



**House 270, Road-19, New DOHS
Mohakhali Dhaka-1206, Bangladesh**

REQUEST FOR QUOTATION- PSN

Procurement of Recycling App Development for Kushtia Municipality

**Project Name: Integrated Urban Water Management at the Center of
Municipal Public Services**

Issued on: 17 Dec 2025

Invitation ref. no.: BORDA/WC/NS-04

Client: Waste Concern

Country: Bangladesh

Waste Concern

Level – 03, House 270, Road - 19, New DOHS, Mohakhali, Dhaka-1206

Email: office@wasteconcern.org

www.wasteconcern.org

REQUEST FOR QUOTATION

for

Procurement of Recycling App Development for Kushtia Municipality

RFQ No: BORDA/WC/NS-04

Date: 17 Dec 2025

To

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1. The Waste Concern has been allocated project funds and intends to apply a portion of the funds to eligible payments under the Contract for which this Quotation Document is issued.
2. Detailed **Specifications/ Terms and Reference** for the intended Works are available in the office of the Procuring Entity for inspection by the potential Quotationers during office hours on all working days.
3. Quotation is being requested on **Lump-sum** basis.
4. Quotation shall be completed properly, duly signed-dated each page by the authorized signatory and submitted by the date to the office as specified in **Para 6** below.
5. No Securities such as Quotation Security and Performance Security shall be required for submission of the Quotation and execution of the Works (if awarded) respectively.
6. Quotation in sealed envelope or through electronic mail shall be submitted to the office of the undersigned **on or before 23 Dec 2025**. The envelope containing the Quotation must be clearly marked “Quotation for **Procurement of Recycling App Development for Kushtia Municipality**” and **DO NOT OPEN** before **23 Dec 2025**. Quotations received later than the time specified herein shall not be accepted.
7. Quotations received through postal mail, hand delivery or electronic mail shall be sealed-enveloped by the Procuring Entity duly marked as stated in **Para 6** above and, all Quotations thus received shall be sent to the Evaluation Committee for evaluation, without opening, by the same date of closing the Quotation.
In case of electronic mail submission, the subject of the mail should be “Quotation for **Procurement of Recycling App Development for Kushtia Municipality**”. The quotation submission by registered postal mail, hand delivery or by email must reach the office of the procurement entity by **4:00 PM of December 23, 2024**.
8. The Procuring Entity may extend the deadline for submission of Quotations on justifiably acceptable grounds duly recorded subject to threshold of seven (7) days pursuant to Rule 92 (4) of the Public Procurement Rules, 2025.
9. Quotation shall be submitted as per **Required Performance Standards/ Specification of Recycling App Development**.

10. All Quotations must be valid for a period of at least **30 (Thirty) days** from the closing date of the Quotation.
11. No public opening of Quotations received by the closing date shall be held.
12. Quotationer's rates or prices shall be inclusive of profit and overhead and, all kinds of taxes, duties, fees, levies, and other charges to be paid under the Applicable Law, if the Contract is awarded.
13. Rates shall be quoted and, subsequent payments under this Contract shall be made in Taka currency. The price offered by the Quotationer, if accepted shall remain fixed for the duration of the Contract.
14. Quotationer shall have legal capacity to enter into Contract. Quotationer, in support of its qualification shall be required to submit certified photocopies of latest documents related to valid **Trade License, Tax Clearance Certificate (or Acknowledgement slip issued by the competent authority as a proof of submission of income tax return for the Assessment Year 2025-26, VAT Registration Number/Business Identification Number (BIN) and Financial Solvency Certificate** showing liquid asset of at least **80% of QUOTED PRICE from any scheduled Bank; without which the Quotation may be considered non-responsive** [Bank Statement before quotation-submission date can be considered as liquid asset].
15. Quotations shall be evaluated based on information and documents submitted with the Quotations, by the Evaluation Committee and, at least three (3) responsive Quotations will be required to determine the lowest evaluated responsive Quotations for award of the Contract.
16. In case of anomalies between unit rates or prices and the total amount quoted, in the quotation submitted on unit rate basis, the unit rates or prices shall prevail. In case of discrepancy between words and figures, the former will govern. In case of quotation submitted on Lump-sum basis, if anomalies found between figures and words, the words will prevail. Quotationer shall remain bound to accept the arithmetic corrections made by the Evaluation Committee.
17. The Quotationers prices, being responsive to the Procuring Entity's requirements, shall be checked for SLT (Significantly Low-priced Tender) in accordance with the Rules 25 and 26 of the Public Procurement Rules, 2025.
18. The execution of Works shall be completed within **30 (Thirty) days** from the date of commencement.
19. Letter inviting the successful Quotationer to sign the Contract shall be issued within **03 (three) days** of receipt of approval from the Approving Authority. The Contract shall have to be signed within **03 (three) working days** of issuing such Letter of Invitation.
20. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.

