

Terms of Reference

Supply of Water System Equipment

Solar-Powered Water Purification and Distribution Systems

SNV Innovations Against Poverty (IAP) • WASH Component • Bangladesh

Document Type	Terms of Reference – Equipment Supply
Procurement Method	Request for Quotation (RFQ)
Company	Tetra Private Limited
Project Location	Khulna, Satkhira
Contract Type	Lump Sum / Unit Rate Supply Contract
Date of Issue	07.06.2026
Submission Deadline	10.06.2026

1. BACKGROUND AND PROJECT CONTEXT

Tetra Private Limited is a social enterprise committed to improving access to safe drinking water for climate-vulnerable and underserved communities in Bangladesh. Through innovative, community-centered approaches, Tetra designs, installs, and operates sustainable water purification and distribution systems that address challenges such as salinity intrusion, arsenic contamination, and seasonal water scarcity.

As part of the Water, Sanitation and Hygiene (WASH) component of the Innovations Against Poverty (IAP), Tetra Private Limited is implementing solar-powered water purification and distribution systems in vulnerable communities across Bangladesh. The project is funded by the Swedish International Development Cooperation Agency (SIDA) and implemented through SNV Netherlands Development Organisation. To support these activities, Tetra Private Limited invites qualified suppliers to submit quotations for the supply of water system equipment in accordance with these Terms of Reference.

2. OBJECTIVE OF THE PROCUREMENT

The objective of this procurement is to source and deliver high-quality, technically compliant water system equipment to designated project sites within the agreed timeframe and budget. All supplied equipment must be fit for use in rural, off-grid, saline-prone environments and must meet the technical specifications outlined in this document.

3. SCOPE OF SUPPLY

The supplier shall be responsible for the supply, packaging, delivery, and on-site handover of equipment across the categories below. A detailed Bill of Quantities (BoQ) will be attached as Annex I to the final contract.

3.1 Solar Power System

- Solar photovoltaic (PV) panels as per wattage specified in the BoQ
- Maximum Power Point Tracking (MPPT) solar charge controller

- Deep-cycle sealed maintenance-free battery bank
- Inverter / DC-AC converter as required by system design
- Mounting structure, cabling, protection equipment, and earthing

3.2 Water Pumping System

- Submersible or surface solar pump as per hydraulic design specifications
- Pump controller and electrical protection devices
- Rising main pipe and associated fittings

3.3 Water Treatment Units

- Reverse osmosis (RO) or appropriate treatment unit based on site-specific water quality data
- Pre-filtration unit comprising sediment and activated carbon stages
- Disinfection unit (UV or chlorination system)
- Food-grade, UV-resistant elevated storage tank(s) as per design

3.4 Distribution Infrastructure

- HDPE or uPVC distribution pipes and fittings
- Water kiosks and tap stand as per approved design
- Flow meters and point-of-use water quality monitoring equipment

3.5 Ancillary Items

- Installation tools and commissioning materials
- Spare parts package covering a minimum of 10% unit quantities
- Operation and Maintenance (O&M) manuals in both English and Bengali

4. TECHNICAL SPECIFICATIONS AND STANDARDS

All supplied equipment must comply with the following standards and requirements:

- Equipment must meet Bangladesh Standards and Testing Institution (BSTI) standards where applicable.
- Solar PV panels must carry IEC 61215 and IEC 61730 certification. A minimum 10-year performance warranty from the manufacturer is required.
- Pumps and motors must be rated for continuous operation in saline and high-turbidity conditions.
- Water treatment equipment must produce water meeting both WHO Drinking Water Quality Guidelines and Bangladesh Environment Conservation Rules (ECR) 1997 standards.
- All components in contact with drinking water must be food-grade and free from lead and other contaminants.
- All equipment must carry a minimum manufacturer's warranty of 2 years from date of delivery acceptance.
- All equipment must be new, unused, and of the most recent production model available at the time of delivery. Counterfeit, refurbished, or substandard equipment will be rejected.

5. DELIVERY REQUIREMENTS

- All equipment shall be delivered to project sites designated by Tetra Private Limited at Khulna & Satkhira.
- Delivery must be completed within **7 calendar days** from the date of Purchase Order issuance.



- The supplier must provide written advance notice of at least 48 hours prior to any delivery.
- A signed Delivery Note must accompany each delivery, listing all items, quantities, serial numbers, and condition upon arrival.
- Risk of loss or damage remains with the supplier until delivery is accepted and a Delivery Note is signed by Tetra Private Limited.
- Partial deliveries are only permitted with prior written approval from Tetra Private Limited.
- Photographic documentation of all delivered items must be submitted alongside the signed Delivery Note.

6. INSPECTION AND ACCEPTANCE

Tetra Private Limited reserves the right to inspect all equipment at the point of delivery and prior to formal acceptance. The inspection process will include:

- Verification of quantities and item descriptions against the Purchase Order and Delivery Note.
- Physical inspection for damage, defects, and compliance with technical specifications.
- Review of certification documents, manufacturer warranties, and O&M manuals.
- Functional testing of key components where feasible at point of delivery.

Equipment that fails inspection will be rejected. The supplier must replace rejected items within 5 calendar days at no additional cost to Tetra Private Limited. Final acceptance will be documented through a signed Acceptance Certificate.

