

TENDER No. 2026/FABGD/FABGD/138099

02 September 2026

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INVITATION TO BID (ITB)

CLOSING DATE: 22 September 2026 – 14:00 hrs Bangladesh Time
(GMT+6)

The Food and Agriculture Organization of the United Nations (“FAO” or “Organization”) is an intergovernmental organization with more than 194 member countries. Since its inception, FAO has worked to alleviate poverty and hunger by promoting agricultural development, improved nutrition and the pursuit of food security - defined as the access of all people at all times to the food they need for an active and healthy life.

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>).

In preparing your bid, you should take into account the international status and activities 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" or "IVA"), customs duties and importation restrictions.

FAO intends to award a Contract for *works*, specifically:

“Construction of Aggregation Centre under GCP/BGD/075/EC Project”

Lot #	Site name & Location
1.	CONSTRUCTION OF AGGREGATION CENTER AT KASHEM MARKET, COX'S BAZAR
2.	CONSTRUCTION OF AGGREGATION CENTER AT KEAJURBIL RAMU, COX'S BAZAR
3.	CONSTRUCTION OF AGGREGATION CENTER AT LECHUAPRANG RAMU, COX'S BAZAR
4.	CONSTRUCTION OF AGGREGATION CENTER AT MOGGAHAT RAMU, COX'S BAZAR
5.	CONSTRUCTION OF AGGREGATION CENTER AT MONDER DALE, COX'S BAZAR
6.	REFURBISHMENT OF AGGREGATION CENTER AT KACCHAPIA, COX'S BAZAR
7.	CONSTRUCTION OF WASH FACILITIES AT AGGREGATION CENTER, TULATOLI, COX'S BAZAR
8.	CONSTRUCTION OF WASH FACILITIES_ ANCILLARY WORKS AT AC, DIKKUL, COX'S BAZAR

Note: Bill of Quantities (BOQ) and drawings for each lot or site are separately attached.

You are hereby invited to submit your best offer in connection with the provision of such *works*.

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The following procedures have been established by this Organization for the award of this Agreement:

1. Procedures

- 1.1. You are invited to submit an offer for the above-mentioned *works*. A description of the requested *works* is provided in Appendix A;
- 1.2. In submitting your offer you are supposed to have considered all aspects relevant to the performance of the proposed contract and to have obtained all necessary information and data as to risks, contingencies and other circumstances which may influence or affect your offer;
- 1.3. It is understood that all documents, calculations, etc. which may form part of your offer will become the property of the Organization, who will not be required to return them to your firm;
- 1.4. The Organization may decide to make a partial award or no award at all should it consider that the results of this tender and/or any other related circumstance so require;
- 1.5. All costs incurred to prepare your bid have to be borne by you; FAO will not be liable to reimburse any or all of such cost;
- 1.6. The Organization reserves the right to publish the details of awards, including supplier name and country, total Contract value and a brief description of the services. In all cases, unsuccessful bidders will be notified;
- 1.7. Successful bidders shall submit invoices in PDF format through the FAO ServiceNow Portal: <https://fao.service-now.com/csp> (User Guide). For any technical issues or queries regarding the invoice submission process, successful bidders shall contact: fao@service-now.com.
- 1.8. Consortium of firms will be accepted provided that the companies indicate which firm will be the main Contractor and will be responsible for the signature of the relevant contract. Bidders adhering to the Consortium will have to notify FAO of their acceptance to participate in the Consortium;
- 1.9. Registration as a vendor in the UN Global Marketplace (UNGM), www.ungm.org, is a prerequisite for receiving an award from FAO. Please register your firm with UNGM. If you have any difficulties registering, please contact UNGM team using the Help button on the web site www.ungm.org.
- 1.10. The Organization has adopted a zero tolerance approach to fraud, and it prohibits firms from engaging in corrupt, fraudulent, collusive, coercive, unethical and obstructive practices when participating in procurement activities. As provided by the Vendor Sanctions Procedures (http://www.fao.org/fileadmin/user_upload/procurement/docs/FAO_Vendors_Sanctions_Policy_-_Procedures.pdf), if the Organization determines that a firm has engaged in such conduct, it will impose sanctions and may share information on sanctioned firms with other Intergovernmental Organizations, including UN entities;
- 1.11. A firm and its affiliates, agents and subcontractors should not, at the time of the conclusion of the Contract or at any time during its execution, be suspended, debarred, or otherwise identified as ineligible due to vendor misconduct or unethical practice by any United Nations System entity

