

Q U O T A T I O N D O C U M E N T
F O R T H E P R O C U R E M E N T O F

Ref. No- GOOD NEIGHBORS BANGLADESH/MOCDP/2026/113

Construction of 01 (One) Nos Adolescent Girls Corner (with Civil, Tiles, Painting, Sanitary and Electrification etc.) at Kamalganj Upazila, in Moulvibazar District under Better Life for Girls project, Moulvibazar CDP during the year 2026.

[Attached related documents (pdf file & excel sheet) from GOOD NEIGHBORS BANGLADESH]

PROCUREMENT METHOD:
REQUEST FOR QUOTATION (RFQ)

Better Life for Girls Project

Good Neighbors Bangladesh

**Moulvibazar CDP
Nayapattan, Adampur, Kamalganj, Moulvibazar**

Tel: 01755-634810

Email: procurement@gnbangla.org

Website: www.gnbangla.org

Good Neighbors is an international humanitarian development NGO founded in South Korea in 1991. Good Neighbors Bangladesh (GOOD NEIGHBORS BANGLADESH) was registered as an international non-government organization (INGO) with the NGO affairs bureau of the government of Bangladesh and commenced its operation in September 1996 for helping deprived children, their mothers and families through education, health services, economic security, protection, community development, sanitation, and disaster relief projects.

Article 1: (Purpose)

1-1. Good Neighbors Bangladesh invites bidder for the construction of one storied Construction of 01 (One) Nos Adolescent Girls Corner (with Civil, Tiles, Painting, Sanitary and Electrification etc.) at Kamalganj Upazila, in Moulvibazar District under Better Life for Girls project, Moulvibazar CDP during the year 2026.

Article 2 (Quotation Enlist Application)

2-1. Companies that wish to participate in the Quotation should submit and apply to GOOD NEIGHBORS BANGLADESH with the following documentations.

- ① **Quotation Application**
- ② **Signed Design and BOQ**
- ③ **Up-To-Date Trade License**
- ④ **Up-To-Date Income Tax Certificate**
- ⑤ **Vat Registration Certification**
- ⑥ **Bank solvency Certificate (minimum 15 Lac taka) and Six Months Bank Statement.**
- ⑦ **Previous constructions documents / List of clients (up to 03 years)**
- ⑧ **Company profile**
- ⑨ **Experience Certificates**
- ⑩ **Any others relevant papers**
- ⑪ **VAT and Tax will be deducted as per government rules and regulation at the time of payment**

Article 3 (Submission Quotation Documents)

- 3-1.** Download the quotation documents from attachment section.
- 3-2.** Quotation application should be submitted by Email in PDF Format before the submission deadline.
Email address: procurement@gnbangla.org
- 3-3.** We appreciate thhe vendor's physical spot visitation (construction location) before prepare & submission quotation.
- 3.4.** All the documents have to email before the time of quotation submission deadline is in effect.

Note: Every page of the PDF copy must bear the bidder's signature. If it is necessary to send the required documents in more than one email, please feel free to do so.

Article 4 (Validity of Competitive Quotation)

4-1. GOOD NEIGHBORS BANGLADESH will award the contract to the lowest bidder for with maintaining all requirements.

4-2. If we found the same rate from different bidders the selection process will be gone through negotiations among the bidders by the procurement committee.

4-3. Procurement committee keep the highest rights in all the procedure of this construction.

Article 5 (The Scope of the construction works)

5-1. The scope of the construction and relevant of it are as follows:

- ① Area of land: **30 ft. x 25 ft. = 750 sq. ft**
- ② Number of floors: One storied
- ③ Total Building Area: **580 sq. ft** (within $\pm 10\%$)
- ④ Total Project area with Ring: **600 sq. ft**
- ⑤ Structure of the building: Brick foundation & Brick Pillar with RCC slab construct, finishing & other civil, sanitary, electrical, ring pit work.
- ⑥ Usage of the building: Adolescent Girls Corner Construction

5-2. Project Purpose: Adolescent Corner Construction

- ⑦ Adolescent Corner Construction.

Article 6 (Bidding Amount Open)

6-1. The bidder who's quoted amount is **lowest and reasonable with GOOD NEIGHBORS BANGLADESH estimated cost** will be eligible for the bidder and committee will be decide.

Article 7 (Quotation Cancellation)

In the event of a bidding procedure's cancellation, bidder will be notified by GOOD NEIGHBORS BANGLADESH.

