**Request for Quotation (RFQ)**

**RFQ Number**: LHSSBD-12/2022

**Issuance Date**: 05.01.2022

**Deadline for Offers**: 20.01.2022

**Description:** Request for written quotation for Workshop.

**Funded by**: United States Agency for International Development

**Contract No**.: 7200AA18D00023/7200AA19F00014; Local Health System Sustainability Activity

**Implemented by**: Abt Associates, Inc.

**For: Local** Health System Sustainability Project-(LHSS) Bangladesh.

**Address**: Concord Bilkis Tower (2nd Floor)

40/6, North Avenue (Madani Road)

Gulshan-2, Dhaka-1212

**Points of Contact**: Kiron Reddy

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| \*\*\* ETHICAL AND BUSINESS CONDUCT REQUIREMENTS \*\*\*  Abt Associates is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical merit. Abt Associates does not tolerate fraud, collusion among offerors, falsified quotations/bids, bribery, or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported to both USAID and the Office of the Inspector General.  Employees and agents of Abt Associates are strictly prohibited from asking for or accepting any money, fee,  commission, credit, gift, gratuity, object of value, or compensation from current or potential vendors or suppliers in exchange for or as a reward for business. Employees and agents engaging in this conduct are subject to termination and will be reported to USAID and the Office of the Inspector General. In addition, Abt Associates will inform USAID and the Office of the Inspector General of any supplier offers of money, fees, commissions, credits, gifts, gratuities, objects of value, or compensation to obtain business.  Offerors responding to this RFQ must include the following as part of the quotation submission:   * Disclose any close, familial, or financial relationships with Abt Associates or project staff. For example, ifan offeror’s cousin is employed by the project, the offeror must state this. * Disclose any family or financial relationship with other offerors submitting quotations. For example, if the offeror’s father owns a company that is submitting another quotation, the offeror must state this. * Certify that the price in the offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror for the purpose of restricting competition. * Certify that all information in the quotation and all supporting documentation are authentic and accurate. * Certify understanding and agreement to Abt Associates prohibitions against fraud, bribery and kickbacks.   Please contact EMAIL with any question or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to Abt Associates U.S. Office |

**Background** Associates (Abt) is a mission-driven global leader in research, evaluation and program implementation in the fields of international development, health, and social and environmental policy. Known for its rigorous approach to solving complex challenges, Abt is regularly ranked as one of the top 20 global research firms and one of the top 40 international development innovators. The company has multiple offices in the U.S. and program offices in more than 40 countries. Serving both the public and private sectors, Abt supports participatory governance processes that empower citizens and promote accountability and transparency across sectors. Our impact is felt in responsive and inclusive institutions, empowered communities, equitable access to public services, improved mobilization and management of financial resources, and enhanced enabling environments for economic growth and opportunity.

Abt Associates seeks a qualified Hotel, Resort, or related company in Bangladesh to provide Workshop or Event arrangement support & Lodging / Accommodations Support. Tentative 1 workshop date (19 or 20 Jan 2022) day workshop in Dhaka City & make a blanket agreement with corporate rate for Next 1 year service.

We are requesting the Hotel or Company which is Located in Dhaka City, Sylhet, Chattogram, Rajshai City & Tangail area. **We will select the individual vendors for different area.**

**Section 1: Instructions to Offerors**

The Activity will require the support in providing arrangement for workshop or event for Local Health System Sustainability Project Activity in Dhaka City area as per requirements which listed below:

**Details of Services**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SL** | **Food Items Description** | **Quantity** | **Unit price** | **VAT** | **Total** |
| 1 | **Lunch** – (Buffet/ A-La Carte) Please Share your Buffet & A-LA Carte menu we will pick it as per our choose and requirements | 70 meals |  |  |  |
| 2 | Morning Snacks & Tea/Coffee, Mineral Water  (Please Share your menu we will pick it as per our choose and requirements) | 70 meals |  |  |  |
| 3 | **Meeting Room / Venue (200- 300 Person Capacity)** | 1 unit |  |  |  |
| 4 | **Meeting Room / Venue (100-150 Person Capacity)** | 1 unit |  |  |  |
| 5 | **Meeting Room / Venue (70-100 Person Capacity)** | 1 unit |  |  |  |
| 6 | **Meeting Room / Venue (40-70 Person Capacity or rest of )** | 1 unit |  |  |  |
| 7 | **Logistic** (Sound System /PA System/ Projector with 3 Screens/Microphone – 4 pcs & others) | 1 set |  |  |  |
| 8 | Internet Support | 1Mbps or package |  |  |  |
| 9 | Business meeting room | Per hours |  |  |  |
| 10 | **Lodging / Accommodations (**Super  *Deluxe Single Rooms/ Deluxe Single*  *Rooms & Twin/ Premier King & queen) Please offer the Room price separately)* | Per Room |  |  |  |

**Qualifications:** A winning firm should have the following qualifications (including but not limited to):

* Validity period of quotation no less than 90 days
* Priority will be given to companies who have available dates and experiences
* VAT should be quoted separately from the total price.

