CARE Bangladesh

Supply Chain and ICT Department

Request for Proposal

Subject: 2-year long Framework agreement for Venue, Food, Accommodation - Mymensingh area

01 September 2026

17 September 2026 (extended Circulation)

27 October 2026 (extended Circulation)

Dear Concern,

CARE Bangladesh is inviting interested vendors/firms/company to submit their proposal as detailed below/enclosed by following below instruction:

	Instruction
Bid submission instruction (বিড/দরপত্র জমাদানের নির্দেশাবলি)	Submit quotation/proposal in organizational letterhead Pad in softcopy Technical and financial proposals must be in a separate document প্রতিষ্ঠানের লেটারহেড প্যাডে সফটকপি আকারে কোটেশন/প্রস্তাব দাখিল করতে হবে। কারিগরি ও আর্থিক প্রস্তাব পৃথক পৃথক ডকুমেন্টে দাখিল করতে হবে
Email address to Submit bid	BGD.Procurement@care.org
Email Subject Line	Quotation for RFP-CBDO-FY-26-028 Mymensingh
Technical Query	Contact: Working Day within 9AM to 5 PM Shamim Hassan – 01622335730 Kanij Raihana - 01551803507 Alima Jannat – 01857674093 Dipa Rani Paul- 01781815831
Pre-bid Meeting	**Pre-bid Meeting:** Date: 07 September 2026 Time: 11.00 AM to 12.00 PM (morning) Meeting URL: https://careorg.zoom.us/j/96650288143?pwd=vcaVtMj9E5Eyx5cybZBaalTixe058G.1 Meeting ID: 966 5028 8143 Passcode: 376514
Last date of quotations submission (কোটেশন দাখিলের শেষ তারিখ)	07 November 2026 from 9:00 AM to 11:59 PM (Bangladesh Time) Quotation/Proposal submission before or after the timeline shall be automatically disqualified. (০৭ নভেম্বর ২০২৬ তারিখ সকাল ৯:০০টা থেকে রাত ১১:৫৯টা পর্যন্ত (বাংলাদেশ সময়)। নির্ধারিত সময়সীমার আগে অথবা পরে কোটেশন/প্রস্তাব দাখিল করা হলে তা স্বয়ংক্রিয়ভাবে অযোগ্য (Disqualified) ঘোষণা করা হবে।)

Application Process (আবেদন প্রক্রিয়া)	Please submit the below-mentioned documents to BGD.Procurement@care.org : Fill-up the RFP document "RFP-CBDO-FY-26-028" and seal and sign. Company Document: Trade License (FY 26-27, E-TIN/Tax Return, BIN) Previous Relevant Work Experiences (minimum 3 work orders or agreements or work completion certificates from three different organizations should be submitted) Fill-up Appendix II – Financial Proposal. Financial Proposal should include all associated costs নিম্নে উল্লিখিত নথিপত্রসমূহ BGD.Procurement@care.org ঠিকানায় দাখিল করতে হবে: ১. RFP ডকুমেন্ট "RFP-CBDO-FY-26-028" পূরণ করে তাতে সিল ও স্বাক্ষর করতে হবে। ২. কোম্পানির নথিপত্র: ট্রেড লাইসেন্স (FY 26-27), E-TIN/Tax Return এবং BIN। ৩. পূর্ববর্তী প্রাসঙ্গিক কাজের অভিজ্ঞতা: কমপক্ষে ৩টি ভিন্ন প্রতিষ্ঠানের সঙ্গে সম্পাদিত কাজের ৩টি Work Order অথবা Agreement অথবা Work Completion Certificate জমা দিতে হবে। ৪. Appendix II – Financial Proposal পূরণ করতে হবে। আর্থিক প্রস্তাবে সংশ্লিষ্ট সকল ব্যয় অন্তর্ভুক্ত করতে হবে।

General Terms and Conditions

- Bid validity: Bid validity must be for 02 years. (**বিডের বৈধতা:** বিডের বৈধতার মেয়াদ **০২ (দুই) বছর** হতে হবে।)

