

# Request for Quotation (RFQ)

## MSF Bangladesh Mission

Reference: Tender/2026/MSF-BD/003

**Purpose of the ITB:** Long-term supplier agreements for cupboard food, hygiene and stationary items.

Delivery locations: Dhaka, Cox's Bazar, Ukhiya, and Chattogram

**Dissemination method:** Via Online Platform [Link](#)

**Dissemination date:** 13.04.2026

**Deadline for submission:** 26.04.2026 - 12:00 pm



Médecins Sans Frontières (MSF) Bangladesh Mission is launching this tender to identify and contract qualified suppliers for the supply and delivery of cupboard (dry) food items, stationery supplies, and hygiene & personal hygiene items. The purpose is to establish long-term supply arrangements (framework agreements) to ensure timely, reliable, and quality-assured procurement in support of MSF operations across Bangladesh. The resulting contracts will be valid for six (06) months, renewable subject to satisfactory performance and operational needs.

## 1. SCOPE OF RFQ

Médecins Sans Frontières (MSF) Bangladesh Mission invites bids from eligible, experienced, and qualified suppliers for the establishment of **long-term supply arrangements (framework agreements)** under the following categories (lots):

- **Lot 1:** Cupboard food items (Item list in attachment)
- **Lot 2:** Hygiene & personal hygiene items (Item list in attachment)
- **Lot 3:** Stationery supplies (Item list in attachment)

**Purpose of the RFQ:** MSF Bangladesh Mission is launching this tender to identify and contract qualified suppliers for the supply and delivery of cupboard (dry) food items, stationery supplies, and hygiene & personal hygiene items. The purpose is to establish long-term supply arrangements (framework agreements) to ensure timely, reliable, and quality-assured procurement in support of MSF operations across Bangladesh. The resulting contracts will be valid for 06 – 12 months, renewable subject to satisfactory performance and operational needs.

## 2. CONTRACT FRAMEWORK AGREEMENT CONDITIONS

MSF intends to enter into long-term supply arrangements (framework agreements) with the selected supplier(s). As part of these agreements, the agreed unit prices will remain fixed for a minimum period of three (3) months from the contract start date (or from the effective date of the latest price list). After this period, MSF and the supplier may conduct a price review every three (3) months and, where justified, update the price catalogue through a written contract amendment.

Notwithstanding the above, MSF may consider a price amendment before the end of the three (3) month period only in case of an exceptional change in circumstances, such as changes in applicable laws or taxes, or other significant and unforeseeable market conditions. Any early adjustment must be formally justified with supporting documentation and agreed in writing by both parties.

## 3. COLLECTION OF TENDER DOCUMENTS

Interested bidders may obtain the complete tender schedules through:

- Using the ad link (preferred)
- Physical collection from the following offices:
  - MSF IST Cox's Office: Koba Twin, Alhaj Ekramul Huda Road, Cox's Bazar – 4700

- MSF IST Dhaka Office: 76/B, 5th Floor, Khawaja Palace, Banani 11, Dhaka 1213
- MSF IST Workshop: Patabari Temple Road, Ukhiya, Cox's Bazar
- MSF OCA CTG Project Office: Rim Magnolia (1st to 4th Floor), House/Building# 3, Road# 3, South Khulshi, Chattogram

#### 4. BID SUBMISSION

Bidders may submit proposals through one of the following methods:

**A. Hard copy submission:**

- The bid must be submitted in a sealed and signed envelope clearly marked:  
**Tender/2026//MSF-BD/003 – DO NOT OPEN**
- Submit to either of the offices listed above during office hours 8am – 3:30 pm (Sunday – Thursday)

**B. Electronic submission by email:**

- Email: [bangladesh-tender@oca.msf.org](mailto:bangladesh-tender@oca.msf.org)  
Email subject line: Tender/2026/MSF-BD/003 – [Your Company Name]
- Submit all the necessary documents to the above email, with official stamp and if possible signed. Ideally submit them in a zip-file.

Bidders may apply for one or more lots.

