



Annex-01

Instructions to Tenderers

Tender Reference: SHED/Tender/NSFSI/08/2026/645

Provision of procuring Gardening inputs/tools, Vegetable seeds, organic compost and Bamboo.

1. **Supplies to be provided**

Society For Health Extension and Development (SHED) is intending to procure Gardening tools, vegetable seeds and organic compost with one or more successful suppliers through this Open National Tender process.

This procurement is divided into four (4) lots:

- **Lot 1: Gardening inputs/tools** (Different type of gardening inputs/tools).
- **Lot 2: Vegetable Seeds** (Different types of vegetables seeds)
- **Lot 3: Organic compost**
- **Lot 4: Bamboo**

Details specification of all 04 (Four) lots is given in Annex -4.

Suppliers/Service Providers may submit their submission bids/proposals for one, two, three or all the Lots. However, **bidders must quote for all items of lots. No bids will be considered who will not quote for all items of lot.**

2. **Submission of tenders**

Tenderers **MUST** submit their bids via email **ONLY** indicating the tender reference number “**Tender Offer- SHED/Tender/NSFSI/08/2026/645–Gardening Inputs**” in **subject line** before **16th September 2026, 12:00pm local time**. All tenders can be submitted in the following way:

Softcopy must be submitted in the: procurement_tenderinbox@shedbd.org

Sample must be submitted to SHED Liaison Office: 1st floor 1(E), Coral Reef, Purbita, Sultan Villa, Police Super Moor, Baharchora, Cox's Bazar, on or before **16th August 2026 by 12:00 PM**.

SHED working hours are Sunday to Thursday, 9am to 5pm. Tenders shall **ONLY** be accepted during normal official business hours. Please note that the SHED office will not be open during public holidays.

Tenders, submitted offers/proposal after the deadline/Time will not be accepted.

SHED/Tender/NSFSI/08/2026/645

3. **Timetable for provision**

The timeframe allowed for the provision of the materials / services should be provided with start dates and finish dates where possible.

SL#	Details	Date
1	Tender Advertisement	1st September 2026
2	Pre bid Meeting Date and Time	7th September 2026 from 3:00pm to 04:00pm , online teams meeting. (Link address in Bdjobs circular)
3	Closing Date for Receipt of Tenders	16th September 2026 at 12:00pm via email
4	Tender Opening Location	SHED Liaison Office, 1st floor 1(E), Coral Reef, Purbita, Sultan Villa, Police Super Moor, Baharchora, Cox's Bazar.
5	Tender Opening Date and Time	16th September 2026 at 12:30pm, as above address

4. **Language of offers**

Tender documents should be ideally in English. Any government documents in Bengali are accepted.

5. **Period of validity of offers**

The offered price should be valid Up to December 2026). However, in case of any national issue or change in government rules price can be revised according to the logical background.

6. **Currency**

State the currency in which all tender submissions should be received **Bangladeshi Taka (BDT)**.

7. **Incoterms**

Not Applicable here.

8. **Lots:** The tender is divided into four lots:

Lot-01: Gardening inputs/tools

Lot-02: Vegetable Seeds - (Different varieties of vegetables seeds)

Lot-03: Organic Compost

Lot-04: Bamboo

9. **Type of contract**

Initially contracted with the **One or more** supplier for each lot or who are the lowest supplier for package items. SHED is intending to issue Purchase Orders to the selected supplier for the next 4 months (Up to Dec 2026) as per the requirements of the programme.

10. Samples Required

Samples are required at Tender submission stage. Without sample vendor will not qualify for technical evaluation. A sample of each item is required.

11. Opening of tenders

Confirm date and time that the opening of tenders will take place. Specify if bidders are invited to the opening session (normally they should be invited). The opening of tenders will take place as per below schedule. This is an open session, and tenderers are invited to attend the opening session at their own expense.

Date: 16th September 2026 at 12:30 PM at SHED Liaison Office, 1st floor 1(E), Coral Reef, Purbita, Sultan Villa, Police Super Moor, Baharchora, Cox's Bazar

Note: the tender opening schedule can be changed depending on organizational priority and potential bidders will be informed in due time.

12. Evaluation of tenders

The Tender will be evaluated through the **straightforward comparison-method**. All valid bids will be evaluated by Tender Evaluation Committee (TEC) of SHED. The Tender Committee will assess the bids based on administrative (legal & other administrative documents as mentioned), technical and financial criteria, using the information provided in your bid submission. SHED does not consider the financial offer to be the most important factor. Technical compliances and other factors (Delivery lead time, quality and relevant experience) are equally important.

Evaluation Criteria & Type of Evaluation

What criteria will be considered for each evaluation stage?

What criteria for each evaluation is considered Essential or Pass/Fail Criteria?

Is it a standard or lowest price evaluation?

The committee discussed and have agreed upon the following criteria for the evaluation including the Essential Criteria as shown in the **Tender Instructions documents**.

First step Admin Check (Pass/ fail):

All the basic legal documents including Bank solvency certificate mention in the instructions will be required to be submitted by the bidders for administrative evaluation. Failure to submit any valid documents, will not be considered in Technical Evaluation Process. In the administrative checking stage, we will also have sample (yes/no).

Second step. Technical Evaluation – Score is 50:

Suppliers are required to submit a full technical proposal, with all information mention in the technical specification form/questioner. Proposals will be screened for minimum

technical specifications based on sample/information in technical information sheets with evidential documents. Total technical score is 50 and minimum pass mark is 80%. (40 out of 50)

For the lot-2, germination test certificate/report is essential. Below 80% germination test report will not be accepted for vegetable seeds

=The bidder who will get the minimum score as per evaluation criteria will be consider for next step of evaluation.

