



## Request for proposal (RFP)

Ref: JFT/RFP/2026/116

Date: 02.02.2026

To

**Subject: Request for Proposal for Hiring Individual Consultant/Firm for Module Development.**

Dear Concern,

JAAGO Foundation Trust is a non-profit organization working to empower underprivileged individuals and communities in Bangladesh through education, youth development, women's empowerment, climate change, governance, and poverty alleviation.

JAAGO Foundation Trust intends to hire an individual consultant or consulting firm for module development under the SHIELD Project. The detailed scope of work is outlined in the attached Terms of Reference (ToR). In this regard, JAAGO Foundation Trust invites technical and financial proposals from qualified and bona fide consulting firms or individual consultants who are legally registered under the laws of Bangladesh or possess valid individual identification in Bangladesh.

Interested consultants/organizations are requested to submit their proposals either via email to [procurement.jft@jaago.com.bd](mailto:procurement.jft@jaago.com.bd) or by submitting a hard copy to the following address:

JAAGO Foundation Trust  
Bangladesh Country Office  
House 57, Road 7B, Block H  
Banani, Dhaka-1213  
Bangladesh

All proposals must be submitted in accordance with the Terms and Conditions outlined in the Request for Financial and Technical Proposals (RFP) document and must be received no later than **10 February 2026 at 02:00 PM**. Kindly review the Terms and Conditions carefully before preparing your proposal. Please acknowledge receipt of this RFP by signing the Consultant/Firm Conflict of Interest Certification and indicating your intention to submit a proposal.

Please note that telephone inquiries will not be accepted. Any questions regarding this RFP must be submitted in writing before the submission deadline. Questions and responses that are relevant to all bidders may be shared with all interested vendors to ensure transparency.

A handwritten signature in black ink, appearing to read "Md. Robiul Islam".

**Md. Robiul Islam**  
Sr. Officer-Admin & Procurement Dept.  
JAAGO Foundation Trust

**Proposal Specifications:**

SL	Description/Specifications	Unit Type	Quantity
1	Individual Consultant/Firm Hiring for Development and Validation on integrated training Module and Conducting ToT on Disaster Risk Reduction, Disaster Preparedness, Emergency Response Procedures, Response Strategies, First Aid and Shelter Management. (Details are as per attached ToR)	Nos	01

**Proposal Validity Requirements**

Firms/Service provider/ Consultants Eligibility Requirements	<p>This RFP is open to commercial and non-governmental businesses, registered in Bangladesh, capable of providing and delivering the products, and with a solid record of integrity and business ethics.</p> <p>Note: JFT will not award a contract to any firm that is debarred, suspended. Or proposed for debarment, or who proposes to do business with firms or firms' principals who are debarred, suspended, or proposed for debarment, in the performance of the requirement of this activity.</p>
Contractual Mechanism and Payment Terms:	<p>JFT will make an agreement or issue a MoU to the service provider. Following JFT's acceptance of the goods or services or deliverables, the payment will be made within 30 days of the receipt of an invoice. Advance will be made based on SP's request and negotiation.</p> <p>Payment will only be issued to the Service provider/ firms/consultants identified in the Work Order/ Professional Service Contract; payment will not be issued to a third party or an individual.</p>
Delivery Instructions:	The Report should be delivered by according to the mentioned date of MoU/ Work Order
Proposal must include the following:	<p><u>Proposal Details:</u></p> <p>Proposal shall be marked with RFP# JFT/RFP/2026/116; Detailed description of the Proposed activities; Information on cost, method, date, Detailed information on any insurance and/or warranties offered by the service provider; Proposal in BDT mentioning VAT &amp; TAX, excise and other duties or taxes; VAT &amp; TAX will be applicable as per Govt. law</p>

**JFT Procurement**
**Request for Proposal (RFP)**

	<p><u>Service Provider Requirements:</u></p> <p><b>For individuals:</b> Complete CV with Cover letter, TIN certificate and TAX return acknowledgement, Bank Account Information. NID, Past performance information, including contact information,</p> <p style="text-align: center;"><b>OR</b></p> <p><b>For Firms:</b> Firms Profile, TIN, BIN, Bank Details, Update Trade License and TAX Return Acknowledgement.</p> <p>JFT reserves the right to contact the references directly.</p>
Evaluation Criteria:	Proposal will be evaluated based on meeting specifications, qualifications and experience of the service provider, price, delivery time and related criteria.



