

REQUEST FOR QUOTATION (RFQ)

Issue Date: April 23, 2026

Subject: Request for Quotation (RFQ) for Carry Bag, Table Cloth & Duster Cloth Supply.

Dear Offerors,

Greetings from Jhpiego!

Jhpiego Bangladesh is hereby inviting quotations for printing materials with delivery. When preparing your quotation, please be guided by this RFQ instructions and data. Please note that quotations must be submitted Annex 1: Financial Proposal, by the method and by the date and time indicated. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Deadline for the Submission of Quotation 04 May 2026, on or before 01:00 PM (Bangladesh time)

Thank you and we look forward to receiving your quotations.

Issued by:

Jhpiego Bangladesh Authority

RFQ INSTRUCTIONS

Introduction	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by Jhpiego. This RFQ is conducted in accordance with the Jhpiego Policies and Procedures.</p> <p>Any bid submitted will be regarded as an offer by the bidder and does not constitute or imply the acceptance of the bid by Jhpiego. Jhpiego is under no obligation to award a contract to any bidder because of this RFQ.</p> <p>Jhpiego reserves the right to cancel the procurement process at any stage without any liability of any kind for Jhpiego.</p>
Deadline for the Submission of Quotation	04 May 2026 on or before 01:00 PM (Bangladesh time)
Method of Submission	Hard copy will be drop in Tender Box: Jhpiego Bangladesh, Country Office – Address: Plot 10, Level: 10, Road No. 90, Gulshan-02, Dhaka- 1212
Cost of preparation of quotation	Jhpiego shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.
Supplier Code of Conduct, Fraud, Corruption,	Jhpiego strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of the vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation.
Gifts and Hospitality	Bidders or vendors shall not offer gifts or hospitality of any kind to Jhpiego staff members, including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners, or similar event
Conflict of Interest	Jhpiego requires every prospective supplier to avoid and prevent conflicts of interest, by disclosing to Jhpiego 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. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.
General Conditions of Contract	Any purchase order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract.
Special Conditions of Contract	Cancellation of PO/Contract if the delivery is delayed.
Eligibility	A vendor who will be engaged by Jhpiego may not be suspended, debarred, or otherwise identified as ineligible by any international organization. Vendors are therefore required to disclose to Jhpiego whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in the termination of any contract or PO subsequently issued to the vendor by Jhpiego.

	<p>It is the bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers, and/or their employees meet the eligibility requirements as established by Jhpiego.</p> <p>Bidders must have the legal capacity to enter into a binding contract with Jhpiego and to deliver in the country or through an authorized representative [amend in case of other eligibility requirements].</p>
Currency of Quotation	Quotations shall be quoted in BDT.
Language of quotation	English - Including documentation including catalogs, instructions, and operating manuals.
Documents to be submitted	<p>The bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> -The technical and financial offer is duly completed and signed on company official pad. -Company Profile: not more than 10 pages -Updated registration certificate (Trade License, BIN, TIN along with Tax return) copy. -Sample copy of at least 3 purchase orders or work orders for delivering similar kinds of ICT equipment and the contact details of clients. Client's contact details: who may be contacted for further information on those contracts or POs? Jhpiego reserves the right to conduct reference checks with previous clients. -Authorized certification of dealerships or distribution. -Certificate from the manufacturer, only in case applicable. -A guarantee or warranty should be provided with the product. -Experience working with INGO/UN agencies, NGO/corporate houses, or the government. -Last one years' financial statement/latest bank solvency certificate.
Quotation validity period	Quotations shall remain valid for 60 days from the deadline for the submission of a quotation.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Partial Quotes	Not Permitted
Alternative Quotes	Not Permitted
Payment Terms	Payment will be made within 30 days after receipt of goods, works, and/or services and submission of payment documentation.
Conditions for Release of Payment	<p>-Written Acceptance of Goods, Services, and Works, based on full compliance with RFQ requirements.</p> <p>Others: Payment will be released upon clearance from the requester/ project and the contact administrator.</p>
Contact Person for correspondence, notifications and clarifications	E-mail address: BD-Procurement@jhpigo.org
Clarifications	Requests for clarification against the RFQ from bidders will not be accepted any later than April 29, 2026, within 03:00 PM before the submission deadline.