Third and final step. Financial Evaluation Score is 50:

Third step i.e., Financial Evaluation: The financial evaluation **score is 50**. The financial evaluation form is attached to the Price offer from Annex-4. The minimum financial offer will get full marks (50 points) and rest offers will get proportionate points according to weightage average method mention below based on the offered amount.

[Formula= (Lowest bidders offer x 50)/ Respective bidders offer]

Fourth and final step i.e., Final Evaluation: Final bidders will be selected based on the total weighted average score obtained in **both technical and financial evaluation**.

- **Award: Tender committee has every right to select the one service provider or multiple.**

Evaluation Stage	Criteria	Other Details	Level of Criteria Essential or Pass/Fail
Administration	Valid Registration / Trade License	Company Registered/ Business Trade license	Pass/Fail
	Valid Income Tax Certificate	Provided by National board of revenue	Pass/Fail
	BIN Certificate	Do	Pass/Fail
	Financial capacity	Original bank statement signed and stamped by the relevant bank authority for the past 6 months	Pass/Fail
	Declaration	Tender Declaration – Signed, Stamped and Dated	Pass/Fail
	Experience	Tenderers Relevant Experience – Signed and Stamped	Pass/Fail

	Sample - Sample must be submitted during bid submission. No bid will be considered without sample	Sample provide for each item	Pass/Fail
Technical	Samples meet minimum spec's	Based on Spec's provided	Essential
	Previous experience	Completion certificates/contracts (minimum 3)	Essential
	Delivery time	Delivery lead time,	Essential
Finance	Prices	Price Comparison: Lowest bidder will get highest score, and rest of offer will get ratio/proportion basis	Essential

The Evaluation Committee will recommend the award of the contract to the bidder(s) whose bid has been determined to be substantially responsive, administratively and technically acceptable. SHED is not bound to accept the lowest, or any, Tender. No commitment of any kind, contractual or otherwise will exist unless and until a formal contract has been executed by SHED.

SHED has the right to procure from one or multiple suppliers.

SHED reserves the right to visit and inspect quality and confirm legality of the supply offered also has the right to check other clients of the supplier in relation to the experience they have submitted as part of the evaluation process.

Note: Finally, the selected bidder has to pass the anti-terrorism check before final selection for the agreement

To determine substantially responsive bids i.e. documents are properly signed, stamped and dated, ensure that all documents requested are present and are valid. Only the tenders qualify in Administrative Evaluation will be considered in Technical Evaluation stage. Please submit following documents:

13. Content of tenders

Descriptions of the documentation requested	
Full Tender Package including as below: Annex 1-9 please tick mark as per your submission	
Invitation to Tender – Must signed and seal with date	Check box
Annex-1: Instructions to Tenderers	☐
Annex-2: SHED's Terms and Conditions	☐
Annex-3: Tenderer's Declaration Form	☐
Annex-4: Price offer form	☐
Annex-5: Tenderer's Technical evaluations Criteria	☐

Annex-6: Supplier Registration Form	☐
Annex-7: Tenderer's Relevant Experience	☐
Annex-8: SHED Code of Conducts - Associated Policies	☐
Annex 9: Delivery Lead Time	☐

Mandatory documents to be submitted for administrative check (If any bidders don't submit following document, they won't be considered for next evaluation process):	
Documents	Checkbox
• Valid Trade License	☐
• Valid Income Tax Certificate	☐
• BIN Registration Certificate	☐
• Tender Declaration – Signed, Stamped and Dated	☐
• Bank Solvency certificate and Bank statement last six-month including BDT 25 Lac	☐
• Tenderers Relevant Experience – Signed and Stamped	☐
• Sample - Sample must be submitted during bid submission. No bid will be considered without sample	☐

Note: **Sample must be submitted.** No tender shall be accepted other than proper submission of above documents and sample. SHED's Code of Conduct and Associated Policies must be accepted and to be signed with the selected supplies.

14. Clarification meeting/site visit

The process for potential tenderers to seek clarification on the tender dossier should be outlined. Any clarification given to one tenderer should also be communicated to all other tenderers regardless of whether they requested the information.

A Tender Pre-bid meeting will be held on:

Date: 7th September 2026, Time: 03:00pm to 04:00pm, online teams meeting. (Link address in Bdjobs circular)

15. Cancellation of the tender procedure

The process of how a cancellation might take place should be outlined. This should state who has the right to make this decision. (i.e. The Tender Evaluation Committee) and should also state the reasons why this might happen such as non-receipt of a minimum number of bids, a dramatic change in specification of the material, the costs exceeding budgetary limits or the project being cancelled.

SHED reserves the right to cancel the tender procedure should there be:

- Non-receipt of a minimum quality number of bids
- The costs exceeding budgetary limits

This list is not exhaustive. SHED management can cancel the whole or part of the tender process at any time without assigning any reasons whatsoever.

16. Data protection

State clearly that, 'SHED guarantees that all procurement activities are fully and transparently documented for internal or donor audit purposes. SHED guarantees confidentiality of the procurement process.

17. Donor

This Tender is conducted for the procurement under CWW funded project.

18. Complaints Mechanism

Indicate here country CRM procedure with agreed mechanism for contacting concern and points of contact.

Name of Company:		Date:	
Name:		Function:	
Signature & Stamp:			