



RFP Number: RFP/SHN/0106/2025

Issuance Date: September 21, 2025

Deadline for Offers: September 22, 2025

Description: Headquarters of Surjer Hashi Network Office Relocation/ Internal Interior work.

For: Surjer Hashi Network

Point of Contact:

Md. Taimur Reza  
Head of Procurement and Supply Chain.  
Surjer Hashi Network,  
Abedin Tower, 6th Floor,  
35 Kamal Ataturk Avenue,  
Banani, Dhaka-1213, Bangladesh.

For queries about the RFP in line with Sections 1 to 4 and to register your organization's interest in bidding: [procurement@shnnetwork.org](mailto:procurement@shnnetwork.org)

**\*\*\*\*\* ETHICAL AND BUSINESS CONDUCT REQUIREMENTS \*\*\*\*\***

- Surjer Hashi Network is committed to integrity in procurement and only selects suppliers based on objective business criteria such as price and technical merit.
  - Surjer Hashi Network does not tolerate fraud, collusion among offerors, falsified proposals/bids, bribery, or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported to the SHN Compliance team.
  - Employees and agents of Surjer Hashi Network are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value, or compensation from current or potential vendors or suppliers in exchange for or as a reward for business.
  - Employees and agents engaging in this conduct are subject to termination and will be reported to the SHN Compliance team.
  - In addition, Surjer Hashi Network will inform their compliance team if any supplier offers of money, fee, commission, credit, gift, gratuity, object of value, or compensation to obtain business.
- Offerors responding to this RFQ must include the following as part of the proposal submission:
- Disclose any close, familial, or financial relationships with Surjer Hashi Network or project staff. For example, if an offeror's cousin is employed by the project, the offeror must state this.
  - Disclose any family or financial relationship with other offerors submitting proposals. For example, if the offeror's father owns a company that is submitting another proposal, the offeror must state this.
  - Certify that the prices in the offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
  - Certify that all information in the proposal and all supporting documentation are authentic and accurate.
  - Certify understanding and agreement to Surjer Hashi Network's prohibitions against fraud, bribery, and kickbacks.
  - Any questions or concerns regarding the above information or to report any potential violations to the below address [procurement@shnnetwork.org](mailto:procurement@shnnetwork.org)



## **Section 1: Instructions to Offerors**

### **1. Introduction:**

Surjer Hashi Network (SHN) is a not-for-profit healthcare social enterprise whose mission is to offer high-quality, customer-oriented, and affordable healthcare services and products to all Bangladeshis, with a particular focus on the poor. The company operates 60 Surjer Hashi Clinics throughout Bangladesh that provide essential health services packages along with diagnostic services, drugs, and other pharmaceutical and consumer healthcare products. As part of its mission to provide quality healthcare services to the poor, SHN is undergoing a process of revitalizing and refreshing its clinics in order to give clients a more satisfying and comfortable experience. To that end, SHN management has decided to relocate the headquarters to a secure location and carry out interior renovation work to enhance the appearance of the Surjer Hashi Network HQ and improve employee satisfaction.

Offerors are responsible for ensuring that their offers are received by SHN in accordance with the instructions, terms, and conditions described in this RFP. Failure to adhere to the instructions described in this RFP may lead to disqualification of an offer from consideration.

This RFP does not oblige SHN to execute a subcontract nor does it commit SHN to pay any costs incurred in the preparation and submission of the proposals. Furthermore, SHN reserves the right to reject all offers, if such an action is considered to be in the best interest of SHN.

2. **Offer Deadline and Protocol:** Offerors shall submit their Hard copy offers. Hard copy offers (sealed envelope) must be received no later than **2:00 pm on September 22, 2025**, at the following address:

Taimur Reza,  
Head of Procurement & SC  
Surjer Hashi Network,  
Abedin Tower, 6th Floor,  
35 Kamal Ataturk Avenue,  
Banani, Dhaka-1213, Bangladesh.

### **3. Offer Submission Requirements**

Offerors are responsible for ensuring that their offers are received in accordance with the instructions stated herein. Late offers may be considered at the discretion of SHN. SHN cannot guarantee that late offers will be considered. Proposals must be submitted in hard copy only.

