**Annex-01**

**Instructions to Tenderers**

Tender Reference: BGD/CXB/TENDER/2024-002

To Establish Framework Agreement

Provision of Farming/gardening inputs/tools, Vegetable seeds and organic compost.

1. *Supplies to be provided*

Concern Worldwide Cox’s Bazar Program is intending to procure Farming tools, vegetable seeds and organic compos for next 18 months having Framework Agreement with one or more successful suppliers through this Open National Tender process.

This Framework Agreement is divided into three (3) lots:

* **Lot 1: Farming/Gardening inputs/tools (**Different type of farming / gardening inputs/tools.
* **Lot 2: Vegetable Seeds (different varieties of vegetables seeds)**
* **Lot 3: Organic compost**

 **Details specification of all 03 (three) lots are given in Annex -4.**

Suppliers/Service Providers may submit their submission bids/proposals for one or all of the Lots. However, **Bidder has to quote for all items of particular lots. No bids will be considered who will not quote for all items of particular lot.**

1. *Closing date and time for submission of tenders*

The closing time and Date for the Tender is 08 May 2024, 5:00 pm local time.

1. *Submission of tenders*

The address for submission of tender bids should be provided.

Tenderers **MUST** submit their bids in a sealed envelope **ONLY** indicating the tender reference number “**BGD/CXB/TENDER/2024-002”** and the text “Not to be Opened before **08 May 2024, 5:00pm local time.** All tenders can be submitted in the following way:

Hardcopy to be submitted in the: **Tender Box** – kept in **Concern Worldwide Emergency Program Office, N. Alam Eden, Rathnapalang, Court Bazar, Ukhiya, Cox’s Bazar.**

**Tenders, submitted offers/proposal after the deadline will not be accepted**.

Concern Bangladesh working hours are Sunday to Thursday, 9am to 5pm. Tenders shall ONLY be accepted during normal official business hours. Please note that the Concern office will not be open during public holidays.

1. *Timetable for provision*

The timeframe allowed for the provision of the materials / services should be provided with start dates and finish dates where possible.

| **SL#** | **Details** | **Date** |
| --- | --- | --- |
| 1 | Tender Advertisement | 25 April, 2024 |
| 2 | Pre bid Meeting Date and Time | 29 April 2024 from 11:00am to 12:00pm, Concern Ukhiya office. |
| 3 | Closing Date for Receipt of Tenders | **08 May 2024 at 5:00pm** |
| 4 | Tender Opening Location | Concern Worldwide, Cox’s Bazar Response Program Office, Court Bazar, Ukhiya, Cox’s Bazar |
| 8 | Tender Opening Date and Time | Above address at **5:10pm on 08 May, 2024** or may change in case of any internal priority  |

1. *Language of offers*

Tender 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 18 months. However in case of any national issue or change in government rules price can be revised according to the logical background.

1. *Currency*

State the currency in which all tender submissions should be received **Bangladeshi Taka (BDT).**

*8. Incoterms*

Not Applicable here.

* 1. *Lots*

The tender is divided into three lots:

**Lot-1: Farming /Gardening inputs/tools**

**Lot-2: Vegetable Seeds- (Different varieties of vegetables seeds)**

**Lot-3: Organic Compost**

* 1. *Type of contract*

Initially a Framework Agreement to be signed with the One or Two selected supplier for each lots.

The Framework Agreement does not commit to any procurement of any specific quantity.

Concern Worldwide is intending to issue Purchase Orders to the selected supplier under this Framework Agreement for the next 18 months as per the requirements of the programme

* 1. *Samples Required*

Samples are required at Tender submission stage.

*12. Tender guarantee*

Not Applicable for this tender

1. *Site Visit*

Site visits are not required, however the bidder may visit Ukhiya and Teknaf camp site to know where the delivery place is.

1. *Content of tenders*

Confirm list of documents required to be submitted along with the tender bid. This is a duplication of the list in the Letter of Invitation to Tender (Document - 2)

The tender dossier consists of following documents:

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| **Descriptions of the documentation requested** |
| Invitation to Tender – to be signed  |
| Instructions to Tenderers – to be signed and stamped |
| Concern’s Terms and Conditions – to be signed and stamped |
| Supplier Pre-Qualification Form – to be filled, signed and stamped |
| Tenderer’s Relevant Experience – to be filled, signed and stamped |
| Tenderer’s Declaration – to be filled, signed and stamped |
| Financial Offer and Requirements for each lot – to be filled, signed and stamped |

1. *Opening of tenders*

Confirm date and time that the opening of tenders will take place. Specify if bidders are invited to the opening session (normally they should be invited). The opening of tenders will take place as per below schedule. This is an open session and tenderers are invited to attend the opening session at their own expense.

**Date**: **08 May, 2024** Time: 5:10PM at **Concern office in Court Bazar:** N. Alam Eden, Ratna Palong – 4780 (Main Road between Ukhiya Bazar and Court Bazar) – Cox’s Bazar.

Note: the tender opening schedule can be changed depending on organizational priority and potential bidders will be informed in due time.