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participating in the United Nations Global Marketplace (UNGM), including FAO, as reflected in the UNGM Ineligibility List and including through any cross-debarment arrangement. The Bidder shall immediately inform FAO of any such occurrence at any time during the procurement process or the execution of any resulting Contract. You acknowledge that FAO may, at its sole discretion, terminate the Contract or any contract with your firm in the event of such occurrence;

- 1.12. The Bidder is required to disclose to FAO whether its firm, or any of your affiliates, agents or subcontractors, has been subject, at any time during the three years prior to the conclusion of the Contract, to any sanction, suspension, temporary measure or declaration of ineligibility due to vendor misconduct or unethical practice imposed by any UN System entity not covered under the UNGM framework, by any other intergovernmental organization not participating in UNGM (including through cross-debarment), or to any sanction of the same nature as UN Security Council sanctions imposed by any national government or public authority. The Bidder shall immediately inform FAO of any such occurrence arising throughout the execution of the Contract. You acknowledge that a breach of this provision will entitle FAO to terminate its contract with your firm, without any liability for termination charges or any other liability of any kind on the part of FAO, and that any material misrepresentations on your status constitutes a fraudulent practice;
- 1.13. Bidders must certify that neither their firm, nor their affiliates, agents or subcontractors, is or shall be involved or associated with, and that none of the funds received from FAO under the Contract shall be used directly or indirectly to provide support to, individuals or entities subject of UN Security Council sanctions and appearing in the UN Security Council Consolidated List as may be amended from time to time. This provision must be included in any subcontracts, sub-agreements or assignments entered into under the awarded contract. You acknowledge and agree 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 you, without any liability for termination charges or any liability of any kind on the part of FAO;
- 1.14. Bidders must certify that their company and/or subcontractors are not associated, directly or indirectly, with the consultant or any other entity who prepared the terms of reference or other bidding documents for this tender;
- 1.15. Please note that Bidders who use an independent consultant to assist in the preparation of offers may risk engaging in unacceptable practices if the same consultant assists another Bidder to prepare an offer for the same tender. Bidders are reminded that they are fully responsible for the conduct of any employee or consultant who may be used to prepare offers for FAO tenders and they should take all measures to ensure that any employee or independent consultant engaged to assist in the preparation of an offer for an FAO tender has not and will not be involved in the preparation of an offer for another Bidder for the same tender process.

Bidders are kindly requested to disclose to the best of their knowledge whether their company has any personal or professional relationships with FAO. The disclosure shall include all relevant details and should include, but not be limited to:

- **ANY** current or past employment relationship with FAO of your company's representatives and employees;
- **ANY** current or past relationship with any FAO staff member (family members,

spouses, etc.) of your company's representatives and employees.

- 1.16. Fairness and transparency are fundamental principles for FAO procurement activities. Bidders that believe they were not treated fairly in connection with a FAO procurement process may present a protest within one month of receipt of notice of non-award. If the Bidder is not satisfied with the outcome or if no reply is received within this timeframe, the Bidder may submit a protest following the bid protest procedures detailed in the following link: <https://www.fao.org/unfao/procurement/ethics-code-of-conduct/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/>.

2. Documents Enclosed

The following documents are enclosed:

- 2.1 The "Bid/Proposal Summary", to be completed by the Bidder directly on UNGM platform as part of the online submission process;
- 2.2 Appendix 'A' to the Letter of Invitation, with the Technical Specifications and Compliance Format (Civil) required to participate in this tender;
- 2.3 Appendix A I: Architectural, Structural, Electrical & Mechanical design
- 2.4 Appendix A II: Scope of Work (**to be signed by the bidder**)
- 2.5 Appendix A III: Mandatory Requirements
- 2.6 Appendix 'B' to the Letter of Invitation – [BoQs]
- 2.7 Appendix 'C': FAO General Terms and Conditions for Services
- 2.8 A sample of the Contract that the Organization intends to award.