All proposals must be submitted in two volumes, consisting of:

- Volume 1: Technical proposal
- Volume 2: Financial proposal

Please reference the RFP number in any response to this RFP. Offers received after the specified time and date will be considered late and will be considered only at the discretion of SHN.

Separate technical and financial proposals must be submitted by email no later than the time and date specified in section 1 clause 2. The proposals must be submitted to the point of contact designated in section 1 clause 2.

For Technical proposal, supplier will be submitting below supporting document:

- Company profile (by mentioning total customer list, experience certificate, renovation site pictures, market footprint etc.)
- **Room Layout (AutoCad/PDF)**
- **The supplier shall provide the sitting arrangements as specified in the layout.**
- Feedback (Comply/Non-Comply/Supplier Proposal) on Technical Specification & requirements.
- Updated Trade license, TIN, BIN etc.
- Three clients contact (Client name, contact person name from client end, designation, Cell no, E-mail id) details for reference check.
- Delivery Leadtime.



Technical proposals must not refer to pricing data in order that the technical evaluation may be made strictly on the basis of technical merit.

4. **Questions and Registering Interest:** Site seeing and any kind of questions of this RFP must be asked/submitted no later than 14:00 local Dhaka time on **September 22, 2025** or email to [nafisa.huq@shnnetwork.org](mailto:nafisa.huq@shnnetwork.org). Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that SHN believes may be of interest to other offerors will be circulated to all RFP recipients who have indicated an interest in bidding. Offerors should register their interest by e-mailing at [procurement@shnnetwork.org](mailto:procurement@shnnetwork.org)
  5. SHN cannot guarantee that offerors who do not register interest will receive amendments to the RFP or answers to questions. Only the written answers issued by SHN will be considered official and carry weight in the RFP process and subsequent evaluation. Any verbal information received from employees of SHN, or any other entity should not be considered as an official response to any questions regarding this RFP.
  6. **Requirement/Proposal Details:** Section 3 contains SHN requirements, scope of work, layout and cost proposal.
    - **Quotations submission details:** Quotations in response to this RFP must be priced on a fixed-price, all-inclusive basis, including delivery and all other costs. All quotations must present VAT as a separate line item. Pricing must be presented in Bangladeshi Taka (BDT). **Offers must remain valid for not less than forty-five (45) calendar days after the offer deadline.** Below 45 days offer validity will be considered as a non-responsive proposal. Offerors are requested to provide quotations on their official letterhead follow RFP financial template mention in section 3 clause 3.6.
  7. **Delivery:** The project locations for the items/service described in this RFP are the two locations.
    - **1<sup>st</sup> Location**  
**21–25 employee seating arrangements at Mohakhali DOHS, House-328, Road-22 (6th Floor)**  
Google Map(<https://maps.app.goo.gl/HequWrTUbGwcaZqaA>)
    - **2<sup>nd</sup> Location**  
**25–35 employee seating arrangements at Mohakhali DOHS, House-340, Road-24 (Ground Floor)**  
Google Map (<https://maps.app.goo.gl/DaaEA1CAdgacsfGj9>)
- In response to this RFP, each offeror is expected to provide an estimate (in calendar days) of the delivery timeframe (after receipt of the order). The delivery estimate presented in an offer in response to this RFP must be upheld in the performance of any resulting contract.
8. **Descriptive Literature:** Descriptive literature for all commodities is required. Descriptive literature means information (e.g., cut sheets, illustrations, drawings, brochures, etc.) that is submitted as part of an offer. Any discrepancy between written technical specifications in the RFP and the literature must be clearly explained. The final specifications-determining instrument will be the offeror's completed quotation sheet.
  9. **In-Country Warranty Service and Repair:** In-country warranty and after-sales maintenance, repair, and spare parts for each item quoted under this RFP are required. The Offeror must provide a full warranty certificate for each item for a minimum month that is mentioned in Section 3 Clause 3.1 specification/scope of work part, from the date of successful inspection and testing of the installed and commissioned item. The bidder who will propose a warranty below that number will be considered as non-responsive.
  10. **Taxes and VAT:** Offerors must include taxes, VAT, charges, tariffs, duties, and levies in accordance with the laws of the Bangladesh as a separate cost line.