1. *Evaluation of tenders*

The Tender will be evaluated through the **weighted evaluation method with the score of 60/40 i.e. 60 for technical evaluation and 40 is for financial evaluation.**

All valid bids will be evaluated by Tender Evaluation Committee (TEC) of Concern Bangladesh. The Tender Committee will assess the bids based on administrative (legal documents), 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 compliances and others factors (Delivery lead time, quality and relevant experience) are equally important.

* 1. **First step I.e. Admin Check (Pass/ fail):** All the basic legal documents mention in the instructions will be required to be submitted by the bidders for administrative evaluation. **Failure to submit any valid documents, will not be considered in Technical Evaluation Process.**

**In the administrative checking stage we will also have sample checking (Pass/ fail): the Bidder has to meet minimum standard/ required specification of all items.**

**For a lot-2, germination test certificate/report is essential. Below 80% germination test report will not be accepted for vegetable seeds except “Chili” item no 13 & 14 in Lot 2. For these items 70% germination is acceptable.**

**The bidder who will not pass in the sample checking stage they will not consider for next step of evaluation.**

* **Second step I.e. Technical Evaluation – score is 60:** Suppliers are required to submit a full technical proposal, with all information mention in the technical specification form/questioner **– Annex 6**. Proposals will be screened for minimum technical specifications based on information in technical information sheets with evidential documents. Total technical score is 60.
* **Third and final step I.e. Financial Evaluation:**

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| --- |
| **Financial Evaluation Criteria and Scoring: Total Score - 40 Points** |
| **Price/Financial Offer – As per Annex 4**  | 40 Points | Total price of each lot for single unit will be considered for price evaluation scoring. Lowest price will be given full score (40 Points) and then, marks for cost will be awarded on the inverse proportion principle (shown below):**Scorevendor = 40 x (pricemin / pricevendor)**Example: Like: Lowest price will get = 40Second lowest will get: Lowest price divided by second lowest price multiplied by 40.Third lowest will get: Lowest price divided by third lowest price multiplied by 40.And so on for the remaining bidders recommended for the financial evaluation. |

The Evaluation Committee will recommend the award of the contract to the bidder(s) whose bid has been determined to be substantially responsive, administratively and technically acceptable. Concern Worldwide Bangladesh is not bound to accept the lowest, or any, Tender. No commitment of any kind, contractual or otherwise will exist unless and until a formal contract has been executed by Concern Worldwide Bangladesh.

**Concern has the right to or work order single or multiple suppliers.**

Concern reserves the right to visit and inspect quality and confirm legality of the supply 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.

**Note:** Finally the selected bidder has to pass the anti-terrorism check before final selection for the agreement

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.

Please submit following documents:

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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: Price offer form |[ ]
| Annex-8: Tenderer’s Technical evaluations Criteria |[ ]
| Annex-6: Technical Evaluation Check list /Questioner |[ ]
| Annex-7: Supplier Registration Form  |[ ]
| Annex-8: Tenderer’s Relevant Experience |[ ]
| Annex-9: Concern Code of Conducts - Associated Policies |[ ]
|  |[ ]

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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
 |[ ]
| * Valid Income Tax Certificate
 |[ ]
| * VAT or BIN Registration Certificate
 |[ ]
| * Sample - **Sample must be submitted during bid submission. No bid will be considered without sample**
 |[ ]
| * Germination test certificate (for lot 2 only)

**For a lot-2, germination test certificate/report is essential. Below 80% germination test report will not be accepted for vegetable seeds except “Chili” item no 13 & 14 in Lot 2. For these items 70% germination is acceptable.**  |[ ]

Note: **Sample must be submitted.** No tender shall be accepted other than proper submission of above documents and sample. Concern Code of Conduct and Associated Policies must be accepted and to be signed with the selected supplier(s). **Concern has the right to have FWA one or multiple vendors/suppliers.**

1. *Clarification meeting/site visit*

The process for potential tenderers to seek clarification on the tender dossier should be outlined. Any clarification given to one tenderer should also be communicated to all other tenderers regardless of whether they requested the information.

A Pre Tender Meeting will be held on:

**Date:** 29 April 2024, **Time:** 11:00am to 12:00pm Concern meeting room

*Cancellation of the tender procedure*

The process of how a cancellation might take place should be outlined. This should state who has the right to make this decision. (ie. The Tender Evaluation Committee) and should also state the reasons why this might happen such as non-receipt of a minimum number of bids, a dramatic change in specification of the material, the costs exceeding budgetary limits or the project being cancelled.

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

This list is not exhaustive. Concern Worldwide management can cancel the whole or part of the tender process at any time without assigning any reasons whatsoever.

1. *Appeals Process*

Confirm contact details of a senior staff member within Concern in which an appeal to the process can be lodged if a tenderer or potential tenderer for the tender has any issue which they feel requires appealing. This person should either be the Country Director or someone appointed by them.

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 quoting tender reference number “**BGD/CXB/TENDER/2024-002”**

1. *Data protection*

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

*20. Donor*

This Tender is conducted for the procurement under BPRM funded project however procurement can be done for others donor funded project.

*21. Complaints Mechanism*

Indicate here country CRM procedure with agreed mechanism for contacting concern and points of contact.

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