

UNITED CITIES AND LOCAL GOVERNMENTS ASIA PACIFIC

CALL FOR QUOTATION

Procurement No	014/UH-UCLG ASPAC/VII/2026
Procurement Title	Community Heat Protection in Cox's Bazar: Cooling Stations, Protective Hats, and Water Filtration
Purpose	To supply, deliver, install, test, and commission heat-protection equipment — including cooling station equipment, community heat-response kits, and water filtration systems — and materials for designated institutions and communities in Cox's Bazar, in support of the city's Urban Heat Action Plan (UHAP).
Division	Programme Division
Duty Station	Cox's Bazar, Bangladesh
Date	8 September 2026
Closing Date	11 September 2026

A. Background / Introduction

The United Cities and Local Governments Asia-Pacific (UCLG ASPAC) is the regional section of the global network of local and regional governments, supporting cities and local governments across the Asia-Pacific region in advancing sustainable development, climate action, and inclusive urban transformation. Through collaboration with local governments and development partners, UCLG ASPAC promotes practical solutions that strengthen urban resilience and improve the quality of life of communities.

Through the project “Enabling Urban Action to Enhance Climate Resilience in Asia” (CARA Project), UCLG ASPAC, as the implementing partner of the United Nations Economic and Social Commission for Asia and the Pacific (ESCAP), supports selected cities in strengthening resilience to extreme heat through the development and implementation of Urban Heat Action Plans (UHAPs). Cox's Bazar has experienced increasing heat-related risks affecting residents and heat-exposed populations, including children, outdoor workers, and vulnerable community members.

Through the Urban Heat Action Planning (UHAP) workshop and subsequent site assessments in Cox's Bazar, several priority interventions were identified to reduce heat-related health risks among the most heat-exposed groups. These interventions include the establishment of community cooling stations at selected educational and community institutions; the provision of portable community heat-response kits to support local heat-risk communication and first-aid response; and a dedicated heat-protection package for the Nazirertek dry-fish workers' community, comprising a locally made water filtration system and sun-protective hats. These interventions are intended to support practical, community-level measures to reduce exposure to extreme heat and strengthen local capacity to respond to heat-related risks, particularly among populations working or spending extended periods outdoors.

Based on these needs, UCLG ASPAC seeks to engage a qualified vendor/firm to supply and deliver the required equipment and materials, undertake installation and basic setup where applicable, and provide basic orientation on the operation and care of relevant equipment.

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B. Objectives

This procurement aims to strengthen heat-health preparedness in Cox's Bazar by supplying, delivering, installing, testing, and commissioning: (i) cooling station equipment at designated institutions; (ii) community heat-response kits; and (iii) the Nazirertek community heat-protection package (water filtration system and sun-protective hats), in support of the city's Urban Heat Action Plan (UHAP).

The selected vendor is expected to ensure that all equipment and materials meet the minimum technical specifications set out in this ToR, are suitable for the climatic and operational conditions of Cox's Bazar, and are delivered, installed, tested, and handed over within the agreed timeframe, enabling designated institutions and community members to access functional heat-protection facilities and supplies.

C. Scope of Work / Services

The selected vendor shall be responsible for the supply, delivery, installation (where applicable), testing/commissioning, and handover of all equipment and materials specified in this ToR. Detailed technical specifications and quantities for every item are provided in the corresponding Annex and shall govern any summary description in this section; where a discrepancy exists, the vendor shall seek written clarification from UCLG ASPAC before proceeding.

The procurement is divided into the following intervention packages:

1. Package 1 – Cooling Stations Equipment

- Supply and deliver equipment for the establishment/upgrading of cooling stations at up to five (5) designated institutions: **Kolatoli Primary School, Mohoripara Primary School, Nunierchara Primary School, Allardan Muhammadia Madrasa and Orphanage**, and **one (1) additional institution** to be confirmed by UCLG ASPAC/CoxDA — final allocation per institution per [Annex 1](#).
- Supply all equipment, items, minimum specifications, and indicative quantities as listed in [Annex 2](#). The vendor shall not substitute or omit any item without prior written approval, and any proposed equivalent must be justified.
- Conduct a **site-level technical verification** at each institution prior to finalizing the installation plan — covering existing electrical load/wiring condition, available water connection point, and physical space for equipment placement — and flag in writing any works needed beyond the vendor's scope (e.g., electrical rewiring) for UCLG ASPAC/CoxDA decision.
- Prepare a **per-institution installation and commissioning plan**, including equipment layout, an electrical single-line diagram for IPS integration, and a testing/commissioning checklist.
- Deliver all equipment to each institution per the agreed schedule; install and assemble equipment requiring setup (IPS, evaporative coolers where wall/floor-mounted, etc.); and test and commission each unit on-site to confirm it operates as specified (e.g., IPS load test, cooler airflow/water-tank check, dispenser cooling function, BP monitor/oximeter functional check and verification of manufacturer documentation).