**Application Process:** Abt Associates reserves the right to consider late quotations for review, at its sole discretion. Abt will confirm receipt of the quotation within two business days. It is anticipated that the successful service provider will be contacted on or about 15th January 2022. All potential vendors must include in their quotation:

1. *Narrative Quotation*

The narrative should clearly describe how the service provider will work with counterparts on the Abt Associates team throughout the process to ensure proper documentation of labor, tax withholding, and local law. Firm should include references for past work and may also speak to previous experience and illustrative examples.

*B. Financial Quotation*

Budget, including breakdown of different components based on service listed above

**Offer Deadline and Protocol**: Offers must be received no later than 17:00 on Thursday January 14th, 2022, by email addressed to [Kiron\_Reddy@abtassoc.com](mailto:Kiron_Reddy@abtassoc.com) & CC to [Nayan\_Hira@abtassoc.com](mailto:Nayan_Hira@abtassoc.com) or submit the hard copy to office address(Concord Bilkis Tower (2nd Floor),40/6, North Avenue (Madani Road) ,Gulshan-2, Dhaka-1212 ) attention to Admin officer Kiron Reddy .

Please reference RFQ#LHSSBD-12/2022 in any response to this RFQ. Offers received after the specified time and date will be considered late and will be considered only at the discretion of the procurement manager for this RFQ.

**Questions:** Quotations in response to this RFQ must be priced on a firm fixed-price, all-inclusive basis. All quotations must present VAT as separate cost. Pricing must be presented in Bangladeshi Taka (BDT).

Offerors are requested to provide quotations on their official letterhead

In addition, offerors responding to this RFQ are requested to submit a copy of their official registration or Trade license, TIN Number, Bank a/c information along with VAT Registration copy and list of Organizations with whom they worked for last three years.

Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification— and the responses thereto—that Abt Associates believes may be of interest to other offerors will be circulated to all RFQ recipients who have indicated an interest in bidding. Only the written answers issued by Abt Associates will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of Abt Associates or any other entity should not be considered as an official response to any questions regarding this RFQ.

**Evaluation Criteria:** Evaluation and Award: Responses to this RFQ will be evaluated against several criteria:

* 1. Response to RFQ - offeror follows the specified instructions.
  2. Offeror meets the eligibility requirements.
  3. Offeror provides sufficient proof of capabilities, as evidenced through past projects of a similar nature, and may include reference checks of those or other clients of the offeror.
  4. Offeror provides a point of contact for all matters related to this project.
  5. Response to RFQ meets or exceeds the minimum required services.
  6. Offerors must ensure the quality of services.
  7. Price and cost & Quality related factors.

All these factors being equal, the offeror whose response is deemed to provide the best value to the U.S. government is likely to be selected. Price is a key determinant, and offerors are encouraged to provide their best and final price for product or services provided in all-inclusive basis, including delivery and all other costs. Abt Associates reserves the right to make a selection without negotiation with any offeror. Offerors are required to provide sufficient budget detail in their response to allow Abt Associates to determine the reasonableness of overall costs proposed. Abt Associatesreserves the right to cancel the RFQ process at any stage and/or issue a new RFQ or change & modification the RFQ.

Offerors are required to provide a project manager and an alternate project manager who will serve as the main counterpart to the Abt Associates/LHSS point of contact. Ability to conduct business meetings in preferred. Best and final offer quotations are encouraged, it is anticipated that an award will be made solely on the basis of the original quotations. Abt Associates reserves the right to conduct negotiations with and/or request clarification from any offeror prior to award. Negotiations with and/or request for best and final offer (BAFO) prior to award. Cancel this RFQ at any time. Please note that in submitting a response to this RFQ, the offeror understands that USAID is not a party to this solicitation and the offeror agrees that any protest hereunder must be presented—in writing with full explanations—to the Local Health System Sustainability Activity Bangladesh for consideration, as USAID will not consider protests regarding procurements carried out by implementing partners. Abt. Associates at its sole discretion, will make a final decision on the protest for this procurement.

**DUNS Number:** Companies or organizations, whether for-profit or non-profit, shall be requested to provide a Data Universal Numbering System (DUNS) number if selected to receive an award in response to this RFQ valued greater than or equal to USD$30,000 (or equivalent in taka). If the Offeror does not have a DUNS number and is unable to obtain one before proposal submission deadline, offeror shall include a statement noting their intention to register for a DUNS number should it be selected as the successful offeror or explaining why registration for a DUNS number is not possible. Contact Dun & Bradstreet through this web form to obtain a number: <https://fedgov.dnb.com/webform>

**Eligibility**: By submitting an offer in response to this RFQ, the offeror certifies that they are not debarred, suspended, or otherwise considered ineligible for an award by the U.S. Government. Abt. will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government.