11. **Eligibility:** By submitting an offer in response to this RFP, the offeror certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible for an award by the U.S. Government. SHN will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government.
12. **Evaluation and Award:** The award will be made to a responsible offeror whose offer follows the RFP instructions, meets the eligibility requirements, meets the required technical specifications, and is determined via a trade-off analysis to be the best value based on application of the following evaluation criteria. The relative importance of each individual criterion is indicated by the number of points below:
- **Technical – 30 points:** Responsiveness to the technical specification and requirements. SHN will assess the brand performance of the product/materials that the bidders will propose.
  - **Company Profile – 10 points:** Offerors must provide their company profile with date of establishment, client list, list of service centers, technical personnel list, product list, product authorization and others.
  - **Delivery Timeline – 5 points:** Offerors must declare the delivery time based on the locations in Annex I in their quotation and will be evaluated based on the speed of delivery.
  - **After-Sales Service – 5 points:** The ability of the offeror to provide after-sales services, including a warranty on equipment. Service center(s) will be evaluated on ability to be equipped with tools, staffed with technical personnel, and stocked with spare parts for after-sales service.
  - **Reference Check – 10 Points:** SHN will assess the Offerors' past performance by contacting three references who may indicate their proposed product quality and performance. And also the Offeror's after-sales service performance. SHN reserves the right to obtain past performance information obtained from other than the sources identified by the Offeror. SHN shall determine the relevance of similar past performance information and proposed Product quality information through a reference check.
  - **Price – 40 points:** Offerors' total cost will be compared to each other to assist SHN in determining best value.

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed “non-responsive” and thereby disqualified from consideration. Surjer Hashi Network reserves the right to waive immaterial deficiencies at its discretion.

Best-offer quotations are requested. It is anticipated that the award will be made solely based on these original quotations. However, SHN reserves the right to conduct any of the following:

- SHN may conduct negotiations with and/or request clarifications from any offeror prior to award.
- While preference will be given to offerors who can address the full technical requirements of this RFQ, SHN may issue a partial award or split the award among various suppliers, if in the best interest of the SHN.
- SHN may cancel this RFQ at any time.



13. **Terms and Conditions:** This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate SHN to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer.

This solicitation is subject to SHN's standard terms and conditions. Any resultant award will be governed by these terms and conditions; a copy of the full terms and conditions is available upon request. Please note the following terms and conditions will apply:

- (a) SHN's standard payment terms are net 30 days after receipt and acceptance of any commodities or deliverables. Payment will only be issued to the entity submitting the offer in response to this RFQ and identified in the resulting award; payment will not be issued to a third party.
- (b) Any award resulting from this RFQ will be a firm fixed price, in the form of a purchase order or yearly agreement.
- (c) The title to any goods supplied under any award resulting from this RFQ shall pass to SHN following delivery and acceptance of the goods by SHN. Risk of loss, injury, or destruction of the goods shall be borne by the offeror until title passes to SHN.