2. Package 2 —Community Heat-Response Kits(Megaphones & Portable First-Aid Kits)

- Supply megaphones/handheld loudhailers for community-level heat-warning communication and emergency announcements, per the specification in [Annex 2](#).

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- Supply portable first-aid boxes, each including basic health-check instruments for heat-related screening, per the specification in [Annex 2](#). These are lighter, self-contained, mobile-use kits and are distinct from the fixed, higher-capacity health-checking equipment allocated to the cooling-station institutions under Package 1.
- Deliver all kits to the distribution points confirmed by UCLG ASPAC/CoxDA; test each megaphone (audio output, battery charge/charging function) and each health-check instrument (thermometer, oximeter, BP monitor readings) prior to handover.
- Provide a brief orientation card/insert per kit in Bangla covering signs of heat illness, immediate cooling and hydration actions, safe preparation and use of ORS, when to escalate to a health facility, and relevant emergency contact information. The card shall explain that the health-check instruments do not replace clinical assessment. Health content shall be provided or approved by UCLG ASPAC/CoxDA in consultation with an appropriate health authority.

3. Package 3 – Nazirertek Community Heat-Protection Package

a. Water filter:

- supply a portable, non-permanent heat-protection water filtration facility for the Nazirertek dry-fish workers' community — a locally made, cement-based gravity-fed system — per the specification and configuration requirements in [Annex 2](#).
- Install/set up the filtration unit(s) within the existing storage shed, with no new permanent construction; test filtration function and flow rate on-site before handover.
- Provide orientation to the designated community focal person(s) on filter operation, maintenance, and filter-media replacement schedule.

b. Sun-protective hats

Supply locally made sun-protective hats per the specification and indicative quantity in [Annex 2](#); submit a hat sample, photograph, or detailed specification for UCLG ASPAC approval prior to bulk production/supply. No bulk supply shall proceed without this sign-off.

4. Documentation and Handover

- Provide delivery **notes and photographic documentation** of all delivered items at the point of delivery for every package above.
- Where installation or placement is part of the scope (Packages 1 and 3), provide location-tagged installation/placement photographs per institution/site.
- Provide a complete **handover package per package/site**, including final equipment list with serial numbers (where applicable), warranty documentation, product specifications/manufacturer information, and any relevant certificates.

D. Deliverables

The selected vendor/firm shall be responsible for supplying and delivering the following outputs in accordance with the agreed specifications.

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1. Site-level assessment conducted where required prior to installation, particularly for the cooling station equipment and the water filtration system, to confirm site conditions and finalise installation and equipment-placement requirements.
2. Supply and delivery of the approved cooling-station equipment and supplies for the designated institutions, including installation, assembly, testing and commissioning of applicable equipment, including IPS systems and water filtration equipment.
3. Supply and delivery of the approved Community Heat-Response Kits
4. Supply and delivery of locally made cement-based water filtration facility/system
5. Supply and delivery of locally made sun-protective hats in the approved quantity
6. Final delivery and quality check: complete delivery of all approved equipment and materials in good condition and in accordance with the agreed specifications, including correction or replacement of any defective, damaged, or non-conforming items identified upon delivery.
7. Handover documentation and delivery notes, including user/operation instructions; maintenance information; warranty documentation; product specifications; photographic documentation of delivery; photographs of installed equipment (where applicable); equipment serial numbers (where applicable); and any relevant certificates.

All equipment and materials shall be delivered and installed, where applicable, no later than 25 September 2026, unless otherwise agreed in writing by UCLG ASPAC.

E. Payment Terms

Payment shall be made upon satisfactory completion and acceptance of the required deliverables under this ToR, subject to receipt of a valid invoice, delivery notes, and the required supporting documentation as specified in Section D.

