



**INVITATION TO BID (ITB)
TENDER NO: 107824**

5th March, 2019

M/S: (Vendor)
From: <u>World Vision Bangladesh</u> Abedeen Tower (2 nd Floor) 35, Kemal Ataturk Avenue Banani, Dhaka- 1213

REF: Water Tank for Nobo Jatra

Note: Read the conditions and instructions on reverse carefully before quoting:

Manner of Submission:

Bids to be submitted IN SEALED ENVELOPES marked as "107824" (Supply 2000 Liter capacity uPVC food grade water tank - Nobo Jatra)'

Closing Deadline: 18 March 2019, Time: 4.00 PM

Important: Offers transmitted in any other manner other than those indicated above will not be considered.

Requirements:

WVB invites your company to make an offer based on the conditions stated in this Invitation To Bid (ITB).

This quantity is an estimate and does not in any way represent a commitment from World Vision. The quantities to be purchased will depend on the actual requirements and funding available. Please note that quantities may fluctuate. It will be critical that the specifications that are used are within the supplier's normal product/supply lines.

Your offer should clearly indicate the following if & when applicable:

1. Unit price (inclusive of VAT)
2. Transport cost up to delivery place
3. Prices should be net after deduction of discounts
4. Confirmed delivery schedule: Preferable within 15 days after receiving PO [otherwise please mention]
5. Validity of the offer: Minimum 60 days
6. Detailed specifications (if different from stipulated specifications)

Work related information:

1. Items / Products for Purchase & Sale:	Water Tank as indicated in the Annexure-2
2. Name of Office where Bids will be dropped:	National Office, World Vision Bangladesh, Abedeen Tower (3 rd Floor), 35, Kemal Ataturk Avenue, Banani, Dhaka – 1213, During WVB Office Working days (Sunday – Thursday) (10:00a.m. to 04:00p.m.) except Govt. Holidays.
3. WVB Contact:	Md. Ruhul Mobin, Contact # 01708123865
4. Submission of Tender:	Bids should be submitted along with a forwarding letter on Bidder's Official Letterhead Pad.
5. Delivery Locations & Time:	As outlined in the Annexure-3
6. Required quantity:	As outlined in the Annexure-2



Ruhul Mobin
Supply Chain Manager, Nobo Jatra Program
World Vision Bangladesh

- Encl.:** **Annexure – 1: Terms & Conditions**
Annexure – 2: Schedule of Requirements & Price Offer
Annexure – 3: Delivery Locations and Quantities
Annexure – 4: Vendor's Primary Information Collection Sheet
Annexure – 5: Declaration of Conflict of Interest
Annexure – 6: CP Behavioral and Security Policy Protocol
Annexure – 7: Sworn Statement

Annexure – I:

A) General Terms & Conditions

1. The offer shall remain valid for 60 days from the closing date of receiving of Tender Bids by WVB. If the bidder desires to withdraw his/her Tender or refuse to work as per the offered rates after dropping the Tender/Bid, his/her Earnest Money will be forfeited.
2. Payment for goods and services shall be made within 30 days after delivery of goods or performance of service. No running bill/partial payment/advance will be paid. The payment will be made through S2B after completion of entire work satisfactorily.
3. Incomplete offers or offers which do not comply with any of our tender conditions will not be considered.
4. WVB reserves the right to accept the lowest or whole or part of your offer. WVB authority reserves the right to impose penalty or cancel the entire or partial purchase order if vendor fails to maintain the quality, specification, and delivery date.
5. WVB authority reserves the right to accept or reject any or all the Tenders/Bids in part or full or alter any of the provisions as deemed necessary, without showing any reason whatsoever at any time and acceptance of any liability. WVB reserves the right to accept the whole or part of your offer.
6. Both technical and financial aspects will be considered in the bid evaluation process.
7. Samples of offers when required will be provided free and before the closing date of the quotation. If not destroyed during tests they will, upon request, be returned at the bidder's expense, or may be collected by the bidder.
8. Making a payment to any employee as an inducement or any canvassing to enable you to win this bid will result in automatic disqualification participating in this tender or any other tenders. Any solicitation/influence/non-compliance of the Terms & Conditions of this Tender, will lead to disqualification of the submitted Tender/Bid and will be treated informal/rejected.
9. Each quotation should be dropped in a tender box at WVB National Office.
10. The bid must be placed in the Quotation/Tender Box (Located at the entrance our main building) no later than **4.00 PM** on the closing date.
11. Descriptive literature or samples of the items offered has to be forwarded with quotation. All descriptive literature must be in English language.
12. Quotation should indicate final unit price, which includes all costs (transport, labor, packing, transshipments) for delivery at WVB designated locations, discount, Income Tax, VAT. All kind of charges including applicable Taxes/VAT will be deducted at source from the total bill as per Govt. Rules & Regulations. **WVB will issue VAT Coupon as per USAID guideline for the deducted VAT.**
13. Proprietor or an authorized representative of the supplier must sign this form, and all the documents accompanying this bid must be properly rubber-stamped and signed.
14. If you do not wish to quote, please endorse the reason on this form and return it, otherwise your name will be deleted from WV list of items listed here on.
15. Inspection (at buyer's expense or unless negotiated as seller's expense) may be applicable and will be advised at time of purchase order and arranged by WVB or the supplier.
16. Result will be informed to successful bidder (s) within Ten to Fifteen working days after the closing date of receiving the quotations.
17. For any mistake Vendor will Re-Produce all products and deliver as instructed by WVB.
18. The work shall be completed in all respects within the completion date mentioned in the purchase order.
19. If vendor fails to deliver the ordered goods within the scheduled time frame penalty will be imposed @ 0.2% only and WVB reserves the right to deduct this amount from the total bill for every day delayed from the expected date of delivery till the actual date of delivery.
20. Any late submission of Tender after the schedule date and time will be rejected.
21. **Environmental policy:** WVB's policy is to purchase products and services, which have the least negative impact on the environment. Environmental considerations covering manufacture, transport, packing, use and disposal of goods form part of WVB evaluation and selection criteria.
22. **Terrorists:** WVB will not do any business with any known terrorist group or company involved in any way with terrorists. WVB shall therefore not knowingly purchase goods or services from companies that are involved with terrorist groups in any form. If you submit a bid based on this request, it shall constitute a guarantee that neither your company nor any affiliate or any subsidiaries controlled by your company are not involved with any known terrorist group. A contract clause confirming this will be included in an eventual purchase order based on this request.

