



## Request for Quote (RFQ)

Commodity Required:	Health logistics for lifesaving MNCH- Nutrition services
Type of Procurement:	Competition Bid
Type of Contract:	Purchase Order
Contract Funding:	Epidemic Control- EpiC Bangladesh
Date of Issue of RFQ:	May 23, 2026
Date of Questions from Supplier:	June 04, 2026 (on or before)
RFQ Due date:	<b>June 18, 2026</b>
Approximate Date Purchase Order Issued to Successful Bidder(s) on/about:	<b>On Or before Mid July 2026</b>

### Method of Submittal:

Respond via e-mail to [ProcurementBangladesh@fhi360.org](mailto:ProcurementBangladesh@fhi360.org) with attached document in MS Word or pdf format. The Bidder/Seller agrees to hold the prices in its offer firm for **90 days** from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFQ.

Solicitation Number: **EpiC-BD-2026-07**

### Attachments to RFQ:

1. Attachment "A" – Commodity Specifications
2. Attachment "B" – Instructions to Bidders/Sellers
3. All PO Terms and Conditions are listed on our website at: [www.fhi360.org/poterm](http://www.fhi360.org/poterm) (hereinafter the "Terms"). Supplier's delivery of products, performance of services, or issuance of invoices in connection with this purchase order establishes Supplier's agreement to the Terms. The Terms may only be modified in writing signed by both parties.

All bidders/sellers are responsible for carefully reviewing each attachment and follow any instructions that may be relevant to this procurement.

### About FHI 360:

FHI 360 is a global organization that mobilizes research, resources and relationships so that people everywhere can access the opportunities they need to lead full, healthy lives. For more than 50 years, we have worked to develop bold solutions to global challenges and create measurable results through research and application of scientific breakthroughs. We listen to, learn from and work with communities to expand social and economic equity, improve health and well-being, respond to crises and strengthen resilience.

### Background:

Bangladesh remains vulnerable to infectious disease outbreaks that can rapidly overwhelm health systems and disrupt essential services. Maintaining continuity and quality of lifesaving health



services particularly maternal, newborn, and child health (MNCH), nutrition, infection prevention and control (IPC), biosafety, and emergency response is critical during both routine periods and during any public health emergencies. The Meeting Targets and Maintaining Epidemic Control (EpiC) Bangladesh project, funded by U.S. Government implemented by FHI 360, aims to strengthen Bangladesh’s capacity to prevent, detect, and respond to infectious disease threats while ensuring continuity of essential health services, particularly MNCH, nutrition. This approach protects both Bangladeshi communities and broader global populations, while advancing Bangladesh’s progress toward resilient, self-reliant health systems. The project is implemented in alignment with Government of Bangladesh priorities and through existing national systems, supporting America First global health strategy objectives.

**Purpose of materials:**

These essential health supplies as per the Attachment A are necessary to provide quality obstetric and nutrition services, including emergency care in Upazila health complex and District Hospitals under project operational geography. These items will support health providers to deliver quality health and nutrition services to mothers, newborns, and children.

**Attachment A**

Under the RFQ, we plan to procure a range of health supplies and commodities as outlined in the list below. Vendors may submit quotations for **all items or any available items, even single item**. Vendors are encouraged to submit prices with multiple options for each/applicable item. Please add available pictures of the products. We need all products before Mid-August 2026.

FHI 360 will review and consider all submissions, and accordingly **multiple or single PO** may issue depending on evaluation result.