## **Section 2: Offer Checklist**

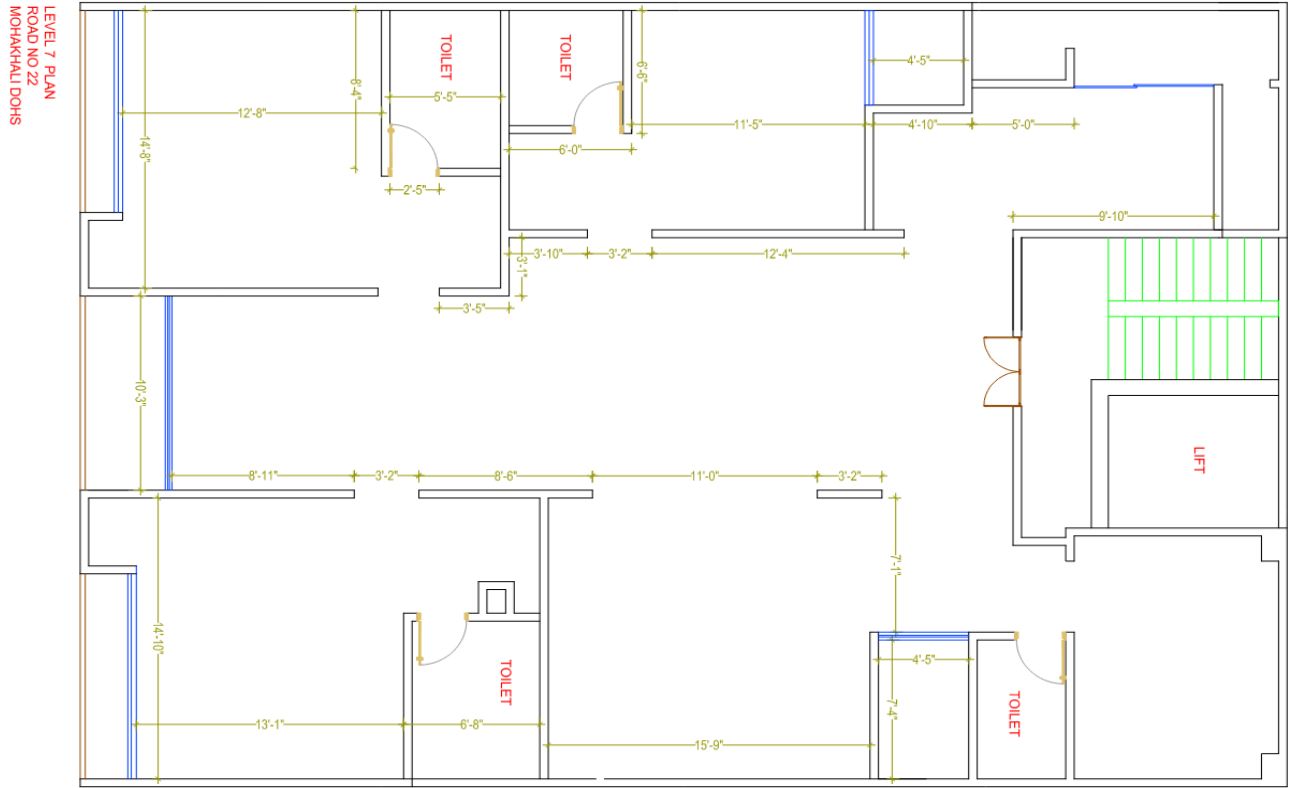
To assist offerors in preparation of proposals, the following checklist summarizes the documentation to include an offer in response to this RFP:

- Cover letter, signed by an authorized representative of the offeror (see Section 4 for template)
- Copy of offeror's registration or updated business license, TIN, BIN.
- Company Profile
- Three references (company name, contact person, designation, cell no) from their client list where similar work has been performed.
- Proposed Room Layout with sitting arrangement (AutoCAD/Pdf)
- Financial Proposal including materials specifications (brand & others) by following financial proposal template (Section 3 clause 3.5 & 3.6)
- The product catalogs/specification sheets for all quoted items.
- Delivery lead time.

