

CARE Bangladesh
Procurement Department

Date: 21 May 2023

Dear Concern,

CARE Bangladesh is inviting the interested Potential Vendors/Firms/Company to submit their quotation (softcopy in non-editable mode (PDF/Scan) in your Organizational letter head Pad for **Organizing and Broadcasting five TV talk-shows on ICT and Nutrition for JANO project funded by the European Union** through email: farhana.kabir@care.org cc'd Maria.Khatoon@care.org

Detail requirements are as follows:

SL	Description	Unit	Req. Qty	Unit Price in Tk.	Total Price in Tk.
1.	Organizing and Broadcasting five TV talk-shows on ICT and Nutrition for JANO project funded by the European Union For details, please see the ToR	Job	01		

Pre bid Meeting Recording: https://careorg.zoom.us/rec/share/dwIDmhDkcawY-5aZHRf64cAbJp_iW5aU6n33o24PB-QTb9y597VmNqVtMm4dm.9QDSjakmR8zivUwN
Passcode: j9.E?LYG

Last date of submission of quotations: On or before June 08, 2023. Please submit technical and financial proposal in separate pdf .

- Bid validity: Bid validity have to be mentioned.
- **Expected date of delivery :As per mentioned in ToR.**
- VAT / Tax will be deducted at source as per GOB rules. Mushak 6.3 must be provided along with bill and challan.
- In accordance with Section 184A, Subsection (3) of the Bangladesh Government Gadget issued on June 30 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

- CARE Standard Payment Terms are 30 days from receipt of goods or service and a CARE approved invoice by A/C payee cheque. ● **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 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 .