**Product 01: Infrared Thermometer**

Specifications	Qty.
1. Range of temperature measurement 32 deg C- 42 deg C (89.60F-109.40F) 2. Accuracy of temperature ± 0.1degC or ± 0.2 F. 3. Should have digital display with temperature showing in both Centigrade and Fahrenheit interchangeable mode using a button. 4. Beep sound when final steady temperature arrived during test. 5. Buzzer alert function for indicating low (< 35 deg C /95 deg F) for hypothermia and high (> 42 deg C/ 106 deg F) temperature for hyperthermia. 6. Takes 60-90 seconds to measure temperature. 7. Can be used in the armpit/axilla, orally and rectally. 8. Should have auto shut down feature for remaining idle for more than 1 minute 9. Digital display	<b>55</b> <b>Pcs</b>



**Product 02: Portable instrument Eclectic Sterilizer**

Specifications	Qty.
<ul style="list-style-type: none"> <li>- Type: Portable Electric Boiling Instrument Sterilizer</li> <li>- Material: Stainless steel chamber with removable perforated instrument tray</li> <li>- Chamber Dimensions (L x W x H): Approx. 360 x 180 x 125 mm</li> <li>- Tray Dimensions (L x W x H): Approx. 350 x 165 x 30 mm</li> <li>- Capacity: Approx. 15 liters; suitable for small medical instruments (labor room use)</li> <li>- Features: Lid with handle, drainage outlet, indicator light</li> <li>- Power Supply: AC 220–240V, 50/60Hz</li> <li>- Temperature: Up to 100°C (boiling)</li> <li>- Design: Tabletop / portable</li> </ul>	<p><b>30</b> PCs</p>

**Product 03: Airway tube (Adult)**

Specifications	Qty.
<p><b>Oropharyngeal Airway (OPA)</b> - Guedel Pattern</p> <p><b>Sizes:</b> Adult sizes typically range from Size 3 to Size 5 (4 to 6 for large adults).</p> <p><b>Dimensions:</b>            Small Adult (Size 3): ~80 mm (often yellow).            Medium Adult (Size 4): ~90 mm (often red).            Large Adult (Size 5/6): ~100-110 mm (often orange/white).</p> <p><b>Material:</b> Semi-rigid, non-toxic polyethylene or PVC, featuring an open central channel for suctioning.</p> <p><b>Design:</b> Features a bite block at the proximal end to maintain stability and prevent airway occlusion.</p> <p><b>Sizing:</b> The correct size is determined by measuring from the corner of the mouth to the angle of the jaw.</p> <p>Quantity:            Small Adult (Size 3): 100            Medium Adult (Size 4): 208            Large Adult (Size 5/6): 100</p>	<p><b>408</b> Pcs</p>



#### Product 04: ARI Timer

Specifications	Qty.
<ul style="list-style-type: none"><li>- One -button 60 second timer with audible start /end beeps</li><li>- Integrated non-protruding visual flashing red LED indicator</li><li>- Reset-on- press</li><li>- Battery powered <math>\geq 10,000</math> cycles, with battery disconnect at delivery</li></ul>	<b>153</b> <b>Pcs.</b>

#### Product 05: Haemoglobinometer

Specifications	Qty.
<ol style="list-style-type: none"><li>1. It should be an automated, integrated system and based on Photometry.</li><li>2. Open system (preferably) with direct read-out on LED/LCD display for estimation of hemoglobin.</li><li>3. Should have LCD display screen and auto-shut-off feature when not in use.</li><li>3. Should display results in g/dl.</li><li>4. Measuring Range 0 to 25 g/dl</li><li>6. Should have automatic calibration system for maintaining accuracy of reading (<math>&lt; 5\%CV</math>).</li><li>5. Should have rechargeable batteries (3.6 V).</li><li>6. Should have USB connectivity interface for PC and printer. Should be supplied with autoinjector pen and disposable lancets</li><li>8. Hb Strips Available</li><li>9. Warranty and Maintenance</li></ol>	<b>30</b> <b>Pcs</b>

#### Product 06: Pediatric nasogastric tubes

Specifications	Qty.
<ol style="list-style-type: none"><li>1. Size- 5Fr-14Fr</li><li>2. Material- Medical Grade PVC (non-toxic, soft)</li><li>3. Type: With or without detectable X-ray</li><li>4. Packing- Polybag or blister packing</li><li>5. Quantities:<ul style="list-style-type: none"><li>- 5Fr: 150</li><li>- 6Fr: 200</li><li>- 8FR: 100</li><li>- 14Fr: 60</li></ul></li></ol>	<b>510</b> <b>Set</b>