23. World Vision Bangladesh as a Child Safe Organization discourages anyone to participate in any tender with prior record of conviction related with child neglect, abuse and exploitation.
24. Vendors/suppliers/contractors are expected to be sensitive to child rights and protection of the children and that after being awarded any order/job/contract vendors/suppliers/contractors are expected to abide by WV Child Protection Policy.
25. The Zero Tolerance Rule: The World Vision Partnership follows a “zero tolerance” rule with regard to corruption (including fraud). Corrupt behavior by WV staff is always unacceptable. Such behavior directly violates World Vision’s Employee Code of Conduct.
26. Terms and conditions of this tender is a part of the Purchase Order.
27. In all cases, the decision of the World Vision Management will be final.

B) **The bidder shall submit:** the following additional mandatory documents are required to submit:

- a. Delivery schedule confirmation with details of production capacity
- b. Experience of similar volume work completion, please provide relevant work order/contact copy.
- c. Any other supporting documents (if any)
- d. Supplier declaration/compliance form for WVB policies mentioned in Annex-IV to VII.

I/We hereby agree to execute the work specified in the above memorandum strictly and fully in accordance with all the terms and conditions of the contract (if awarded) described above and in the annexure hereafter and will abide by and fulfill all such Terms & Conditions.

Name & Signature of the Vendor: _____

Name of the Company: _____

Date with Seal of the Company: _____

Annexure-2: Schedule of Requirements & Price Offer

SI	Description	Unit	Quantity	Unit Price (BDT)	Total Price (BDT)
01	Rain Water Harvesting System- RWHS Water Tank. Brand: to be mentioned Supplying 2000 Liter capacity uPVC food grade water tank with composite wall with standard thickness and gravity and with plastic cover on top with locking arrangement, providing inlet and outlet pipe with flanges and plug, jam nuts. Overflow pipe and with all necessary fittings. With specified NJP visibility and awareness message as screen print on outer body of the tank.	Each	600		
	Total				

In Words: _____

Name & Signature of the Vendor: _____**Name of the Company:** _____**Date with Seal of the Company:** _____**Annexure – 3: Delivery Locations and Quantities**

Item Name	Total Qty	Dacope Upazila, Khulna(Qty)	Koyra Upazila, Khulna(Qty)	Kaligonj Upazila, Satkhira(Qty)	Shyamnagar Upazilla, Satkhira(Qty)
uPVC food grade water tank	600	300	100	100	100

Tentative Delivery Location Upazilla: (River Side location)**Dacope Upazilla:** Kamarkhola, Pankhali, Kailashganj Union**Koyra Upazilla:** Moheswaripur, Amadi Union**Kaliganj Upazilla:** Moutala, Tarali Union**Shyamnagar Upazilla:** Burigoalini, Gabura, Padmapukur**Delivery time: Preferable within 30 days after receiving PO [otherwise please mention]**

