



## REQUEST FOR QUOTATION

for

### Procurement of

Workshop materials (Tote Bag, Notebook, Temperature Display Thermal Flask & Pen drive with FAO logo)

**Tender reference no: 2026/FABGD/FABGD/136573**

**Project: MTF /BGD/090/BMG**

**Destination:** Dalia's Lake Terrace (Satellite office of FAO Representation in Bangladesh) House # 47, Road # 18, Block # J, Banani, Dhaka, Bangladesh

**Date of issuance: 23 April 2026**

**Closing date and time: 30 April 2026 at 11:00 AM (Bangladesh Standard Time)**

### TO ENSURE THE VALIDITY OF YOUR OFFER:

- **Your company shall be registered on UNGM ([www.ungm.org](http://www.ungm.org));**
- **Your bid must be submitted as indicated in Article 8 of the RFQ Special Requirements and Conditions.**

Please note that submissions by e-mail, sealed envelope or fax are not allowed. Further instructions on how to access FAO tender documents and submitting your bid through UNGM are attached herewith and uploaded on your UNGM Tender Management page under the "View Synopsis" button of the "Tender" tab.



**REQUEST FOR QUOTATION: 2026/FABGD/FABGD/136573**  
**CLOSING DATE: 30 April 2026 at 11:00 AM (Bangladesh Standard Time)**

The Food and Agriculture Organization of the United Nations (FAO) is a specialized agency of the United Nations with more than 190 member countries. Since its inception, FAO has worked to improve nutrition, increase agricultural productivity, raise the standard of living in rural populations and contribute to global economic growth. Achieving food security for all is at the heart of FAO's efforts – to make sure people have regular access to enough high-quality food to lead active, healthy lives.

To achieve its goals, FAO cooperates with thousands of partners worldwide, from farmers' groups to traders, from non-governmental organizations to other UN agencies, from development banks to agribusiness firms (further and more detailed information on FAO can be found on the internet site: <http://www.fao.org>).

FAO herewith invites you to submit a **Sealed Bid** in **Bangladeshi currency (BDT)<sup>1</sup> and international bidders must quote in United States Dollars (US\$)** for:

Printing and Supply item	Technical Specifications	Delivery location	Delivery time
Workshop materials (Tote Bag, Notebook, Temperature Display Thermal Flask & Pen drive with FAO logo)	As per the technical specifications attached in <b>Appendix I</b>	Dalia's Lake Terrace (Satellite office of FAO Representation in Bangladesh) House # 47, Road # 18, Block # J, Banani, Dhaka	2 weeks after PO issuance

In preparing your bid, you should take into account the international status and humanitarian goals of FAO by submitting your best commercial terms. You should also be aware that FAO enjoys certain privileges and immunities which include exemption from payment of Value Added Tax ("VAT"), customs duties and importation restrictions.

Your Bid shall be based on all requirements included in this Request for Quotation including all its Appendices must adhere to the General Bid Requirements and the Special Requirements and Conditions specified below:

**Documents enclosed**

- a) Appendix I - Technical Specifications and Compliance Format.
- b) Appendix II - Financial Offer.
- c) Appendix III - Bid Submission Letter (to be completed by the Bidder directly on UGNM platform as part of the online submission process)
- d) Appendix IV - FAO General Terms and Conditions for Goods.

**Documents to be submitted as mandatory elements of the bid**

- a) **The duly completed “Technical Specifications and Compliance Format” in Appendix I, using the form enclosed, along with the relevant supporting documentation requested in the form.**
- b) **The duly completed “Financial Offer” in Appendix II, using the form enclosed.**

<sup>1</sup>If the quote is in a different currency than specified here, FAO will convert prices for the commercial evaluation to the requested currency using the official UN exchange rate corresponding to the date of the offer.



- c) **The duly completed “Bid Submission Letter” in Appendix III, submitted through the dedicated online form on UNGM platform.**

Bids must clearly indicate the tender number, have numbered pages and include the stamp and name of the bidder on all pages in order to facilitate verification of the completeness of the offer.

**Completeness of Bid.** Bids shall contain all of the above information and documents and observe the provisions of this Request for Quotation as otherwise it will not be possible to evaluate them on an equal basis.