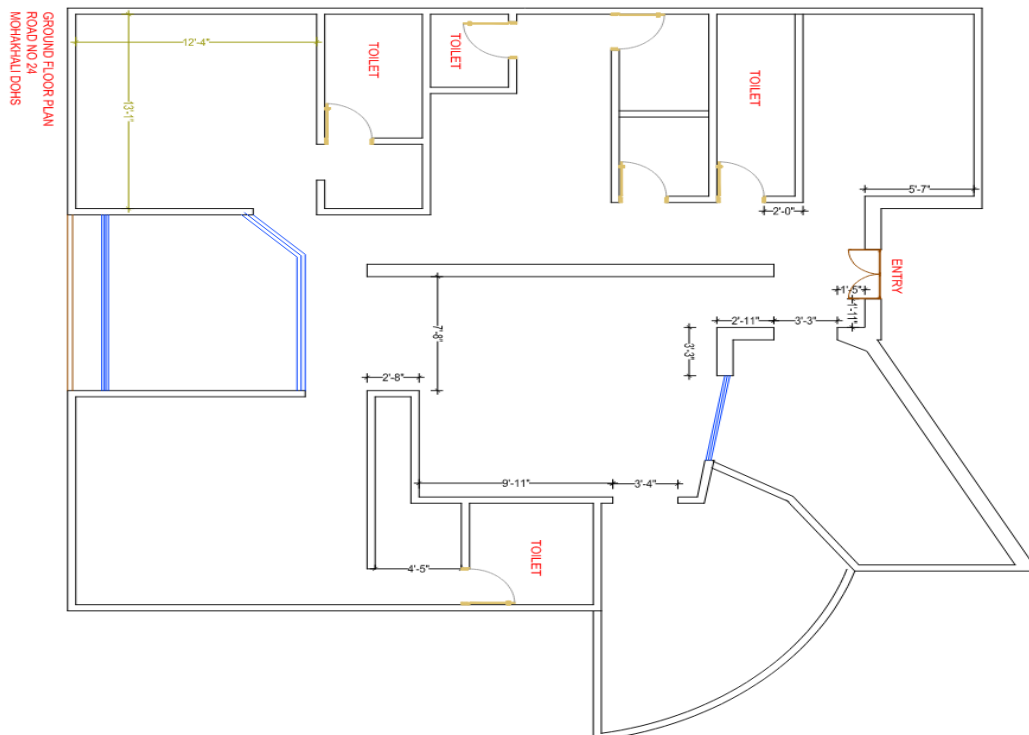
### Section 3: Scope of Work & Financial Proposal Template:

The table below contains the detailed specifications of required equipment and furniture. Offerors are requested to provide quotations containing the information below on official letterhead or official quotation format. In the event this is not possible, offerors may complete this Section 3 and submit a signed/stamped version to SHN.

#### 3.1. Layout House # 328, Road# 22, 6<sup>th</sup> Floor, Mohakhali DOHS: Size 2,200 Sq-Ft



#### 3.2. Layout House # 340, Road #24 (Ground Floor), Mohakhali DOHS, Size 2,500 Sq-Ft





### 3.3. Sitting & Room Requirement: Road# 22

Particulars/Department	Workstation Type	Measurement
Chairman	Open space	One separate room for the 1 Chairman
CEO	Room	One separate room for 1 CEO
Senior Management	Room	One room for 2 GM, Thai Partition
DGM	Open space	4 DGM people will sit there
HOD	Open space	3 HOD people will sit there
Finance Department	Medium Room	1 GM & 6 Fin & Acc people will sit there.
Key Executive	Open space	6 Key Executive
Conference Room	Big Room	Sitting arrangement for ten persons
Kitchen with a prayer room	Room	Kitchen and two-person arrangement for Prayer.

Particulars/Department	Workstation Type	No of Cubicle	Measurement (Re-Use Existing Cubicles)
Chairman	Open space	1	As per the current cubicles
CEO	Room	1	As per the current cubicles
GM	Medium Cubicle	3	5'10"x 4'9"
DGM	Medium Cubicle	4	5'10"x 4'9"
HOD/Senior Manager	Normal Cubicle	3	Maybe need to resize the cubicles
HR	Normal Cubicle	1	Maybe need to resize the cubicles
Proc	Normal Cubicle	1	Maybe need to resize the cubicles
Finance	Normal Cubicle	6	Maybe need to resize the cubicles
MKT	Normal Cubicle	1	Maybe need to resize the cubicles
Compliance	Normal Cubicle	1	Maybe need to resize the cubicles
Revenue	Normal Cubicle	1	Maybe need to resize the cubicles
Admin	Normal Cubicle	1	Maybe need to resize the cubicles
Total Resource		24	

### 3.4. Sitting & Room Requirement: Road# 24

Particulars/Department	Workstation Type	No of room	No of Cubicle	Measurement (Re-Use Existing Cubicles)
IT Department	Room	1	5	1 HOD & 4 IT people will sit there.
HR	Normal Cubicle	Open space	3	Maybe need to resize the cubicles
MKT	Normal Cubicle	Open space	4	Maybe need to resize the cubicles
Compliance	Normal Cubicle	Open space	6	Maybe need to resize the cubicles
Admin	Normal Cubicle	Open space	2	Maybe need to resize the cubicles
SDS	Normal Cubicle	Open space	2	Maybe need to resize the cubicles
MIS	Normal Cubicle	Open space	1	Maybe need to resize the cubicles
Coordination	Normal Cubicle	Open space	2	Maybe need to resize the cubicles
Revenue	Normal Cubicle	Open space	10	Maybe need to resize the cubicles
Total Resource			35	



