

Request for Quotation for Supply, refurbishing and maintenance works at the Sylhet RTRL BSL-3 Laboratory

RFQ Title	Supply, refurbishing and maintenance works at the Sylhet RTRL BSL-3 Laboratory
Date of Re-issuance	July 3, 2020 at 4:00 PM Bangladesh Time
Due date for submission of quotation	July 16, 2020 at 4:00 PM Bangladesh Time
Quotation Submission Requirement	Quotation to be submitted online to mbashar@fhi360.org or by hand to FHI360, Rangs FC Enclave, Level 7Plot 6/A, Road 32, Gulshan Avenue, Gulshan 1, Dhaka 1212, Bangladesh
Project and ID#	USAID’s Infectious Disease Detection and Surveillance (IDDS) Project Project ID# 102446.001.004.020.003-1229.0092

1. BACKGROUND

The Infectious Disease Detection and Surveillance (IDDS) project is funded by the United States Agency for International Development (USAID). The project is designed to increase detection of TB with focus on strengthening the TB laboratory network in Bangladesh. The project is implemented by FHI360 in Bangladesh in collaboration with the National TB Control Programme (NTP) and other local and international organizations.

The FHI360 invites quotations from vendor/contractor having proven experience in renovation works supply of furniture and other materials as described in the scope of work. Scope of works include repair and maintenance; supply and set up equipment, furniture and fixture, and electrical works. The work site is Sylhet Regional TB Reference Laboratory (RTRL). The detail specification of the work is given below.

The prospective Bidders are advised to read the Bid documents carefully and visit the sites, at their own cost, to understand and assess the work requirement and scope. The IDDS project will facilitate approval of NTP for the interested Bidder to visit the sites for this purpose

2. WORK SPECIFICATIONS

ITEM NO.	QUANTITY	Unit of Measure	DESCRIPTION
1	1	Square Feet	Thai Glass (Dark) 789 SFT 5-millimeter white color glass with aluminum silver color frame (Alco brand).
2	1	Square Feet	Tiles: Total 500 Square feet (16" X 16" tiles)
3	1	Feet	Entry Roof top renovation 25 feet color tin on 1.5x1.5 angel (Thickness 3 mm)
4	1	Meter	Electric cable work- 15-meter cable, 6 pcs Mk board and holder 6pcs
5	1	Square Feet	Electric Substation Window Sealing with Net- Required 02 nets (1.5x1.5 sq feet). It will be made by SS and frame would be made of iron rod (1x1sq feet)

6	1	Feet	Electric Substation Road Blocking-Approximate 6X2 feet door (Two), Grill type O2 fence, sharp edge in upper portion
7	9	PCS	Electric Substation Fuse Repair-SM-5 Power Fuses
8	1	PCS	Procurement, supply and installation of AC in Plant room 2 Ton
9	1	PCS	LPA room door replace, Double frame SS door with look through window, 6x2.5 feet
10	4	PCS	Wooden Table Size 2x3 feet, height 2.5, Partex board including lower cabinet and 2 drawers with lock & key systems
11	1	PCS	Cabinet/shelf, 4x7 feet Partex board shelf with glass
12	6	PCS	Energy Saving Light- 6 bulbs (40 wat) with holder and socket.
13	6	PCS	Wall Hanging Fan 16-20 inch
14	6	PCS	Swivel visitor chair, Synthetic leather and steel
15	1	PCS	Supply of table: Length 5x1.5 feet, Height 3 feet SS table, 10 mm glass on top, Partex board with cabinet and drawer
16	1	PCS	Reception table: L shaped table, 4.5 feet Length x1.5 width feet and 5 feet Length x1.5 width feet -SS table, 10 mm glass on top, Partex board with cabinet and drawer
17	1	PCS	LPA room ladder Extension, 2x6 feet {1x1 angle, 1-inch iron made flat bar, 1x2 box (1.5x1.5 angle)}
18	1	PCS	Labor, sand, white cement as needed

3. ANTICIPATED AWARD DATE: 30 Jul 2020

4. EXPECTED PERIOD FOR COMPLETION OF WORK: Within 20 days after the Purchase Order (PO) has been issued.

5. COMPETENCY AND EXPERIENCE REQUIREMENTS

The Vendor/Contractor MUST meet the following requirements:

- Have valid and up to date Trade License, Tax Identification Number (TIN) and Value Added Tax (VAT) registration certificate.
- Have a proven track record in renovation works, repair maintenance and supply of such type of materials and equipment.
- Demonstrate practical experience and skills in the relevant field (Provide a Portfolio of evidence);
- Be able to maintain strong ethical standards in completing the specified works;
- Be expected always to be available to the FHI360 for the duration of the contract;
- Should have local existence in Sylhet City;
- Indicate readiness to deliver as per the required timeframe;
- Be cost effective in the approach to this work.