3. Documents to be submitted as mandatory elements of the bid

Your offer should consist of the following clearly identified items:

- 3.1 The duly completed **"Bid/Proposal Summary"** mentioned in paragraph 2.1 above;
- 3.2 The duly completed **"Technical Specifications and Compliance Format"** in **Appendix A**, using the Form enclosed, along with the relevant supporting documentation requested in the form.
- 3.3 The duly completed **"Scope of Work"** in **Appendix AII**, using the form enclosed.
- 3.2 The duly completed **"Mandatory Eligibility and Qualifying Criteria"** in **Appendix AIII** **Mandatory requirements**, using the form enclosed.
- 3.3 The duly completed **Appendix B** to the Letter of Invitation, indicating the costs for the [works] required;

4. Evaluation.

The Bids received will be evaluated against the mandatory requirements. Pass/Fail methodology will be used to evaluate each one of the mandatory requirements. Failure to comply with any of the mandatory requirements will result in disqualification of the bid. FAO further 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. The contract will be awarded to the most competitive offer that complies with the technical specifications as laid out by the mandatory requirements.

5. Completeness of Bid

Bids will only be considered if they contain all of the above information and documents and observe the provisions of the enclosed sample contract as otherwise it will not be possible to evaluate them on an equal basis. Since this Organization is not allowed to sign contracts which do not specify its maximum financial liability, proposals which do not allow us to calculate such liability may be rejected.

6. Participation by the Organization

You should examine carefully the nature and extent of the participation in the contract performance by the Organization as set out in Annex II of the enclosed contract since such contract assumes that all other requirements for its successful completion are provided at the cost of the Contractor. You should therefore state in the appropriate space provided in the "Bid Summary" (Part II) any additions or modifications of the said Annex II which you suggest for a satisfactory performance of the contract.

7. Privileges and Immunities

This Organization enjoys certain privileges and immunities which include exemption from payment of "IVA" (VAT), customs duties and importation restrictions.

8. Currency of Bid and of Contract

Your proposal should be expressed in BDT.

9. Form of submission and closing date

9.1 Your offer should be submitted as follows:

TO ENSURE THE VALIDITY OF YOUR OFFER, IT MUST BE SUBMITTED AS FOLLOWS:

1. Uploading your Bid on UNGM:

Please login and upload all the documents requested in **paragraph 3** of this Letter of Invitation in the designated placeholders in the UNGM portal and within the indicated deadline.

It is the exclusive responsibility of the bidders to ensure that the files are uploaded before the tender deadline. The system will reject any bid received after the deadline.

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

- a) Log in the UNGM website with your e-mail and password;
- b) Click on MY TENDERS and select the tender;
- c) Click on VIEW DOCUMENTS (green button on the left of the specific tender notice you are interested in);
- d) Click on the second tab of the tender notice;
- e) Click on the "OPT IN" button;
- f) To upload all the files, click on the relevant "UPLOAD DOCUMENT" red buttons under the "MY TENDER RETURN".
- g) Please complete the mandatory tender **Questionnaire(s)**.

NOTE: It is highly recommended that the size of the files does not exceed 5MB.

IMPORTANT: Once all files are uploaded, please remember to click on the red button "SUBMIT MY RETURN" to send your offer. If the submission is properly completed, you will be able to view and download a receipt under the "HISTORY" tab.

SUBMISSIONS BY E-MAIL OR FAX ARE NOT ALLOWED.

2. Modification or Withdrawal of Bid:

A bidder may, without prejudice, modify or withdraw an offer before the deadline with the "MODIFY RETURN" function. No offer may be modified after the deadline for submission.

3. No Bid Notice:

In the event that your company is not interested to participate in this tender, the Organizations would appreciate your feedback with a brief explanation. In this case, you are kindly requested to click on the "OPT OUT" button displayed in the UNGM portal to send your reason for non-participation.

9.2 Your offer should reach this Organization **no later than:**

22 September, 2026 14:00 hours Bangladesh Time (GMT+6)

10. Communications concerning this tender

All communications concerning this tender should mention the tender number (**TENDER No. 2026/FABGD/FABGD/138099**) and 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.

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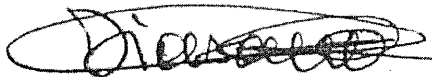
In submitting a request for clarification, do not, under any circumstances, submit a copy of your offer or reveal any information about your intended quotation. This will invalidate your offer.

