



Request for Quotation (RFQ)

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

RFQ Issuance Date:	01/09/2026 Through procurement_ic4n@shedbd.org
Quotation Submission Deadline:	06/09/2026 till 2.00 PM
Actual Submission Date by Vendor:	
Vendor Name:	
Vendor Address:	
Vendor Contact Information:	

Dear Sir

We kindly request your attention to our interest in receiving the best price quotation for the following session, workshop, campaigns and meetings food items. Please complete the Unit Price column in the chart below or provide your quotation on your enterprise's letterhead as per your preference

MODEL OF SPECIFICATION

SL NO	Item Names & Specifications	Unit Types	Total Quantity	Unit Price	Total Price
1	Lunch: A.1.1.2.2 Plane Rice-200-220gm, Mutton Curry 2 Pcs- per pcs weight- 80-90 gm, Mixed Vegetables- 130-150- gm, Boiled Eggs & mineral water-250 ml	Packet	35		
2	Lunch: A.1.2.1.3 Polao rice (bashmoti)- 200-220 gm, chicken (Sonali) - 150 gm- 170 gm, Boiled Egg Curry & cold drinks-250 ml	Packet	340		
3	Lunch : A.1.2.2.3 Biryani (Bashmoti) -200 gm-220 gm, Mutton -2 Pcs - per pcs wieght-80-90 gm, Egg Curry & mineral water- 250 ml	Packet	40		
4	Lunch: A.1.3.3.2 Plane Rice- 200-220 gm, Mutton Curry 2 Pcs- per pcs weight 80-90 gm, Mixed Vegetables-130-150- gm, Concentrated Daal, 250 ml water	Packet	25		
5	Lunch: A.2.1.2.3	Packet	240		



	Plane Rice- 200-220gm, Mutton Curry 2 Pcs- per pcs weight 80-90 gm, Mixed Vegetables- 130-150- gm & mineral water - 250 ml				
6	Lunch: A.3.2.2.3 Plane Rice -200-220gm, Mutton Curry 3 Pcs- per pcs weight - 80-90 gm, Mixed Vegetables- 130-150- gm & mineral water- 250 ml	Packet	25		
7	Lunch: A.3.2.2.4 Plane Rice-200-220gm, Mutton Curry- 3 Pcs- per pcs weight 80-90 gm, Mixed Vegetables- 130-150- gm, Egg Curry, sweet Yogurt-1 pcs-50 & mineral water- 250 ml	Packet	60		
8	Snacks: A.2.3.3.2 Mini Burger 1 Pcs-80-90 gm, Orange 1 Pcs- 90-100 gm, Fruit Cake- slice - 1 pcs - 60-70 gm & mineral water- 250 ml	Packet	30		
9	Snacks: A.2.3.3.4 Mini Burger - 1 Pcs-80-90 gm, Orange 1 Pcs-90-100gm, Fruit Cake- slice-1 pcs- 60-70 gm, White Milk Sondesh-1 Pcs-30-40gm & mineral water- 250	Packet	15		
10	Snacks: A.2.4.5 Chicken Jhal Pettis- 1 Pcs- 100-120 gm, Local banana 1 Pcs- 100-120 gm & Lexus Biscuit 1 Pcs-18 gm	Packet	100		
11	Snacks: A.3.1.4.1 Chicken Shawarma (Big) 1 Pcs, Orange 1 Pcs- 90-100gm, Fruit Cake-slice,1 pcs - 60-70 gm, White Milk Sondesh 1 Pcs-30-40gm & mineral water- 250 ml	Packet	28		
12	Snacks: A.3.2.2.2 Chicken Shawarma (Big) 1 Pcs, Orange 1 Pcs- 90-100gm, Fruit Cake- slice - 1 pcs -60-70 gm, White Milk Sondesh-1 Pcs- 30-40gm, mineral water- 250 ml	Packet	30		
Total Amount =					

Submission Types: Through e-mail: procurement_ic4n@shedbd.org

Delivery Address: Product delivery operations will be conducted at various locations across 12 wards of Cox's Bazar Municipality. This may occur up to three or four times a month, depending on the decision of the procurement authority.

VAT&TAX deduction: VAT & TAX If applicable -will be deducted at source as per Govt.

Pricing: Quoted unit price should include profit, VAT, income tax-if applicable- transportation up to delivery.

Documents to be submitted with the quote: Valid Trade License, Tin Certificate, VAT Certificate, Previous Work Experience Documents, Bank Solvency etc.

Quantity: Quantity above is approximate. Actual purchase quantity may increase or decrease.

Note: All the sample standards should be met by SHED IC4N Program Requirements

Quote Validity Period:

**Delivery Lead Time:**

Notes: All the samples should be approved by both SHED and HELVETAS required approval.

SHED preserves rights to accept or reject the proposals from any suppliers/vendors at any time without having to any reasons or explanations and SHED select the vendors/suppliers as per SHED procurement policy and is not bound to place the work order to the lowest price bidder.

SHED does not allow or inspire any suppliers/vendors involved in PSEA Issues, Money Laundering, Anti-Social activities, Crimes, Terrorism to submit the price quotation as they are invalid as per the SHED procurement policy.

Prepared By:

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Tentative Distribution plan (September-2026 to December-2026)

SL #	Name of Activities	Activity Code	Mode od Food	Location	Program schedule
1	Capacity Building on the SOP for CBM Staff and Other Related Stakeholders	Activity A.1.1.2.2	35 (Lunch)	Municipality Office	27-30 September
2	Quarterly CBC Meeting	Activity A.1.2.1.3	800 (lunch)	20 Communities in municipality	25- 30 September & 20-25 October
3	Support CBM to arrange quarterly CLMNCC Meeting	Activity A.1.2.2.3	80 (lunch)	Municipality Office	30 September & 30 December
4	Facilitate CBM to organize capacity building training on dashboard management	Activity A.1.3.3.2	25 (lunch)	Municipality Office	10-15 September
5	Coordination MEETING with Ward Committee-WC	Activity A.2.1.2.3	240 (lunch)	20 Communities in municipalities	15 -20 September & 20-25 November
6	Facilitate CBM through CBMNNC to organize a discussion forum with the market actors and related stakeholders on the observation of the market monitoring report	Activity A.3.2.2.3	25 (lunch)	Municipality office	25- 30 September
7	Facilitate Linkage between building and collaboration between LSPs and Public/Privet service providers	Activity A.3.2.2.4	60 (lunch)	Municipality office	5 -10 September
8	Conduct Orientation Workshop with food vendors to assess capacity and select appropriate canteen operators	Activity A.2.3.3.2	30 (snacks)_	Selected 01 School in municipality	20- 27 September
9	Monitor School Canteen Models in collaboration with the food safety authority to document lessons learned for future scale-up	Activity A.2.3.3.4	30 (snacks)	Selected 01 School in municipality	26 September & 27 October
10	Support CBM to organize a Nutrition Fair at the CBM complex	Activity A.2.4.5	100 (snacks)	Municipality office	15-20 October
11	Support SPA to organize monthly meeting	Activity A.3.1.4.1	30 (snacks)	Community in municipality	25-30 September–December (4 month)



12	Facilitate CBM to organize and implement joint market monitoring by CBM and the respective market committee	Activity A.3.2.2.2	34 (snacks)	Municipality office	25-30 September & 1-5 November
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