

DATE: 11 October 2026

INVITATION TO BID: No. BGD - UNHCR ITB 3694

**FOR THE SUPPLY AND DELIVERY OF 10 LTR PLASTIC BUCKET (GREEN & RED)
WITH LID**

CLOSING DATE AND TIME: 29 October 2026 – 11:59 PM BST

INTRODUCTION TO UNHCR

The Office of the United Nations High Commissioner for Refugees (UNHCR) was established on December 14, 1950 by the United Nations General Assembly. The agency is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It also has the mandate to help stateless people.

Across more than six decades, the agency has helped tens of millions of people restart their lives. Today, a staff of some 17,324 people in 135 countries continues to help nearly 80 million people. To help and protect some of the world's most vulnerable people in so many places and types of environment, UNHCR must purchase goods and services worldwide. For further information on UNHCR, its mandate and operations, please see <http://www.unhcr.org>.

1. REQUIREMENTS

The Office of the United Nations High Commissioner for Refugees (UNHCR), Cox's Bazar Sub-Office in Bangladesh, invites qualified suppliers to make a firm offer for the supply and delivery of 10 Ltr Plastic Bucket (Green & Red) to Nayapara, Teknaf, Cox's Bazar (referred to hereinafter as "Goods").

IMPORTANT:

Exact technical specifications are detailed in Annex A-Technical Specification of this document.

The estimated requirement of UNHCR is **48,000 pieces** of "10 Ltr Plastic Bucket (Color split: approximately 50% Green and 50% Red)".

Please note that figures have been stated to enable bidders to have an indication of the projected requirements. It does not represent a commitment that UNHCR will purchase a minimum quantity of goods or services. Quantities may vary and will depend on the actual requirements and funds available regulated by the issuance of individual Purchase Orders.

Other United Nations Agencies, Funds, and Programmes shall be entitled to the same prices and terms as those contained in the offers of the successful bidders and could form the basis for a Frame Agreement with other UN Agencies.

IMPORTANT:

When a Purchase Order is awarded, either party can terminate the contract in writing with 60 days' notice.

The initiation of conciliation or arbitral proceedings in accordance with **article 19** "settlement of disputes" of the UNHCR General Conditions of Contracts for the provision of Goods and Services shall not be deemed as a "cause" for or otherwise to be in itself a termination clause.

It is strongly recommended that this Invitation to Bid document and its annexes be read thoroughly. Failure to observe the procedures laid out herein may result in disqualification from the evaluation process.

Sub-Contracting: Please take careful note of article 4 of the attached General Terms and Conditions (Annex D).

Note: This document is not construed in any way as an offer to contract with your firm.

2. BIDDING INFORMATION:**2.1. ITB DOCUMENTS**

The following annexes form an integral part of this Invitation to Bid:

Annex A:	Technical Specifications
Annex B:	Technical Offer Form
Annex C:	Financial Offer Form
Annex D:	UNHCR General Conditions of Contracts for the Provision of Goods and Services – July 2018 revision
Annex E:	UN Supplier Code of Conduct
Annex F:	UNHCR Supplier Portal Manual
Annex G:	Mushok 6.3 and A Challan Sample
Annex H:	Sample Submission Form

2.2 ACKNOWLEDGMENT

Please confirm your participation in the selected negotiation (ITB) process for **BGD - UNHCR ITB 3694**. We would appreciate you to Accept the Terms and Acknowledge Participation by using the "**Acknowledge Participation**" functionality available in the Cloud ERP Supplier Portal.

For detailed guidance, kindly refer to pages 41 to 47 of UNHCR Supplier Portal Manual **Annex – F**.

It's very important to select **Acknowledge Participation** in this ongoing negotiation (**BGD - UNHCR ITB 3694**) that you are interested to participate. This is the only way to receive automatic email notifications from UNHCR with information on any changes related to this negotiation.