Responses to clarification enquiries will be issued by FAO through the UNGM portal simultaneously to all bidders. The system will send automatic e-mail notifications to all bidders every time a clarification, or any other change to the tender notice, is made.

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.

May I take this opportunity of expressing my appreciation for your interest in assisting this Organization in the implementation of its activities.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Jiaoqun Shi', enclosed within a large, loopy oval stroke.

Jiaoqun Shi
FAO Representative in Bangladesh

MANDATORY SITE VISIT

FAO will arrange the mandatory site visit for **Construction of Aggregation Centre under GCP/BGD/075/EC Project** at Cox's bazar on the following date.

Lot #	Site name & Location	Mandatory Site Visit (Date & Time
1	CONSTRUCTION OF AGGREGATION CENTER AT KASHEM MARKET, COX'S BAZAR	13 September 2026 at 09:00 am, Dhaka, time (GMT +6)
2	CONSTRUCTION OF AGGREGATION CENTER AT KEAJURBIL RAMU, COX'S BAZAR	13 September 2026 at 12:00 pm, Dhaka, time (GMT +6)
3	CONSTRUCTION OF AGGREGATION CENTER AT LECHUAPRANG RAMU, COX'S BAZAR	13 September 2026 at 3:00 pm, Dhaka, time (GMT +6)
4	CONSTRUCTION OF AGGREGATION CENTER AT MOGGAHAT RAMU, COX'S BAZAR	14 September 2026 at 09:00 am, Dhaka, time (GMT +6)
5	CONSTRUCTION OF AGGREGATION CENTER AT MONDER DALE, COX'S BAZAR	14 September 2026 at 12:00 pm, Dhaka, time (GMT +6)
6	REFURBISHMENT OF AGGREGATION CENTER AT KACCHAPIA, COX'S BAZAR	14 September 2026 at 3:00 pm, Dhaka, time (GMT +6)
7	CONSTRUCTION OF WASH FACILITIES AT AGGREGATION CENTER, TULATOLI, COX'S BAZAR	15 September 2026 at 09:00 am, Dhaka, time (GMT +6)
8	CONSTRUCTION OF WASH FACILITIES ANCILLARY WORKS AT AC, DIKKUL, COX'S BAZAR	15 September 2026 at 12:00 pm, Dhaka, time (GMT +6)

Please confirm your participation in the mandatory site visit to Asif.Khan@fao.org no later than 24 hours before the site visit date. Your email should include the company's name, the representative's name, contact details and lot number.

PRE-BID MEETING INFORMATION

Date: 16 September 2026
Time: 11:00 am to 12.00pm

Platform: Microsoft Teams

Meeting Link: [CLICK HERE](#)

Meeting ID:
395 655 518 658 089

Passcode:
XB9Qe2o8

IMPORTANT:

Deadline for technical questions is 17 September 2026

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Dear Prospective Bidders,

We would like to invite all interested bidders to participate in the **Pre-Bid Meeting for Construction of Aggregation Centre under GCP/BGD/075/EC Project at Cox's Bazar in Bangladesh**. The meeting will be conducted virtually via Microsoft Teams on 16 September 2026 at 11:00 am Dhaka, Bangladesh local time.

Agenda:

Opening Remarks
Overview of the Tender Requirements
Clarifications on Technical Specifications/Requirements
Submission Guidelines
Questions and Answers Session

Important Notes:

The bidders may download the Microsoft Teams application from this link:
<https://www.microsoft.com/en-us/microsoft-teams/download-app>

Please ensure that your team is represented during the meeting for a comprehensive understanding of the tender requirements.

Questions related to the tender can be submitted in advance via correspondence tab in UNGM.

The meeting will be recorded for reference purposes.

The minutes of the meeting, including responses to all queries, will be circulated to all attendees and posted in the Clarification and Correspondence tabs on the UNGM portal.

BID/PROPOSAL SUMMARY

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.

APPENDIX A. Technical Specifications and Compliance Format

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APPENDIX AI : Architectural, Structural, Electrical & Mechanical design

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APPENDIX AII : Scope of Work (to be signed by the bidder)

APPENDIX A III : Mandatory Requirements

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APPENDIX B : *BILL OF QUANTITIES (BoQ)*

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APPENDIX C : FAO General Terms And Conditions for Services