

Ref.: GRC040 612657- Instructions for submissions of quote

On the behalf of The International Federation of Red Cross and Red Crescent Societies and Bangladesh Red Crescent Society, German Red Cross (GRC) is inviting quotations for the provision to supply **File Archiving and Backup Solution** including **Hardware and Software Solution** as per the ToR (Attached). The consultant firm is requested to read carefully and ensure compliance with all instructions herein. Non-compliance with instructions in this document may disqualify the bidders from the tender exercise.

1. Procurement Procedure

The procurement is handled via Open Tender.

2. Deadline of submission and period of validity:

- 1) Deadline of submission is **05.05.2024 2:00PM**.
- 2) Your quotation must state the period of validity, **at least 120 days** from the deadline for the submission.

3. Costs and ownership of tenders

- 1) Costs incurred by the tenderers in preparing and submitting the quote requests are not reimbursable.
- 2) The GRC retains ownership of all quotes received under this quote request. Consequently, tenderers have no right to have their tenders returned to them.

4. Confidentiality and publication

- 1) All recipients of tender documents, whether they submit a tender or not, shall treat the details of the documents as confidential as possible.
- 2) According to German/European procurement law information about the award of contract (name of company, type of product, extent and duration of contract) might be made open to the public unless you disagree within your quotation, giving the reason of refusal.

5. Content of tenders and alternative offers:

1. Basic Quotation Requirement: Specifications as indicated in the ToR, date stamped, signed.
2. Detailed Financial proposal (Individual Envelope)
3. Technical proposal (Individual Envelope)
4. Company's Registration (Trade License).
5. Certification - Declaration of Conformity.
6. Federation General Terms & Conditions on Purchasing.

Without submitting above mentioned documentation may lead to disqualification of proposal.

6. Financial offer

- ✓ The budget shall include all necessary costs (including transport and delivery).
- ✓ **Price needs to be excluded VAT.**
- ✓ **Tax will be deducted as per GOB rules.**
- ✓ A financial proposal with a detailed breakdown of costs for the assignment will be submitted along with the application.
- ✓ Payment mode and methodologies should be well explained (Ex: payment after services/partial payment, A/C pay cheque, price validity etc.).
- ✓ No other payment will be added to the proposed financial sheet.

- ✓ Need to be mentioned all terms and condition from your side.
- ✓ **All prices are in BDT.**

7. Submission of quote and further communication

- 1) All quotes, including annexes and supporting documents must be submitted either through sealed envelope (See below):

Seal Envelop:

State below information in the envelope-

Tender Documents – Please do not open!

Ref. GRC040_612657

Address:

Senior Representative

German Red Cross Bangladesh

684-686, Red Crescent Sarak

Bara Moghbazar, Dhaka-1217, Bangladesh

- 2) Tenderers must raise questions in written 2 days prior to deadline for submission of quote, otherwise the extension of the deadline is not feasible anymore.
- 3) GRC reserves the right to continue the further communication after submission of quotes via a combination of media (e.g. post, e-mail, phone).

8. Evaluation & Award of Contract

- 1) Procedure:

The decision for the award of contract will be determined via standard value method (**Credit points divided by total price; ratio 50/50%**). Credit points will be added up through the of some criteria's:

✓ **Cost 50%**

✓ **Technical Proposal (50%)**

Point Allocation for Technical Proposal:

- **Efficiency of the Technical Proposal:** *How much the specifications of hardware and module of the software fulfil the provided requirements, based on that the marking will be decided on a scale from 1 to 5 points.*
- **Experiences (similar/ relevant):**
 - **5 Points:** *By submitting minimum 5 individual work experience documents in relevant work field.*
 - **4 Points:** *By submitting minimum 4 individual work experience documents in relevant work field.*
 - **3 Points:** *By submitting minimum 3 individual work experience documents in relevant work field.*
 - **2 Points:** *By submitting minimum 2 individual work experience documents in relevant work field.*
 - **1 Point:** *By submitting minimum 1 individual work experience document in relevant work field.*
- **Presentation with real time demo:** *Only short-listed suppliers selected through the above two segments will be contacted for the presentation. Presentation marks will be given based on the clarity and relevance of the product specifications/ requirements on a scale from 1 to 5 points.*

Score for each criterion is either 0 (acceptable), 1 (bad), 2 (satisfactory), 3 (good), 4 (very good), 5 (excellent). In case of equal results, the offer with the higher credit point score will be awarded.

- 2) In case of competitive procedure GRC reserves the right to award a contract based on the first non-negotiated offer. GRC will not enter into any negotiation.
- 3) The GRC may – but is not obliged to – ask each tenderer individually for clarification of its quote including, samples, breakdowns of prices etc. within a reasonable time limit to be fixed by the evaluation committee. The samples will remain property of the GRC. The tenderer has to bear possible additional costs for a sample delivery abroad.
- 4) Terms of contract :
The award will lead to a service contract by GRC and forms a one-time-service agreement. Please find a template attached for your information only.

9) Terms of payment

1. The invoice must contain place of delivery and GRC order number.
2. Payment on invoice only, following receipt of service and documents in order.
3. **GRC will deduct TDS (Tax deduction of source) as per govt. rules (if applicable).**
4. Payment will be given by AC payee cheque in favour of your company.

10) Self-Declaration

The signee of the attached “Declaration of Conformity” (Ref. Annex) assures that

- 1) no reasons for exclusion as mentioned per EU guideline 2014/24/EU, Art. 57, Paragraph 1 exists,
- 2) the tenderer fulfils GRC’s claim on good governance, environmental and social responsibility,
- 3) the tenderer agrees on participation in checks and audits as described.

10) Pre- Bid Meeting

German Red Cross (GRC) will organize a pre- bid meeting to discuss with potential companies who will be interested to submit proposal. Discussion topic in the pre bid meeting:

- Details discussion on Terms and Reference (ToR)
- What outcome is required by GRC.
- Guideline on submission of proposal.
- Question answer/ Discussion

Pre-bid meeting will be held online (via MS Teams) on **29 April (Monday, 3.00pm)**. Please, attend the meeting 15 minutes before. Meeting link has been provided below.

[Join the meeting now](#)

Meeting ID: 320 027 349 500

Passcode: tfKvYe