2.3 REQUESTS FOR CLARIFICATION

Bidders are required to submit any request for clarification or any question in respect of this ITB by using the "message" functionality through the Negotiation in the Cloud ERP system – Supplier Portal (Please refer to instructions attached as Annex-F). **The deadline for receipt of questions is 11:59 PM BST on 19 October 2026.** Bidders are requested to keep all questions concise. UNHCR will answer the questions received as soon as possible by means of publication on CERP or by email to all invited bidders.

IMPORTANT:

Please note that bids are **NOT** to be sent using the messaging functionality. Bids sent using the messaging functionality will result in disqualification of the offer.

Pre-bid conference:

UNHCR will organize a **supplier pre-bid conference** on **18 October 2026 at 10:30 AM BST through Microsoft Teams** to provide guidance on the use of the Cloud-ERP system and to explain the tender requirements and expectations.

To participate, interested bidders must express their interest using the messaging function in the C-ERP system no later than two working days before the meeting. Please include names and email addresses of your company representatives in the message.

Bidders may join the meeting through the following link:

[Join Meeting Now](#)

Participation in the pre-bid conference is **strongly recommended but not mandatory**. UNHCR will respond to all questions received as soon as possible, and replies will be shared with all bidders via the Cloud ERP system. Furthermore, all announcements related to this ITB will also be communicated through the Cloud ERP system.

2.4 YOUR OFFER

Your offer shall be prepared in English.

Please submit your offer using the Annexes provided under the requirement section. Offers not conforming to the requested formats may be not taken into consideration.

IMPORTANT:

Inclusion of copies of your offer with any correspondence sent directly to the attention of the Buyer responsible or any other UNHCR staff other than the submission e-mail address will result in disqualification of the offer. Please submit your bid through the Cloud ERP system by selecting **“Create Response”** as detailed in the “Submission of Bid” section 2.6 of this ITB.

Your offer shall comprise of the following two sets of documents:

- Technical offer
- Financial offer

2.4.1 Content of the TECHNICAL OFFER

IMPORTANT:

No pricing information should be included in the Technical offer. Failure to comply will result in disqualification. The technical offer should contain all information required.

The technical details of the products requested by UNHCR can be found in **Annex A**. Your technical offer should clearly state whether or not the goods you are offering fully conform to the given specifications. Clearly disclose any discrepancies.

The following details shall also be provided in the Technical Offer:

Submission of the completed and signed Technical Offer Form (Annex B) including:

(a) **Certificates (mandatory requirement):**

- i. Submission of valid trade license for 2025-2026 and 2026- 2027/ Certificate of Incorporation.

- ii. Submission of Business Identification Number (BIN) certificate
- iii. Submission of Taxpayer's Identification Number (TIN) certificate
- (b) Submission of signed and stamped UNHCR General Conditions of Contracts for the Provision of Goods and Services – July 2018 (Annex D)
- (c) Submission of signed and stamped acknowledgment of UN Supplier Code of Conduct (Annex E)
- (d) **Samples: Samples shall be submitted without logo.**
(HOWEVER, the awarded bidder must commit to submit samples before the first delivery. Acceptance of such a sample will be a pre-requisite for delivery. If the awarded bidder fails to provide an acceptable sample, the Purchase Order will be terminated).

Presentation of sample(s) of the 10 Ltr plastic bucket is a mandatory requirement constituting part of the eligibility evaluation criteria. All bidders are required to send sample(s) of the 10 Ltr plastic bucket offered, in **BOTH colours**. The sample(s) will be examined for conformity to the technical specifications detailed in this document.

A sample set is composed of: **one (1) 10 Ltr Green plastic bucket with one (1) lid, and one (1) 10 Ltr Red plastic bucket with one (1) lid (total: two buckets and two lids).**

Failure to provide the required samples (in both colours) will render the entire bid non-responsive, leading to its rejection.

Approved sample-items will be used by UNHCR for benchmark comparison with the products ordered under the one-off procurement for the Supply and Delivery of the 10 Ltr Plastic Bucket. Prior to acceptance of any delivery, UNHCR must verify and confirm that the items provided against subsequent Purchase Orders fully match the approved samples in terms of technical specifications, material, colour, workmanship, and brand/manufacture. Discrepancy between the approved samples and the items provided against subsequent Purchase Orders will lead to rejection of the entire order.