Annexure – 4: Vendor’s Primary Information Collection Sheet

SI #	Description of Requirements	Information to be Provided here
1	Company/Organization Name	
2	Trade License Number	
3	Tax Identification Number (TIN)	
4	VAT Registration Number	
5	Address of Business Center	
6	Contact Telephone Number	
7	Contact Mobile Number	
8	FAX Number (Optional)	
9	Email Address	
10	Webpage Address (Optional)	
11	Contact Person's Name	
12	Vendor's Bank Name	
13	Name of Bank Branch	
14	Bank Sorting Code (Optional)	
15	Bank Account Name	
16	Bank Account Number	
17	Bank Routing Number	

Information Submitted by

Date:

Annexure-5: Declaration of Conflict of Interest

Having examined my relationships with other organizations and employees of World Vision Bangladesh to the best of my knowledge, and nothing that if in doubt a relationship should be disclosed for further discussion, I have carefully reviewed each of the four statements below and marked either “yes” or “no” for each with additional information where necessary.

Circle the appropriate

Answer for each

1. YES NO I/My Business Entity have/has a financial interest in or otherwise involved with, an organization or person with which World Vision Bangladesh or any of its office has business or ministry dealings.

Sl.	Name of Organization	Office or Interest in Organization

2. YES NO I/My Business Entity am/is involved in any dispute with, World Vision Bangladesh or any of its office has business or ministry dealings.

If Yes, explain: _____

3. YES NO The following staff employed by World Vision Bangladesh or, other World Vision entities are related to me/my Business Entity. This is a complete list of individuals related to me/my Business Entity who are employed by World Vision Bangladesh/ other World Vision entities.

Sl.	Name of WVB Employee	Position held in WVB	Relation

4. YES NO I have no relationships, business affiliations, involvements, associations, positions, financial interests, gifts, loans or other transactions to disclose.

I hereby certify that my answers to statements 1-4 above are accurate and that all the information I have declared above is true and is fully updated to the best of my knowledge.

 Signature with Seal
 Date:

Annexure-6: CP Behavioral and Security Policy Protocol-FY-2019

Child Protection Behavioral and Security Policy Protocol FY-2019

To be signed by all staff, interns, volunteers, suppliers, board members, consultants, visitors that are not WV staff, formal partners, and any other affiliates of WV Bangladesh who gains access to children or their personal information through their affiliation with WVB

Child Protection Behavioral and Security Policy Protocol

All WV staffs, volunteers, interns, donors, visitors who are not World Vision staff, formal partners, consultants, suppliers, and any other affiliate who gains access to children or their personal information through his or her affiliation with WV acknowledge in writing the receipt and understanding of WV Bangladesh behavior protocols and commit to abide by them. Any violations of the provisions outlined in this document may be ground for action by WVB, including disciplinary or legal action, and/or severance of cooperation agreements and relevant contracts, as deemed appropriate by WVB.

My Commitment: I have received and understood World Vision Bangladesh Child Protection Policy, procedures and protocols and I commit to the following

1. I will always behave with children in ways that are respectful of their rights, and I will be careful about perception and appearance in my language, actions, and relationships with them. I will be intentional in caring for the needs and in protecting the rights of the children during my tenure of service with World Vision.
2. I will always be appropriate and culturally sensitive during all interactions with children.
3. I will not spend excessive or unnecessary time alone with a child, whether in the child's house, in WV's program premises, or elsewhere, away from others or behind closed doors or in a secluded area.
4. In case of deemed necessity of providing specific support for example medical assistance or counseling to the children I will always take initiative with consent from appropriate line management within WVB.
5. I will always comply with "two adult rule" (where possible and practical) when conducting WVB work wherein two or more adults supervise all activities that involve children and are visible and present at all times.
6. I will only photograph or take videos of children when they are appropriately dressed, and I will respect their dignity and right to privacy at all times. I will never take pictures or videos of children in moments of trauma or grief.
7. I will ensure that informed consent always is taken from parents/legal guardians and children themselves before taking any photographs, videos, and any other communication materials and will submit the consent document to the responsible person for recording in the files at the concerned ADP office or NO or at both level where appropriate. I am aware of the provisions regulating the cases in which the informed consent should be provided in writing by guardians and children, as outlined in WVB CP policy.
8. I will never use verbal conduct such as derogatory comments, or use language, make suggestions or offer advice which is inappropriate or abusive, including language that may cause shame or humiliation, or is belittling or degrading.
9. I will never expose, facilitate or condone the exposure of children to pornography, sexual advances, unwanted invitations, or use of power and authority to persuade a child to do something. I will always ensure that all physical contact with children is culturally appropriate. I will not hold, fondle, hug, kiss, or touch the children in any inappropriate or culturally offensive way.
10. I realize that, for any instance of abuse, neglect, exploitation, violence, or any other inappropriate behavior towards children, I will be subject to action by WVB and LEA members of Bangladesh, and/or relevant national authorities, and that I expose myself to any consequent decision that such instances may

result in. Should any I have a contractual relation with WV, and should I be found guilty by WVB of breaching WVB CP policy, I authorize WVB to disclose such information to any prospective employer who asks references about me to WVB.