F. Qualifications

Interested vendors/firms must meet the following minimum requirements:

1. Be a **legally registered business entity** in Bangladesh, with valid business registration, VAT/tax registration, and other applicable legal documentation.
2. Demonstrate **relevant experience** in the supply and delivery of equipment, materials, and/or goods for community, institutional, development, humanitarian, or similar programmes, preferably involving multiple categories of goods under a single assignment.
3. Demonstrate **adequate operational, logistical, and human-resource capacity** to manage the full scope of the assignment, including sourcing and procurement, coordination with suppliers and relevant service providers, delivery, installation or assembly where applicable, testing and commissioning, quality control, and final handover. Appropriate personnel shall be designated to coordinate the assignment and liaise with UCLG ASPAC, designated institutions, local authorities, community representatives, and other relevant stakeholders in Cox's Bazar.
4. Demonstrate the **ability to mobilise or engage appropriately qualified personnel or technical service providers** where specialised installation, testing, commissioning, or technical support is required, including electrical equipment, IPS systems, and water filtration equipment.
5. Demonstrate **sufficient capacity to complete all required supply, delivery, installation, testing, commissioning, and handover activities** within the required timeframe, with all equipment and

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materials delivered and installed, where applicable, no later than 25 September 2026, unless otherwise agreed in writing by UCLG ASPAC.

6. Have **no record of blacklisting** or adverse findings by government agencies or development partners.
7. Experience working with NGOs, UN agencies, or local government units is preferred.

G. Supporting Team

The vendor shall work under the direct supervision of the UCLG ASPAC project team and in close coordination with CoxDA and relevant local authorities and stakeholders in Cox's Bazar. UCLG ASPAC, CoxDA, and designated technical authorities will provide or approve the technical specifications, confirm institution/site access and final site allocation, and support coordination with relevant local stakeholders as needed.

The vendor shall be responsible for the day-to-day execution of the assignment, including sourcing, procurement, delivery, installation, testing, commissioning, and handover of all equipment and materials in accordance with this ToR, and for promptly flagging in writing any issues, delays, or site conditions that may affect implementation.

H. Timeline

The vendor shall commence immediately upon receipt of the Notice to Proceed and complete all activities no later than 25 September 2026, unless otherwise agreed in writing. Site verification, sourcing, preparation of installation plans and other preparatory activities may proceed concurrently where necessary to meet the deadline.

Activity	Indicative Duration / Timing
Contract award / Notice to Proceed	Immediately following procurement approval
Vendor sourcing/procurement of equipment & materials	Day 1–5 (5 working days)
Delivery to Site locations	Day 6–9 (4 working days)
Installation & commissioning (cooling stations + Nazirertek filtration)	Day 10–13 (4 working days)
Final handover & documentation	Day 14 (1 working day)

I. Application Procedure

Interested vendors/firms, including equipment suppliers, general goods suppliers, or firms providing integrated supply, installation, and commissioning services, shall submit the following documents:

1. Technical Proposal

- Statement of relevant experience.
- Proposed work plan and approach, demonstrating how the bidder will complete the sourcing, supply, delivery, installation, testing, commissioning, and handover within the required period, taking into consideration the conditions and requirements outlined in [Annex 1](#) and the mandatory base specifications provided in [Annex 2](#).
- Proposed sourcing and delivery arrangement, including any subcontractor/installation partner, where applicable, and completed [Annex 3](#) — Technical Compliance Matrix, including any proposed alternative or equivalent specifications.
- Proposed personnel and roles, including quality assurance arrangements.
- Company profile, including organisational structure and relevant experience.

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- Valid business registration documents and latest tax clearance or equivalent tax compliance document, where applicable.

2. Financial Proposal

- Itemised financial proposal covering all items in the mandatory base scenario: cooling station equipment for up to five (5) designated institutions (Package 1), community heat-response kits (Package 2), and the Nazirertek heat-protection package — water filtration system and sun-protective hats (Package 3), completed using Annex 4 — Price Schedule. The proposed budget for this assignment shall be inclusive of VAT, taxes, packaging, delivery, installation/commissioning where required, and all other applicable costs.
- Bidders shall quote all costs for sourcing, supply, delivery, installation, testing, commissioning, handover, VAT/taxes, and other applicable costs, and shall provide unit rates for quantity adjustments. Any alternative or equivalent specification must be priced separately and shall not replace the mandatory base scenario used for financial comparison.
- Quotation validity of at least 60 days.
- Completed and signed Annex 5, confirming the accuracy of the information submitted and compliance with the requirements of this Call for Quotation.