The 10 Ltr plastic bucket delivered against any Purchase Order must be of the same technical specifications, material, colour, and brand as the samples presented and approved during the bidding process and pre-delivery samples.

Samples shall be provided free of charge, with no guarantee that they will be returned by UNHCR, unless the vendor agrees to take them back "as-is" and pays for their return, if applicable. UNHCR gives no guarantee as to the condition of the samples upon completion of possible testing and the follow-on technical evaluation process.

The samples must contain a label or marking which can identify the bidding company and the tender reference number, i.e. BGD - UNHCR ITB 3694, and indicate the colour (Green/Red).

Bidders must send the samples to the following address:

UNHCR SUB-OFFICE COX'S BAZAR,

MOTEL ROAD, COX'S BAZAR, BANGLADESH

Deadline for delivery of samples – 29 October 2026 at 04:00 PM BST.

IMPORTANT:

UNHCR reserves the right to carry out random quality inspections, including laboratory testing of selected criteria, on submitted samples and/or delivered goods at any stage of the supply chain. Inspections may be conducted by UNHCR or by an independently appointed laboratory.

UNHCR's technical evaluation team reserves the right to assess sample compliance based on either laboratory testing or physical characteristics against the specifications stated in **Annex A (Technical Specifications)**. Bidders are advised that this provision does not restrict participation in

this tender in any way. The laboratory testing provision applies primarily during contract execution and shall be exercised at UNHCR's discretion.

1. Product Related Requirements

- (a) **Packing details:** The vendor shall be responsible for packing the 10 Ltr plastic bucket conforming the quality, colour. The supplier may propose the most efficient packaging configuration that prevents damage during transport.

Buckets of each colour (Green and Red) shall be packed separately and clearly marked by colour to facilitate sorting and distribution at the point of delivery.

- (b) **Production and Delivery Capacity:** Bidders must indicate their shortest delivery lead time and their maximum production/delivery capacity per week. Bidders must be able to deliver the full estimated quantity within the **maximum lead time 60 days**. Bids offering longer lead times than specified will not be considered (as indicated in the technical specifications of the products found in Annex A).

Bidders are encouraged to reference their factory's production capacity (e.g., number of injection-moulding lines/machines, tonnage, and daily/weekly output for buckets of this size) to demonstrate their ability to meet the required delivery schedule, consistent with the practices of established Bangladeshi HDPE houseware manufacturers.

- (c) **Experience:** Bidder should provide previous experience and supply in the same area. Submit/attach purchase orders for the same required items from commercial and humanitarian sectors customers.

The bidder shall provide evidence of previous similar experience in delivering Plastic/Metal Bucket, Waste Bin, WASH Hygiene Kit, Female Menstrual Hygiene Kit or similar items to any reputable companies, e.g Purchase Orders/Work Orders with cumulative value of BDT 12,000,000.00 within last 3 year including the corresponding Delivery Challan or Completion Certificate as Proof of Delivery issued by the respective client.

- (d) **Certificate:** The bidder shall submit a copy of a valid quality certificate issued to a manufacturing company by a Government-recognized authority operating in Bangladesh or by an internationally accredited certification or testing body, confirming that the offered product complies with the required quality standards stated in Annex A.

Quality Assurance: The end product must comply with UNHCR's requirements/specifications as outlined in **Annex A**. In case of inferior quality of the Buckets or any other dispute, the bidder shall be responsible for rectifying the errors and ensuring the quality and delivery of the same.

The supplier shall bear all costs associated with the replacement and re-delivery of rejected goods. Any products found defective, damaged, contaminated, incorrectly labelled, underweight, or non-compliant with the specifications shall be replaced by the supplier at no additional cost within 30 days of notification.

