be original work, and no third party should hold any rights in or to the work. All rights, title and interest in the work shall be vested in CARE.

## 2.8. CONFLICT OF INTEREST

CARE encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to CARE if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

## 3. BIDDER'S DECLARATION

Yes	No	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Ethics:</b> By submitting this Quote, I/we guarantee that the bidder has not engaged in any improper, illegal, collusive, or anti-competitive arrangements with any competitors; has not directly or indirectly contacted any buyer representative (aside from the point of contact) or gather information regarding the RFQ; and has not attempted to influence or offer any type of personal inducement, reward, or benefit to any buyer representative.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	I/We affirm that we will not engage in prohibited behavior or any other unethical behavior with CARE or any other party. We also affirm that we have read the general clause and conditions included in this RFQ and that we will conduct business in a way that avoids any financial, operational, reputational, or other undue risk to CARE.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Conflict of interest:</b> I/We warrant that the bidder has no actual, potential or perceived Conflict of Interest in submitting this Quote, or entering into a Contract to deliver the Requirements. CARE Procurement's Point of Contact will be notified right away by the bidder if a conflict of interest occurs during the RFQ process.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Bankruptcy:</b> I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal issues that could hinder the ability to conduct business.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Offer Validity Period:</b> I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any quotation you receive, and we certify that the goods offered in our Quotation are new and unused.

<input checked="checked" type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorized by the Organization/s to make this declaration on its/their behalf
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Name:	
Title/Designation:	
Company Name:	
Date:	
Signature	

#### 4. CONDITIONS AND GUIDELINES FOR SUBMISSION OF QUOTATION

This Request for Quotation represents the requirements for an open and competitive process.

Proposals will be accepted until **11:59 PM [July 13, 2026]**, delivered via email solely to Md. Juwel Islam ([Juwel.Islam@care.org](mailto:Juwel.Islam@care.org)), keeping CC to [BGD.CoxProcurement@care.org](mailto:BGD.CoxProcurement@care.org), no later than the above specified date.

**Interested suppliers are requested to submit quotation containing the following documents:**

**Technical Proposal:**

1. Organizational profile with Legal documents: Latest Trade License (FY26-27), E-TIN Certificate, Latest Tax Return Copy, BIN Certificate, Copy of Bank Cheque, filled up and signed Vendor Questionnaire and Vendor Disclosure Form
2. *Previous Relevant Work Experiences for supplying Office Supplies in Cox's Bazar (minimum 5 work orders or agreements from five different organizations should be submitted.*
3. Filled up and signed CARE RFQ Template and ToR (Terms of Reference)

**Financial Proposal:**

**Financial Proposal** on your firm/company's letterhead as per attached BoQ with validity of the quotation for next two years up to 31 July 2028. (August 1, 2026 to 31 July 2028)

Additionally, all costs included in quotations must be all-inclusive.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFQ. All contractual terms and conditions will be subject to review by the CARE legal department, and will include scope, budget, schedule, and other necessary items pertaining to the project.

Any verbal information obtained from, or statements made by representatives of CARE shall not be construed as in any way amending this RFQ. Only such corrections or addenda as are issued in writing by CARE to all RFQ participants shall be official. CARE will not be responsible for verbal instructions.

## 5. SCHEDULE OF REQUIREMENTS

Item #	Description	Specification	Qty	Unit of Measurement
1	Office Supplies/Consumables as per attached BoQ	As per attached BoQ	As per attached BoQ	As per attached BoQ

*Note: CARE Bangladesh reserves the right to select one or multiple bidders for this assignment.*

### Pricing & Rate Fixation Clause:

The quoted unit rates shall remain firm and fixed for the entire duration of the Framework Agreement (2 years) and shall be inclusive of all applicable taxes, duties, transportation, loading/unloading, and other incidental costs. No price escalation shall be allowed during the contract period unless otherwise agreed in writing under exceptional circumstances.

### Purchase Order Clause:

The supplier(s) must comply to deliver the materials as per approved samples. Any deviation may result in rejection of the materials.

### Delivery & Lead Time Clause:

The Supplier shall ensure delivery of materials within our required timeframe from the issuance of a Purchase Order. In case of urgent requirements, the Supplier must be capable of delivering within 24 hours upon request. Any delay beyond the agreed timeline may result in imposition of liquidated damages.