	The vendor must mention “Query against printing “ in the subject line and send it to BD-Procurement@jhpigo.org . Responses to requests for clarification will be communicated by April 29, 2026.
Evaluation method	The contract or purchase order will be awarded to the lowest-priced, substantially compliant offer.
Evaluation criteria	-Full compliance with all requirements as specified in Annex 1 -Full acceptance of the General Conditions of Contract -Comprehensiveness of after-sales services -Earliest Delivery/Shortest Lead Time
Right not to accept any quotation	Jhpigo is not bound to accept any quotation or award a contract or purchase order.
Right to vary requirement at time of award	At the time of awarding a contract or purchase order, the Jhpigo Bangladesh country office reserves the right to vary (increase or decrease) the quantity of services and/or goods by up to a maximum of 25 percent (25%) of the total offer without any change in the unit price or other terms and conditions.
Type of Contract to be awarded	Purchase Order
Expected date for contract award.	5 th May 2026

ANNEX – 1: FINANCIAL PROPOSAL

Currency of the Quotation: BDT					
Item No	Description	Unit	Qty	Unit Price (Including VAT & Tax)	Total Price (Including VAT & Tax)
1	Carry Bag Specification: <ul style="list-style-type: none"> • Size: 18" X13.5"x5.5" • Fabrics: Thick dot (Mota Dana) Foreign Fabrics (Outer) • Inner side Fabrics: Waterproof Fabrics & Hankie Fabrics • Zipper: All Zipper & Runner Size 10 • Dog Hook: D-Hook, buckles are • Shoulder Rubber: 14.5 cm X 5cm Black Color Handel: D-Type Hand Belt with Velcro (As per sample) Cover • Tape Zipper Style Pocket: "(1) 50 cm (2) 56 cm (2) 31 cm" Mobile Pocket: 2 Mobile & Pen Pocket Inner Side • Logo Print: One side 4 color print Double • Runnder: "(1) Double Runnder to be used for main chamber of the bag as per sample (2) Single Runnder to be used for other chamber of the bag as per sample" Others: All complete as per our sample and requirement Packing: Each Bag in a polybag and 25 pcs bags in 5 ply Master Carton with Packing. 	Nos	2995		
2	Moni Table Cloth Specification: <ul style="list-style-type: none"> • Material: PVC Rexine. • Size: L X W - 143cm x 133cm • Logo: One-colour logo (as per sample) 	Nos	915		
3	Duster Cloth Specification: <ul style="list-style-type: none"> • Materials: Markin Fabric • Size: 44" X 19" • Color: Of white • 4 side sweeing, 1 color logo skin print (As per sample) 	Nos	770		
Grand Total (Including All)					
Special Note: <ul style="list-style-type: none"> • As part of the selection process, the initially selected vendor will provide a sample/proof copy of each product. If the samples meet the quality standards and are approved by the Jhpiego technical team, the order will proceed to the next step in the ordering process. • The price of the product must include the delivery cost in the proposal. Basically, delivery cost should not be mentioned separately. • If vendor see the sample please come to the Jhpiego Country Office (Address: Plot-10, Apartment -A9, (Level 10), Road 90, Gulshan 2, Dhaka 1212) 					

Delivery Requirement

Delivery Requirement	
Delivery Date	The bidder shall deliver the Carry Bag, Moni Table Cloth & Duster Cloth as specified in the Purchase Order mentioned date.
Delivery Address	Civil Surgeon's Office 1) Netrokona 2) Sherpur 3) Jamalpur 4) Panchagarh 5) Lalmonirhat 6) Nilphamari 7) Patuakhali 8) Barguna and 9) Pirojpur

Note: Jhpiego Bangladesh will provide contact details after vendor selection.