## 3.5. Scope of work:

SL	Description of Work	UoM	Qty
<b>A</b>	<b>Office Workstation</b>		
1	Dismantle of Workstations	Per Cubicle	60
2	Fitting and fixing the workstation with electric LAN wiring	Per Cubicle	50
3	Cutting and Repairing	Per Cubicle	1
<b>B</b>	<b>Thai Glass Works</b>		
4	Dismantle of Thai glass partition with door	Job	1
5	Installation of Thai glass partition with sliding door (Fitting, fixing, rubber, screw, rivet, royal plug, silicon gum etc.)	Sq-ft	1
6	Dismantle 10 mm double glazed partition	Job	1
7	Installation of 10mm double glazed partition with door (Fitting, fixing, rubber, screw, rivet, royal plug, silicon gum etc.)	Job	1
8	Dismantle of Swing Door	pcs	11
9	Installation of existing Swing door and glass door (Fitting, fixing, rubber, screw, rivet, royal plug, silicon gum etc.)	pcs	1
<b>C</b>	<b>Drop Wall</b>		
10	Dismantle of drop wall	Job	1
<b>D</b>	<b>Electrical Works (Light Fittings)</b>		
11	Remove all electric connections (Panel light, tube light & lubber light shed, sockets and AC etc)	Job	1
12	Existing light fixing with using existing wire	pcs	1
<b>E</b>	<b>Electrical Items (Cables and Accessories)</b>		
13	Supply and installation of Electric wiring 0.75/RM/Sq.mm	Meter	200
14	Supply and installation of Electric wiring 1.5 RM/Sq.mm	Meter	1
15	Supply and installation of Electric wiring 2.5 RM/Sq.mm	Meter	1
16	Supply and installation of Electric wiring 4 RM/Sq.mm	Meter	200
17	Supply and installation of Electric wiring 7.5 RM/Sq.mm	Meter	1
18	Supply and installation of CAT 6 cable	Meter	1
19	New Electric wiring per connection (light, socket and cable will be reuse)	Point	1
20	New Socket Connections (fitting & fixing)-3 sockets	Pcs	30
21	PVC Channel, Royel Plug, bolt, Screw, Tape(as needed wise)	Lot	1
22	Power Connection (Demand note approval from Desco)-Upgradation	KW	30
<b>F</b>	<b>Cable Tray Works</b>		
23	Cable Tray Dismantle works	Meter	79
24	Cable Tray Installation	Meter	79
25	Accessories for cable tray installation	Meter	1
<b>G</b>	<b>Carpet Works</b>		
26	Carpet Remove from Abedin Tower, Banani and Carpet installation of Mohakhali DOHS 22, and Road 24	Job	1
<b>H</b>	<b>Logistics Cost(transportation labor for loading &amp; unloading)</b>		





27	Tentative list of furniture & equipment: <ul style="list-style-type: none"> <li>• All dismantle items from Abedin tower to Mohakhali DOHS</li> <li>• Almira, Cabinet, Side cabinets, wall cabinets, racks, Network racks and mini drawer units</li> <li>• Conference room table (20 seater &amp; 5 seater)</li> <li>• Workstations, Office chairs, sofas, seating arrangements, carpet</li> <li>• Fridge, water filter, and kitchen items</li> <li>• Air Conditioners</li> <li>• Fire extinguishers and safety equipment</li> <li>• Projector, whiteboards, and bookshelves</li> <li>• Stationery, documents, cartoons, and files cartoon</li> <li>• Crokarise</li> <li>• IT products (IP phone and monitors)</li> <li>• Other office equipment and items not specifically listed herein Supplier will quote as per their physical visit</li> </ul>	job	1
28	Fitting & Fixing of Furniture reorganize Cutting & Making: Conference room table (10 Persons) and Mini conference room table (5 persons)	job	1
29	Additional cutting & making of other furniture or fixtures	pcs	5
I	<b>IT Work</b>		
30	Remove & Re-Arrangement of CC TV /IP Camera work	pcs	6
31	Remove & Fitting Fixing of existing Network Rack, Router/Switch, Access Point Mounting, including reuse of existing Cat 6 cable	Rack	2
J	<b>Extra or Remaining Logistics Transfer Cost</b>		
32	Transportation from Mohakhali to Gazipur Warehouse Truck type: 14 feet	Truck	1

