



TENDER NOTICE

INVITATION TO BID FOR Lunch Packets and Snacks Items

1st September 2026

Organization: Society for Health Extension and Development (SHED)

Tender Reference: SHED/IC4N/08/2026-48

Dear Sir,

SHED invites online quotations from experienced and registered vendors for the supply of **Lunch and Snacks items** for various training sessions, workshops, campaigns, and meetings under the IC4N Program in Cox's Bazar.

Further to your enquiry regarding the publication of the above-mentioned Invitation to Tender, please find enclosed the following documents, which constitute the tender dossier:

- Annex-1: Instructions to Tenderers**
- Annex-2: SHED's Terms and Conditions**
- Annex-3: Bidder's Declaration Form**
- Annex-4: Request for Quotation (RFQ) form**
- Annex-5: Supplier Registration Form**
- Annex-6: Tenderer's Relevant Experience**
- Annex-7: SHED Code of Conducts - Associated Policies**
- Annex 8: Delivery Lead Time**

A) Essential documents for Admin Evaluation:

All below essential documents for Admin Evaluation are minimum requirement to qualify in the technical tender evaluation process

• Valid Trade License
• TIN Certificate
• VAT/BIN Registration Certificate
• Bank statement from bank authority for the past 6 months
• Tender Declaration – Signed, Stamped and Dated
• Tenderers Relevant Experience – Signed and Stamped
• Sample - Sample might be asked to submit- if required

Tender documents availability:

Tender Documents are available free of cost in the Tender Section of Bdjobs.com webpage:

2. Important Timeline & Event Schedule

Sl.	Event / Description	Date, Time & Location
1	Tender Publication Date	1st September 2026
2	Tender Submission Deadline	6 Sep 2026 by 2:00 PM
3	Submission Email Address	procurement_ic4n@shedbd.org
4	Tender Opening Date & Time	6 Sep 2026 by 2:30 PM
5	Tender Opening Location	SHED IC4N Office, Ground floor, Zia Mansion, Baharchora, Cox's Bazar

3. Key Procurement Details:

- **Item Name:** Food Items (Lunch Packets & Snacks Packets as per specification)
- **Delivery Location:** Various locations across 12 Wards of Cox's Bazar Municipality.
- **Contract Period:** August 2026 to December 2026.

4. Submission Process:

- **Email Submission:** Send full quotation package to procurement_ic4n@shedbd.org
- **Submission Deadline:** 06 September 2026 till 02:00 PM
- **Email Subject Line:** Bidders must state the tender reference number in the subject line: "Tender Offer- SHED/IC4N/08/2026-48– Lunch Packets and Snacks Packets"

Future Engagement Opportunity:

Based on satisfactory performance, food quality, and compliance during this procurement cycle, SHED reserves the right to enroll the selected vendor under a Framework Agreement / Long-Term Agreement (LTA) for future catering and food supply requirements across project locations.

For detailed specifications, items list, and distribution plan, please download the attached Tender/RFQ Document.

[Tender documents 1. Invitation to Tender.pdf](#)
[Tender documents 2. Annex-1 - Instructions to Tenderers.pdf](#)

[Tender documents 3. Annex-2 - SHED Standard Terms and Conditions.pdf](#)

[Tender documents 4. Annex-3 - Tenderers Declaration.pdf](#)

[Tender documents 5. Annex-4- RFQ LOT.pdf](#)

[Tender documents 6. Annex 5-Supplier Registration Form.pdf](#)

[Tender documents 7. Annex-6 Tenderers Relevant Experience.pdf](#)

[Tender documents 8. Annex-7 SHED Code of Conduct.pdf](#)

[Tender documents 9. Annex-8 -Delivery lead time.pdf](#)

Late Submissions: Bids received after **2:00 PM on 6th September 2026** will be automatically rejected.