Technical proposals will be scored out of 60 points: relevant experience and portfolio (20); proposed methodology, work plan and understanding of scope (20); technical compliance and quality assurance approach (10); and delivery, installation and commissioning capacity (10). Proposals must receive at least 42 of 60 technical points to proceed to financial evaluation. Financial proposals will be scored out of 40 points using the formula: lowest evaluated price divided by the bidder's evaluated price, multiplied by 40. The highest combined score will be recommended for award, subject to eligibility checks and due diligence. Incomplete applications will not be considered.

How to apply:

Interested vendors/firms should **submit their application** by **11 September 2026 (COB)** to procurement@uclg-aspac.org, copy to zati.mazaya@uclg-aspac.org.

Note: UCLG ASPAC may adjust final quantities after award within the available budget using the quoted unit rates. Any change to specifications, materials, or delivery requirements will be confirmed in writing and will not alter the basis used to evaluate proposals.

J. Annexes

The following documents form an integral part of this Call for Quotation and provide additional technical and implementation guidance for prospective bidders:

- Annex 1. Cooling Station and Distribution Locations
- Annex 2. Base Technical Specifications
- Annex 3. Technical Compliance Matrix
- Annex 4. Price Schedule
- Annex 5. Declaration

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Annex 1. Cooling Station and Distribution Locations

The table below presents the cooling-station site locations. Final institution-specific allocation and quantities remain subject to confirmation by UCLG ASPAC and CoxDA.

Institution	Location
Kolatoli Primary School	Ward No. 12, Cox's Bazar Municipality
Mohoripara Primary School	Link Road, Cox's Bazar
Nunierchara Primary School	Ward No. 2, Cox's Bazar Municipality
Allardan Muhammadia Madrasa and Orphanage	Chowdhury Para, Ward No. 5
To be confirmed	To be confirmed

Cooling Kit Distribution Locations: Community Heat-Response Kits will be distributed via the CoxDA office and/or other designated community distribution points, to be confirmed by UCLG ASPAC/CoxDA prior to delivery.

Nazirtek Community Heat-Protection Package: The Nazirtek Community Heat-Protection Package, including a water filter and heat-protection hats for workers, will be delivered and installed/distributed directly at the Nazirtek Community Dried Fish Village. The exact installation and distribution points within the community will be confirmed by UCLG ASPAC and CoxDA prior to delivery.

Annex 2. Base Technical Specifications

Quantities below are indicative, based on five (5) pilot cooling-station sites (institutions), each comprising two (2) rooms. The minimum technical specifications indicated in the tables below are mandatory floor requirements: bidders shall complete the Technical Compliance Matrix ([Annex 3](#)) indicating compliance with each item, may propose equal-or-better specifications, and shall not offer items below these minimums without prior written approval from UCLG ASPAC.

The specifications below constitute the mandatory base scenario for technical and financial evaluation. All bidders must quote all items using the evaluated quantities below. Alternative or equivalent specifications may be proposed and priced separately, but they will not replace the mandatory base quotation; any alternative specification should be clearly described and justified in the technical proposal, together with the corresponding unit price. UCLG ASPAC may adjust final quantities after award within the available budget, using the quoted unit prices and without changing the approved base equipment package.

a) Cooling Stations Equipment

No	Item	Specification
1	Water dispenser	Floor-standing or countertop electric compressor-type water dispenser, suitable for institutional/community use; compatible with a standard approximately 18–20 L water bottle or an equivalent institutional water source; dedicated cold-water outlet; food-grade water-contact components; compatible with standard 220–240 V, 50 Hz power supply in Bangladesh; durable and easy-to-clean body; child-safety feature