### 3.6. Sample Detailed Cost Breakdown/Financial Proposal Form

SL	Description of Work	UoM	Qty	Unit Price BDT	Total Price BDT
A	<b>Office Workstation</b>				
1	Dismantle of Workstations	Per Cubicle	60		
2	Fitting and fixing the work station with electric LAN wiring	Per Cubicle	50		
3	Cutting and Repairing	Per Cubicle	1		
B	<b>Thai Glass Works</b>				
4	Dismantle of Thai glass partition with door	Job	1		
5	Installation of Thai glass partition with sliding door (Fitting, fixing, rubber, screw, rivet, royal plug, silicon gum etc.)	Sq-ft	1		
6	Dismantle 10 mm double glazed partition	Job	1		
7	Installation of 10mm double glazed partition with door (Fitting, fixing, rubber, screw, rivet, royal plug, silicon gum etc.)	Job	1		



8	Dismantle of Swing Door	pcs	11		
9	Installation of existing Swing door and glass door (Fitting, fixing, rubber, screw, rivet, royal plug, silicon gum etc.)	pcs	1		
<b>C</b>	<b>Drop Wall</b>				
10	Dismantle of drop wall	Job	1		
<b>D</b>	<b>Electrical Works (Light Fittings)</b>				
11	Remove all electric connections (Panel light, tube light & lubber light shed, sockets and AC etc)	Job	1		
12	Existing light fixing with using existing wire	pcs	1		
<b>E</b>	<b>Electrical Items (Cables and Accessories)</b>				
13	Supply and installation of Electric wiring 0.75/RM/Sq.mm	Meter	200		
14	Supply and installation of Electric wiring 1.5 RM/Sq.mm	Meter	1		
15	Supply and installation of Electric wiring 2.5 RM/Sq.mm	Meter	1		
16	Supply and installation of Electric wiring 4 RM/Sq.mm	Meter	200		
17	Supply and installation of Electric wiring 7.5 RM/Sq.mm	Meter	1		
18	Supply and installation of CAT 6 cable	Meter	1		
19	New Electric wiring per connection (light, socket and cable will be reuse)	Point	1		
20	New Socket Connections (fitting & fixing)-3 sockets	Pcs	30		
21	PVC Channel, Royel Plug, bolt, Screw, Tape(as needed wise)	Lot	1		
22	Power Connection (Demand note approval from Desco)-Upgradation	KW	30		
<b>F</b>	<b>Cable Tray Works</b>				
23	Cable Tray Dismantle works	Meter	79		
24	Cable Tray Installation	Meter	79		
25	Accessories for cable tray installation	Meter	1		
<b>G</b>	<b>Carpet Works</b>				
26	Carpet Remove from Abedin Tower, Banani and Carpet installation of Mohakhali DOHS 22, and Road 24	Job	1		
<b>H</b>	<b>Logistics Cost (transportation labor for loading &amp; unloading)</b>				