- CARE Bangladesh reserves the right to establish Framework agreement with one or multiple bidders. (**কেয়ার বাংলাদেশ** একজন বা একাধিক বিডারের সঙ্গে **ফ্রেমওয়ার্ক এগ্রিমেন্ট** সম্পাদনের অধিকার সংরক্ষণ করে।)

- VAT / Tax will be deducted at source as per GoB rules. Mushak 6.3 should be provided with invoice. (**VAT/Tax:** সরকারি বিধি অনুযায়ী **উৎসে VAT/Tax কর্তন করা হবে।** ইনভয়েসের সঙ্গে **মূসক ৬.৩ (Mushak 6.3)** প্রদান করতে হবে।)

- In accordance with **Income Tax Act, 2023 (Section 142, Page 99)**. of the Bangladesh Government Gadget issued on 22 June 2023,
  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.
  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.
  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 via bank transfer. (CARE Bangladesh প্রচলিত পেমেন্ট শর্ত: পণ্য বা সেবা গ্রহণ এবং কেয়ার অনুমোদিত ইনভয়েস প্রাপ্তির ৩০ দিনের মধ্যে ব্যাংক ট্রান্সফারের মাধ্যমে মূল্য পরিশোধ করা হবে।)

- CARE Bangladesh reserves the right to accept and reject any or entire quotations without assigning any reason, whatsoever.

- Code of Conduct: The Vendor and its employees shall maintain and comply with a written code of conduct that prohibits giving anything of value, directly or indirectly, to any person or entity, including government officials or CARE staff, in the form of a bribe or kickback; establishes appropriate limitations on transactions with relatives of Vendor employees or businesses or ventures related to Vendor or its employees; and otherwise properly governs the performance of its employees engaged in soliciting, awarding or administering contracts, and receiving gifts. The Vendor shall inform CARE in writing of any violations relating to its obligations hereunder. The Vendor certifies that it has not knowingly provided and will not knowingly provide, in violation of applicable laws, material support or resources to any individual or organization that advocates, plans, sponsors, engages in, or has engaged in an act of terrorism. The Vendor shall comply with industry best practices to avoid exploitation of child labor and shall not discriminate on the basis of race, ethnicity, religion, national origin, gender, age, sexual orientation, marital status, citizenship status, disability, or military status. During the term hereof and for three years afterward, except to perform the terms of this Agreement, the vendor shall not disclose information regarding CARE to any third party or make use of such information for its own purposes without CARE's prior written consent. The Vendor shall not use the CARE name or trademarks in publicity or publicly disclose information relating to the Order without CARE's prior written consent.

- Cancellation and Default: In addition to any other remedies available, CARE Bangladesh may cancel this Order, in whole or in part, at any time by written notice to the vendor, including without limitation in

any of the following circumstances: (a) Vendor failure to deliver the Goods/Services as specified herein; (b) in CARE's good faith judgment, Vendor failed to perform, or jeopardized performance of, this Order in compliance with its terms, and did not cure such failure within ten (10) days after notice from CARE; (c) Vendor becomes insolvent or makes an assignment for the benefit of its creditors, or has a bankruptcy, reorganization, readjustment of debt or insolvency proceedings instituted against it under the law of any jurisdiction. On receipt of such notice, the vendor shall discontinue all work, cancel any sub- orders, and terminate any subcontracts relating to this Order. Upon such termination, full and complete settlement of all Vendor's claims shall be made as follows: a) Vendor shall be paid for Goods/Services conforming to this Order, and b) title shall vest in CARE for all such Goods/Services for which CARE has paid.

- Taxes s Duties: Supplier shall be entirely responsible for all Taxes (including Custom Duties, Value Added Tax (VAT) and Income Tax (IT), stamp duties, license fees, and other such levies imposed or incurred until delivery of the contracted Goods to the Purchaser. VAT and IT will be deducted at sources as per Govt. rules until and unless the appropriate challans/waiver memo is produced to the Purchaser.

- 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 employees 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 C 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 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.

- Note: any attempt to persuasion to get the contract, whether in person, over the phone, by email, or via other means of contact, will be automatically disqualified the proposals/quotation.

Thank you.