



Annex-01

Instructions to Tenderers

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

Provision of procuring **Lunch items and Snacks items.**

1. Supplies to be provided

Society For Health Extension and Development (SHED) is intending to procure **Lunch items and Snacks items** from the vendors/suppliers through this Open National Tender process.

Details specification of the required items is given in Annex -4.

Suppliers/Service Providers **must quote for all items. No bids will be considered who will not quote for all items.**

2. Submission of tenders

Tenderers **MUST** submit their bids via email **ONLY** indicating the tender reference number **“Tender Offer- SHED/IC4N/08/2026-48– Lunch Packets and Snacks Packets”** in **subject line** before **6 September 2026, 2:00pm local time**. All tenders can be submitted in the following way:

Softcopy must be submitted in the: procurement_ic4n@shedbd.org

Sample must be submitted to IC4N project on requested date -if necessary

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.

3. Timetable for provision

The timeframe allowed for the provision of the food items should be provided with start dates and finish dates where possible.

SL#	Details	Date
1	Tender Advertisement	1st September 2026
2	Closing Date for Receipt of Tenders	6 September 2026 at 2:00pm via email
3	Tender Opening Location	SHED IC4N Office, Ground floor, Zia Mansion, Baharchora, Cox's Bazar
4	Tender Opening Date and Time	6 September 2026 at 2:30pm, 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. **Type of contract**

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

9. **Samples Required**

If necessary- Samples will be asked to submit.

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

Evaluation:

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:

10. Content of tenders

Descriptions of the documentation requested	
Full Tender Package including as below: Annex 1-8 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: Supplier Registration Form	☐
Annex-6: Tenderer's Relevant Experience	☐
Annex-7: SHED Code of Conducts - Associated Policies	☐
Annex-8: 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	☐
• Tenderers Relevant Experience – Signed and Stamped	☐
• Sample - Sample must be submitted-if necessary and asked	☐

Note: 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.

11. 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.

12. 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.

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