27	Tentative list of furniture & equipment: <ul style="list-style-type: none"> <li>• All dismantle items from Abedin tower to Mohakhali DOHS</li> <li>• Almira, Cabinet, Side cabinets, wall cabinets, racks, Network racks and mini drawer units</li> <li>• Conference room table (20 seater &amp; 5 seater)</li> <li>• Workstations, Office chairs, sofas, seating arrangements, carpet</li> <li>• Fridge, water filter, and kitchen items</li> <li>• Air Conditioners</li> <li>• Fire extinguishers and safety equipment</li> <li>• Projector, whiteboards, and bookshelves</li> <li>• Stationery, documents cartoons, and files cartoon</li> <li>• Crookeries</li> <li>• IT products (IP phone and monitors)</li> <li>• Other office equipment and items not specifically listed herein</li> </ul> <p>Supplier will quote as per their physical visit</p>	job	1		
28	Fitting & Fixing of Furniture reorganize Cutting & Making: Conference room table (10 Persons) and Mini conference room table (5 persons)	job	1		
29	Additional cutting & making of other furniture or fixtures	pcs	5		
I	<b>IT Work</b>				
30	Remove & Re-Arrangement of CC TV /IP Camera work	pcs	6		
31	Remove & Fitting Fixing of existing Network Rack, Router/Switch, Access Point Mounting, including reuse of existing Cat 6 cable	Rack	2		
J	<b>Extra or Remaining Logistics Transfer Cost</b>				
32	Transportation from Mohakhali to Gazipur Warehouse Truck type: 14 feet	Truck	1		
<b>Subtotal (including TAX &amp; excluding VAT)</b>					
<b>VAT 10%</b>					
<b>Total (including TAX &amp; VAT)</b>					
<b>Full Dismantle and Full setup Deliver Leadtime From Banani to Mohakhali DOHS</b>					

\*\*All prices must be in Bangladeshi Taka (BDT)\*\*

Delivery/Project Completion time (after receipt of order): \_\_\_\_\_ calendar days

Offered validity: \_\_\_\_\_ 45 days \_\_\_\_\_

Payment Terms: \_\_\_\_\_ calendar days by wire transfer after successful delivery.

**The supplier shall provide the sitting arrangements as specified in the layout.**

**Delivery Location:**

• **1<sup>st</sup> Location**

21–25 employee seating arrangements at Mohakhali DOHS, House-328, Road-22 (6th Floor). Google Map (<https://maps.app.goo.gl/HequWrTUbGwcaZqaA>)

• **2<sup>nd</sup> Location**

25–35 employee seating arrangements at Mohakhali DOHS, House-340, Road-24 (Ground Floor)

Google Map (<https://maps.app.goo.gl/DaaEA1CAdgacsfGj9>)

Other criteria that must fulfilled:

**Provider must have their own service/technical team. No third parties are allowed in the delivery or installation of these items.**



## **Section 4: Offer Cover Letter**

*The following cover letter must be placed on letterhead and completed/signed/stamped by a representative authorized to sign on behalf of the offeror:*

To:

Md Taimur Reza  
Head of Procurement and Supply Chain  
Surjer Hashi Network,  
Abedin Tower, 6th Floor,  
35 Kamal Ataturk Avenue,  
Banani, Dhaka-1213, Bangladesh.

Reference: RFP/SHN/0106/2025

To Whom It May Concern:

We, the undersigned, hereby provide the attached offer to perform all work required to complete the activities and requirements as described in the above-referenced RFP. Please find our offer attached.

We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced RFP. We further certify that the below-named firm—as well as the firm’s principal officers, and all commodities and services offered in response to this RFP—are eligible to participate in this procurement under the terms of this solicitation and under SHN regulations.

Furthermore, we hereby certify that, to the best of our knowledge and belief:

- We have no close, familial, or financial relationships with any Surjer Hashi Network or AUHC project staff members.
- We have no close, familial, or financial relationships with any other offerors submitting proposals in response to the above-referenced RFP; and
- The prices in our offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- All information in our proposal and all supporting documentation is authentic and accurate.
- We understand and agree to SHN’s prohibitions against fraud, bribery, and kickbacks.

We hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete.

Authorized Signature: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Contact No : \_\_\_\_\_

Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Company Website: \_\_\_\_\_

Company Registration or Taxpayer ID Number: \_\_\_\_\_

Does the company have an active bank account (Yes/No)? \_\_\_\_\_

Official name associated with bank account (for payment): \_\_\_\_\_



**Bank Accounts Details Information** (completed/signed/stamped by a representative authorized to sign on behalf of the offeror):

Sl.	Particulars	Information
1	Account Name:	
2	Account Number:	
3	Account Type:	
4	Name of Bank:	
5	Name of Bank Branch:	
6	Address of Branch:	
7	Bank Routing Number: If possible	

Signature with seal:

Name :

Designation :