#### Product 07: Stethoscope

Specifications	Qty.
<ol style="list-style-type: none"><li>1. Should have single lumen binaural.</li><li>2. Latex free Polyvinyl chloride (PVC) stethoscope tubing, soft and should not harden/crack.</li><li>3. Tube should be impervious to outside noises.</li><li>4. Earpieces (02) should be with soft sealing ear tips and easy to stay fixed in ears.</li></ol>	<b>60</b> <b>Pcs</b>



<p>5. Earpiece material: Soft PVC/Silicone preferably.</p> <p>6. Should have good quality and highly sensitive fixed/floating diaphragm.</p> <p>7. Dual head: Cup/ bell for low frequency sounds, sensitive membrane for skin contact.</p> <p>8. 1 x spare set of earpieces, 1 x spare diaphragm.</p>	
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**Product 08: Sphygmomanometer (BP machine)**

Specifications	Qty.
<p>1) Should be based on non-mercurial aneroid based measurement technology.</p> <p>2) Should be able to measure blood pressure in adult as well as pediatric patients.</p> <p>3) Should have a dial type display, with a hook which can be attached to the blood pressure cuff.</p> <p>4) Pressure measurement range should be 0 to 300 mm Hg systolic and 40 to 200mm Hg diastolic.</p> <p>5) Pressure measurement accuracy of +/- 3 to 5mm Hg</p> <p>6) Manual inflation of blood pressure cuff.</p> <p>7) Adult arm cuffs of size medium &amp; large and pediatric size, inflation bulb, tubing.</p> <p>8) Dial mano meter.</p>	<p>60 Pcs</p>

**Product 09: Labor table**

Specifications	Qty.
<ul style="list-style-type: none"> <li>- Three-section table: Head, middle (perineal), and leg section</li> <li>- Backrest adjustable by ratchet mechanism</li> <li>- Leg section adjustable/removable</li> <li>- Central section with perineal cut-out (U-shape)</li> <li>- Leg section sliding under main frame</li> <li>- Frame made of mild steel with stainless steel (SS) top (3 sections)</li> <li>- Corrosion-resistant finish suitable for hospital use</li> <li>- Dimensions: Approx. 187 × 96 × 80 cm (L × W × H)</li> <li>- Mattress: Thickness: approx. 40 mm ; Covered with waterproof, washable refine,</li> <li>- Mobility &amp; Stability: Rubber stumps / anti-slip feet</li> <li>- Load capacity: Minimum 120–150 kg</li> <li>- Pneumatic pump system (optional)</li> </ul> <p>Accessories:</p> <ul style="list-style-type: none"> <li>- 1 pair adjustable knee crutches (lithotomy supports)</li> <li>- 1 pair hand grips (waist grab holder)</li> <li>- Stainless steel bowl (approx. 28 cm diameter), slide-out type</li> <li>- 1-unit chromed steel one-step foot stool</li> <li>- Side safety rails</li> </ul>	<p>10 Pcs</p>



**Product 10: Fetal Dopplers**

Specifications	Qty.
<ul style="list-style-type: none"> <li>- Pocket Design</li> <li>- Ultrasound Frequency: 2.5 MHz</li> <li>- Size: 135(L)*84-95(W)*33-35 mm (H)</li> <li>- Display mode: LCD color Display</li> <li>- Weight: About 180 g (including batteries)</li> <li>- Feature: Built-in Speaker</li> <li>- Ultrasound gel pack 500 ml: 2 bottles per unit</li> </ul>	25 Pcs