## 6. SCHEDULE OF ACTIVITY

SCHEDULE OF ACTIVITIES/ TO-DO	DATE OF THE ACTIVITY/ DEADLINE OF SUBMISSION
RFQ CIRCULATION THROUGH CARE BANGLADESH WEBSITE.	[JULY 1, 2026]
<b>PRE-BID MEETING</b> [JULY 5, 2026, FROM 3:00 TO 4:00PM]  LINK TO JOIN THE PRE-BID MEETING: <a href="https://careorg.zoom.us/j/95926830990?pwd=VnsLYvyGTSrOmT5koYTwJxbfbDbCg.1">https://careorg.zoom.us/j/95926830990?pwd=VnsLYvyGTSrOmT5koYTwJxbfbDbCg.1</a>  INTERESTED SUPPLIERS ARE REQUESTED TO JOIN THE PRE-BID MEETING THROUGH THE ABOVE LINK	
<b>SUPPLIER'S DEADLINE OF SUBMISSION OF PROPOSAL</b>	[JULY 13, 2026, ON OR BEFORE 11:59PM]
EVALUATION OF TECHNICAL PROPOSAL	FROM [JULY 14-JULY 15, 2026]
DISCUSSION WITH PC MEMBER REGARDING ONLY TECHNICAL SCORING SHEET	[JULY 16, 2026]
SHARING AND COLLECTING THE PC MEMBER FEEDBACK ON TECHNICAL SCORING	[JULY 16, 2026]
EVALUATION OF COMBINED SCORING SHEET (TECHNICAL +FINANCIAL )	[JULY 19, 2026]
COMMITTEE FEEDBACK ON THE FINAL EVALUATION	[JULY 20, 2026]
NEGOTIATION	[JULY 21-22, 2026]
FINALISTS SELECTED	[JULY 23, 2026]

## 7. ELIGIBILITY CRITERIA (PASS/FAIL):

Interested suppliers are required to submit following business document and the required forms:

- Updated Trade License
- E-TIN Certificate
- Latest Tax Certificate or Proof of Tax Return Submission (Acknowledgement Slip)
- BIN Certificate (13-digit)
- A copy of a bank cheque leaf (Magnetic Ink Character Recognition – MICR Cheque)

All bidders must meet the eligibility requirements outlined above in order to proceed to the next stage of the evaluation process. The eligibility criteria will be assessed on a Pass/Fail basis.

Failure to meet any of the mandatory eligibility requirements or failure to submit any of the required documents specified above will result in an automatic Fail score, and the bidder will be disqualified from the tender process.



Bidders who successfully submit all required documents and satisfy all eligibility requirements will be awarded a Pass score. Such bidders will be considered eligible and will proceed to the next stage of the evaluation process.

## 8. EVALUATION CRITERIA

CARE will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:

**Technical Evaluation Criteria: (Score is 100 and weight is 80%)**

Technical Evaluation Criteria	Allotted Score (Maximum)
<b>1. Proposal Suitability:</b>	
<b>A. (Materials Quality will be evaluated based on offered specification, brand and physical samples)</b> <ul style="list-style-type: none"> <li>The overall score for Material Quality will be determined based on the average score across all items listed in the Bill of Quantities (BoQ)</li> </ul>	50%
<b>B. Previous Relevant Work Experiences for supplying Office Supplies in Cox's Bazar (minimum 5 work orders or agreements from five different organizations should be submitted)</b> <ul style="list-style-type: none"> <li>1 work order or agreement within last two years will get 6 marks</li> <li>2 work orders or agreements within the last two years will get 12 marks</li> <li>3 work orders or agreements within the last two years will get 18 marks</li> <li>4 work orders or agreements within the last two years will get 24 marks</li> <li>5 work orders or agreements within the last two years will get 30 marks</li> </ul>	30%
<b>Subtotal</b>	<b>80%</b>
<b>2. Financial Proposal (Value and Cost)</b>	
<b>C. Value and Cost</b>	20%
<b>Subtotal</b>	<b>20%</b>
<b>Total</b>	<b>100%</b>

- Physical Sample Submission:** The interested suppliers to bid are requested to submit physical samples of all items to CARE Bangladesh, **Cox's Bazar Regional Office** during office hours by **13 July 2026**.
- Brand/Company Name of materials (where applicable) must be mentioned on the quotation.
- Selection Process: The supplier will be evaluated based on the cumulative analysis methodology [weighted scoring method] and the score weight is divided as follows.

Note: technically not accepted item(s) will not be selected even if any bidder gets the highest combined score. If so, the bidder will be selected items-wise least price among technically accepted bidders.

A cumulative weighted scoring method will be applied to evaluate the proposal. The award of the contract will be made to the Service Provider whose offer has been evaluated and determined as responsive/compliant/acceptable with reference to the ToR. The procurement committee reserves the right to accept or cancel any or all proposals without assigning any reason.

**Technical Evaluation Ranking Range:**

The ranking to evaluate is between 1 and 5, where 5 is the highest score:

Low      1          2          3          4          5          High  
|-----|-----|-----|-----|

Scoring:

- |   |                  |
|---|------------------|
| 1 | Non-complying    |
| 2 | Below Acceptable |
| 3 | Acceptable       |
| 4 | Good             |
| 5 | Excellent        |

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.

.....End.....