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No	Item	Specification
		preferred; minimum 1-year warranty; cleaning and sanitization instructions shall be provided.
2	Evaporative air cooler	Portable evaporative air cooler suitable for indoor community cooling spaces; minimum 30 L water-tank capacity; air delivery of minimum 3,000 m ³ /hour; vendor shall confirm suitability for Cox's Bazar's hot and humid conditions and demonstrate satisfactory airflow and perceptible cooling during commissioning; power consumption ≤200 W; minimum 3 fan speeds; adjustable louvers/air direction; water-level indicator; castor wheels for mobility; washable/reusable cooling pads; suitable for 220–240 V, 50 Hz; minimum 1-year warranty.
3	Wheelchair	Standard adult manual wheelchair suitable for institutional/community use; minimum user capacity 100 kg; foldable steel or equivalent durable frame; padded seat and backrest; footrests; armrests; hand brakes; solid or puncture-resistant tyres preferred; suitable for indoor use and movement within the designated cooling station.
4	Energy-Efficient Pedestal Fan	16–18-inch pedestal fan; 220–240 V, 50 Hz; minimum 3 speed settings; automatic horizontal oscillation; adjustable height and vertical tilt; protective fan guard; stable heavy-duty base; air delivery minimum 50 m ³ /min; power consumption ≤70 W; suitable for regular/extended institutional use; minimum 1-year warranty.
5	IPS / Backup Power System, including installation and cables	Complete IPS/inverter backup power system suitable for the designated cooling station; minimum 1 kVA capacity or sufficient capacity to support essential cooling-station equipment; complete with compatible rechargeable battery/batteries, inverter/IPS unit, battery protection, necessary cables, circuit protection, installation, testing and commissioning; system shall be compatible with 220–240 V, 50 Hz supply; vendor to provide the connected-equipment schedule, total design load, battery capacity, estimated backup duration at that load, user instructions, warranty and maintenance information. Installation shall include appropriate earthing, circuit protection, safe battery placement and all necessary cables and accessories.
6	ORS / Electrolyte Sachets	WHO-formulation oral rehydration salts (ORS) in sealed, single-use sachets; clearly labelled with composition, preparation instructions and expiry date; minimum 12 months' remaining shelf life at delivery; suitable for community distribution; sachets shall be prepared only with safe water and used in accordance with the labelled instructions and approved heat-health guidance.
7	Cool wet towels	Reusable cooling towel made from PVA, microfiber, or equivalent cooling material; minimum 30 × 90 cm; washable and quick-drying; suitable for repeated community use; individually packed or hygienically packaged; towels shall be individually assigned or washed and disinfected between users.
8	Digital Non-Contact Thermometer	Non-contact infrared forehead/body thermometer; measurement range covering at least 35–42°C; accuracy ±0.2°C or better; °C display; LCD/digital display; memory function; automatic shut-off; batteries included; user instructions provided.
9	Pulse oximeter	Fingertip pulse oximeter measuring SpO ₂ and pulse rate; SpO ₂ range at least 70–100%, accuracy ±2% within the specified range; pulse-rate range at least 30–250 bpm; clear LED/LCD display; automatic shut-off; batteries included; user instructions provided.
10	Digital Upper-Arm Blood Pressure Monitor	Automatic upper-arm digital BP monitor; suitable cuff size approximately 22–42 cm; measurement of systolic/diastolic BP and pulse rate; memory function; clear digital display; automatic inflation/deflation; clinically validated or supported by relevant product documentation; batteries/adaptor included; user instructions provided.
11	Fine-Mist Spray Bottle	Reusable spray bottle made of food-grade/BPA-free plastic or equivalent; minimum 500 ml capacity; adjustable fine-mist nozzle; leak-resistant; suitable for repeated use.

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No	Item	Specification
12	Disposable Nitrile Gloves	Powder-free nitrile examination gloves; medium/large sizes; minimum 100 pieces per box/pack; suitable for basic first-aid and health-screening activities.
13	Disposable Paper Cups	Food-grade disposable paper cups; minimum capacity of 8 oz/235 ml; suitable for drinking-water distribution; minimum 1,000 pieces per carton.
14	Digital Room Temperature & Humidity Monitor	Digital thermometer/hygrometer for ambient monitoring inside cooling rooms; temperature range at least 0–50°C, accuracy $\pm 1^\circ\text{C}$ or better; relative humidity range at least 10–95% RH, accuracy $\pm 5\%$ RH or better; LCD display; wall-mountable or tabletop; battery included.