**Delivery**: Must be in Dhaka City Area .

In addition, offerors responding to this RFQ are requested to submit copy of **Trade License, VAT registration and Tax (TIN**) **certificate.**

**Terms and Conditions:** This is a request for proposals only. Issuance of this RFQ does not in any way obligate Abt Associates or the Project, to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer. This solicitation is subject to Abt Associates' standard terms and conditions. Any resultant award will be governed by these terms and conditions a copy of the full terms and conditions is available upon request. Please note the following terms and conditions will apply:

* 1. Abt Associates' standard payment terms are net 30 days after receipt acceptance of any commodities or deliverables and Invoice from the Vendor. Offerors are requested to indicate by type Product or service) their standard terms, noting amount of any deposit required and timeframe for such deposit; ii) when final payment is due; iii) what is required to establish credit with the property. Payment will generally be made from Abt's office in Dhaka, Bangladesh via check or electronic transfer. **Source VAT and Tax should be deducted as per Government revenue policy from Payment. VAT Exemption Coupons will be issued to the vendor in lieu of VAT upon submission of Mushok-6.3 with the invoice**. Payment will only be issued to the entity submitting the offer in response to this RFQ and identified in the resulting award; payment will not be issued to a third party.

1. Any award(s) resulting from this RFQ will be in the form of one or more Purchase Orders.
2. United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The supplier under any award resulting from this RFQ must ensure compliance with these laws.
3. .

**Section 2: Offer Checklist**

To assist offerors in preparation of proposals, the following checklist summarizes the documentation to include an offer in response to this RFQ:

Cover letter, signed by an authorized representative of the offeror (see Section 4 for template)

Official quotation, including specifications of offered service (see Section 3 for example format)

Copy of offeror’s registration or business license (see Section 1 for more details)

Minimum 90 days quote validity confirmed?

Bank Information, Tax and VAT certificate.

**Section 3: Specifications and Technical Requirements**

The table below contains the technical requirements of the commodities/services. Offerors are requested to provide quotations containing the information below on official letterhead or official quotation format. In the event this is not possible, offerors may complete this Section 3 and submit a signed/stamped version to LHSS-BD.

**Section 4: Offer Cover Letter**

The following cover letter must be placed on letterhead and completed/signed/stamped by a representative authorized to sign on behalf of the offeror:

To: Finance and Admin Manager

Local Health System Sustainability Activity (LHSS) Bangladesh

Concord Bilkis Tower, Level-2

40/6, Gulshan Avenue, (Madani Road), Gulshan-2

**Reference: RFQ No. LHSSBD-12/2022**

To Whom It May Concern:

We, the undersigned, hereby provide the attached offer to perform all work required to complete the activities and requirements as described in the above-referenced RFQ. Please find our offer attached.

We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced RFQ. We further certify that the below-named firm —as well as the firm’s principal officers and all commodities and services offered in response to this RFQ are eligible to participate in this procurement under the terms of this solicitation and under USAID regulations.

Furthermore, we hereby certify that, to the best of our knowledge and belief:

* We have no close, familial, or financial relationships with any Abt Associates or LHSS BD project staff members.
* We have no close, familial, or financial relationships with any other offerors submitting proposals in response to the above-referenced RFQ; and
* The prices in our offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
* All information in our proposal and all supporting documentation is authentic and accurate.
* We understand and agree to Abt. Associates prohibitions against fraud, bribery, and kickbacks.

We hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete.

Authorized Signature:

Name and Title of Signatory:

Date:

Company/ Supplier Name:

Company/ Supplier Address:

Company/ Supplier Telephone and Website:

Company/ Supplier Registration or Taxpayer ID Number:

Company/ Supplier VAT #:

Company/ Supplier DUNS Number:

Does the Company/ Supplier have an active bank account (Yes/No)?

Official name associated with bank account (for payment):

Company/ Supplier Trade License (Please attached a copy)

**Bank Accounts Details Information (**completed/signed/stamped by a representative authorized to sign on behalf of the offeror**):**

|  |  |  |
| --- | --- | --- |
| **Sl.** | **Particulars** | **Information** |
| 1 | Account Name: |  |
| 2 | Account Number: |  |
| 3 | Account Type: |  |
| 4 | Name of Bank: |  |
| 5 | Name of Bank Branch: |  |
| 6 | Address of Branch: |  |
| 7 | Bank Routing Number: |  |

**Signature with seal:**

**Name:**

**Designation:**

**Date:**