**Product 11: Childbirth Simulator**

Specifications	Qty.
<p>Childbirth simulator package contains -</p> <p><b>Birthng Baby Having:</b></p> <ul style="list-style-type: none"> <li>- Two placentas with removable fragments</li> <li>- Four umbilical cords</li> <li>- Two connectors</li> <li>- Two umbilical clips</li> <li>- Birthng baby having skull with fontanelles</li> <li>- Audible heart rate from 0 to 220 bpm</li> <li>- Soft face skin fits overhead for vacuum/forceps delivery</li> </ul> <p><b>Newborn Baby Having:</b></p> <ul style="list-style-type: none"> <li>- Umbilical pulse operated by squeeze bulb</li> <li>- Head cap to minimize hypothermia</li> <li>- Umbilical catheterization</li> </ul> <p><b>Other Features</b></p> <ul style="list-style-type: none"> <li>- Postpartum hemorrhage 1.25 liters of fluid</li> <li>- Control postpartum hemorrhage by massaging uterus</li> <li>- Bladder catheterization with variable urinary flow</li> </ul> <p><b>Accessories</b></p> <ul style="list-style-type: none"> <li>- Battery powered. Four AA cells capable of more than 30 hours of operation</li> <li>- Midwifery gown with snaps</li> <li>- Two pair of non-latex gloves</li> <li>- Suction bulb</li> <li>- Conventional stethoscope</li> <li>- Pinard stethoscope</li> <li>- Blood collection stand with squeeze bulb to regulate pressure</li> <li>- Simulated Blood concentrate</li> <li>- Simulated urine concentrate</li> <li>- One non-sterile urinary catheter (not for human use)</li> <li>- Three distensible cervices</li> <li>- Two placentas with removable fragments</li> <li>- Silicone lubricant and talcum powder</li> <li>- Directions for use</li> <li>- Transportation and storage bag</li> </ul>	51 Sets



### Product 12: Neonatal resuscitation devices with Bag and Mask

Specifications	Qty.
<ul style="list-style-type: none"><li>- Self-inflating newborn model (<i>Light color</i>)</li><li>- Simulation squeeze bulbs with tubing</li><li>- Umbilical cord with connector</li><li>- 2 Umbilical ties</li><li>- 2 Sheets to simulate towels</li><li>- Head cap</li><li>- Upright Newborn Bag-Mask Resuscitator</li><li>- Mask (0, 1 size)</li><li>- Penguin Newborn Suction</li><li>- Training stethoscope</li><li>- Transport/storage bag</li><li>- Directions for use</li></ul>	51 Sets

### Product 13: Neonatal Eye pads

Specifications	Qty.
Circular eye patches made of cotton in packs to prevent eye exposure and suffer glare stimulation and injury. Simple and safe, easy to use.	10,200 Pcs

### Product 14: Blankets or wraps for warming children

Specifications	Qty.
<b>Technical Specifications</b> Dimensions: 16 in x 9 in x 1 in (40.6 cm x 22.8 cm x 2.5 cm) Reusable, made from nontoxic medical and food-grade materials. Simply washed by boiling or autoclave or microwave. All materials for infant use	255 Pcs

### Product 15: Sterile Hand gloves (100 pic per box)

Specifications	Qty.
<ul style="list-style-type: none"><li>- Natural latex free, powder free, sterile: E-Beam / Gamma.</li><li>- Color: White Cream.</li><li>- Beaded cuff.</li><li>- Design: Anatomical, forward thumb ball, hand Specific.</li><li>- Micro textured, calibrated grip, medium</li><li>- Shelf Life: 3 Years.</li><li>- Size: S: 200; M: 600; L-400; XL: 300</li></ul>	1500 Pairs



**Product 16: Sterile Cord clamp (50 pcs per pack)**

Specifications	Qty.
<b>Features:</b> – With security lock click for indicating the correct locking – Protected against accidental reopening – Finger grip has been used for safety – Non toxic medical grade polymer has been used – Individually packed – 50 pieces/box	612 Set/boxes