2.4.2 Content of the FINANCIAL OFFER

Your separate **Financial Offer** must contain an overall offer in a single currency, either in US Dollars (Companies registered outside Bangladesh) or Bangladeshi Taka, and must be submitted according to the Financial Offer Form (Annex C). Bids with a different price structure may not be accepted.

The prices offered should remain valid for at least 120 days from the deadline of submission.

The following details shall be provided for each item:

Unit costs: The bidder shall quote the unit price **including the transportation Delivery at Place (DAP)** Nayapara, Teknaf, Cox's Bazar. The supplier is expected to deliver the goods to the specified UNHCR warehouse at DAP Nayapara, Teknaf, Cox's Bazar.

UNHCR is exempt from all direct taxes and customs duties. Considering this, the price is to be given without VAT.

UNHCR is exempted from Value Added Tax (VAT) and quoted prices shall be provided without VAT, but the VAT amount shall be separately indicated. Suppliers mentioning VAT in their offer shall submit VAT registration documents, otherwise VAT component may not be accepted.

For VAT component, awarded supplier will provide (i) invoice, (ii) waybill/ Delivery Challan, (iii) duly filled Mushok 6.3 Challan (sample provided), (iv) A (Automated) Challan or VAT circle certified Treasury Challan (sample provided), that clearly indicates UNHCR as the beneficiary of the VAT payment, duly signed by Bank authority (if applicable).

For guidance on completing the VAT documentation, please refer to the sample Mushak 6.3 and A Challan (Annex- G)

You are requested to hold your offer valid for **at least 120 days from the deadline for submission**. UNHCR will make its best effort to select a company within this period.

The cost of preparing a bid and of negotiating a contract, including any related travel, is not reimbursable, nor can it be included as a direct cost of the assignment.

2.5 BID EVALUATION:

2.5.1 Technical evaluation:

All Technical Offers from bidders validated by the UNHCR SO Cox's Bazar Bids Opening Committee will be evaluated using the criteria **PASS or FAIL** based on the following eligibility and technical evaluation criteria, *inter alia*, linked to the information contained in the sub-article 2.4.1 of this document, based on the requirements from **Annex A** and summarized as follows:

SL	Requirement	Required Evidence/Description	"PASS" / "FAIL"
Eligibility Criteria			
1.	Submission of valid Trade License/Certificate of incorporation	The bidder shall submit valid trade license for 2025-2026 and 2026- 2027/ Certificate of Incorporation.	Pass if the required evidence is submitted and valid.
2.	Submission of valid BIN certificate	The bidder shall submit Business Identification Number (BIN) certificate.	Pass if the required evidence is submitted and valid.
3.	Submission of valid TIN certificate	The bidder shall submit Taxpayer's Identification Number (TIN) certificate.	Pass if the required evidence is submitted and valid.
4.	Formal acceptance of the UNHCR General Terms and Conditions for the Provision of Goods and Services – July 2018 version	The bidder must submit UNHCR General Terms and Conditions for the Provision of Goods and Services – July 2018 version, duly signed and sealed.	Pass if the required evidence is submitted and duly signed and stamped.

5.	Formal acknowledgment of the UN Supplier's Code of Conduct	The bidder must submit UN Supplier's Code of Conduct, duly signed and sealed.	Pass if the required evidence is submitted and duly signed and stamped.
6.	Sample Submission	The bidders are required to send sample(s) of the 10 Ltr plastic bucket offered, in BOTH colors (one Green and one Red) with lid, as required in Annex A.	Pass if the sample is submitted as compliant with Annex A. Failure to submit the complete sample set shall render the bid non-responsive.

Note: In the event that any administrative documents are missing at the time of submission, UNHCR will contact the concerned bidder(s) after the tender closing date during the technical evaluation phase. The bidder(s) will be required to provide the missing document(s) within a specified deadline. Failure to submit the requested documents within the stipulated timeframe will result in technical disqualification.