Cancellation may occur where:

7-1. If organization has to face any unavoidable reasons, the quotation should be cancelled before notification of winning bidder selection.

7-2. GOOD NEIGHBORS BANGLADESH has the right to eliminate any bidder without showing any reason. So, Bidders are not entitled to claim for damages against the ordering authority when the Quotation is cancelled.

7.3 Bidders are expected to examine carefully and comply with all instructions, forms, provisions and specifications contained in this Quotation Package.

7-4. Failure to submit quotation containing all the required information and documentation within the deadline specified will lead to the rejection of the quotation.

7-5. Who does not follow the **Article No.3** will be treated as disqualified.

7-6. GOOD NEIGHBORS BANGLADESH has zero tolerance regarding any political and repugnant references or corrupted mentality.

7-7. Power to accept part of a contract: GOOD NEIGHBORS BANGLADESH reserve the right, unless the bidder expressly stipulates to the contrary in the quotation, to award batches separately or in any combination.

7-8. Quotation Process: Any attempt by a bidder to influence the evaluation committee in the process of examination, clarification, evaluation and comparison of quotations, to obtain information on how the procedure is progressing or to influence GOOD NEIGHBORS BANGLADESH in its decision concerning the award of the contract will result in the immediate rejection of his quotation. **All kinds of quotation processes will be completed by GOOD NEIGHBORS BANGLADESH's Procurement Committee, and they have the right to cancel any quotation for any reason.**

7-9. Ownership of Quotation: GOOD NEIGHBORS BANGLADESH retain ownership of all quotations received under this quotation process. Consequently, bidders have no right to have their quotations returned to them. GOOD NEIGHBORS BANGLADESH guarantees that quotation offers shall remain confidential.

7-10. Notification award and contract signature: The successful bidder will be informed by email and/or over phone that their bidder has been chosen (notification of award). The unsuccessful bidder will be informed by e-mail within the 15 days following the award.

Within 2 working days following the reception, the successful bidder will sign, date and send back the contract. The selected bidder will have to communicate the number and exact references of the bank account where the payments will be executed.

7-11. Type of contract: The contract that will be concluded between the successful bidder and GOOD NEIGHBORS BANGLADESH is done according to standard contract.

By submitting an offer to this Invitation to Quotation, the bidder accepts contract terms. If any remark or reserve were to be raised by the bidder, they should be clearly written down in a free format document included in the quotation. Such documents should include the bidder's proposal to replace the discussed sections of the contract.

7-12. Good Neighbors Bangladesh concerned about the right of children and women and has "ZERO TOLERANCE" policy for any kind of sexual exploitation and abuse.

7-13. Only GOOD NEIGHBORS BANGLADESH has the right to amend, edit, and revise on the quotation. There is no way to amend, edit, and revise for vendors.

Article 8 (Submission Deadline)

8-1. Quotation relevant documents proving the eligibility of bidders shall be submitted within the deadlines set out in the quotation announcement or bidding notice.

8-2. Document submission deadline is meant to the **date (02 April, 2026) and time (5.00pm)** of the quotation deadline.

Article 9 (Detailed Construction)

9-1. Winning bidder will conduct the construction & other civil works contracts at the same time.

9-2. The detail construction period will be determined in consultation with **Good Neighbors Bangladesh**

bidding committee.

9-3. The detail full construction & other civil works period will be included in the building completion date.

Article 10 Cost and Currencies of Quotation

10-1. The bidder shall bear all cost associated with the preparation and submission of his Quotation, and GOOD NEIGHBORS BANGLADESH will in no case be responsible or liable for those costs.

10-2. The unit rates and amount shall be quoted by the bidder entirely in BDT including Profit, Vat & Tax.

10-3. The unit rates and prices shall be quoted by the bidder entirely in the BDT-local currency.

Article 11: Payment method:

11.1. The company awarded the construction work order will receive the total payment only after 100% completion of the work. The payment will be processed following inspection and supervision of the construction by Good Neighbors Bangladesh assigned staffs. All payments will be made through an account payee cheque in the name of the company's official bank account.

9-5. The company awarded the building construction work order shall be subject to a minimum deduction of **5% of the total contract amount** if it fails to complete the work within the stipulated time or if any damages caused by the bidder result in delays to the work schedule. **No extension of time will be granted under any circumstances.**