11. I will comply with any child protection related investigation (external and internal), and commit to make available of information or any document necessary for the completion of the investigation.
12. I will not hire children bellow 18 years of age, in any form of child labor, including (but not limited to) as house help. Should I require to hire a child in legal work, I will seek the advice and follow the instructions of the National Office CP specialist on the best interest of the child and the alignment of such hiring with national and international law, prior to engaging in this matter.
13. I will not behave in an inappropriate physical manner, and I will never develop sexual relationships with a child (under 18 years old) regardless of legal age of consent in the country. I realize that I will always be accountable for my response to a child's behavior, including if a child behaves in a sexually inappropriate manner. I will avoid being placed in a vulnerable or compromising position with children.
14. I highly discourage child marriage and also I will not perform, conduct or direct any child marriage.
15. I will not condone or participate in behavior which is illegal, unsafe or abusive towards children, harmful traditional practices, including early marriage, dowry, spiritual or ritualistic abuse.
16. I will always use positive and non-violent methods to manage children's behavior. I will never hit, mentally torture or use any other corporal punishment against a child while the child is in care of WVB or under any project of WVB.
17. I will behave positively with disable children, and will not humiliate them at any cause.
18. Unless it is absolutely necessary and with parental and management consent, I will not take a child alone in a vehicle for any of WVB work.
19. I am aware of WV's policy on Kidnapping and Hostage situation where no ransom will be paid or gain will accrue to those who employ such methods. I confirm that my understanding that WV Bangladesh will not be responsible in the event of a kidnap or hostage situation.
20. I am aware of the country's political and security situation and will follow WVB's security advice. I will not hold WVB responsible if anything goes wrong with regard to my personal security during my tenure of service with World Vision Bangladesh.

Consequences of Breach

Corrective Action: Failure to follow Behavior Protocols, or other inappropriate behavior toward children stated in the Policy is grounds for taking disciplinary action by World Vision Bangladesh up to and including dismissal from employment, volunteer/internship or Board/Advisory Council membership.

Breach of the Behavior Protocol and the policy is ground for termination of contracts with suppliers, vendors.

WVB authority can also take legal action if the incumbent found guilty of violation of the policy, to local Law Enforcing Agency authorities of Bangladesh Government based on legal obligations and the best interests of the child.

Acknowledgement of receipt and undertaking to comply :

I, _____ (insert name) _____ of _____ (insert address) _____

hereby agree and confirm that :

- I have received , understand and will abide by WVB's Child Protection Behavior and Security Policy Protocols; and
- (*)*(where applicable)* In the course of contracted work, I agree that where I have interaction or access to children or child data –

- (i) I will act in the best interest of children and uphold WVVB's Child Protection Behavioral and Security Policy Protocol and other child safeguarding measures as requested AND
- (ii) if I become aware of any harm or risk to children I will inform WVVB immediately

Signed by :

Date:

Name:

Designation:

Department/Project:

Annexure – 7: Sworn Statement

**ANNEXURE-IV
SWORN STATEMENT**

(to be signed by staff, volunteers, facilitators, interns, consultants during interview)

1. Personal Data :

First Name:

Middle Name:

Last/Family Name:

Present Address:

Permanent Address:

2. I declare under oath that:

I have not violated or been convicted for violation of children’s protection rights, including:

(Please update the checkbox manually)

<input type="checkbox"/> Physical mistreatment	<input type="checkbox"/> Kidnapping
<input type="checkbox"/> Psychological abuse	<input type="checkbox"/> Murder
<input type="checkbox"/> Sexual abuse	<input type="checkbox"/> Assault
<input type="checkbox"/> Abandonment	<input type="checkbox"/> Labor exploitation
<input type="checkbox"/> Abduction	<input type="checkbox"/> Any other forms of violence against children
<input type="checkbox"/> Abduction or human trafficking	

I further declare that the information given above is true, and in sign of conformity I sign the present Sworn Statement.

**Name of Staff /Volunteer/
Facilitator/Intern/Consultant**

Signature

Date