



Request for Quotation (RFQ)

Ref: SHED/Tender/INI/08/2026/0638

Tender Circulation Date:	12 Aug-2026
Bid Submission Deadline:	23 Aug-2026 till 2.30 PM
Actual Submission Date by Vendor:	
Vendor's Name:	
Vendor's Address:	
Vendor's Contact Information:	

Dear Concern,

We would like to draw your kind attention to our interest in receiving the best price quotation for the following **Vehicle Services** . Please complete the unit and total price column in the chart below or provide your quotation on your enterprise's letterhead as per your preference.

MODEL OF SPECIFICATION.

PR SL	Products' Names	Description of Items	UoM	Total Unit	Duration	Monthly Unit Price	Total Amount
01	X-Noah Micro Bus	Including fuel cost, driver, and all types of maintenance ; Seat capacity: 7 seat, good interior and exterior; Model: 2016 and above, including AC facility, hybrid)	Micro	2	04 Months		
02	Hilux	Including fuel cost, driver, and all types of maintenance ; Seat capacity: 5 seat, good interior and exterior; Model: 2015 and above, including AC facility, Diesel run, 4WD, carrying capacity 1.5 ton	Hilux	1	04 Months		
Total Price (Including Vat & Tax)							



Submission Types: Through e-mail: To procurement_tenderinbox@shedbd.org

Agreement Type: Framework Agreement. **Contract Duration:** Initial Contract Period Four (4) months (from 1st Sep 2026 to 31st Dec 2026). The contract may be extended for a further period based on satisfactory performance and project needs.

Note: Under normal circumstances the agreed prices will remain fixed during the contract period, and SHED will hire vehicles as and when needed during this period.

Locations (Scope of Travel) : The requested vehicle services will operate on a "To and From" basis covering the following designated routes, stations, and Rohingya Camps:

- a) **Main Route:** Cox's Bazar Sadar to Ukhiya and Teknaf (and vice versa).
- b) **Kutupalong Area:** Camp-5
- c) **Balukhali Area:** Camp-9/1, Camp-9/2, Camp-11, Camp-16, Camp-17, and Camp-18
- d) **Thaingkhali Area:** Camp-13/1, Camp-13/2, Camp-14/1, and Camp-14/2
- e) **Jamtali Area:** Camp-15/1 and Camp-15/2
- f) **Whykong / Teknaf Area:** Camp-22 at Unchiprang, Whykong
- g) **Flexibility is required:** The vendor cannot refuse to provide vehicle services just because a task is outside of their "primary" assigned camp.
- h) **On-demand service:** If additional tasks come up that require driving to, from, or within any other camps, the vendor is contractually obligated to provide the vehicle service as requested.
- i) **Scope coverage:** "Additional tasks" means work that falls outside the day-to-day routine but is still covered under the broader scope of the contract.

Duty time: 7:00-7:30 AM to 7:00-7:30 PM daily (12 hours average)

Total working days: normally 5 days/week, plus additional days based on program need (payment will be cut if vehicle is not available during the required days; the daily payment cut will be calculated based on the working days of that specific month)

Distance coverage: maximum 2,200 km on an average per month (if average monthly coverage exceeds 2,200 km, then additional pay can be adjusted at the end of contract period)

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.

Documents to be submitted : Trade License; BIN Certificate ;E-TIN Certificate ; Bank Certificate ;Experience Certificate/Work Order (sample) ;NID Copy of the owner ;Major Client List

All original documents (registration, tax token, fitness and insurance certificate) must submit.

Quantity: Quantity above is approximate. Actual vehicle's quantity may increase or decrease.

Note: All the vehicle standards should be met by SHED INI Program Requirements

Quote Validity Period: Up to -----

Vehicle Samples Submission: Only qualified vendors will be asked to show vehicles' samples-If Necessary.

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 supplier/vendors involved in PSEA issue, money Laundering, Anti-Social activities, Crimes, Terrorism, to submit the price quotation as they are invalid as per the SHED procurement policy.