REQUEST FOR PROPOSAL
FOR
"Consultancy to Survey on Prevalence of People with Disabilities in Targeted Camps and Host Communities of Cox's Bazar, AHP III, CARE Bangladesh"

Date: January 17, 2023 **Ref. No. BGD01-CXB-TEND-FY 22-23/19**

Dear Valued Consultant / Consultancy Firm,
CARE Bangladesh is inviting the interested Potential Consultant/Consultancy firms (National) to submit proposal in their Organizational letter head Pad for "Consultancy to Survey on Prevalence of People with Disabilities in Targeted Camps and Host Communities of Cox's Bazar, AHP III, CARE Bangladesh as per attached ToR".

SL#	Description of Service	Unit of Measure	Qty.	Unit Price	Total Price (BDT.)
1	"Consultancy to Survey on Prevalence of People with Disabilities in Targeted Camps and Host Communities of Cox's Bazar, AHP III, CARE Bangladesh as per attached ToR"	Package	1		
				Total Price including VAT & Tax	

- **Evaluation Criteria:**
  Consultant/Consultancy Firm will be evaluated based on the cumulative analysis methodology [weighted scoring method], where the award of the contract will be made to the Consultant/Consultancy Firm with the highest combined score. The score weight is divided as following:

Selection Criteria	Weighted Score
Financial Proposal [Financial Proposal will be evaluated on inverse proportion method which means the lowest price offer will get the highest score]	20%
Technical Proposal Evaluation Criteria [Technical Criteria will be evaluated on the reverse proportion method which means the lowest experience will get the lowest score] Technical Criteria will be evaluated based on the following experiences/ documents- ✓ Understanding of the ToR and reflection of it in the proposal, overall quality and comprehensiveness of the technical proposal **15 Points** ✓ Relevant Competencies and technical skills **10 Points** ✓ Relevant experience of similar assignments **10 Points** ✓ Relevant educational background **05 Points**	40%
Presentation/Interview Based on the combined score by financial (20%) and technical (40%) criteria, top three (3) scores will be shortlisted for the presentation/interview session. Technical personnel will evaluate the competency/performance of shortlisted bidders and giving them the marks accordingly. A final decision will be made based on the cumulative analysis approach [weighted scoring method] and the recommendations of the technical committee. Bidders those are not selected for the presentation/interview session, will get a score of zero (0) on the presentation/ interview selection criteria.	40%
Total	100%

- Last date of submission of Proposal**: On or before 28 January 2023 by 11:59 PM.**
- **Bid validity**: Bid validity have to be mentioned. Please mention your maximum bid validity in your proposal, otherwise will be treated as 90 days.
- **Lead Time**: Lead Time have to be mentioned.
- Please submit your proposal through email to juwel.Islam@care.org with cc to BGD.CoxProcurement@care.org or hardcopy submission to the following address of CARE Bangladesh, Cox's Bazar Regional office.
  Address: Sayeman Heritage Residence (2nd floor – Eastern Part), Gate #1, Baharchara, Cox's Bazar-4700, Bangladesh.
- Payable amount of Consultancy Service [Total payment/fee] will be the total contractvalue, which should be included the total amount of consultancy fee and all other associated/supplementary expenses. No additional cost/charge is acceptable as reimbursable cost/charge in the price breakdown in invoice or proposal.
- VAT / Tax will be deducted on Total payment/fee [Total contract value] of Consultancy Service atsource as per GoB rules. Mushak 6.3 should be submitted along with invoices.
- Date of quotation should be mentioned.
- If you have any queries or further clarifications, please send an email to Juwel.Islam@care.org
- **Penalty for delay delivery:**
  Penalty Clause: If selected consultant/consultancy firm fails to meet the delivery timeline, CARE Bangladesh reserves the right to cancel the order or impose the penalty. The amount of this penalty is hereby defined by the parties as below from total contracted value for per calendar day of delay.
  Total Delay % to be deducted on contracted value (final amount)
  1. First 10 days 1%
  2. From 11-20 days 2.5%
  3. From 21-30 days 3.5%
  4. Above 30 days 5%
  5. Above 30 days the termination clause of PO may also be applied
  For the poor performance of work CARE Bangladesh may penalize at it's own desecration as appropriate.

- **CARE Bangladesh (BD) does not require to receive any payment in cash or in kind for including a vendor to its Approved Vendor List, invite to submit quotation or for final selection as a supplier for goods and services.** Likewise, it also strictly prohibit its employee to demand such payment from a vendor or involvement in any form of conflict of interest. In case of any attempted request for such kind of payment from any employee, as a vendor you are kindly requested to send complaint to CARE BD Country Director (CD) at email account BGDProComplaint@care.org, or any of CARE BD's senior leaders. Please label the emails as "confidential & privileged". "Any proposals be submitted to the complaints email, they will be treated as spam and the sender will be blocked which will mean they will not be considered in the future for any submission". Moreover, the Vendor hereby declares and confirms that it and its employees do not attempt to make such unlawful payment directly or indirectly to CARE employee or allow involvement of CARE employee in any activity that lead to any form of conflict of interest. Such unlawful attempt and involvement shall be a ground for disqualification and blacklisting of the vendor and cancellation of any existing order."

- CARE Bangladesh reserves the right to accept or reject partially or fully any or all quotations without assigning any reason whatsoever. CARE Bangladesh may not select the lowest bidder, if the quality, specifications etc. are not up to the mark and not bound to provide any explanation about the selection process.

- **DOCUMENTS REQUIRED FOR NON-ENLISTED CONSULTANT/CONSULTANCY FIRM**
  Below documents should be submitted along with the proposal.

- **For Consultancy Firm:**
  - ✓ Photocopy of updated Trade License (FY-22-23):
  - ✓ Photocopy of VAT Registration Certificates (13 DIGIT BIN):
  - ✓ Photocopy of e-TIN:
  - ✓ **Tax Return Deposit Slip or Tax Certificate**
  - ✓ Photocopy of NID/Passport (Owner):
  - ✓ Photocopy of NID/Passport Consultant:
  - ✓ Photocopy of Bank Cheque leaf copy:
  - ✓ Vendor Questionnaire Form (Attached).
  - ✓ Vendor Disclosure (Attached)

- **For Individual Consultant:**
  - ✓ Photocopy of NID/Passport (Consultant):
  - ✓ Photocopy of E-TIN (Consultant):
  - ✓ **Tax Return Deposit Slip or Tax Certificate**
  - ✓ Photocopy of Bank Cheque leaf copy
  - ✓ Vendor Questionnaire Form (Attached).
  - ✓ Vendor Disclosure (Attached)

- **Enclosed**
  1. ToR
  2. RFP-VAT & Tax Calculation
  3. General Terms & Conditions
  4. Vendor Questionnaire Form
  5. Vendor Disclosure

========== THE END ==========