Sincerely,

(Merina Afrose)
Project Accounts Officer
Waste Concern

Distribution:

1. Executive Director and Director, Waste Concern;
2. IT Specialist (for information and wide circulation in Waste Concern Website); and
3. Office File.

Quotation Submission Letter

[Use Letter-head Pad]

RFQ No: BORDA/WC/PSN-04

Date: dd/mm/yy

To:

Waste Concern

Level – 3, House No. -270

Road No. -19, New DOHS Mohakhali

Dhaka-1206.

I/We, the undersigned, offer to execute in conformity with the Conditions of Contract for execution of the Works named **Procurement of Recycling App Development** in accordance with the Contract Terms and Conditions and the Scope of Services accompanying this Quotation for the Contract Price

BDT

(in figure)

: _____

In word

: _____

in accordance with Price Schedule annexed to the Scope of Services.

My/Our Quotation shall remain valid for the period stated in the RFQ Document and it shall remain binding upon us and, may be accepted at any time prior to the expiration of its validity period.

I/We declare that I/we have the legal capacity to enter into a contract with you, and have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive, coercive or obstructive practices. Furthermore, I am/ We are aware of Para 28(e) of the Conditions of Contract and pledge not to indulge in such practices in competing for or in executing the works.

I am/We are not submitting more than one Quotation in this RFQ process in my/our own name or other name or in different names. I/We understand that your written invitation to sign the Contract shall become binding upon us, until a formal Contract is signed.

I/We have examined and have no reservations to the RFQ Document issued by you on [insert date]

I/We understand that you reserve the right to reject all the Quotations or annul the procurement proceedings without incurring any liability to me/us.

Signature of Quotationer with Seal

Date:

PRICE SCHEDULE

Item No.	Description of Items of Activity	Unit	Quantity	Prices quoted by the Quotationer	
				In figures	In words
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>
					<div>Total Amount (in figure and words)</div>

Signature of the Quotationer with Seal
Date :dd/mm/yy

Waste Concern

Level – 03, House 270, Road - 19, New DOHS, Mohakhali, Dhaka-1206

Invitation for signing Contract

RFQ No: BORDA/WC/PSN-04

Date: dd/mm/yy

To:

[name of IT Firm/ Vendor _____]
[address _____]

This is to notify you that your **Quotation** dated [dd/mm/yy] for the execution of the Works named **Procurement of Recycling App Development** for the Contract Price of Tk [state amount in figures and in words] as corrected, has been approved by the competent authority.

You are thus requested to attend the office of the undersigned to sign the Contract within **03 (three) days** of issuing this Letter of Invitation; but in no case later than [specify dd/mm/yy].

You may proceed with the execution of the Works only upon signing the Contract. You may also please note that this invitation shall constitute the formation of this Contract which shall become binding upon you.

We attach the draft Contract and all other documents for your perusal.

Attachment: Draft Contract

Signature of the Procuring Entity with name and designation
Date: dd/mm/yy

Contract Agreement

THIS AGREEMENT made on this [insert day] day of [insert month and year] between **Waste Concern, Level – 03, House 270, Road - 19, New DOHS, Mohakhali, Dhaka-1206** (hereinafter called “the Procuring Entity”) of the one part and [name and address of Service Provider] (hereinafter called “the **Service Provider**”) of the other part:

WHEREAS the Procuring Entity invited Quotation for certain Works named **Procurement of Recycling App Development for Kushtia Municipality** and has accepted the Quotation submitted by the Quotationer for the execution of those works in the sum of Taka [insert Contract price in figures and in words] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSED AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the General Conditions of Contract hereinafter referred to.
2. The documents forming the Contract shall be interpreted in the following order of priority:
 - (a) the signed Contract Agreement
 - (b) the Letter of Invitation
 - (c) the Conditions of Contract
 - (d) the Specifications
 - (e) the Design and Drawings
 - (f) the priced Bill of Quantities
 - (g) any other document listed anywhere in the Contract.
3. In consideration of the payments to be made by the Procuring Entity to the Service Provider as hereinafter mentioned, the Service Provider hereby covenants with the Procuring Entity to execute and complete the works and to remedy any defects therein in conformity in all respects with the provisions of the Contract.
4. The Procuring Entity hereby covenants to pay the Service Provider in consideration of the execution and completion of the works and the remedying of defects therein; the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Bangladesh on the day, month and year first written above.