**Product 17: Birthing ball**

Specifications	Qty.
- Size /Diameter: 65 cm - Material: matte finish, high quality durable anti-burst PVC - Weight capacity: > 1000 lbs Accessories: including manual hand pumper	51 Pcs

**Product 18: Weighing Scales**

Specifications	Qty.
Weighing Scales A portable, battery-operated digital weighing machine designed for accurate measurement of body weight in clinical, community, or institutional settings. <ul style="list-style-type: none"> <li>- Maximum capacity: 150 kg (minimum)</li> <li>- Minimum capacity: 2 kg or less</li> <li>- Graduation/Accuracy: <math>\pm 100</math> g (0.1 kg)</li> <li>- Measurement units: Kilogram (kg) (optional: lb)</li> <li>- Platform material: High-quality ABS plastic / tempered glass / metal (non-slip surface)</li> <li>- Power supply &amp; Power source: Replaceable 2 pcs, 1.5 V, batteries (AAA)</li> <li>- Low battery indicator: Required</li> <li>- Auto power-off function: Required</li> <li>- Auto-zero functions</li> <li>- Stable reading indicator</li> <li>- Accessories: Batteries included</li> <li>- Warranty and Service: Minimum 1-year warranty</li> </ul>	45 Pcs

**Product 19: Baby scale**

Specifications	Qty.
<ul style="list-style-type: none"> <li>- Maximum capacity: 20 kg (minimum)</li> <li>- Minimum weight: 100 g or less</li> <li>- Graduation/Readability: <math>\leq 10</math> g</li> <li>- Accuracy: <math>\pm 10</math> g (within normal operating range)</li> <li>- Display and Controls</li> <li>- Clear LCD digital display</li> <li>- Functions: On/Off</li> </ul>	45 Pcs



<ul style="list-style-type: none"> <li>- Tare (zeroing function) for weighing with cloth</li> <li>- Hold function to stabilize reading for active infants</li> <li>- Design and Construction: Curved tray to ensure infant safety and comfort</li> <li>- Material: Durable, non-toxic ABS plastic</li> <li>- Smooth surface for easy cleaning and infection prevention</li> <li>- Anti-slip base</li> <li>- Power Supply</li> <li>- Rechargeable battery or AA batteries</li> <li>- Low battery indicator</li> <li>- Measurement units selectable: kg and g</li> <li>- Batteries (initial set)</li> <li>- Carrying case</li> <li>- Minimum warranty</li> </ul>	
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**Product 20: MUAC tape**

<b>Specifications</b>	<b>Qty.</b>
<ul style="list-style-type: none"> <li>- Measurement range: 06 cm to 26 cm</li> <li>- Graduation: 1 mm (0.1 cm)</li> <li>- Accuracy: <math>\pm 1</math> mm</li> <li>- Units: Millimeters &amp; Centimeters (cm) clearly marked</li> <li>- Color Coding (as per GoB standard)</li> <li>- Red Zone (Severe Acute Malnutrition - SAM): &lt; 11.5 cm</li> <li>- Yellow Zone (Moderate Acute Malnutrition - MAM): 11.5 – 12.5 cm</li> <li>- Green Zone (Normal): <math>\geq 12.5</math> cm</li> <li>- Made of durable, flexible, non-stretch synthetic material (e.g., PVC/plastic)</li> <li>- Waterproof and resistant to dirt and repeated cleaning</li> <li>- Tear-resistant and long-lasting under field conditions</li> <li>- Indicator window aligned precisely with scale</li> <li>- Packaging: bulk pack (50 pcs in a packet)</li> </ul>	<p>12750 Pcs</p>

