

Annex B

Instructions to Bidders

1. General Instructions to Bidders

- 1.1 Language:** The proposals and all correspondence and documents related to this bidding process shall be written in English language.
- 1.2 Right to accept or reject any or all bids:** The IFRC reserves the right to accept or reject any bid, and to annul the tendering process and reject all bids, at any time prior to award of contract, without thereby incurring any liability to the affected bidders or any obligation to inform the affected bidders of the grounds for the IFRC action.
- 1.3 All or none clause:** IFRC reserves the right to accept the whole or part of your offers and the lowest bid need not be accepted. Should your offers be accepted, you will be required to sign, stamp, and return our formal Service Contract confirming your acceptance of the agreed terms and conditions as per attached Annex E.
- 1.4 Terms and Conditions:** IFRC General Terms and Conditions for Service Agreements (Annex E) is applicable.
- 1.5 Principle of Conduct Clause:**

Service provider seeking to work with the IFRC shall respect the following principles:

- 1.5.1 **Business Ethics:** Service provider is expected to maintain the highest degree of business ethics when working with the IFRC.
- 1.5.2 **Transparency of information Provision:** Service provider shall not be involved in any fraudulent activities, misrepresent information or facts for the purpose of influencing the selection and contract awarding process in its favor.
- 1.5.3 **Fair Competition:** Service provider shall not be involved in any corrupt, collusive, or coercive practices.
- 1.5.4 **Officials Not to Benefit:** Service provider represents and warrants that no official of the IFRC has been, or shall be, admitted by the Service provider to any direct or indirect benefit arising from this Request for Quotation, Contract or the award thereof. The Service provider agrees that breach of this provision is a breach of an essential term of the Contract.

If at any time during the registration or procurement process the IFRC determines that the service provider is in violation of the abovementioned principles, that service provider's request for registration or bid may be rejected as ineligible. All costs in relation to the cancellation of contracts shall be borne by the service provider.

2. Bid submission instructions to Bidders

- 2.1 Bid Format:** Bidders shall submit the technical and financial bids via **separate** emails **by 15th February 2023**.

No financial information shall be contained in the technical proposals.

- 2.1.1** First email containing the technical bid shall be emailed to **bushra.tawhid@amcrossbd.org** with subject: **Technical Bid for Endline Study/ *name of the company*** by 15th February 2023
- 2.1.2** Second email containing the financial bid shall be emailed to **maliha.ferdous@ifrc.org** with subject: **Financial Bid for Endline Study/ *name of the company*** by 15th February 2023

- 2.2 Opening of the Bid:** Initially only technical bids will be opened following the closing date for submission of the bids. Financial bids will remain unopened until the technical evaluation is completed.

- 2.3 Queries to IFRC/AmRC:** Enquiries are only permitted until **03:00 PM, 14th February 2023** and should be directed to Bushra Tawhid at bushra.tawhid@amcrossbd.org. Enquiries will be addressed by email to the sender.

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4.1.5 Training: State who will be responsible for training of data collectors/enumerators and include information on prior experience. Describe how the training will be done, the topics covered, expected duration and logistic and administrative support needed from the project team.

4.1.6 Quality control and ethics: Provide a section detailing the mechanisms to ensure data quality by clearly specifying steps for data validation. This section may also include supervisory mechanism for data quality and the role of field editors. Measures for compliance to standard research ethics should also be stated here.

4.1.7 Data entry and processing plan: This section should clearly describe preparation and mechanism for data entry, validation checks and data processing activities.

4.1.8 Data analysis: Provide details on the analyses that will be carried out, and on the person(s) responsible for data analysis (including prior experiences).

4.1.9 Progress updates: This section should clearly indicate the mechanism that would be used to communicate with relevant officials to provide regular updates about proposed field activities, coverage rate, data entry status, etc.

4.1.10 Proposed Budget: A breakdown of all associated costs for the study should be provided in BDT. All costs must be clearly reflected in the budget with appropriate cost breakdown analysis provided. The final budget must include all Taxes and VAT as per applicable Bangladesh government rules and regulations.

4.1.11 Professional references: Provide three references from your previous clients.

4.1.12 Writing Sample: Provide one sample of a recent endline study (or related work) completed for another client where you are the lead author and principal researcher.

4.1.13 Documents: Updated trade license, VAT registration certificate, income tax certificate, and income tax submission receipt.

4.1.14 Completed **supplier registration form** (Annex D) and signed IFRC terms and conditions (Annex E)

4.1.15 Declaration of Undertaking (Annex C)

4.1.16 A confirmation that the firm will strictly abide by the stipulations of these terms of reference, without any restrictions or exceptions.

4.2 Financial Proposal: The Financial Proposal will consist of lump sum amount including VAT and Tax with breakdown of operational expenses, salary, travel, communication, professional fee, etc. A detailed financial breakdown of all costs associated with delivering on the assignment involving personnel and non-personnel costs, detailed miscellaneous cost with description should be submitted.

All prices should be in BDT inclusive of all costs such as income tax, VAT, and any other costs. VAT and Tax shall be deducted at source during payment as per the rules and regulations of the Bangladesh Government.