**General Bid Requirements:**

1. **Contact information:** Full name, UNGM number<sup>2</sup>, address, fax and telephone numbers of your company and contact persons.
2. Supplier’s acceptance of the “**FAO General Terms and Conditions for Goods**” (enclosed, Appendix IV). Note that FAO cannot issue a Purchase Order in the absence of a Supplier’s acceptance of these Terms and Conditions.
3. **Payment Terms:** FAO effects payment through normal banking channels, within 30 days against invoice and shipping documents, and subject to receipt of satisfactory inspection report, if required, and acceptance of goods. FAO will, however, pay only for the goods actually accepted at final destination after inspection at unloading point(s) either by an independent inspection company or by an authorized FAO official and deduction of actual and/or liquidated damages for late delivery and/or quality deviations, if any. Letters of credit and advance payments cannot be provided.
4. Please note that the Organization will make payment to the bank account indicated by the selected supplier in its invoice, provided that the bank account is in the name of the supplier and located in the country of residence of the supplier. Any request for payment to a bank account other than that of the supplier or to a bank other than one located in the supplier’s country of residence must be specified in the offer, together with the reasons for such deviation from standard payment terms; the Organization will not be in a position to consider the request should this information be provided after the closing date of the tender. Successful bidders can register to submit invoices in PDF format via e-mail by contacting [AP-Invoices@fao.org](mailto:AP-Invoices@fao.org) .
5. **Acceptance of FAO’s Bid Requirements including Technical Specifications (Appendix I).** If your bid is not compliant with any of these requirements, such non-compliance must be clearly identified in your offer (and details provided in Appendix III: Bid Submission Letter). If no mention to this effect is contained in your offer, FAO will assume that all requirements included in this Request for Quotation are accepted by the supplier. Suppliers must in any case complete the technical specifications form.
6. **Insurance and Freight Costs:** To be arranged by supplier. The supplier will determine the appropriate type and amount of insurance coverage to address its risks up to delivery at final destination. FAO will pay only for the goods actually accepted at final destination after inspection at unloading point(s) and deduction of actual damages and/or liquidated damages for late delivery and/or quality deviations, if any.
7. **Prices:** Your unit prices, air/land/surface freight charges, insurance cost and total price shall be quoted separately for delivery to the destination(s) specified above on **DPU basis (the bidder is responsible for the unloading of the goods at the final delivery point(s) as per given delivery location)** in accordance with Incoterms 2020. FAO will pay only for the goods

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<sup>2</sup> Please see Special requirements and Conditions point 8



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**FAO Representation *Bangladesh***

actually accepted at final destination after inspection at unloading point(s) and deduction of actual damages and/or liquidated damages for late delivery and/or quality deviations, if any.

8. **Delivery time:** The preferred delivery date for goods on site including installation, if required, is within **two (2) weeks** from the issuance of the Purchase Order but no later than **21 May 2026**. FAO will endeavor to issue Purchase Orders with a minimum 14 calendar days delivery lead-time. Suppliers are therefore requested to quote their best delivery time in calendar days/weeks following receipt of eventual Purchase Order; as necessary, a schedule of delivery times and associated prices may be offered (e.g. later delivery time at a lower cost). FAO reserves the right to consider offers for delivery beyond the preferred delivery date if the offered delivery date still meets FAO requirements.
9. **PO Terms:** Depending on the Incoterms basis on which FAO decides to procure the goods (DPU), the relevant contract (Purchase Order) will also be in compliance with those Incoterms.
10. **Validity:** Bids must remain valid with firm and fixed prices **for 30 days** after Tender Closing Date.
11. **Country of Origin:** The origin of the goods is to be indicated by the supplier.
12. **Right to Publish Contract Award:** In responding to our tender invitation and accepting the FAO General Terms and Conditions you hereby authorize FAO to publish the details of any contractual relationship it enters into with you, including, but not limited to, the supplier's name and address, value of the award and a description of the goods or services.
13. FAO supports and promotes the UN Global Compact -- "a strategic policy initiative for businesses that are committed to aligning their operations and strategies with ten universally accepted principles in the areas of human rights, labour, environment and anti-corruption." FAO encourages all of its suppliers to confirm their adherence to the principles of the Global Compact (<http://www.unglobalcompact.org/AboutTheGC/TheTenPrinciples/index.html>). All Vendors must agree to abide by the UN Supplier Code of Conduct located at [https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct\\_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf).
14. **Sanctionable Actions:**
  - (a) The Supplier agrees to refrain from engaging in Sanctionable Actions, which are defined as follows:
    - "Corrupt practice" or "corruption" means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value whether tangible or intangible to improperly influence the actions of another party;
    - "Fraudulent practice" or "fraud" means any act or omission, including misrepresentation that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial and/or other benefit and/or to avoid an obligation;
    - "Collusive practice" is an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party;
    - "Coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
    - "Unethical practice" is any act or omission contrary to the conflict of interest, gifts and hospitality or post-employment FAO policy (see <http://www.fao.org/unfao/procurement/codedecondutethique/en/>), as well as any provisions or other published requirements of doing business with the Organization, including the UN Supplier Code of Conduct ([https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct\\_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf)); and
    - "Obstructive practice" is an act or omission by a Third Party that may prevent or hinder the work of the Investigation Unit of the FAO Office of the Inspector General.