Company Profile:

Item Description	Detail
Legal name of bidder:	
Legal Address, City, Country:	
Website:	
Year of Registration:	
Legal Structure:	
Bank Information:	Bank Name: Bank Account Name: Bank Account Number: Branch Address: Routing Number

Previous relevant experience: 3 contracts				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value	Period of activity	Types of activities undertaken

Bidder's Declaration

Yes	No	
		Requirements and Terms and Conditions: I/we have read and fully understand the RFQ, including the RFQ Information and Data, the Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the bidder agrees to be bound by them.
		I/we confirm that the bidder has the necessary capacity, capability, and licenses to fully meet or exceed the requirements and will be available to deliver throughout the relevant contract period.
		Ethics: In submitting this quote, I/we warrant that the bidder: has not entered into any improper, illegal, collusive, or anti-competitive arrangements with any competitor; has not directly or indirectly approached any representative of the buyer (other than the point of contact) to lobby or solicit information in relation to the RFQ; has not attempted to influence or provide any form of personal inducement, reward, or benefit to any representative of the buyer.
		Conflict of interest: 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. Where a conflict of interest arises during the RFQ process, the bidder will report it immediately to the procuring organization's point of contact.
		Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
		Offer Validity Period: I/we confirm that this quote, including the price, remains open for acceptance for offer validity.
		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.
		By signing this declaration, the signatory below represents, warrants, and agrees that he or she has been authorized by the organization(s) to make this declaration on their behalf.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in the event that the quotation is accepted.	
<p>Exact name and address of company</p> <p>Company Name:</p> <p>Address:</p> <p>Phone No.:</p> <p>Email Address:</p>	<p>Authorized Signature: _____</p> <p>Date:</p> <p>Name:</p> <p>Functional Title of Authorized:</p> <p>Email Address:</p>

GENERAL TERMS AND CONDITIONS

THE EXECUTION OF ALL OR PART OF THIS PURCHASE ORDER IS SUBJECT TO THE FOLLOWING CONDITIONS UNLESS OTHERWISE STATED IN WRITING

1. The following standard terms and conditions of purchase shall apply to all offers and quotations for the procurement and purchase of goods and/or services made by or provided to Jhpiego Corporation (hereafter referred to as Jhpiego) from any person, firm, or company to whom the purchase order is addressed ('the vendor'). Goods and services shall include, but are not limited to, materials, fabricated or finished goods, packaging, containers, services, systems, labor, and all other items subject to this purchase order.

2. All purchases by Jhpiego are expressly limited and conditional upon acceptance of these 'Terms and Conditions', which shall prevail over any other existing written or oral commitment between the parties. Any variation to these terms and conditions shall have no effect unless expressly accepted in writing and signed by Jhpiego's authorized representative.

3. Goods and Services shall:

I. Conform in every respect to quality, samples, patterns, quantity, description, or other specifications provided, stated, implied, or referred to in this purchase order.

II. Be fit for the purpose specified either expressly or by implication in this purchase order.

III. Conform to all applicable regulations, standards, and specifications for the country where the goods and services are received or supplied.

IV. Be free from defects in material and workmanship.

4. The time of delivery shall be of essence, and failure to deliver or complete delivery within the prescribed time shall entitle Jhpiego, at its sole discretion, to terminate the contract and reject the goods already delivered at the vendor's costs, expenses, and risk. Demurrage or other incidental expenses incurred owing to the vendor not complying with Jhpiego's instructions will be in the vendor's account.

5. Goods and services shall remain at the risk of the vendor until formal acceptance by Jhpiego.

6. The goods shall be duly identified as to description, quality, quantity, and size and shall be accompanied by a delivery note.

7. The vendor guarantees that at the time of delivery thereof, the items provided under this purchase order will be free from any defects in material, design, or workmanship and will conform to the requirements of this purchase order. Jhpiego reserves the right to always inspect and test the goods on the order before, during, or after completion. Such inspection does not relieve the vendor of his or her responsibility for defects in material and/or workmanship. Goods rejected will be returned to the vendor at his or her own expense.