5. Bid evaluation format: The technical evaluation will account for 70% of the overall rating, and financial bid will account for 30% of the overall rating.

The price quotation with the lowest adjusted value will receive the maximum possible points (30 points). The number of points awarded to the remaining price quotations is reached by dividing the total price in the lowest bid by the total price of the particular bid and then multiplied by the maximum possible number of points.

The technical evaluation will be divided into two parts. The first part will be for technical documentation evaluation and will be graded out of 100 points. Those who score at least 60% in the first part of the technical evaluation will be shortlisted for the second part. The second part will be an online interview with the shortlisted firms, and will be graded out of 100 points. Therefore, the total points for the technical evaluation is 200 points. Those who score at least 60% in the total technical evaluation will be shortlisted for the financial bid evaluation.

The technical evaluation (including an interview) which is scored against total 200 points which will then be converted as a percentage of 70. The number of points given for the price quotation will then be added to the points that were awarded for the technical evaluation to achieve a total of 100%.

As part of the technical evaluation, an interview will be held with each bidder. Those who do not submit at least two work completion certificates with contact information for reference may be disqualified. The technical evaluation format is given below:

Sl. No.	Criteria		Points
1.	Concept and Method		56
1.1	Clarity and completeness of the bid		9
	1.1.1	Logical	4
	1.1.2	Contains all required components	5
1.2	Interpretation and comments on the ToR		5
	1.2.1	Overall understanding of the objective	5
1.3	Proposed methodology, with work and time plan.		42
	1.3.1	Proposed concept & methodology	6
	1.3.2	Proposed timeline for overall work	6
	1.3.3	Project outline	8
	1.3.4	Quantity and quality of enumerators to be mobilized	12
	1.3.5	Engagement and supervision plan of Team Lead/Senior Researchers in the project	10
2.	Qualification of firm		40
2.1	Qualification of key personnel to be employed in the Review		14
	2.1.1	Qualification & experience in similar projects	6
	2.1.2	Staffing Balance - team lead, enumerators, sectoral experts, etc.	8
2.3	Company's reputation and previous experience		20
	2.3.1	Description and profile of firm showing suitability	8
	2.3.2	At least 2 work completion certificates along with reference contact	Yes/No
	2.3.3	Experience of working with RC/RC Movement	4
	2.3.4	Samples of previous work and quality	8
2.4	Company's organizational and legal Documents		6
	2.4.1	Relevant legal/trade license	2
	2.4.2	Income tax, VAT, eTIN, and Tax Returns Acknowledgment	2
	2.4.2	Bank solvency letter	2
3.	Formal compliance		4
3.1	Company's certificates and declarations		4
	3.1.1	IFRC Supplier registration form	2
	3.1.2	Confirmation to abide by IFRC general terms & conditions	2
4.	Interview performance		100
	Interviewees competence in understanding and articulating the TOR		100
	4.1.1	Clarity expressed by interviewees regarding the assignment as described in the TOR	30
	4.1.2	Presentation of the methodology, work plan and team composition	20
	4.1.3	Commitment by the Team Lead/Senior Researcher/Senior Management to engage key team members at all stages of the project (design, planning, field work, data analysis, cleaning, report writing, etc.)	30
	4.1.4	Expertise in English speaking and writing demonstrated	20
Total			200

6. Documents to be attached with the Offers:

- Technical offer with necessary documents in an email to **bushra.tawhid@amcrossbd.org** marked as: **Technical Bid for Endline Survey of BDRCS Coastal DRR Program/ *name of the company***
- Financial offer with necessary documents in an email to **maliha.ferdous@ifrc.org** marked as: **Financial Bid for Endline Survey of BDRCS Coastal DRR Program/ *name of the company***
- Signed copy of this document with ToR and instruction to bidders
- Declaration of Undertaking (Annex C)
- Supplier Registration Form (Annex D)

7. Liquidated damage clause: Please be advised that delivery of output after agreed delivery schedule without justification accepted by the IFRC/AmRC may be subject to a deduction from the invoice of 0.5% per day up to 5% of the total value of the contract.

8. Payment conditions: Price should be quoted at BDT inclusive of VAT, income tax, and all other costs. The price quoted must be inclusive of VAT and Tax as per government regulations. You are requested to include all possible costing (e.g. field visits, TA, DA of your personnel, for field visit, etc.) in the financial proposal.

Payment will be based on the agreed key deliverables:

- 1) After the submission of inception report - 30% payment will be made
- 2) After the submission of field visit report - 40% payment will be made
- 3) After the submission of the final report incorporating all feedback - 30% payment will be made

VAT and tax will be deducted at source as per Bangladesh Government policies. The VAT challan/MUSAK 6.3 should be provided with invoice.

If the mentioned payment condition varies with your requirement kindly mention it clearly in your proposal financial.

9. Contact point: The Bidder must provide a single point of contact for all correspondence relating to this Request for Quotation. The IFRC will not be responsible for contacting the bidder through any route other than the nominated contact. The Bidder must therefore undertake to notify any changes relating to the nominated contact point.