**Annex 1: Instructions to Tenderer**

**Tender Reference: BGD/DHK/Solar/TENDER/2023/004**

**About Concern Worldwide:**

Concern Worldwide is a non-governmental, international, humanitarian agency that was founded in 1968. The organisation is devoted to the relief, assistance and advancement of people in greatest need in less developed areas of the world. Concern World wide’s vision is a world where people no longer live-in extreme poverty, fear or oppression; a world where every person has access to a decent standard of living and the opportunities and choices basic to enjoying a long, healthy and creative life; a world where every person is treated with dignity and respect; a world where there is peace and solidarity among people. The organisation’s headquarters are in Dublin, Ireland. Concern Worldwide has been operating in Bangladesh since 1972.

**Scope of Supply / Supply to be provided:**

Concern Worldwide, Bangladesh intend to install solar panels on the rooftop of Dhaka’s office.

**This is a tender for Solar panel installation:**

The supplier is required to read and understand the requirements and conditions to submit the tender.

**Specific Conditions for the Tender**

1. **Timetable for Tender Process**

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| **SL#** | **Details** | **Date** |
| 1 | Tender Advert | **13 March 2024** |
| 2 | Last date for Submission of Tenders | **On or before 12:00 PM, 1 April 2024**Hardcopy of separate sealed 2 envelope for **(1)Admin check and Technical and (2) Financial proposal** to be **submitted in the: Tender Box – kept in** **Concern Worldwide Office, House 15 SWD, Road-7, Gulshan 1, Dhaka 1212 within office hour only.**Tenderers **MUST** submit their bids in a sealed envelope **ONLY** indicating the tender reference number “BGD/DHK/Solar/TENDER/2023/004”. **Tenders, which are not submitted by deadline will not be accepted.** Concern Bangladesh working hours are Sunday to Thursday, 9 .00am to 3.30pm (during Ramandan). Tenders shall **ONLY** be accepted during normal official business hours. Please note that the Concern office will not be open during public holidays.  |
| 3 | Pre-bid meeting | **On 11:00AM, 19 March 2024, in person at Concern Dhaka office. Site visit will be on the same day.** |
| 4 | Tender Opening details  | **On 12:15 PM, 1 April 2024 at Concern Worldwide Office, House 15 SWD, Road-7, Gulshan 1, and Dhaka 1212** Note: the tender opening schedule can be changed depending on organizational priority and potential bidders will be informed in due time. |
| 5 | Expected Contract Award Date | **Last week of April 2024** |

1. **Language of Offers**

Tenders’ documents should be ideally in English. Any government documents in Bengali is accepted.

1. **Period of validity of offers**

The offered price should be valid for required time. However, in case of any national issue or change in government rules price can be revised according to the logical background.

1. **Currency**

All financial proposals must be in **Bangladeshi Taka (BDT).**

1. **Type of contract**

Concern will issue one contract with the highest-evaluated suppliers as per evaluation criteria to purchase specific amounts of goods mentioned in the tender. The results of this tender cannot be used for any other purpose, e.g., a framework agreement. However, Concern is under no obligation to guarantee a fixed amount of business to any selected supplier.

1. **Content of tenders**

The tender dossier consists of following documents:

**Annex-1: Instructions to Tenderers**

**Annex-2: Concern’s Terms and Conditions**

**Annex-3: Tenderer’s Declaration Form**

**Annex-4: Technical specification**

**Annex-5: Financial offer form**

**Annex-6: Concern Code of Conducts - Associated Policies**

**Annex-7:**  **Supplier Registration Form**

**Annex-8: Tenderer’s Relevant Experience**

**Annex-9: Tenderer’s Technical evaluations Criteria**

1. **Evaluation of tenders**

All valid bids will be evaluated by Tender Evaluation Committee from Concern Bangladesh. The Tender Committee will assess the bids based on administrative, technical and financial criteria, using the information provided in your bid submission. Concern do not consider the financial offer to be the most important factor. Technical compliance and previous experience are equally important. The weighted average method for technical and financial evaluation will be followed to select the vendor.