For the Procuring Entity

For the Service Provider

Signature

Name

Designation

National ID No.

In the presence of

Name

CONTRACT TERMS AND CONDITIONS

Project Name: **Integrated Urban Water Management at the Center of Municipal Public Services**

Client: **Waste Concern**

Contract No. : **BORDA/WC/PSN-04**

1. Definitions

- (a) “Contract” means the agreement entered into between the Client and the Service Provider, together with the Contract Documents referred to therein, including all attachments, appendixes, and all documents incorporated by reference therein.
- (b) “Contract Documents” means the documents listed in the Contract, including any amendments thereto.
- (c) “Contract Price” means the price payable to the Service Provider as specified in the Contract, subject to such additions and adjustments thereto pursuant to the Contract.
- (d) “Completion” means the fulfilment of the committed services by the Service Provider in accordance with the terms and conditions set forth in the Contract.
- (e) “Client” means the entity purchasing the Services.
- (f) “Services” means the services the Service Provider will perform as specified in the Scope of Services in Appendix A.
- (g) “Service Provider” means the natural person, private or government entity, or a combination of the above, whose bid to perform the Contract has been accepted by the Client and is named as such in the Contract.

2. Applicable Law

The Contract shall be interpreted in accordance with the laws of the Client's country.

3. Language

All communications and documents related to the Contract shall be in English.

4. Assignment

Any assignment of this Contract or of any rights hereunder, in whole or in part without the prior written consent of the Client shall be void.

5. Fraud and Corruption

This Contract shall be covered by the provisions of GOB’s (2025, as amended to date) and Integrity Principles and Guidelines (as amended from time to time), as well as Service Providers and Contractors under BMZ/BORDA-financed contracts, to observe the highest standard of ethics during the procurement and execution of such contracts.

6. Performance of the Services

The Service Provider shall carry out the Services with due diligence and efficiency and shall furnish to the Client such information related to the Services as the Client may from time to time reasonably request. The Service Provider shall at all times cooperate and coordinate with the Client with respect to the performance of the Services.

7. Required Performance Standards (with attachments as necessary to be prescribed by Client.)

- (a) General Description
- (b) Specific Standards
- (c) Performance Parameters

Service Provider confirms compliance with above standards and parameters.

8. Service Completion Schedule

The services should be completed as per schedule indicated in the **Scope of Services** but not exceeding **01 months** from the date of signing of contract.

9. Fixed Contract Price

The prices indicated in the **Form of Quotation** are firm and fixed and not subject to any adjustment during contract performance, subject to Clause 11 [Payment] below.

10. Taxes and Duties

The Service Provider shall be entirely responsible for all taxes, duties, license fees, etc., incurred until completion of the services to the Client.

11. Payment

Upon submission by Service Provider of claim and subsequent verification of the claim by Client, payment of the contract price shall be made in the following manner:

Payments shall be made based on successful completion and written approval of defined project milestones. Each milestone payment is subject to review and acceptance within 05-07 business days.

(a) **Advance payment:** 10% of Contract Price upon evidence of mobilization of service Provider.

(b) **Prototyping & Design:** 25% of Contract Price upon review all deliverables and approval
Deliverables:

- i. Detailed project roadmap and technical architecture document.
- ii. Complete UI/UX wireframes and high-fidelity mockups of the entire application.
- iii. A functional prototype (MVP) demonstrating the core user journey: consumer posts a request, collector receives the notification, and the collector successfully sends a price offer.

(c) **Final Delivery & Deployment:** 45% of Contract Price upon review all deliverables and approval

Deliverables:

- i. Complete development of all features as outlined in the Scope of Work.
- ii. Rigorous testing (Unit, Integration, and User Acceptance Testing).
- iii. Deployment of the mobile apps to the Apple App Store and Google Play Store.
- iv. Deployment of the web application and backend to a live server.

- v. Complete handover of all source code, databases, documentation, and credentials.
- vi. 30 days of post-launch support to fix any bugs or critical issues.

(d) Post-delivery support – 1st year: 20% of Contract Price upon certification by the Client of the successful operation and consumer services of 12 months after App live on stores.

12. Resolution of Disputes

The Client and the Service Provider shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute between them under or in connection with the Contract. In the case of an unresolved dispute, the dispute shall be settled in accordance with the provisions of the country's **Arbitration Act, 2001**.