#### Submission Deadline:

Before Sunday, 26.04.2026, 12:00 PM (Bangladesh Time, UTC +6)

Late submissions will not be considered. MSF reserves the right to accept or reject any bid without assigning any reason.

#### 5. REQUESTS FOR CLARIFICATION

Any requests for clarification regarding this tender (Reference: Tender/2026/MSF-BD/003) should be submitted to the MSF IST Coordination Office in Cox's Bazar or the MSF IST Coordination Office in Dhaka at the addresses indicated above.

Or you can reach us via email: [bangladesh-tender@oca.msf.org](mailto:bangladesh-tender@oca.msf.org) or Phone: +88 01847461623.

MSF may respond to clarification requests and, where applicable, issue clarifications/addenda to all bidders who obtained the tender documents.

## 6. ELIGIBILITY AND MANDATORY DOCUMENTS (DEPENDING ON SUPPLIER LEGAL FORM)

Bidders must be legally registered in Bangladesh and able to supply the requested goods in accordance with MSF requirements. One part of the evaluation will be the eligibility. The required documents depend on the bidder's legal status, as outlined below (where applicable) and need to be provided.

Documents required from bidders as part of the submission:

- Appendix 1: Pricing Matrix for Cupboard food (to be answered by bidder, if applicable)
- Appendix 2: Pricing Matrix for Hygiene (to be answered by bidder, if applicable)
- Appendix 3: Pricing Matrix for Stationary (to be answered by bidder, if applicable)
- Appendix 4: MSF Charter (to be accepted by bidder)
- Appendix 5: MSF Supplier Code of Conduct (to be signed and returned to MSF by bidder)
- Appendix 6: General Purchase Conditions (to be accepted by bidder)
- TIN Certificate (to be provided by bidder)
- Income Tax Return Certificate/PSR (latest) (to be provided by bidder)
- Bank Accounts Details (to be provided by bidder)
- Bank Solvency Certificate (if applicable, to be provided by bidder)
- Name of Owner (to be provided by bidder)
- NID/Passport copies of owner (to be provided by bidder)
- Trade License (to be provided by bidder)

- VAT Register Certificate/BIN (to be provided by bidder)
- Does vendor issue Mushak 6.3? (to be answered by bidder)
- Company Seal & Authorized signatory list (to be provided by bidder)
- Certification of Incorporation (only for company)
- Memorandum & Articles of Association - MOA & AOA (only for company)

## 7. EVALUATION OF BIDS

Bids will be evaluated in accordance with the evaluation method described in the tender documents. MSF will assess offers based on the following criteria:

### 1. Eligibility and compliance requirements

Verification that the bidder meets the minimum administrative, legal, and compliance requirements requested in the tender documents (e.g., required registrations/certificates, signed declarations, and other mandatory forms). Non-compliance may lead to disqualification.

### 2. Total cost

Assessment of the overall cost of the offer as submitted in the financial proposal/price schedule.

### 3. Lead time

Assessment of the proposed lead time for delivery from order confirmation (PO) delivery to MSF locations, as specified in the bid sheet. A standard lead time of seven (07) working days is desired, but any better lead times will be evaluated positive.

### 4. Payment terms

Assessment of the proposed payment terms and conditions in line with the tender requirements.

### 5. Supplier capacity (availability of warehouse/store)

Assessment of the bidder's capacity to ensure continuity of supply, including the availability of suitable storage/warehouse or store facilities, as relevant to the tender scope.

MSF may request clarifications from bidders during the evaluation process; however, MSF is not obliged to do so.

## 8. GENERAL CONDITIONS

- MSF reserves the right to accept or reject any bid, to annul the tender process, and/or to award the contract in whole or in part, without incurring liability and without providing justification.
- Late bids will be rejected.
- Any attempt to influence the tender process may result in disqualification.
- The selected supplier(s) will be expected to comply with MSF ethical standards and applicable laws and regulations.
- Bids must remain valid for **60 days** from the submission deadline
- MSF will acknowledge receipt of bids and aim to communicate the outcome of the tender process within thirty calendar days after the submission deadline. This timeline is indicative and may be subject to operational constraints.