b) Portable Heat-Health Cooling Kit

The Cooling Kits will be placed at designated Community Cooling Stations and may also be provided to relevant community groups or representatives involved in heat-health awareness, prevention, and response activities. The kits are intended to provide portable, basic heat-protection and first-aid supplies that can be readily carried and used during community activities or periods of extreme heat. Each kit shall include the following components:

No	Component / Requirement	Specification
1	Portable Cooling Kit Bag	Lightweight, durable carry bag/box with handle, internal compartments, suitable for repeated community use; clearly labelled “Heat-Health Cooling Kit”.
2	Sterile Gauze Pads (5 pads)	Sterile, individually packed gauze pads for basic first aid; minimum size 7.5 × 7.5 cm or equivalent; suitable for wound dressing and minor injuries.
3	Adhesive Bandages (10 pieces)	Assorted-size adhesive plasters for minor cuts and wounds; individually or hygienically packed; suitable for general first-aid use.
4	Medical Adhesive Tape (1 roll)	Standard hypoallergenic medical adhesive tape for securing gauze and dressings; minimum width 1.25 cm; minimum length 4–5 m per roll.
5	Antiseptic Wipes (10 wipes)	Individually packed antiseptic wipes suitable for basic wound cleaning; sealed packaging; valid expiry date at the time of delivery.
6	Nitrile Gloves (5 pairs)	Powder-free disposable nitrile gloves, M/L.
7	Scissors (1)	Small first-aid scissors with rounded/blunt safety tip; stainless steel or equivalent durable material; suitable for cutting gauze, tape, and dressings.
8	Tweezers (1)	Basic first-aid tweezers; stainless steel or equivalent; suitable for handling small dressing materials or removing superficial foreign particles.
9	Instant Cold Pack (2)	Single-use instant cold pack; approximately 10 × 15 cm or equivalent; activated without refrigeration; suitable for immediate cooling support; individually sealed and within valid expiry date.
10	Reusable Cooling Towel (2)	Quick-dry PVA or microfiber cooling towel; minimum 30 × 90 cm; washable and reusable; suitable for repeated community use.
11	ORS / Electrolyte Sachets (10 sachets)	Sealed, single-use ORS sachets with preparation instructions and valid expiry date.
12	Digital Thermometer (1)	Compact digital body thermometer with °C display; measurement range suitable for human body temperature, approximately 32–42°C; accuracy of approximately $\pm 0.1^\circ\text{C}$ or better; easy-to-read display; battery operated; supplied with battery where applicable.
13	Pulse Oximeter (1)	Fingertip digital pulse oximeter measuring SpO ₂ and pulse rate; SpO ₂ measurement range approximately 70–100%; pulse rate range approximately 30–250 bpm; clear digital display; lightweight and portable; automatic power-off function preferred; supplied with batteries where applicable.
14	Automatic Blood Pressure Monitor (1)	Automatic upper-arm blood pressure monitor; digital display showing systolic pressure, diastolic pressure, and pulse rate; measurement range approximately 0–

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No	Component / Requirement	Specification
		299 mmHg; pulse measurement approximately 40–199 bpm; suitable adult cuff, approximately 22–42 cm or equivalent; automatic inflation/deflation; battery operated; supplied with batteries where applicable.

The bidder shall provide 30 complete kits, with each kit containing all components and at least the minimum quantities specified in the table above. All items shall be new, unused, fit for purpose, and supplied in good condition. Where applicable, consumable items shall have a valid expiry date at the time of delivery. The bidder shall ensure that the kit bag/box is sufficiently sized to safely and conveniently accommodate all specified components.

For quotation purposes, bidders shall provide the unit price per complete kit and the total price for 30 complete kits. Bidders shall also clearly indicate any deviations from the specifications or quantities stated above.

c) Megaphone / handheld loudhailer

No	Component / Requirement	Specification
1	Megaphone / handheld loudhailer	Portable handheld megaphone/loudhailer suitable for outdoor community-level heat-warning communication and emergency announcements; minimum output power 25 W (or equivalent effective range of approximately 500 m in open area); built-in microphone; siren/alarm function.
2	Power source	Battery-powered (rechargeable or replaceable batteries); charger/batteries included.
3	Build	Lightweight, durable housing suitable for repeated handheld field use.

d) Water Filter for Nazirtek Community (Dried-Fish Workers)