7. PAYMENT TERMS

Payments will be processed against the following indicative schedule, subject to satisfactory delivery and complete documentation:

- Advance Payment: Up to 30% upon contract signing, subject to submission of a bank guarantee if required under SNV procurement rules.
- Delivery Payment: 60% upon delivery, acceptance, and submission of signed Delivery Note and invoice.
- Final Payment: 10% upon commissioning sign-off and submission of all required documentation.

All invoices must be itemized and include invoice number, contract reference, unit prices, total in BDT, and bank account details. Payments are subject to applicable Withholding Tax and VAT deductions in accordance with Bangladesh tax regulations. Tax deduction certificates will be issued by Tetra Private Limited as required.

8. REQUIRED DOCUMENTATION FROM SUPPLIER

In compliance with SNV Due Diligence and procurement requirements, the selected supplier must submit the following documents prior to contract signing:

Required Document	Status
SNV Supplier Registration and Vetting Form (completed and signed)	Mandatory
Certificate of Business Registration / Trade License	Mandatory



VAT Registration Certificate	Mandatory
Tax Identification Number (TIN) Certificate	Mandatory
Tax Compliance/Return Certificate	Mandatory – Companies
Ultimate Beneficial Owner (UBO) Declaration	Mandatory – Companies
Bank Solvency Certificate	Mandatory
Conflict of Interest Declaration Form	Mandatory
SEAH, Anti-Bribery and Anti-Fraud Ethics Self-Declaration	Mandatory
Company Profile with list of similar contracts (past 3 years)	Mandatory
Product catalogues, technical datasheets, and certification documents	Mandatory
Authorised signatory documentation	Mandatory

Failure to submit any mandatory document will result in disqualification of the quotation. Tetra Private Limited reserves the right to conduct additional due diligence checks on any supplier.

9. PROCUREMENT PROCESS AND COMPLIANCE

This procurement follows SNV's procurement guidelines and IAP 3.0 grant compliance requirements. The following process will apply:

- A Request for Quotation (RFQ) will be issued to a minimum of three qualified suppliers.
- A Comparative Statement (CS) will be prepared by Tetra Private Limited to evaluate all received quotations.
- A Procurement Committee will review the CS and formally recommend the award. Signed Committee Meeting Minutes and individual Conflict of Interest declarations from all committee members will be filed.
- Anti-terrorism vetting will be conducted via the UN Consolidated Sanctions List (scsanctions.un.org) and debarment checks via the World Bank debarred firms list for all procurements above EUR 200.
- SNV Due Diligence checks will be performed on the recommended supplier prior to contract award.
- A Purchase Order or Supply Contract will be issued only after Due Diligence clearance and approval in line with the applicable authority matrix.
- All procurement documentation (RFQ, quotations, CS, committee minutes, PO, delivery note, invoice, payment voucher) must be maintained and submitted as part of milestone financial reporting to SNV. Records must be retained for a minimum of 7 years.

10. ELIGIBILITY CRITERIA

Suppliers must satisfy the following minimum criteria to be considered:

- Legally registered business entity in Bangladesh with valid trade license and VAT registration.
- Minimum 3 years of experience in the supply of solar-powered water systems or related WASH equipment.
- Demonstrated completion of at least 3 comparable supply contracts within the past 3 years. Client references are required.
- Capacity to deliver specified quantities within the required timeframe.
- Not blacklisted, debarred, or subject to legal proceedings related to fraud, corruption, or poor performance.
- No conflict of interest with Tetra Private Limited, SNV, or SIDA.
- Commitment to comply with SNV's Code of Conduct and Safeguarding Policy.

11. EVALUATION CRITERIA

Quotations will be evaluated against the following criteria:

- Technical compliance with specifications (pass/fail threshold)
- Price competitiveness as assessed through the Comparative Statement
- Delivery timeline and demonstrated logistics capacity
- Warranty terms and availability of after-sales service
- Past performance and quality of reference
- Completeness and accuracy of mandatory documentation

The lowest evaluated technically compliant quotation will generally be recommended for award, subject to Procurement Committee approval and SNV Due Diligence clearance.

12. SUBMISSION INSTRUCTIONS

Interested suppliers must submit the following documents to Tetra Private Limited by the deadline stated in the accompanying RFQ:

- Completed and signed quotation with itemised unit prices in BDT (both exclusive and inclusive of applicable taxes).
- Technical datasheets and product certifications for each quoted item.
- All mandatory documentation listed in Section 8 of this document.
- Proposed delivery schedule.

Submissions may be sent electronically to info@tetrabd.com and delivered in hard copy to: Tetra Private Limited, House # 43/1, 43/2 & 47/G, Indira Road, Dhaka. 1207, Bangladesh.

Late submissions will not be accepted under any circumstances.

Tetra Private Limited reserves the right to accept or reject any or all quotations without obligation to assign a reason.

13. SAFEGUARDING AND ETHICS

All suppliers engaged under the SNV IAP project must strictly comply with the following:

- SNV's Anti-Fraud and Anti-Bribery Policy. Concerns should be reported to fraud@snv.org.
- SNV's Child Protection Policy: prohibition of child labour at all levels of the supply chain.
- Prohibition of forced labour, modern slavery, and human trafficking in the supplier's operations.



- Compliance with applicable Bangladesh labour laws, including fair wages and safe working conditions. SNV's Safeguarding Policy: zero tolerance for sexual exploitation, abuse, and harassment. Concerns should be reported to safeguarding@snv.org.

By submitting a quotation, the supplier confirms their agreement to comply with all applicable SNV policies, and the ethical commitments described in the SNV Supplier Registration and Vetting Form.