* **First step admin check:** All the basic documents mentioned in the instructions will be required to be submitted by the bidders for administrative evaluation. If any bidders do not submit proper document, Concern reserves the right to deem the bid ineligible.
* **Second step technical evaluation:** Suppliers are required to submit a full proposal, with product data sheets for all components of the system, design drawings and dimensions, as well as the bill of materials/bill of quantities (BOQ). Proposals will be screened for minimum technical specifications based on information in product data sheets. Eligible bids will progress to technical scoring. The maximum score for technical evaluation is **70**. The technical criteria with marks distribution are attached to the [Annex-4 and 9](file:///C%3A%5CUsers%5CSimon.Brown%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CSM218WUR%5CAnnex%209-Tenderer%E2%80%99s%20technical%20evaluations%20Criteria.xlsx).
* **Third step financial evaluation:** The financial evaluation score is 30. The financial evaluation form with is attached to the [Annex-5](file:///C%3A%5CUsers%5CSimon.Brown%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CSM218WUR%5CAnnex%205-Financial%20offer%20form.xlsx). The minimum financial offer will get full marks **(30 points)** and rest offers will get proportionate points according to the bidding amount

**[Formula= (Lowest bidders offer x 30)/Respective bidders offer]**

* **Fourth step final evaluation:** Final bidders will be selected based on the total weighted average score obtained in both technical and financial evaluation. The sample check will be done before finalizing the decision.

Concern reserves the right to visit and inspect quality and confirm legality of the goods offered also has the right to check other clients of the supplier in relation to the experience they have submitted as part of the evaluation process.

**Administrative Evaluation:**

To determine substantially responsive bids i.e. documents are properly signed, stamped and dated, ensure that all documents requested are present and are valid. Only the tenders qualify in the Administrative Evaluation will be considered in Technical Evaluation stage.

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| **Mandatory documents to be submitted for administrative check (**If any bidders don’t submit following document they won’t be considered for next evaluation process**):**  |
| **Documents** | **Checkbox** |
| * Valid Trade License
 |[ ]
| * Company registration certificate
 |[ ]
| * Valid Income Tax Certificate
 |[ ]
| * VAT & BIN Registration Certificate
 |[ ]
| * Updated membership/stakeholder certificate from **Bangladesh Solar and Renewable Energy Association (BSREA)** or from **Sustainable and renewable energy development authority (SREDA)**
 |[ ]

Note: no tender shall be accepted other than proper submission of above documents. Concern Code of Conduct and Associated Policies must be accepted and to be signed with the selected supplier(s).

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| **Descriptions of the documentation requested** |
| **Full Tender Package including as below: --------- please tick mark as per your submission**  |
| **Invitation to Tender – signed** | Check box |
| Annex-1: Instructions to Tenderers |[ ]
| Annex-2: Concern’s Terms and Conditions  |[ ]
| Annex-3: Tenderer’s Declaration Form |[ ]
| Annex-4: Pre-feasibility report and technical specification |[ ]
| Annex-5: Financial offer form |[ ]
| Annex-6: Concern Code of Conducts - Associated Policies  |[ ]
| Annex-7: Supplier Registration Form |[ ]
| Annex-8: Tenderer’s Relevant Experience |[ ]
| Annex-9: Tenderer’s Technical evaluations Criteria |[ ]

**Technical Evaluation:**

In the technical evaluation part the tendered needs to find the technical criteria in Annex-4. Following the technical criteria tenderer then answer and attach the required documents which are mentioned in Annex-9.

All administrative documents and All Technical Evaluation documents needs to be submitted in a separate envelope.

**Financial Evaluation:**

In the Financial evaluation part the tendered needs to find Annex-5 and then answer and submit the document.

Financial Evaluation documents needs to be submitted in a separate envelope.

**Concern has the right to make one time contact with one or multiple vendors.**

1. **Cancellation of the tender procedure**

Concern Worldwidereserve the right to cancel the tender procedure should there be:

* Non-receipt of a minimum quality number of bids
* The costs exceeding budgetary limits
1. **Appeals Process**

Should a bidder or potential bidder for the tender have any issue which they feel requires appealing they should contact the Country Director at the following email address: manish.agrawal@concern.net.

1. **Data protection**

Concern guarantees that all procurement activities are fully and transparently documented for internal or donor audit purposes. Concern guarantees confidentiality of the procurement process.

1. **Donor**

Concern Bangladesh receive funding from a variety of donors who may contribute to this award. This contract can be used for different potential donor as well.

1. **Penalty**

A penalty clause may be included in the contract/ PO with the selected supplier on the delivery performance conditions.

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| **Name of Company:** |  | **Date:** |  |
| **Name:** |  | **Function:** |  |
| **Signature & Stamp:** |  |