**Food and Agriculture Organization of the United Nations**  
**FAO Representation *Bangladesh***

- (b) If FAO determines that a bidder or supplier has engaged in a Sanctionable Action, FAO will impose sanctions in accordance with the prevailing Sanctions Procedures: [http://www.fao.org/fileadmin/user\\_upload/procurement/docs/FAO\\_Vendors\\_Sanctions\\_Policy\\_-\\_Procedures.pdf](http://www.fao.org/fileadmin/user_upload/procurement/docs/FAO_Vendors_Sanctions_Policy_-_Procedures.pdf). In addition, FAO may share information on sanctioned vendors with other Intergovernmental or UN Organizations.
- (c) FAO may reject an offer for award if it determines that the bidder recommended for award, or any of its personnel, or its agents, or its sub-consultants, sub-contractors, service providers, suppliers and/or their employees, has, directly or indirectly, engaged in a Sanctionable Action in competing for the contract in question.
15. **Disclosure of Sanctions or Temporary Suspension:** The Bidder and its affiliates, agents and subcontractors should not be suspended, debarred, or otherwise identified as ineligible by any Intergovernmental or UN Organization, including any organization within the World Bank Group or any other multi-lateral development bank, or by the institutions and bodies of economic integration organizations (e.g., the European Union). You are therefore required to disclose to FAO whether your company or any of its affiliates, agents or subcontractors is subject to any sanction or temporary suspension imposed by any such organization or National Authority at any time during the three years prior to this Contract or at any time throughout the execution of this Contract. You acknowledge that a breach of this provision will entitle FAO to terminate its Contract with your firm and that material misrepresentations on your status constitute a fraudulent practice.
16. **UN Security Council Sanctions:** The Bidder must certify that it is not associated, directly or indirectly, with entities or individuals (i) that are associated with terrorism, as in the list maintained by the Security Council Committee established pursuant to its Resolutions 1267 (1999) and 1989 (2011), or (ii) that are the subject of sanctions or other enforcement measures promulgated by the United Nations Security Council. Selected bidders also agree to undertake all reasonable efforts to ensure that none of the funds received from FAO under the awarded contract are used to provide support to individuals or entities associated with terrorism or that are the subject of Security Council sanctions. This provision must be included in any subcontracts, sub-agreements or assignments entered into under the awarded contract. The bidder acknowledges and agrees that this provision is an essential term of the awarded contract and any breach of these obligations and warranties shall entitle FAO to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any liability of any kind of FAO.

**Special Requirements and Conditions:**

1. FAO reserves the right at its discretion to cancel this solicitation process if and when deemed necessary without any obligation to bidders; vendors will be informed accordingly.
2. FAO reserves the right to adjust the required quantities and to make **partial awards or no awards** if deemed necessary and/or appropriate.
3. Partial offers of requested lots, if applicable, are NOT acceptable. However, partial offers are acceptable if goods are not requested to be delivered in lots.
4. **Arithmetical errors and discrepancies on the Financial Offer:**
  - If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price will prevail and the total price will be corrected, unless in the opinion of evaluators, there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted will govern and the unit price will be corrected.
  - If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals will prevail and the total will be corrected.
  - In case of discrepancy between a word and figures, the amount in words will prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures will prevail subject to the note above.