No	Component / Requirement	Specification
1	Locally Made Cement-Based Water Filtration System	Locally made cement/concrete-based gravity-fed drinking-water filtration system. The system shall comprise: (i) a covered upper chamber for raw water; (ii) an appropriate filtration element/media installed between the raw-water and treated-water chambers; (iii) a lower chamber for collection and storage of filtered water; and (iv) a food-grade tap/outlet for dispensing treated water.
2	Body / Construction	Durable cement/concrete body suitable for regular community/institutional use. The structure shall be stable, watertight, free from visible cracks or leakage, and have a properly fitted cover to protect the water from dust, insects, and other external contamination.
3	Filtration Element	Equipped with an appropriate gravity-fed filtration element/media, such as a ceramic candle or equivalent filtration technology. The vendor shall clearly state the filtration mechanism, filter/media type, expected filtration rate, filter service life, replacement requirements, and any available manufacturer or independent evidence identifying the contaminants reduced by the proposed system.
4	Water Capacity	Minimum total storage capacity of approximately 30–40 litres, with adequate capacity for regular use at the designated community facility. The vendor shall specify the capacity of the raw-water and treated-water chambers separately.
5	Water outlet	Durable, food-safe tap/outlet securely fitted to the lower chamber for hygienic dispensing of filtered water.

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No	Component / Requirement	Specification
6	Stand / support	Supplied with a stable stand/support that keeps the water outlet at a practical height for filling drinking containers and allows easy cleaning underneath the unit.
7	Water-contact materials	Internal components and materials in direct contact with filtered water shall be suitable for potable-water use and shall not introduce undesirable taste, odour, or contamination.
8	Maintenance	The vendor shall provide basic instructions for cleaning the unit, maintaining/replacing the filtration element/media, and safely operating the system. Expected maintenance and replacement frequency shall be indicated.
9	Water-quality suitability	The proposed filtration system shall be appropriate for the identified water source. Final filtration media/configuration shall be confirmed following assessment of the identified water source. Treated water shall not be distributed for drinking until its suitability has been verified through an appropriate water-quality test or approval by the relevant technical authority.
10	Delivery and setup	Complete with filtration element/media, lid, tap, stand/support and all necessary fittings for operation. The unit shall be non-permanent/removable and suitable for placement within the existing storage-shed arrangement.

e) Sun-Protective Locally Made Hat / Mathal

No	Component / Requirement	Specification
1	Hat / Mathal	Locally made traditional-style Mathal/sun hat suitable for outdoor community activities and hot, humid conditions.
2	Sun Coverage / Brim Width	Brim width of approximately 8–12 cm, or equivalent coverage appropriate for effective sun protection, providing adequate shade and protection for the head, face, ears and upper neck from direct sunlight
3	Material	Made from lightweight, breathable and durable locally available materials, preferably in a light colour, such as bamboo, palm leaf, straw, natural fibre, or equivalent materials.
4	Fit and Comfort	Appropriate adult size with a comfortable internal fit and an adjustable chin strap or equivalent means of securing the hat in windy conditions, suitable for extended outdoor use and community activities.
5	Local Craftsmanship	Preferably produced by local artisans, producers, or community-based suppliers using locally available materials and craftsmanship.

Warranty and After-Sales Support

All equipment and durable items supplied under this ToR shall be covered by the manufacturer's standard warranty, with a minimum warranty period of twelve (12) months from the date of delivery, installation, or handover, as applicable. The warranty shall cover manufacturing defects and faults arising under normal use and shall include repair or replacement of defective items at no additional cost to UCLG ASPAC or the designated beneficiary/institution.

Bidders shall clearly indicate the applicable warranty period, warranty coverage, and any exclusions in their technical proposal and/or quotation. Where a manufacturer's warranty is not available for a particular item, the bidder shall clearly state this in the Technical Compliance Matrix and propose the applicable warranty or after-sales support arrangement, subject to UCLG ASPAC's approval.

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Consumable items, disposable supplies, and materials with a limited shelf life shall be excluded from the warranty requirement, unless otherwise specified in the relevant technical specifications. The warranty requirement shall not limit the vendor's responsibility to ensure that all supplied items conform to the approved technical specifications and are delivered in good and functional condition.

