ISLAMIC RELIEF BANGLADESH

Supply Chain Unit

House # 10, Road # 10, Block-K, Baridhara, Dhaka-1212

RFQ No: 245/2026
Ref PR: AX 10682
Issuing Date: November 05, 2026

REQUEST FOR QUOTATION (RFQ)

Subject: Request for price quotation for a Organizing and Facilitating Technical and Vocational Education Training (TVET) at your training center.

To

Please quote for your best price for the following trainings. (Training institute can quote for single or multiple trainings as per their relevancy)						
Sl.	Name of Training	Specifications Details	Unit	Qty	Unit Price	Remarks
1	Mobile Phone Servicing	Each batch shall comprise 08-12 participants and be conducted over 360 hours (3 months), with 20% theory and 80% practical training in line with applicable competency standards. The service provider shall also deliver at least 05 days of life skills training on entrepreneurship and apprenticeship. The financial offer must be per participant, inclusive of VAT and AIT. (Details mentioned in ToR)	Per Person	1		
2	Beautification	Each batch shall comprise 08-12 participants and be conducted over 360 hours (3 months), with 20% theory and 80% practical training in line with applicable competency standards. The service provider shall also deliver at least 05 days of life skills training on entrepreneurship and apprenticeship. The financial offer must be per participant, inclusive of VAT and AIT. (Details mentioned in ToR)	Per Person	1		
				Grand Total =		

In Word:

TERMS AND CONDITIONS:

1. **Quotation Submission Procedure:** Interested institutions are required to submit their Technical Proposal to **technicalproposal@islamicrelief-bd.org** and Financial Proposal to **financialproposal@islamicrelief-bd.org** separately by **11:50 AM on November 12, 2026**. Alternatively, hard copies of both proposals may be deposited in the Tender Box located at the Security Desk of the IRB Country Office. For both email and hard-copy submissions, proposals must be clearly mentioned as “TVET Technical Proposal” and “TVET Financial Proposal”, respectively.
2. Additional Cost: No additional cost will be allowed.
3. Place of delivery: At your training center.
4. VAT & IT: VAT and TDS will be deducted as per govt rules. Supplier must provide MUSHAK 6.3 with the bill.
5. Mode of payment: Through A/C payee cheque or bank transfer in the name of your business organization.
6. Bid Bond : (Not Applicable)
7. Documents: All relevant documents copy like trade license, VAT, Tax etc. must be up-to-date and attached with your quotation.

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8 Offer letter: You are requested to provide a forwarding letter of your organizational letterhead pad with seal and signature from authority with this offer.

9 Penalty amount: A. 2% of work order/agreement amount will be deducted from your total bill amount for each and every belated day. B. 5% of work order/agreement amount will be deducted for any deviation with the given specification in your quotation if supply does not rectify immediately.

10 Quantity deviation: IR has the authority to divide the quantity as per the need of the organization.

11 IR follows ZERO-TOLERENCE policy for any form of bribery or corruption.

12 Condition: The authority of Islamic Relief reserves the right to accept or reject any or all of the quotations and right to stop supply at any stage of delivery without assigning any reason whatsoever

13 Others (if any):

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Supply Chain Unit
Islamic Relief Bangladesh
Cell: **01777773725**

Service Provider's Sign, Seal and Date

Terms of Reference (ToR)

Engagement of TVET Institutes for Skills Development Training for the rightsholders

SCALE Project

1. Background of the Organization:

Islamic Relief (IR) is an international development organization established in the United Kingdom in 1984. The organization has been working in Bangladesh since April 1991 to improve the quality of life of marginalized, vulnerable, and socially excluded people living in the most poverty-stricken areas of the country through Islamic Relief Bangladesh (IRB). The Orphan Child Rights and Protection Programme (OCRP) is one of the key departments of IRB. Under this department, IRB implements need-based projects tailored to the specific contexts and needs of vulnerable communities to promote and protect child rights. Currently, several projects are being implemented under OCRP with a focus on child rights and child protection. These initiatives support orphans and the most vulnerable children in accessing education, healthcare, nutrition, protection, and shelter, while also promoting sustainable livelihoods for their families to ensure an improved quality of life across different locations in Bangladesh.

2. SCALE Project:

Considering the critical situation of child labour in Kamrangirchar, the OCRP team has undertaken a project titled **"Skills Development and Comprehensive Action for Hazardous Child Labour Elimination (SCALE)."** The project aims to significantly reduce hazardous child labour in both formal and informal sectors, particularly in high-risk industries such as plastics, metal and lathe workshops, waste collection, shoe manufacturing, small garment units, and medical waste sorting. In addition, the project seeks to prevent hazardous child labour by improving access to education, providing diversified skills development opportunities, and strengthening family support systems.