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**FAO Representation *Bangladesh***

5. **Samples:** If samples of goods are required as part of the evaluation, as specified in the Technical Specifications (Appendix 1), such samples are to be provided free of charge and are usually not returnable.
6. **Inspection:** In the event of an order, Inspection on quantity, compliance with technical specifications (quality), packing and marking may be arranged at loading/unloading by an independent superintending agency at FAO expense. In responding to our tender invitation and accepting FAO Terms and Conditions, you hereby specifically authorize FAO and FAO nominated inspection company, to visit without formalities your premises and/ or warehouses and /or manufacturing facilities before or after issuing the eventual order.
7. **Liquidated/Actual Damages:** At FAO's discretion, damages may be applied to payments to be made in connection with any order as follows:
  - **Inferior Quality:** FAO, at its sole discretion, reserves the right to either reject any delivery that does not comply with the technical specifications or to accept such delivery and apply actual or liquidated damages to be determined by FAO;
  - **Late Delivery:** In the event of late delivery, liquidated damages will be applied at a rate of 2.5% of the value of the goods per week of delay. The liquidated damages applied for late delivery will not exceed 10% of the total order value.

## **8. SUBMISSION OF YOUR BID**

**The registration with UNGM (<https://www.ungm.org/ Vendor/Registration>) is a mandatory requirement in order to participate in this tender.** Please visit [www.ungm.org](http://www.ungm.org) for more information on how to register your company in UNGM.

Detailed instructions on how to access FAO tender documents and submit your bid through UNGM are attached herewith and can be downloaded from your UNGM Tender Management page by clicking on the "View Synopsis" button under the "Tender" tab.

If you encounter any difficulties using the UNGM system navigation and functionality please contact UNGM by using the help button on the right hand side of their home web page: <https://www.ungm.org/> referencing the exact FAO RFQ number.

### **a. Uploading your bid on UNGM**

**Please login to the UNGM website and upload all the documents requested in the RFQ document into the designated Placeholders (i.e. Technical, Commercial) within the indicated deadline.**

**It is the exclusive responsibility of the bidders to ensure that the files are uploaded before the tender deadline. Offers received after the deadline will be considered invalid.**

Please follow the instructions below to upload the electronic files to the UNGM portal:

- i. **Log-in to the UNGM website** using your e-mail and password;
- ii. Click on **Tender Notices** (from the list on the left-hand side of the screen);
- iii. Click on "**Show more criteria**" and type "**FAO**" in the UN Organization field located in the upper right hand corner;
- iv. Click on **EXPRESS INTEREST (blue button)/ VIEW DOCUMENTS** (green button) on the left of the specific tender notice you are interested in;
- v. Click on the **Request for Quotation / Request for Proposal tab** of the tender notice and scroll down to view and download the tender documents;
- vi. **Click on the "OPT IN" button;**
- vii. To upload all the files to the designated **envelope**, click on the relevant



Food and Agriculture Organization of the United Nations  
FAO Representation *Bangladesh*

- “**UPLOAD DOCUMENT**” red button under “**MY TENDER RETURN**”;
- viii. If included, please complete the mandatory tender **Questionnaire(s)**.
  - ix. Click on the red button: **Submit Return**

**NOTE:** It is highly recommended that the size of the files does not exceed 5MB and that the format of the files is “PDF”, unless otherwise requested.

**IMPORTANT:** Once all files are uploaded (and the requested Questionnaire(s) completed, (if required), please remember to click on the red button “**SUBMIT MY RETURN**” to submit your offer. If the submission is properly completed, you will be able to view and download a receipt under the “**HISTORY**” tab.