Annex 3. Technical Compliance Matrix

The bidder shall indicate Comply / Partially Comply / Not Comply against each requirement for the item(s) quoted, provide the offered specification and supporting evidence/samples where applicable, and shall specify the brand/model offered for each item.

Item	Comply / Partially Comply / Not Comply	Offered Specification / Brand / Model	Remarks / Supporting Evidence
a) Cooling Station Equipment			
Water dispenser			
Evaporative air cooler			
Wheelchair			
Energy-efficient pedestal fan			
IPS / backup power system, including installation and cables			
ORS / electrolyte sachets			
Cool wet towels			
Digital non-contact thermometer			
Pulse oximeter			
Digital upper-arm blood pressure monitor			
Fine-mist spray bottle			
Disposable nitrile gloves			
Disposable paper cups			
Digital room temperature & humidity monitor			
Warranty (minimum 12 months)			
Orientation/training on equipment care and maintenance			
b) Community Heat-Response Kits			

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Item	Comply / Partially Comply / Not Comply	Offered Specification / Brand / Model	Remarks / Supporting Evidence
Megaphone / handheld loudhailer and warranty of minimum 12 months			
Portable Heat-Health Cooling Kit (complete set)			
Orientation card/insert per kit			
c) Nazirertek Water Filtration System			
Locally made cement-based water filtration system			
Installation/setup of filtration system			
User orientation			
Warranty (minimum 12 months)			
d) Sun-Protective Hat / Mathal			
Sun-protective locally made hat / Mathal			
e) General / Cross Cutting Requirements			
Packaging and handling for all components			
Delivery and transportation for all components			

Annex 4. Price Schedule

The bidder shall complete the price schedule for the mandatory base scenario. Financial evaluation will use the stated evaluated quantities; final quantities may be adjusted after award within the available budget using the quoted unit prices.

No.	Item Description	Unit	Qty.*	Unit Price (BDT)	Total (BDT)
A. COOLING STATIONS					
1	Cold-water dispenser	Unit	10		
2	Evaporative air cooler	Unit	10		
3	Wheelchair	Unit	10		
4	Energy-efficient pedestal fan	Set	10		

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No.	Item Description	Unit	Qty.*	Unit Price (BDT)	Total (BDT)
5	IPS / backup power system, including installation and cables	Unit	10		
6	ORS / electrolyte sachets (1 pack = 25 – 30 sachets)	Pack	40		
7	Cool wet towels	Piece	100		
8	Digital non-contact thermometer	Unit	10		
9	Pulse oximeter	Unit	10		
10	Digital upper-arm blood pressure monitor	Unit	10		
11	Fine-mist spray bottle	Unit	100		
12	Disposable nitrile gloves (1 pack = 100 pcs)	Pack	10		
13	Disposable paper cups (1 carton = 1000 pcs)	Carton	10		
14	Digital room temperature & humidity monitor	Unit	10		
B. COMMUNITY HEAT-RESPONSE KITS					
15	Megaphone / handheld loudhailer	Unit	30		
16	Portable Heat-Health Cooling Kit (complete set) + orientation card/insert per kit	Box	30		
C. NAZIRERTEK COMMUNITY					
17	Locally made cement-based water filtration system	Pcs	50		
18	Installation/setup of filtration system	Lot	1		
19	User orientation for filtration system	Session	1		
20	Sun-protective locally made hat / Mathal	Pcs	300		
D. LOGISTICS					
21	Delivery and transportation – cooling stations	Lot	1		
22	Delivery and transportation – community heat-response kits	Lot	1		
23	Delivery and transportation – Nazirertek	Lot	1		
24	Packaging and handling	Lot	1		
E. OTHER COSTS					
25	VAT / applicable taxes	Lot	1		
TOTAL EVALUATED PRICE					
USD Equivalent					



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***Pricing Note:** The total evaluated price will be calculated using the mandatory base quantities shown above. Final quantities may be adjusted after award within the available budget using the quoted unit rates. Bidders shall therefore provide unit prices for all goods and services rather than assuming fixed final quantities.



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Annex 5. Declaration

We confirm that the information provided in this proposal is accurate and that the proposed design, materials, and services comply with the requirements stated in this Call for Quotation, except where clearly identified as a deviation.

Authorised Representative: _____

Company: _____

Signature & Seal: _____

Date: _____