The project will withdraw 200 children from hazardous work, reintegrate them into education, and provide Technical and Vocational Education and Training (TVET) as a sustainable alternative for their future economic development. Providing TVET to 100 right holders (RHs) aged 14–17 years is one of the major activities under the project. The objective is to equip these individuals with market-relevant knowledge, practical skills, and competencies that enhance their employability, productivity, and opportunities for sustainable livelihoods.

To provide TVET training to the selected 100 RHs, IRB intends to engage established TVET institutions with adequate facilities and capacities to deliver quality training on various trades.

3. Purpose of engaging in the TVET institutes:

The purpose of this assignment is to engage qualified TVET institutions to deliver quality skills development training in different trades and facilitate assessment, certification, and job replace opportunities for the TVET Graduates.

4. Objectives of Engaging the TVET institutes:

The specific objectives are:

- To provide competency-based technical skills training to select 8-12 participants per trades. Trades are: Mobile Phone Servicing and Beautification.
- To enhance employability and entrepreneurship opportunities.
- To ensure participants receive nationally recognized (NSDA, BNFE) certification.
- To link TVET Graduates with decent jobs/employment opportunities, apprenticeships, or self-employment opportunities.

5. Scope of Work

The selected TVET institute will:

a. Training Delivery

- Conduct competency-based training in the assigned trades for the participants on the selected trades
- Follow NSDA/BTEB/BNFE-approved curriculum and competency standards.
- Each training cycle shall comprise at least 360 hours, with 20% theory and 80% practical training, in line with applicable competency standards and training requirements.
- Facilitate the life skills sessions at least 5 days for the TVET graduates for starting entrepreneurship and apprenticeship.

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b. Trade Areas:

In the different trade training, 8 - 12 will attend in a batch and the standard duration is 360 hours/3 months. Offer should be for per person wise including VAT, IT and Tax

Indicative trades may include:

Trade Name	Duration
• Mobile Phone Servicing Technician Training	360 hours/3 months
• Beauty Care Training	360 hours/ 3 months

(Trades and duration may vary according to market demand and project requirements.)

c. Participant Management

- Maintain attendance records.
- Ensure a conducive learning environment.
- Ensure at least 80% attendance of trainees.
- Ensure 80% of the trainee's competency achievement
- Maintain pre and post quality assessment.
- Provide individual progress monitoring on a regular interval as agreed

d. Assessment and Certification

- Arrange assessment through relevant authorities (NSDA/BTEB or other competent bodies).
- Facilitate nationally recognized certificates for successful participants.
- Provide a common certification for all the learners from the institutions with authorization from both IR and the TVET institutions
- Arrange a certificate handover ceremony for the trainees

e. Employment Support

- Provide career counselling and job placement support.
- Facilitate apprenticeships or industry linkage.
- Maintain a tracer database of graduates.

f. Health and Safety Measures

- Provide adequate occupational health and safety measures, including personal protective equipment (PPE) where required.
- Maintain first-aid facilities and emergency response procedures.
- Ensure all training workshops and laboratories comply with safety standards.

g. Safeguarding Policy Compliance

- Adhere to the Child Safeguarding Policy, Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH) Policy, and Code of Conduct of the contracting organization.
- Ensure that all trainers and staff sign and comply with these policies.

h. Gender and Disability Inclusion

- Promote equal participation and opportunities for women, men, and persons with disabilities.
- Provide reasonable accommodation to ensure accessibility for participants with special needs.

i. **Confidentiality and Privacy**

- Protect the confidentiality of participants' personal information and records.
- Obtain informed consent before using participants' photographs or personal stories for publicity purposes.

j. Security Measures

- Ensure the safety and security of participants within the training premises.
- Maintain proper access control and emergency evacuation procedures.
- Take appropriate measures to protect participants during field visits, internships, or practical sessions.

K. Reporting

Submit:

- Monthly progress reports.
- Attendance sheets.
- Pre- and post-training assessment reports.
- Completion report.
- Employment/self-employment tracking report.

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- Any other report as needed

6. Number of Trainee / Participants

Approximately 08-12 rightsholders are expected to receive training in the above-mentioned trades including mobile servicing technician training and beauty care training. However, the actual number of participants may increase or decrease based on project requirements and the availability of funds.

7. Roles and Responsibilities of the TVET Institute

The institute shall:

Human Resources

Deploy qualified trainers having:

- Relevant academic and technical qualifications and certification
- Minimum 5 years of training experience on the relevant trade
- Must hold certification in the relevant occupation and be certified in CBT&A Level 4.
- Any Training of Trainers (ToT) certification will be considered an added advantage.