**Product 21: Height/Length board**

<b>Specifications</b>	<b>Qty.</b>
<p>A portable measuring wooden board designed to accurately measure:</p> <ul style="list-style-type: none"> <li>- Length of infants (0–24 months)</li> <li>- Standing height of young children (up to 5 years)</li> <li>- Measurement range: 30 cm to 200 cm (minimum)</li> <li>- Graduation: 1 mm (0.1 cm)</li> <li>- Accuracy: <math>\pm 2</math> mm</li> <li>- Clearly printed measurement scale in centimeters</li> <li>- Vertical board with fixed measuring scale</li> <li>- Smooth sliding headpiece and/or foot piece</li> <li>• Dual function: Horizontal (recumbent) measurement for infants and Vertical (standing) measurement for children               <ul style="list-style-type: none"> <li>- Head/foot piece must:</li> <li>- Move smoothly</li> <li>- Lock firmly in position</li> </ul> </li> </ul>	<p>45 Pcs</p>



<ul style="list-style-type: none"><li>- Vertical in measuring surface</li><li>• Board: High-quality wood</li><li>• Sliding parts: Strong, light weigh wooden material</li><li>• Surface: Smooth, non-absorbent, easy to clean</li><li>• Edges: Rounded and safe for children</li><li>• Foldable or detachable design for easy transport</li><li>• Lightweight: ≤ 8 kg preferred</li><li>• Easy assembly without specialized tools</li><li>• Carrying handle or case (preferred)</li><li>• Printed or engraved non-fading scale</li><li>• High contrast markings (e.g., black/blue on white)</li><li>• Measurement markings on at least one side</li><li>• Numbers large enough for easy reading in field conditions</li><li>• Non-slip base or support for stability</li><li>• Must remain stable during measurement</li><li>• Minimum warranty</li><li>• Delivered in protective packaging</li></ul>	
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#### Product 22: kit boxes container

Specifications	Qty.
Cargo Box 50L - Assorted Material: Polypropylene Group: Premium Dimension: 59.5 X 40.1 X 36 cm (LXWXH) Weight (kg): 1.94 ± 5% Capacity: 50L Durable product Color: transparent with color cover	<b>200</b> Pcs

#### Quotation Requirements

FHI 360 is requesting that your submission include the following:

- Unit cost in BDT against the product specifications above and total cost for each items
- Transportation costs need to be present separately in total
- Product availability/lead time
- Please add sample image of all products
- Date of validity of the quotation should be at least 90 days
- Equipment should meet Bangladesh voltage: 220V/50Hz, Type A/C/D/G/K plugs.
- Please present the VAT amount separately.
- If required, for evaluation, FHI360 may require submitting the sample of items or can visit the vendor office to verify the product physically.



**Transport of Goods:**

Product needs to be delivered to one place in each district headquarters (address and details distribution plan will be share later by FHI 360). Vendor will deliver all products at their risk with transportation facilities. FHI 360 will not have any responsibilities for transportation packaging and delivery. **Any goods arriving with dents, scratches, or operational defects will be rejected or returned at the supplier's expense.**

Please include a suggested cost for transportation for the goods delivery to the following 7 Districts city:

1. Chuadanga
2. Jashore
3. Satkhira
4. Naogaon
5. Natore
6. Chapainawabganj
7. Rajshahi

**Reserved Rights:**

All RFQ responses become the property of FHI 360, who reserves the right in its sole discretion to:

- To disqualify any offer based on offeror failure to follow solicitation instructions.
- FHI 360 reserves the right to issue an award based on the initial evaluation of offers without discussion.
- Award only part of the activities in the solicitation or issue multiple awards based on solicitation activities.
- FHI 360 will not compensate vendors for preparation of their response to this RFQ.
- Issuing this RFQ is not a guarantee that FHI 360 will award a purchase order.
- FHI 360 may choose to award a purchase order to more than one vendor for specific parts of the activities in the RFQ.

By signing this attachment, the bidder confirms s/he has a complete understanding of the specifications and fully intends to deliver items that comply with the above listed specifications.

Signature: \_\_\_\_\_  
Title: Click or tap here to enter text.  
Date: Click or tap to enter a date.