13. Independent Service Provider

Nothing contained in this Contract shall be construed as establishing or creating the relationship of master and servant, employer and employee or principal and agent between the Client and the Service Provider, or his employees or agents or other persons engaged by the Service Provider to perform any of the services.

14. Intellectual Property Rights

Intellectual Property Rights: (a) The Service Provider shall indemnify the Client from and against any and all claims, liabilities, obligations, losses, damages, penalties, actions, judgments, suits, proceedings, demands, costs, expenses and disbursements of whatsoever nature that may be imposed on, incurred by or asserted against, the Client during or in connection with the Services by reason of: (i) infringement or alleged infringement by the Service provider of any patent or other protected right, or (ii) plagiarism or alleged plagiarism by the Service provider.

15. Failure to Perform

The Client may terminate the Contract if the Service Provider fails to perform the services, in accordance with the above terms and conditions, in spite of a 14-day notice given by the Client, without incurring any liability to the Service Provider. In the event of such termination, the amount due under the Contract shall be subject to equitable adjustment.

16. Termination Due to Integrity Violation

The Client may terminate this Contract, in whole or in part, if the Service Provider, in the judgment of the Client has engaged in integrity violations in accordance with Clause 5 [Fraud and Corruption], in competing for or in executing this Contract.

17. Other Grounds for Termination

The Client may also terminate this Contract, in whole or in part, if the Service Provider becomes insolvent, bankrupt or gives the Client reasonable evidence of its inability to complete the Services as specified, or fails to correct any non-conformity in the Services or performs in bad faith by willfully not observing the terms and conditions of this Contract.

18. Force Majeure

The Service Provider shall not be liable for penalties or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

- (a) For purposes of this Clause, “Force Majeure” means an events beyond the control of the Service Provider and not involving the Service Provider’s fault or negligence and not foreseeable. Such events may include, but not restricted to, act of Client in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- (b) If a Force Majeure situation arises, the Service Provider shall promptly notify the Client in writing of such condition and the cause thereof. Unless otherwise directed by the Client in writing, the Service Provider shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by Force Majeure event.

19. Accounts and Records

- (a) The Service Provider shall keep accurate and systematic accounts and records in respect of the Services in such form and detail as are customary in its profession and are sufficient to establish accurately that the costs have been duly incurred.
- (b) Notwithstanding anything to the contrary stated herein, the Service Provider shall maintain accounts and records, including original receipts, invoices and other supporting documents evidencing payments made by the Service Provider under this Contract, for the period of the Services and for a period no less than 12 months after the expiration or termination of this Contract.
- (c) The Service Provider shall permit BMZ/BORDA or it’s representative to inspect the accounts, records, and other documents relating to the submission of bids and contract performance of the Service Provider and to have them audited by auditors appointed by BMZ/BORDA.

20. Suspension of ADB Loan or Credit.

In the event that BMZ/BORDA suspends the Loan or Credit to the Client, from which part of the payments to the Service Provider are being made, the Client is obligated to notify the Service Provider, with copy to the Client’s representative, of such suspension within 7 days of having received BMZ/BORDA’s suspension notice.

21. Termination Notice Due to Non-payment

If the Service Provider has not received payments due within the 28 days as provided for in Clause 11 [Payment], the Service Provider may immediately issue a 14-day termination notice.

Required Performance Standards/ Specification

- **Objective:** To streamline the selling of recyclable materials, ensuring consumers receive fair prices and reliable pickups.
- **Accessibility:** The platform will be available on both mobile devices (Android/iOS) and computers via a web-based version.

Scope of Development

- **Developer's Role:** Responsible for the complete end-to-end design, development, and deployment.
- **Components:** Includes the backend server, a consumer-facing app, a collector-facing app, and an administrative panel.
- **Core App Features:** Must include User Profiles, a complete Recycling Workflow (from request to rating), Key Functionalities like geolocation and real-time notifications, and an Admin Panel.
- **Platform Technology:** A cross-platform solution using technologies like Flutter, React Native, or a Progressive Web App (PWA).
- **Backend System:** Must be scalable, secure, and robust, preferably using Node.js, Python (Django/Flask), or a serverless architecture.
- **Database Solution:** Requires a scalable and secure database like PostgreSQL, MongoDB, or Firestore.
- **Blockchain Integration (Optional):** Proposals are encouraged to include blockchain for creating a transparent and immutable transaction ledger.
- **User Experience (UI/UX):** The design must be clean, intuitive, and user-friendly.
- **Security:** Must incorporate best practices for data security, encryption, and protection of user information.
- **Data Protection:** All project-related data is to be treated as highly confidential.