## Submission of Proposal

Submission Deadline:	The proposal must be submitted to JFT no later than 10.02.2026 at 02:00pm
Submission Method:	<p>Proposals can be submitted hard copy or electronically, or both.</p> <p><b>Hard Copy:</b> submit quote on company letterhead duly signed and stamped by an authorized individual and delivered to the JFT Office in a closed envelope and addressed to the Administration Dept.,  <b>JAAGO Foundation Trust, House-57, Road-7B, Block-H, Banani, Dhaka.</b></p> <p><b>Electronically:</b> Sign, stamp, scan and send the quote/ proposal as an attachment in PDF format to <a href="mailto:procurement.jft@jaago.com.bd">procurement.jft@jaago.com.bd</a>.</p>
Duration of Quote:	All proposals submitted must be valid for 90 days from the Submission Deadline specified above. This includes cost, pricing, terms and conditions, service levels, and all other information. If your firm is selected, all information in the RFP and negotiation process is contractually binding and may be accepted by JFT without further negotiation.

## Terms and Conditions

1. Issuance of this RFP does not constitute an award commitment on the part of the JFT, nor does it commit JFT to pay for costs incurred in the preparation and submission of a bid.
2. Attachments to this RFP are considered integral to all requirements.
3. JFT may contact bidders to confirm contact person, address, bid amount and to confirm that the bid was submitted for this solicitation.
4. False Statements in the Bid: Bidders must provide full, accurate and complete information as required by this solicitation and its attachments.
5. Conflict of Interest Disclosure: Bidders must provide disclosure of any past, present or future relationships with any parties associated with the issuance, review or management of this solicitation and anticipated award. Failure to provide full and open disclosure may result in JFT having to re-evaluate the selection of a potential Bidder.
6. Right to Select/Reject: JFT reserves the right to select and negotiate with those firms it determines, in its sole discretion, to be qualified for competitive quotes and to terminate negotiations without incurring any liability. JFT also reserves the right to reject any or all quotes received without explanation.
7. Reserved Rights: RFP responses become the property of JFT. JFT reserves the right in its sole discretion:
  - To disqualify any offer based on Bidder's failure to follow solicitation instructions;
  - To waive any deviations by Bidder from the requirements of this solicitation that in JFT's opinion are considered not to be material defects requiring rejection or disqualification; or where such a waiver will promote increased competition
  - To extend the time for submission of all RFP responses;
  - To terminate or modify the RFP process at any time and re-issue the RFP;
  - To issue an award based on the initial evaluation of offers without discussion;
  - To award partial goods/activities; and/or issue multiple awards.

## Service provider Conflict of Interest (COI) Certification & Confirmation of Intent to Bid

JFT's Code of Conduct and Ethics Policy requires full and open disclosure when dealing with procurement. JFT employees must avoid any COI or the appearance of a COI, must provide full disclosure of their actions or relationships with prospective service providers, contractors, or consultants and shall not solicit, request, accept, or agree to accept any gift from a service provider or prospective service provider. Service provider agrees to either: 1) disclose any such COIs; or 2) affirm to the best of its knowledge, information, and belief, that no JFT employee, nor any person associated with any JFT employee, is an employee, director, officer, consultant to/of, or has any financial interest, direct or indirect, in the Service provider's organization, or has received or will receive any financial benefit, directly or indirectly, from the award of a contract through this solicitation. For this certification, "associated" persons include but are not limited to a spouse, domestic partner, child, parent, sibling, in-law, nephew, niece, or extended family member. A materially false statement





made in connection with this certification and/or failure to conduct appropriate due diligence in verifying the information that is the subject matter of this certification may result in rendering the service provider non-responsive for this award. The Service Provider is encouraged to disclose any connection to any JFT employee that could create an appearance of conflict of interest, regardless of whether it meets the listed definitions above.

By signing below, Service provider confirms no known COIs exist, or Service provider has disclosed any COIs in writing (please attach disclosure separately); and acknowledges receipt of this RFP, thereby confirming intent to submit a bid in accordance with the RFP requirements.

**By Service provider.**

Name (print):	
Title:	
Signature:	
Date:	

A handwritten signature in black ink, appearing to read "M. S. J. A. G. O." It is written in a cursive, flowing style with some loops and variations in line thickness.