## **Attachment B**

### Instructions to Bidders/Sellers

**Procurement Narrative Description:** The Buyer (FHI360) intends to purchase commodities and/or services identified in Attachment A. The Buyer intends to purchase the quantities (for commodities) and/or services (based on deliverables identified in a Statement of Work). The term of the Ordering Agreement shall be from Award Date to the Delivery date of the Offeror unless extended by mutual agreement of the parties. The Buyer intends to award to a single “approved” supplier based on conformance to the listed specifications, the ability to service this contract, and selling price. We reserve the right to award to more than one bidder. If an Ordering Agreement is established as a result of this RFQ, supplier understands that quantities indicated in the specifications (Attachment A) are an estimate only and FHI360 does not guarantee the purchase quantity of any item listed.

**Procuring Activity:** This procurement will be made by Family Health International (FHI360), located at 6A, Road 32, Gulshan Avenue, Gulshan 1, Dhaka Bangladesh shall award the initial quantities and/or services and any option quantities (if exercised by FHI360) to Seller by a properly executed Purchase Order as set forth within the terms of this properly executed agreement.

**Proposal Requirements:** Vendors may submit quotations for all items or for any selected item(s) (single or multiple). FHI 360 will review and consider all submissions and accordingly multiple or single PO may issue depending on evaluation result. All Sellers will submit a quote/proposal which contains offers for all items and options included in this RFQ. All information presented in the Sellers quote/proposal will be considered during FHI360’s evaluation. Failure to submit the information required in this RFQ may result in Seller’s offer being deemed non-responsive. Sellers are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach FHI360’s office designated in the RFQ by the time and date specified in the RFQ. Any offer, modification, revision, or withdrawal of an offer received at the FHI360 office designated in the RFQ after the exact time specified for receipt of offers is “late” and may not be considered at the discretion of FHI360 Procurement office.

The Seller’s proposal shall include the following:

- a) The solicitation number
- b) The date and time submitted
- c) The name, address, and telephone number of the seller (bidder) and authorized signature of same
- d) Validity period of Quote
- e) A technical description of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary.
- f) Lead Time/Availability of the Commodity/Service.
- g) Terms of warranty describing what and how the warranties will be serviced.
- h) Special pricing instructions: Price and any discount terms or special requirements or terms (special note: pricing must include guaranteed firm fixed prices for items requested.
- i) Payment address or instructions (if different from mailing address)
- j) Acknowledgment of solicitation amendments (if any)



- k) Past performance information, when included as an evaluation factor, to include recent and relevant contracts for the same or similar items and other references (including points of contact with telephone numbers, and other relevant information)
- l) Special Note: The seller, by responding to this RFQ and accompanying signatures, confirms that the terms and conditions associated with this RFQ document have been agreed to an all of its attachments have been carefully read and understood and all related questions answered.
- m) The following documents must be submitted with the quotation:
  - i) Company Profile
  - ii) Updated Valid Trade License
  - iii) Copy of the Owner/MD's NID (corresponding to the name on the Trade License)
  - iv) Copy of TIN
  - v) Copy of BIN/VAT
  - vi) Copy of Latest "Proof of Submission" of tax return
  - vii) Copy of Bank information (FHI 360 template)

**Questions concerning the procurement:**

All questions in regard to this RFQ to be directed to [ProcurementBangladesh@fhi360.org](mailto:ProcurementBangladesh@fhi360.org) by **June 04, 2026 (Bangladesh time)**

**Notifications and Deliveries:** Time is of the essence for this procurement. Seller shall deliver the items or services no later than the dates set forth in the contract that will be agreed by both parties as a result of this RFQ. The Seller shall immediately contact the Buyer's Procurement Officer if the specifications, availability, or the delivery schedule(s) changes. Exceptional delays will result in financial penalties being imposed of Seller.

**Documentation:** The following documents will be required for payment for each item:

- a) A detailed invoice listing Purchase Order Number, Bank information with wiring instructions (when applicable)
- b) Legal documentation related with trade license tax ID, Tax Invoice
- c) All relevant product/service documentation (manuals, warranty doc, certificate of analysis, etc.)