8. The price of goods and services shall be stated on the purchase order and shall include value-added tax and all other taxes and charges payable, which shall be stated separately. Any variation to the agreed price shall be confirmed and accepted in writing by Jhpiego before becoming effective. On no account should a vendor proceed without prior written confirmation from Jhpiego to purchase, provide, and deliver goods or services at a price that is higher than the price stated in the purchase order.

9. If required by donor regulations, Jhpiego will as appropriately withhold payment of VAT.
10. Vendors and service providers, vendors and their agents, workmen, or servants while attending and working on Jhpiego's premises must comply with the instructions and guidelines in the safety and security policy of Jhpiego. Jhpiego will hold vendors and service providers liable for the acts or omissions of their agent's workers or servants that result in losses, injuries, or damages to Jhpiego or any of its staff or other customers.
11. Payments shall be made on or before thirty (30) working days from the date of submission of the invoice and satisfactory acceptance of goods and services, subject to any other payment terms as may be contained in the purchase order. The Purchase Order number must be quoted in all invoices, delivery notes, or any other correspondence relating to this order.
12. The Vendor shall indemnify, protect, and save harmless the Purchaser, its trustees, officers, employees, and agents (1) against any and all liability for damage to property and persons arising out of goods or services provided by the Vendor pursuant to this Purchase Order, (2) against any and all liability to any person or persons for or by reason of any act or omission of the Vendor, its agents, servants, or employees, and (3) against patent or copyright infringement claims or suits arising out of the purchase or use of materials, supplies, equipment, or services covered by this Purchase Order. The vendor shall pay any damages, costs, and expenses, including attorney's fees, in connection with or resulting from claims or suits under this condition of this purchase order.
13. The goods should be satisfactorily packaged to ensure safe transit. The packaging must be of robust construction sufficient to withstand rough handling and have a shelf life.
14. Acceptance of the purchase order evidenced by the signature of the vendor, or its duly authorized representative shall be deemed to be acceptance of these terms and conditions.
15. These standard terms and conditions shall be construed in accordance with the laws of Bangladesh. In the event of any dispute, the matter shall be referred to the chief executives of Jhpiego and the vendor for amicable settlement. In the event no agreement is reached within thirty (30) days, the matter shall be referred to binding arbitration at a mutually agreed-upon neutral site. Each party shall bear its own costs of arbitration, including attorney fees. Rev. May 2017
16. The parties shall maintain the confidentiality of all information herein except for matters already in the public domain or if so compelled by a court of competent jurisdiction.
17. The vendor is notified that U.S. Executive Orders and statutory law prohibit transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the vendor to ensure compliance with these executive orders and laws. Hiring individuals or contracting with organizations on this list is strictly prohibited under the terms of this purchase order.
18. The vendor represents and warrants that it is aware of the requirements of the United States Foreign Corrupt Practices Act (the "FCPA") and will not take any action that could violate the FCPA or expose Jhpiego to liability under the FCPA. Specifically, Vendor represents and warrants that, in connection with this Contract, Vendor, and its owners, officers, directors, employees, representatives or agents, have not provided and will not provide, offer or promise to provide or authorize the provision, directly or indirectly

of, any money, gift, loan, service or anything of value to any government official (or agent, employee or family member thereof), any political party or candidate for political office or position, or any third party, for the purpose of influencing or inducing any act, omission or decision of such government official or candidate, or of the government to obtain or retain business, or direct business to any person, or to secure any improper advantage.

19. The United States government prohibits contractor personnel from engaging in trafficking in persons activities, including severe forms of trafficking in persons, including the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery, and sex trafficking. The vendor shall not participate in any trafficking-related activities prohibited by United States law. 48 CFR 52.222-50.

I certify that the above terms and conditions of the Purchase Order from Jhpiego are understood and accepted by me.

Jhpiego Bangladesh Authority