SL	Requirement	Required Evidence/Description	"PASS" / "FAIL"
TECHNICAL EVALUATION CRITERIA			
7.	Compliance with UNHCR technical requirements of 10 Ltr Plastic Bucket (Green & Red) as required in Annex A	Bidders must ensure all minimum technical specifications stated in Annex A, including material, capacity, weight, wall thickness, colors, handle, lid, drainage holes, and durability. Bidders shall submit a stamped and signed copy of Annex A and Annex B, as evidence of acceptance; failure to do so will render the bid non-responsive.	Pass if signed and stamped Annex A and Annex B is submitted.
8.	Certification	The bidder shall submit a copy of a valid quality certificate issued to a manufacturing company by a Government-recognized authority operating in Bangladesh or by an internationally accredited certification or testing body, confirming that the offered product complies with the required quality standards stated in Annex A.	Pass if certificate is submitted.
9.	Sample Evaluation	Submitted samples shall be evaluated and validated through visual and tactile testing for conformity with the technical specifications and requirements in Annex A.	Pass upon qualify in sample evaluation by the Sample evaluation committee.
10.	Production/ Delivery Capacity	"Goods" delivery and handling terms offered are in line with those detailed in Article 5 of the Annex A (PRODUCTION AND DELIVERY CAPACITY). The bidder must be able to deliver the full estimated quantity	Pass if signed and stamped Annex B is submitted.

		within the maximum lead time of 60 days and clearly state the maximum production/delivery capacity per week in Annex B. Bids offering longer lead times than specified in this ITB will not be considered.	
11.	Minimum experience in similar complete contracts within the last three years	The bidder shall provide evidence of at least three (3) proofs of previous similar experience in delivering Plastic/Metal Bucket, Waste Bin, WASH Hygiene Kit, Female Menstrual Hygiene Kit or similar items to any reputable companies, e.g Purchase Orders/Work Orders with cumulative value of BDT 12,000,000.00 or equivalent in USD within last 3 year including the corresponding Purchase order and Delivery Challan or Completion Certificate as Proof of Delivery issued by the respective client.	Pass if the bidder submits evidence of minimum 3 similar contracts with cumulative value of BDT 12,000,000.00 or equivalent in USD within last three years.

Note: “FAIL” on any one of the above-listed sub-criterion will result in assigning “FAIL” to the entire corresponding criterion. Only the offers received “PASS” merit against all of the aforementioned criteria will be considered for further financial evaluation process.

NOTE:

Only offers receiving a pass in all mandatory criteria will be considered for further evaluation:

Technical conformity of samples submitted will be validated through visual and tactile testing based on the technical specifications and requirements outlined in Annex A.

2.5.2 Financial evaluation:

The financial component will be analyzed for those suppliers that pass the technical evaluation.

All bids from pre-qualified suppliers will be evaluated based on:

- Unit cost – DAP Nayapara, Teknaf, Cox’s Bazar

Technically compliant bids will be compared on the basis of the provided unit rates. The Contract shall therefore be awarded to the Vendor providing the technically qualified lowest cost bid(s) in response to the ITB.

IMPORTANT:

Kindly upload financial proposal documents to the financial section (Financial Evaluation - Commercial) only. If your financial proposal is visible in any part of the technical section, your proposal will be disqualified.

UN Global Compact and other factors: UNHCR supports the UN Global Compact Initiative put forward on 31 January 1999 by UN Secretary-General Kofi Annan that brings companies together with UN agencies, labor, and civil society to support ten principles in the areas of human rights, labor, the environment, and anti-corruption. We encourage our suppliers to sign the UN Global Compact Initiative.

2.6 SUBMISSION OF BID:

Please carefully read the step-by-step procedures for submission of your offer from **Annex- F**, page 41-62.

Bids should be submitted directly in the portal, and all attachments should be uploaded in PDF format. (Copies of the PDF format documents may, as an addition, be included in Excel or other formats, etc.).

The Technical and Financial offers shall be submitted in the specified sections. Failure to do so will result in disqualification.

