

REQUEST FOR QUOATION

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| Issue Date: | May 09, 2024 |
| Quotation Due Date: | May 23, 2024, 23:59 BST |

Dear Concern,

Greeting from ‘The Feed the Future Bangladesh Improving Trade and Business Enabling Environment Activity’ project funded by USAID. We are seeking quotations from your organization to engage two qualified individuals to provide logistics and Procurement support for various events.

The bidders are requested to submit their best offer through return mail to the following email address by May 23, 2024, 23:59 BST.

bdinfo@internationaldevelopmentgroup.com

Submissions received after the indicated due date and time may not be considered.

- Please include – "RFQ: Event Logistics and Procurement Support - [Short Name of the firm/organization]" in the subject line of your email.
- Please provide the name, phone number, and email address of the authorized representative who can commit on behalf of your organization.
- Please provide contact details and physical address of the facility.
- Please submit separate Technical and Financial Proposals

OTHER CONDITIONS

- Cover letter (one page), signed by an authorized representative of your organization.
- The Scope of Work to be provided by the Offeror as detailed in Annex I.
- **Financial proposal:** Based on the Scope of Work detailed in Annex I. For cost comparisons, bidders are requested to submit realistic and competitive cost proposal.
- **Pricing:**
 - All costs should be expressed in Bangladeshi Taka (BDT) and will be paid in Bangladeshi Taka (BDT).
 - Propose cost on monthly basis.
 - Proposed individual has to work 8 hours /day and 5 days in a week.
 - Any Travel per diem will be calculated in line with bidders Organization policy
 - IDG is exempt from VAT and will provide exemption coupons at the time of payments under the contract. All pricing must indicate VAT clearly and separately.
 - All the payments are subject to deduction of income tax at source as per rates and procedures of Income Tax of Government of Bangladesh.
 - Payment Terms: Payment will be made through Account Payee Cheque.
 - Offers must remain valid for not less than three months after the offer deadline.

- Offerors will not be reimbursed for any costs incurred relating to the preparation and submission of a proposal.
- **Terms of Payment:** Payment terms for the awarded agreement are to be determined upon mutual agreement of IDG and the selected awardee.
- **The Technical proposal should include:**
 - Brief company profile of the firm
 - Copy of organizational documents i.e. Trade License and/or any other registration, VAT and eTIN
 - Copy of past experiences and references/testimonials if any
 - **CVs of personnel to be deployed to the assignment.**
- Any attempt at persuasion will result in disqualification of the bidder.

EVALUATION CRITERIA AND SELECTION FOR AWARD(s)

To be considered for an award, the offeror must respond to all the requests and requirements in this Solicitation. Please ensure that all information mentioned in page 1 under 'Other Conditions' is provided.

- Technical Qualification – will be assessed on Company profile, proposed CVs.
- A satisfactory record of Past Performance of the Firm

Award will be made based on responsiveness to the established specifications, evaluation criteria and overall best value.

Annex I

Statement of Work (SoW): Organization: Event Logistics and Procurement Support

Background:

The Feed the Future Bangladesh Improving Trade and Business Enabling Environment (hereafter referred to as the “Feed the Future Bangladesh Trade Activity” or “the activity”) is a 5-year USAID and Feed the Future activity launched in November 2019 and is being implemented by International Development Group LLC (IDG). The Activity aims to improve economic growth in Bangladesh through the following objectives:

- Objective 1: Improving Trade Facilitation
- Objective 2: Improving Business Enabling Environment
- Objective 3: Improving Performance of the Private Sector Logistics Sector

The Feed the Future Bangladesh Trade Activity aims to reduce costs and regulatory burden related to trade as well as to streamline and improve the business environment in Bangladesh. To achieve success and sustainability, the reform process under each component must be supported and driven by local stakeholders. The Activity collaborates with key public agencies, private sector stakeholders, industry stakeholders and civil society organizations to strengthen technical capacity across agencies, assist in modernizing procedures through digitization and Information Communication Technology (ICT), generate awareness, and disseminate information.

The Statement of Work (SoW) outlines the need for two qualified individuals to provide logistics and Procurement support for the Feed the Future Bangladesh Trade Activity. These individuals will be responsible for tasks including procurement management, logistics and administrative support, and other related responsibilities. They will report to the Operations Director and must meet the specific minimum requirements outlined in the SoW.

Specific Tasks:

Two qualified individuals will be assigned to support either logistics & admirative or procurement activities for the organization. Their roles and responsibilities will be as follows:

1. Procurement Management:

- Conduct all procurement functions related to project event relevant activities, ensuring compliance with IDG and USAID policies.
- Perform market research and price analysis to identify specifications and appropriate vendors.
- Draft and Issue purchase orders and follow up to ensure compliance with terms and conditions.
- Maintain a database of vendors supplying goods and services.
- Manage contracting and renewals of office and other rental leases.
- Maintain the electronic procurement filing system.

2. Logistics and Administrative Support:

- Provide all logistical support to organize training events, workshops, and conferences that includes
 - Coordination with Component Lead and team members to collect pre documentation of event – requisition, agenda, participants list etc.
 - Collect contact details of participants in coordination with Component team and confirmation of participants
 - Confirmation of participants travel arrangement including transportation (road/air), M&IE, if any
 - Travel to venue as and when needed to support the arrangement
- Coordinate staff travel requests relevant to any event and assist in travel arrangements including Car Rental/ Air Ticketing, Hotel Accommodation, Local Transport etc.
- Collect supporting documents of travel, summarize travel details and provide documentation to Operations and Finance Coordinator to prepare travel expense claims.

Other Responsibilities: (applies to both position)

- Provide financial and budgetary support as required.
- Assist in the organization of supporting documentation for payments.
- Undertake other reasonable tasks as assigned by the supervisor.

Deliverables:

The team of Logistics and Procurement Specialists will be responsible for delivering the following items, as and when required:

- Logistics support for training/meetings/events
- Maintenance of electronic procurement filing system
- Records of national and international travel
- Up-to-date vendor list
- Regular updates to relevant software

Lines of Authority:

The team of Logistics and Procurement Specialists will report to the Operations Director and closely work with Component team members, Admin Officer, and Finance Manager.

Minimum Requirements:

Each individual must meet the following minimum requirements:

- At least 6 years of demonstrated experience in administration, preferably on donor-sponsored projects.
- Experience providing procurement and logistics support.
- Working knowledge of key USAID procurement rules.
- Bachelor's degree in business, accounting or management is required; master's degree preferred.
- Effective communication skills in English and Bangla.