

Request for Quotation (RFQ)

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

Ref: GH/RFQ/JSI-MIHR/2026- 232

Date: October 14, 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 Glance

Supplies Required:	Furniture & Fixtures as per specified specification
Type of Procurement:	Request for Quotation (RFQ)- Open Tender
Type of Contract:	<i>Fixed amount as per agreed price</i>
Term of Contract:	As per ToR & 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 envelop.
Date of Issue of RFQ:	October 14, 2026
Queries Deadline (if any) via email:	October 16, 2026
Quotation submission deadline Date:	October 19, 2026 at 12:00 PM
Quotation Price Validity	December 31, 2026
Quotation submission / Bidding participation	N/A
Approximate Date Purchase Order Issued to Successful Bidder(s):	October 24, 2026
Delivery tentative Date:	Within October 29, 2026

Method of Submission:	
Email: procurement@greenhill-bd.org or Courier or hard copy to the Green Hill Head office. The bidder should mention RFQ Ref: No. GH/RFQ/JSI-MIHR/2026/232 clearly on top of the envelop/subject line of the email.	
Respond via e-mail with 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/2026-232 Date: October 14, 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 FURNITURE & FIXTURES SCHEDULE AND ATTACHMENT

Invites quotations for the following items to supply as mentioned delivery point of Green Hill's said project.

1. Furniture & Fixtures.

- A bidder should be submitted price quotation within the deadline.
- 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.
- 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 to carefully review each attachment and follow any instructions that may be relevant to this procurement

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

ARTICLE 3: DELIVERY SCHEDULE

SI	Item Name	Quantity	Delivery Location	Contact information
1.	Conference room table sets	1 set	Green Hill, Indrani House, Champak Nagar, Rangamati Hill district	Nazia Shemme, Finance & Procurement Officer, Mobile: 01716458760
2.	Steel Almirah with Cash vault	3 Pcs		
	Steel Almirah with Cash vault	1 Pc	Green Hill district office, Mong Villa, Ujanipara, Bandarban Sadar.	Simon Amlai, District Coordinator, Mobile: 01553546078

Note: As mentioned in the Purchase Order (PO).

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 measurement list and GRN /Accomplishment report.
- Payment procedures may be delayed if the vendor fails to submit the invoice and others supporting document within stipulated date.
- No advance will be paid to supplier under this purchase order.
- Income Tax & VAT will be deducted at source as per govt. rule as applicable at the time of payment. (Not Applicable for Relief activities). VAT coupon will be issued in favor of supplier against the VAT treasury challan.

ARTICLE 5: Bidders Qualification: Following documents to be submitted during submission of quotation

1. Valid Trade license
2. Business Identification Number (BIN)
3. E-Return certificate updated
4. Successful work done certificate of minimum recent 3 relevant supply experience at GO or NGO
5. Bank Solvency Certificate

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

- Cover letter on bidder's letter head
- Price Quotation into the specified reference number on bidder's letter head and authorized signed with seal.
- Bidder's signed TOR
- All required document 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 in Section D 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, warrantee and past performance, and compliance with the technical specifications.

SI No	Criteria	Points
01	Essential Criteria i. Copy of updated Trade License- Mandatory ii. Copy of VAT Registration Certificates (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 i. Completed and signed Quotation on your letter head- Mandatory	Pass
02	Technical Approach ● Meet the criteria as per specification ● Have warranty of product where applicable ● Country of origin ● Delivery lead time ● Quality and durability of product	40
03	Capabilities and Past Performance i. Past performance information such as provision of references, client list and description of other similar tasks performed, etc. preferably from international NGOs.- 15 points i. Quotation completed as shown in the schedule, stamped and signed by a person authorized to sign documents on behalf of the organization-05 points	20
04	Proposed Costs ● Reasonableness of proposed budget based on scope of activities proposed. ● Summary budget, detailed budget, and budget notes included. ● Comparative lowest price.	40
	Total	100

ARTICLE 7: VAT AND TAX DEDUCTION:

Value Added Tax (VAT) and Income Tax (IT) will be deducted from actual bill / Invoice as per Gov't rules. Mushak 6.6 / VAT coupon will be issued to 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 agreed to:

- Supply brand new units with correct items which are described in 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 authorized person as specified in the purchase order.

ARTICLE 10: INSPECTION OF THE GOODS QUALITY & QUANTITIES**Inspection:**

All quoted materials and workmanship will inspection and test by Green Hill Procurement Committee (GPC) and its Partners, Donor's authority during vendor selection. This inspection or test could be conducted at either bidder store place or samples, 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 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. Authority of organization also reserves the right not to pay any amount against cancellation of purchase order.

If the supplier failed 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 beside other action for non-performance of the contract.

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

ARTICLE 13: PROHIBIT CHILD LABOR: The vendors must have to go through organizations 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 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 rights to accept or reject offers in part or full without assigning any reason whatsoever.

=====

**Chairman- GPC
Green Hill**

Project Name: MOMENTUM Integrated Health Resilience (MIHR)

Ref: GH/RFQ/JSI-MIHR/2026-232

Date: 14/10/2026

Schedule for Conference Table set, Steel Almirah

SL	Item Name	Item Specification	Brand Name & Model	Warranty	Delivery lead time (Calendar day)	Unit	Total	Unit Price (BDT)	Total (BDT)
01	Conference Room Table set	Specification Conference Table Middle Part: 8 Nos Dimension: 1200X600X750mm Material: Laminated Board Conference Table Middle Joint Part: 2 Nos Dimension :600X600X750mm Material: Laminated Board Conference Table Corner Part: 4 Nos Dimension: 625X625X750mm Material: Laminated Board Core Material: Premium-quality industrial Laminated Board / high-density engineered core structure. Surface Finish: High-grade Melamine paper overlay, applied using thermal heat-press machinery to guarantee non-peeling, scratch-free, and highly glossy aesthetics. Environmental Shield: Treated formulation making the boards comprehensively water-resistant and termite-proof Hardware Fittings: Imported, high-durability structural metal fasteners, heavy-duty connectors, and premium assembly hardware. Packaging Type: Knocked-down flat box packaging systematically configured for safe, completely damage-free transit and efficient handling.				Nos	01		

Indrani House Champaknagar
Rangamati Hill District -4500

SL	Item Name	Item Specification	Brand Name & Model	Warranty	Delivery lead time (Calendar day)	Unit	Total	Unit Price (BDT)	Total (BDT)
		Usage Category: Strictly indoor professional workspaces, executive boardrooms, and meeting rooms. Deployment & Setup: Requires expert assembly. Standard service delivery includes professional deployment on-site by authorized technical teams.							
02	Steel Almirah with Cash vault	Specification Color: Gray/Black Material: Metal Mirror Included: No Number of Doors: 2 Dimension: 99 X 53 X 193 CM (Length X Width X Height)				Nos	04		

Vendors Signature & Seal

Vendors Name: _____

Contact Number: _____

Email: _____