The bids submission deadline is specified in the Cloud ERP under the Overview section reference to **BGD-UNHCR ITB 3694**. **Any bid received after this deadline or outside of the online portal will be rejected**. UNHCR may, at its discretion, extend the bid submission deadline, and the notifications will be sent to all prospective bidders directly in the online portal. The extension of the deadline may accompany a modification of the requirements prepared by UNHCR at its own initiative or in response to a clarification requested by a prospective supplier.

It is the supplier's responsibility to verify that documents and correspondence have been submitted properly before the deadline. Please be aware that the system requirements employed by UNHCR limit the size of attachments to a **maximum of 20 Mb** in each required field, as specified in the Requirements Section Negotiation reference to tender **BGD-UNHCR ITB 3694**.

UNHCR will not be responsible for locating or securing any information that is not identified in the proposal. Accordingly, to ensure that sufficient information is available, the bidder shall furnish, as part of the proposal, any descriptive material such as extracts, descriptions, and other necessary information it deems would enhance the comprehension of its offer.

IMPORTANT: Please **DO NOT** upload technical and financial offers in the same section. Failure to comply will result in disqualification.

All Technical and Financial documents must be uploaded separately in their respective, clearly designated sections in the Cloud-ERP system.

DEADLINE: 29 October 2026, 11:59 PM BST.

Late Submission of Bids: The ERP Portal will deny access to suppliers who attempt to upload their bids after the stated deadline.

Bidders having any challenges in submitting their proposals should request assistance by sending an email to bgdcosup@unhcr.org, **at least 4 working days before the tender closing date**. Bidders are encouraged to upload their proposals in good time to allow for any technical issues to be resolved.

ITB KEY DATES:

ITB Issue Date (availability to vendors)	11 October 2026
Questions submission deadline	19 October 2026, 11:59 PM BST
Pre-bid conference date	18 October 2026, 10:30 AM BST
ITB Submission deadline	29 October 2026, 11:59 PM BST

The offers must bear your official letterhead, clearly identifying your company.

IMPORTANT:

Samples must be hand delivered, indicating the tender ref. number, to the address as per below, before the tender closing date, i.e. 29 October 2026 at 04:00 PM BST.

BGD - UNHCR ITB 3694

UNHCR SUB OFFICE, COX'S BAZAR

MOTEL ROAD, COX'S BAZAR, BANGLADESH

Failure to do so will result in disqualification of your offer.

2.7 BID ACCEPTANCE:

UNHCR may at its discretion increase or decrease the proposed requirements when awarding the contract and would not expect a significant variation of the rate submitted. Any such increase or decrease in the contract duration would be negotiated with the successful bidder as part of the finalization of the Purchase Orders for Goods.

UNHCR may, at its discretion, extend the deadline for the submission of bids by notifying all prospective suppliers in writing. The extension of the deadline may accompany a modification of the solicitation documents prepared by UNHCR at its own initiative or in response to a clarification requested by a prospective supplier.

Please note that UNHCR is not bound to select any of the suppliers submitting bids and does not bind itself in any way to select the supplier offering the lowest price. Furthermore, the contract will be awarded to the bid considered most responsive to the needs, as well as conforming to UNHCR's general principles, including best value for money.

2.8 CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS

Any Purchase Order (PO) issued as a result of this ITB will be made in the currency of the winning offer(s). Payment will be made in accordance to the General Conditions for the Purchase of Goods and Services and in the currency in which the PO is issued. Payments shall only be initiated after confirmation of successful completion by UNHCR.

UNHCR's standard payment terms are within 30 days after satisfactory implementation and receipt of documents in order.

2.9 UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF GOODS AND SERVICES

Please note that the General Conditions of Contracts (**Annex D**) will be strictly adhered to for the purpose of any future contract. The Bidder must confirm the acceptance of these terms and conditions in writing.



Digitally signed by
Robina Kolok
Date: 2026.10.11
14:41:07 +06'00'

(Signature)

Robina Kolok
Senior Supply Officer
UNHCR Sub-Office, Cox's Bazar, Bangladesh