Green Hill
Transforming the Lives of the Marginalized
Indrani House Champaknagar
Rangamati Hill District -4500

Request for Quotation (RFQ)

Project Name: MOMENTUM Integrated Health Resilience (MIHR) Bangladesh Activity

Ref: GH/RFQ/JSI-MIHR/2026- 267

Date: November 10, 2026

Green Hill, a CHT people's non-political development organization, was commissioned on March 2, 1994 by some dedicated and highly educated tribal social workers based at Rangamati, Chittagong Hill Tracts with a view to promoting the socio-economic status of the poor CHT communities in Bangladesh. Since 1994 Green Hill has been committed to work with and for the underprivileged people of the CHT to alleviate their poverty situation. During the 32 years of Green Hill's existence many development initiatives have been undertaken with fairly encouraging results. Very recently Green Hill with technically supported by the **JSI Research and Training Institute Inc** funded by **Department of State (DoS)** has started the **"MOMENTUM Integrated Health Resilience (MIHR)"** at 15 Upazilas under the Rangamati and Bandarban Hill District**.** To know more please visit www.greenhill-bd.org

RFQ at a Glance

Supplies Required:	**Ceiling Fan, Stand Fan & Wall Mounted Hanging Fan as per specified specifications**
Type of Procurement:	**Request for Quotation (RFQ)**
Type of Contract:	***Fixed amount as per agreed price***
Term of Contract:	**As per RFQ & Approved PO**
Contract Funding:	**JSI Research & Training Institute, Inc.*/ DOS***
This Procurement supports:	**MOMENTUM Integrated Health Resilience (MIHR) Bangladesh Activity**
Submit Price Quotation to:	**Chairman General Procurement Committee (GPC) procurement@greenhill-bd.org or Courier or hard copy to the Green Hill office. The bidder should mention the reference number clearly on top of the envelope.**
Date of Issue of RFQ:	**November 10, 2026**
Queries Deadline (if any) via email:	**November 12, 2026**
Quotation submission deadline Date:	**November 15, 2026**
Quotation Price Validity	**December 31, 2026**
Quotation submission / Bidding Participation	**N/A**
Approximate Date Purchase Order Issued to Successful Bidder(s):	**November 18, 2026**
Tentative Delivery Date:	**By November 22, 2026**

Method of Submission:	
Email: procurement@greenhill-bd.org or Courier or hard copy to the Green Hill Head Office, Indrani House Champaknagar, Rangamati Hill District-4500. The bidder should mention RFQ Ref. No. GH/RFQ/JSI-MIHR/2026/267 clearly on top of the envelop/subject line of the email.	
Respond via e-mail with the attached document in PDF format. The Bidder/Supplier agrees to hold the prices in its offer firm for 90 days from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFQ.	
Solicitation/ Ref Number:	**GH/RFQ/JSI-MIHR/2026-267 Date: November 10, 2026**
Purchase Order (PO) to be issued to:	**Purchase order to be issued only to selected vendor/supplier / Company only, for single/partial or for all items, as per GH-Procurement Committee decision**

ARTICLE 1: PROCUREMENT OF CEILING FAN, STAND FAN & WALL MOUNTED HANGING FAN SCHEDULE

Invites quotations for the following items to be supplied to the delivery point of Green Hill's said project.

1. **Supply of Ceiling Fan, Stand Fan & Wall Mounted Hanging Fan**

- A bidder should submit a price quotation within the deadline.
- A purchase order shall be issued only to the selected vendor/supplier / Company only for **single/partial or for all items, as per the GH-Procurement Committee decision.**
- All Purchase Order (PO) Terms and Conditions (hereinafter the "Terms"). Supplier's delivery of products, performance of services, or issuance of invoices in connection with this purchase order establishes Supplier's agreement to the Terms. The Terms may only be modified in writing signed by both parties.
- All bidders/sellers are responsible for carefully reviewing each attachment and following any instructions that may be relevant to this procurement.
- **Delivery Location is in ARTICLE 3: DELIVERY SCHEDULE, and the bidder should submit the price based on the location.**
- **The bidder should include all kinds of costs related to completing the delivery (Transport, loading, unloading etc.) in the quotation. Green Hill will not be liable to pay any cost except the Purchase Order value.**

ARTICLE 2: MONITORING / INSPECTION: The supplies must meet the required specifications mentioned in the schedule. Visual checking/inspection of quality & quantity will be carried out by the inspection team of Green Hill. Supply items not found in accordance with the specifications will not be considered during the supplier/vendor selection process.