**Payment Terms:** FHI360 Payments terms are Net 30 after receipt of invoice and once goods have been completed. Payment can be made via wire transfer or other acceptable form. Sellers may propose alternative payment terms and they will be considered in the evaluation process.

**Alternative Proposals:** Sellers are permitted to offer "alternatives" should they not be able to meet the listed requirements. Any alternative proposals shall still satisfy the minimum requirements set forth in Attachment A Specifications.

**Inspection Process:** Each item shall be inspected prior to final acceptance of the item. All significant discrepancies, shortages, and/or faults must be satisfactorily corrected and satisfactorily documented prior to delivery and release of payment.

**Evaluation and Award Process:** The FHI360 Procurement Officer will award an agreement contract resulting from this solicitation to the responsible Seller (bidder) whose offer conforms to the RFQ will be most advantageous to FHI360, price and other factors considered. The award will be made to the Seller representing the **best value** to the project and to FHI360. For the purpose of this RFQ,



price, availability and delivery/turnaround time are of equal importance for the purposes of evaluating and selecting the “best value” awardee.

FHI360 intends to evaluate offers and award an Agreement without discussions with Sellers.

Therefore, the Seller’s initial offer should contain the Seller’s best terms from a price and technical standpoint. However, FHI360 reserves the right to conduct discussions if later determined by the FHI360 Procurement Officer to be necessary. The evaluation factors will be comprised of the following criteria:

No.	Criteria	Weight (%)
1	Competitive cost, term of payment	40 %
2	Approach to scope of work	30 %
3	Past performance Guarantee, warranty, replacement facility	10 %
4	Transportation and delivery time	20 %
	<b>Total</b>	<b>100 %</b>

**Award Notice.** A written notice of award or acceptance of an offer mailed or otherwise furnished to the successful supplier within the time acceptance specified in the offer, shall result in a binding contract without further action by either party.

**Validity of Offer.** This RFQ in no way obligates FHI360 to make an award, nor does it commit FHI360 to pay any costs incurred by the Seller in the preparation and submission of a proposal or amendments to a proposal. Your proposal shall be considered **valid for 90** days after submission.

**Anti-Kick Back Act of 1986.** Anti-Kickback Act of 1986 as referenced in FAR 52.203-7 is hereby incorporated into this Request for Proposal as a condition of acceptance. If you have reasonable grounds to believe that a violation, as described in Paragraph (b) of FAR 52.203-7 may have occurred, you should report this suspected violation to the FHI360’s Ethics Hotline at 1-800-318-7153, reporting via website at [www.fhi360.org/anonreportregistry](http://www.fhi360.org/anonreportregistry) or by sending an e-mail to [Compliance@fhi360.org](mailto:Compliance@fhi360.org). You may report a suspected violation anonymously.

**Acceptance:** Seller agrees, as evidenced by signature below, that the seller’s completed and signed solicitation, seller’s proposal including all required submissions and the negotiated terms contained herein, constitute the entire agreement for the services described herein.

By: *(Seller Company Name)*

Signature: \_\_\_\_\_

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.



### **FHI Disclaimers**

- FHI 360 may perform a background check on any selected Awarded agency/supplier candidates.
- FHI 360 may cancel the solicitation and not award
- FHI 360 may reject any or all responses received
- Issuance of the solicitation does not constitute an award commitment by FHI 360
- FHI 360 reserves the right to disqualify any offer based on failure of the offeror to follow solicitation instructions
- FHI 360 will not compensate any offeror for responding to solicitation
- FHI 360 reserves the right to issue award based on initial evaluation of offers without further discussion
- FHI 360 may choose to award only part of the activities in the solicitation, or issue multiple awards based on the solicitation activities
- FHI 360 reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition
- FHI 360's supplier terms and conditions can be found here while our consultant terms and conditions can be found here

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