Training Facilities

Provide:

- Adequate classroom space with sufficient ventilation, air passing facilities
- Functional workshops/laboratories.
- Required tools and equipment.
- Safety measures and first-aid facilities.
- Separate sanitation facilities for male and female participants.
- Accessibility for persons with disabilities where applicable.

Training Materials

Provide:

- Training manuals and handouts.
- Consumable materials and practical supplies.
- Training kits and safety equipment.

Employment Support

- Ensure at least 70% of trained participants are engaged in employment, apprenticeships, or income-generating activities (IGAs).
- Provide career counselling, job placement support, and facilitate industry linkages.
- Maintain a tracer database of graduates and collect trainee feedback for quality improvement.

Administrative Support

- Registration and orientation of participants.
- Attendance management.
- Documentation and record keeping.

8. Deliverables

Deliverables	Timeline
Inception Report	Within 7 days of contract signing
Training schedule and plan	Before training commencement
Sharing the curricular of each trade	Within 5days of contract signing
Monthly progress reports	Monthly
Attendance records	Monthly
Assessment and certification Reports	After completion
Final Completion Report	Within 15 days after training
Employment Tracking Report	Within 3 months after completion

9. Eligibility Criteria

Interested TVET institutes should:

Institutional Requirements

- Be legally registered in Bangladesh.
- Be accredited/registered by BTEB, NSDA, BNFE or relevant authority.
- Have at least 3-8 years of experience in conducting TVET training.
- Have experience working with NGOs, INGOs, Government projects, or donor-funded programmes.
- Possess adequate infrastructure and training equipment.
- Location near Kamrangirchar areas will be given preference
- Preference will be given to institutions that have their own transportation facilities.

Technical Capacity

- Availability of qualified trainers.
- Proven track record of conducting similar training.
- Capacity to provide certification and job placement support.

10. Selection Criteria

IRB will adhere to the following criteria to select the TVET institutions:

- Organizational experience and profile
- Technical proposal and methodologies
- Infrastructure and training facilities
- Number of trades the institute provides training
- Trainers' qualifications and experience
- Previous experiences and references
- Job replacement strategies
- Location of the TVET institute
- Financial proposal

IRB reserves the right to edition, modify, or remove the selection criteria for vendor(s) as deemed necessary.

11. Proposal Submission Requirements

A. Technical Proposal

Must include:

1. Organizational profile.
2. Registration and accreditation certificates.
3. Experience in similar assignments.
4. Proposed training methodology.
5. Detailed curriculum and schedule.
6. List and CVs of trainers.
7. Description of facilities and equipment.
8. Monitoring and quality assurance mechanism.
9. Employment linkage strategy.
10. References from previous clients.

B. Financial Proposal

Provide itemized costs including:

- Training fee per participant including facilitation, materials and other
- Assessment and certification (from NSDA, BNFE) fees
- Job replacement cost
- Any administrative costs

12. Monitoring and Quality Assurance

IRB reserves the right to:

- Visit training sessions without prior notice as and when needed
- Take any visitor to oversee the training facilities
- Monitor attendance and quality.
- Conduct participant satisfaction surveys.
- Review training materials and facilities.
- Recommend corrective measures.
- Terminate the contract for poor performance.

14. Payment Schedule

- Upon signing of the contract, approval of the inception report, and enrolment of trainees, 40% of the total contract value will be released.
- Completion of training and assessment 40%.
- Upon achieving at least 70% job placement of trained trainees and submission and approval of the final report, 20% of the total contract value will be released.

15. Contract Type

Framework agreement/Service contract for a period of 18 months, renewable based on satisfactory performance and project requirements.

16. Required Supporting Documents

Interested institution(s) is/are requested to provide the following supporting document with the proposal:

- Updated Trade License.
- TIN, BIN and VAT Registration Certificate.
- Registration Certificate.
- Accreditation from BTEB/NSDA/BNFE.
- Organizational profile.
- Audit reports for the last two years.
- Bank account information.
- CVs of trainers.
- Previous work orders/contracts.
- References from at least three clients.
- Payment will be claimed by MUSHAK 6.3 and an invoice

17. Duration of Assignment

The assignment is expected to be completed within 18 months including:

- Mobilization and orientation.
- Training delivery.
- Assessment and certification.
- Employment Support
- Submission of final reports.

18. Proposal Submission Procedure

Interested institutions are required to submit their Technical Proposal to **technicalproposal@islamicrelief-bd.org** and Financial Proposal to **financialproposal@islamicrelief-bd.org** separately by **11:50 AM on November 12, 2026**. Alternatively, hard copies of both proposals may be deposited in the Tender Box located at the Security Desk of the IRB Country Office. For both email and hard-copy submissions, proposals must be clearly mentioned as “TVET Technical Proposal” and “TVET Financial Proposal”, respectively.