ARTICLE 3: DELIVERY SCHEDULE

Sl	Item Name	Quantity	Delivery Location
1.	Ceiling Fan	10	Green Hill, Indrani House, Champak Nagar, Rangamati Hill District
2.	Wall Mounted Hanging Fan	08	
3.	Stand Fan	12	

ARTICLE 4: PAYMENT METHOD AND TERMS

- Payment will be made via online/BEFTN in BDT upon successful delivery after submission of invoice/Bill, Mushak 6.3/Challan, and GRN /Accomplishment report.
- Payment procedures may be delayed if the vendor fails to submit the invoice and other supporting documents within the stipulated date.
- No advance will be paid to the supplier under this purchase order.
- Income Tax & VAT will be deducted at source as per govt. rules as applicable at the time of payment. (Not Applicable for Relief activities). VAT coupon will be issued in favor of the supplier against the VAT treasury challan.

ARTICLE 5: Bidders Qualification: The following documents are to be submitted during submission of quotation

1. Updated Trade license
2. Business Identification Number (BIN)
3. Copy of e-TIN (proprietor/individual/company)
4. Updated e-Return certificate
5. Copy of NID (Owner/individual)
6. Bank Solvency Certificate

ARTICLE 6: Quotation Submission, Evaluation & Selection Criteria: Following procedures and documents to be followed or submitted during submission of Invoice

- Cover letter on bidder's letterhead
- Price Quotation with the specified reference number on bidder's letterhead and authorized signature with seal.
- Bidder's signed RFQ
- All required documents shall be prepared and submitted to the Green Hill Head Office at the address is **Indrani House Champaknagar, Rangamati Sadar, Rangamati Hill District-4500** or email to procurement@greenhill-bd.org

Evaluation & Selection Criteria:

Quotations will be preliminarily reviewed for basic responsiveness and completeness. The quotations must be submitted on time and meet all requirements as stated above. Quotations not meeting these requirements may not receive further consideration.

Green Hill will evaluate responsive quotations on a "best value" basis, considering a variety of factors including but not limited to technical acceptability of offered goods/services, product quality, price, lead time, warranty and past performance, and compliance with the technical specifications.

Sl No	**Criteria**	**Points**
01	**Essential Criteria** i. Copy of updated Trade License- Mandatory ii. Copy of VAT Registration Certificate (13-digit BIN)- Mandatory iii. Copy of e-TIN (proprietor/individual/company)- Mandatory iv. Proof of Submission of updated Income Tax Return- Mandatory v. Copy of NID (Owner/individual)- Mandatory vi. Completed and signed Quotation on your letterhead- Mandatory vii. Successful work done certificate of a minimum of 3 relevant supply experience at GO or NGO	**Pass**
02	Cost Proposal (As per attached schedule)	**90 Points**
03	Warranty/ Guaranty	**10 Points**
	Total	**100 Points**

ARTICLE 7: VAT AND TAX DEDUCTION:

Value Added Tax (VAT) and Income Tax (IT) will be deducted from the actual bill / Invoice as per Gov't rules. Mushak 6.6 / VAT coupon will be issued to the vendor/supplier against the VAT treasury challan after deduction of VAT.

ARTICLE 8: PERFORMANCE SECURITY: Not Applicable.

ARTICLE 9: GUARANTY/ WARRANTY/RESPONSIBILITIES OF SELLER

The bidder or supplier agrees to:

- Supply brand new units with the correct items which are described in the Quotation and Article 1.
- Guide the set-up and use of devices as required by the Buyer /Green Hill.

- Deliver items as per the terms agreed in Article 3.
- After sale service/Guaranty/ WARRANTY card to be delivered to the authorized person as specified in the purchase order.

ARTICLE 10: INSPECTION OF THE GOODS QUALITY & QUANTITIES

Inspection:

All quoted materials and workmanship will be inspected and tested by the Green Hill Procurement Committee (GPC) and its Partners, the Donor's authority, during vendor selection. This inspection or test could be conducted at either bidder's store or on samples, as requested by Green Hill GPC

Green Hill reserves the right to reject any articles which do not comply with the specifications of its RFQ / purchase orders / or which contain defective materials or workmanship.

Rejected articles/goods shall be removed at the Seller's or supplier's expense promptly after notification of rejection. The Seller shall bear the risk of rejected articles.