### **No Bid Notice**

In the event that your company is not interested in participating to this tender, the Organization would appreciate your feedback. In this case, you are kindly requested to click on the “**OPT OUT**” button displayed on your UNGM Tender Management page and indicate one or more of the following reason(s) for non-participation:

- *Requirements are outside our normal activities;*
- *There is Insufficient time to prepare a bid;*
- *Present lack of resources to undertake more work;*
- *Bid submitted by authorized dealer in destination country*
- *Participating as subcontractor to another lead bidder*
- *Other (please specify briefly).*

### **SUBMISSIONS BY E-MAIL, SEALED ENVELOPE OR FAX ARE NOT ALLOWED.**

#### **a. COMMUNICATIONS CONCERNING THIS TENDER**

All communications concerning this tender should be submitted as soon as possible through the UNGM portal under the “**CORRESPONDENCE**” tab.

Bidders are responsible for appropriately examining this tender. If the Bidder finds discrepancies in or omissions from the documents, or if their intent or meaning appear unclear or ambiguous, or if any other questions arise, the Bidder shall submit any request for clarification through the aforementioned “**CORRESPONDENCE**” tab.

In submitting a request for clarification, please do not, under any circumstances, submit a copy of your offer or reveal any information about your intended quotation. This will invalidate your offer.

**The deadline for submitting your requests for clarification is three (3) days before the tender closing date.**

#### **b. FAO’s REPLIES TO BIDDERS’ REQUESTS FOR CLARIFICATION**

Responses to clarification enquiries **will be simultaneously issued by FAO to all bidders through the UNGM.**

**The system will send automatic e-mail notifications to all bidders every time a clarification, or any other communication related to the tender notice, is sent out by FAO.**

All FAO’s responses to bidders’ questions will be uploaded under the “**CLARIFICATIONS**” tab of your Tender Management page and made available to all



bidders. Please ensure to read all the clarifications as they become part of the technical specifications.

**c. MODIFICATION OR WITHDRAWAL OF YOUR OFFER**

Bidders may, without prejudice, modify or withdraw their offer before the deadline using the “MODIFY RETURN” function. No offer can be modified after the tender submission deadline.

***QUOTATIONS RECEIVED BY ANY OTHER MEANS AND/OR QUOTATIONS RECEIVED AFTER THE CLOSING DATE WILL BE CONSIDERED INVALID.***

**1. Evaluation and Award Procedure:**

**The award will be on the basis of:**

- **Compliance with the technical specifications (Appendix I);**
- **Acceptance of FAO General Terms and Conditions (Appendix IV);**
- **Price (Appendix II)**
- **Other Evaluation Criteria if required, as specified at the tender stage.**

FAO reserves the right to consider, and disqualify firms based on, documented prior poor performance, including but not limited to poor quality of goods or services provided, late delivery and unsatisfactory performance.

Bidder Protests: Fairness and transparency are fundamental principles for FAO procurement activities. Bidders that believe that the procurement process was not fair and transparent may request feedback from the office that issued the tender. If a satisfactory response is not received, the bidder may present a protest following the instructions detailed in the following link: <http://www.fao.org/unfao/procurement/codedeconduitethique/protests/en/>.

To report allegations of fraud or misconduct in the procurement process, bidders may submit information, also anonymously, to the Office of the Inspector General Hotline: <http://www.fao.org/aud/69204/en/>.

Regards,

Jiaoqun Shi  
FAO Representative in Bangladesh



**Food and Agriculture Organization of the United Nations**  
**FAO Representation *Bangladesh***

*RFQ - 2026/FABGD/FABGD/136573*

**Appendix I: Technical Specifications and Compliance Format**  
*(to be filled in and submitted as an essential element of your bid)*

[see attached]



**Food and Agriculture Organization of the United Nations**  
**FAO Representation *Bangladesh***

*RFQ - 2026/FABGD/FABGD/136573*

**Appendix II: Financial Offer**  
*(to be filled in and submitted as an essential element of your bid)*

[see attached]



*RFQ - 2026/FABGD/FABGD/136573*

**Appendix III: Bid Submission Letter**

*Please refer to the Bid/ Proposal Summary available on UNGM platform, which shall be completed and submitted through the relevant online form as an integral part of the Bid.*



*RFQ - 2026/FABGD/FABGD/136573*

**Appendix IV:**  
**GENERAL TERMS AND CONDITIONS FOR GOODS**

[see attached]