Quantities:

Deliveries shall be exact quantities shown on Article (1) unless prior written approval is received from Green Hill.

ARTICLE 11: PENALTY

The vendor /Supplier / Seller is liable for any damaged and delayed goods as stated in Article 1

Late Delivery: The selected vendor will be fined at a rate of 1% of the total cost of the order per week of delay, up to a maximum of 10% of the total cost of the order.

Unless otherwise specified, the rate of damaged items for late delivery of goods shall be at a rate of 1% of the total cost of the order per week of delay, up to a maximum of 10% of the total cost of the order. Such damaged items may be deducted by Green Hill office from any monies due to Vendor. Payment of the said damaged items shall be in full and final satisfaction of any financial liability.

ARTICLE 12: TERMINATION/CANCELLATION The selected vendor or issued purchase order may be cancelled fully or partially for the following reasons. Vendor may be penalized at organization's own discretion against any sort of problem from vendor(s) part during the execution of the purchase order. The authority of the organization also reserves the right not to pay any amount against cancellation of the purchase order.

If the supplier fails to deliver the goods after 10 days of the delayed delivery period, the contract will be void and null, and Performance Guaranty (if applicable) will be forfeited, besides other action for non-performance of the contract.

Poor performance, supply of low-quality materials, and not meeting the required specifications and approved contents of goods or services.

ARTICLE 13: PROHIBIT CHILD LABOR: The vendors must have to go through the organization's child protection policy, gender policy, safe guarding, code of conduct and other sexual exploitation and abuse, related policies and Gov't labor laws and regulation.

ARTICLE 14: GENERAL CONDITIONS

The contract/Purchase Order is effective from the date of signing.

Green Hill reserves right to change or reject full or partial the abovementioned terms and conditions of the Terms of Reference (Articles 1,2,3,4, 5, 6 and 7,8,9,10,11,12,13).

If the subject matter of this TOR (or any design, prototype, drawing, or other sample) is subject to prior review and concerned by the donor or other stakeholder and Green Hill may cancel this TOR upon its determination that such design, prototype, drawing or sample does not conform to any applicable typical Specifications; and the Vendor / Seller / Supplier shall have no further obligations or liability hereunder.

Vendor /Supplier Declaration: I do hereby understand and accept the abovementioned terms and conditions and duly sign this TOR on behalf of the bidder or Seller / Supplier as authorized.

Green Hill reserves the right to accept or reject offers in part or full without assigning any reason whatsoever.

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Chairman- GPC
Green Hill

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Project Name: MOMENTUM Integrated Health Resilience (MIHR)

Ref: GH/RFQ/JSI-MIHR/2026-264 **Date: 10/11/2026**

Schedule for Office Equipment (Ceiling Fan, Wall-mounted hanging fan & Stand Fan)

Sl	Item name	Item specification	Unit	Quantity	Brand Name	Country of origin	Delivery Lead Time	Unit Price (BDT)	Total price (BDT)
01	**Ceiling Fan**	**Specification:** **Size:** 56", RPM: 310-320, **Watt:** 70-80, **Air Supply:** 220, **Voltage:** 220 Brand equivalent to Walton, Singer, Vision (Best quality). **Warranty:** 5-7 Years.	Nos	10					
02	**Wall-mounted hanging fan**	**Specification:** **Size:** 16 inches **Rated Voltage:** 220V – 50Hz, Single Phase **Input Power:** 50W – 61W **Speed:** 1,220 to 1,400; Air Delivery: ~63 to 65 m^3/min **Material & Build:** Polypropylene (PP) or ABS blades with a protective metal or plastic grill **Warranty:** 1 Year minimum	Nos	08					
03	**Stand Fan**	**Specification:** **Blade/Sweep Size:** 18 inches (450 mm) **Voltage & Frequency**: 220V–240V, 50 Hz Power Consumption: i) Standard / Industrial Fans: 77W – 125W ii) BLDC / Energy-Saving Models: 28W – 50W **Speed Range (RPM):** 1250 – 1350 RPM **Air Delivery / Flow:** ~35 to 140+ m^3/min (depending on high-speed or industrial build) **Build Material:** Plastic aerodynamic blades (3 to 6 blades) or aluminum blades with a metal/plastic body **Warranty:** 1 Year minimum	Nos	12					

Vendors Signature & Seal
Vendors Name: _____
Contact Number: _____
Email: _____