6. MINIMUM REQUIREMENTS

Fulfillment of all Technical Specifications listed above.

7. CRITERIA FOR EVALUATION

FHI360 will review quotations and award points based on the following criteria:

SI No.	Criteria	Weight (%)
1	Competitive cost	40%
2	Technical Specifications	20%
3	Overall experience of similar work, Organization Profile, Client List & Customer	20%
4	Delivery time	10%
5	Guarantee, warranty, replacement facility	10%
	Total	100%

For verification purposes, additional documentation may be requested to confirm proof of past work.

Only offers/responses meeting the minimum technical specification requirements of the RFQ will be evaluated.

8. KEY POINTS IN EVALUATION CRITERIA

1. To assist in the evaluation of responses, the selection committee may, at its discretion, ask any organization to provide additional information/evidence supporting information provided by the organization. Any request for additional information/evidence shall be in writing. If the organization does not provide clarifications of the information requested by the date and time set in by FHI360's request for clarification, its response may be awarded zero marks in evaluation.
2. To assist in the evaluation of responses, the selection committee may, at its discretion, ask any organization for a clarification of its response which shall be submitted within a stated reasonable period of time. Any request for clarification and all clarifications shall be in writing. If the applicant does not provide clarifications of the information requested by the date and time set in FHI360's request for clarification, its response may be rejected. FHI360 reserves the right to perform check on any documentation provided as a response to this solicitation.
3. This RFQ provides guidance to offerors concerning the documentation necessary to conduct an informed evaluation of each RFQ. The offerors must furnish adequate and specific information in the responses. A response may be eliminated from further consideration before a detailed evaluation is performed if the response is considered obviously deficient as to be totally unacceptable on its face or which prices are inordinately high or unrealistically low.
4. FHI360 shall use all the factors, methods and criteria defined in the evaluation criteria to evaluate the RFQs of the offerors and any specialist subcontractors. FHI360 reserves the right to waive minor deviations in the evaluation criteria if they do not materially affect the capability of an offeror to perform the contract.
5. The selection committee reserves the right to make an award under this RFQ based on initial offers without discussions. Similarly, the committee also reserves the right to accept or reject one or all responses received against this RFQ.
6. Eligibility check and site visit will be performed on all the responses received. Evaluation will be performed only of those responses that have passed the eligibility check.
7. FHI360 requires that FHI360 vendors observe the highest standard of ethics during the procurement and execution of such awards. In pursuit of this policy FHI360:
 - a. Defines, for the purposes of this provision, the terms set forth below as follows:
 - i. "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to

- influence the action of a public official in the procurement process or in an award execution; and
- ii. "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of an award to the detriment of the Borrower, and includes collusive practices among offeror (prior to or after RFQ submission) designed to establish RFQ prices/ response at artificial, non- competitive levels and to deprive the borrower of the benefits of free and open competition;
- b. Will reject a RFQ response for award if it determines that the offeror recommended for an award has engaged in corrupt or fraudulent practices in competing for the award; and
- c. Will declare an organization and/or an individual ineligible, either indefinitely or for a stated period of time, to be awarded any FHI360 award if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a FHI360 funded award.
8. Any attempt by an offeror to collude with other offers or to influence FHI360 representatives in the evaluation of the RFQs or while making award decisions may result in the rejection of its offer/response.
9. This solicitation and any resulting contract shall be interpreted in accordance with the laws of Bangladesh or as otherwise agreed to.

FHI360 may contact offerors to confirm contact person, address, validity of the offer and to confirm that the offer was submitted for this solicitation, or any relevant information to this solicitation.

9. CONTRACTING MECHANISM

A fixed price purchase order will be awarded to the selected firm whose quote will be determined to be the most competitive and acceptable. If additional services are added to the contract after the purchase order has been signed by the vendor, FHI360 will modify the purchase order.

10. PAYMENT SCHEDULE

Time	% of total contract amount
After the Purchase Order has been signed by both parties	25%
On completion of 60% of the total work	50%
After completion of 100% works and hand over	20%
After 3 months of successful handover of all works	5%

11. FALSE STATEMENTS IN OFFER

Offerors must provide full, accurate and complete information as required by this solicitation and its attachments.

12. CONFLICT OF INTEREST

Offerors must provide disclosure of any past, present or future relationships with any parties associated with the issuance, review or management of this solicitation and anticipated award. Failure to provide full and open disclosure may result in FHI360 having to re-evaluate selection of a potential offeror.

13. DISCLAIMER

- FHI360 may cancel the solicitation and not award.
- FHI360 may reject any or all responses received.

- Issuance of solicitation does not constitute award commitment by FHI360.
- FHI360 reserves the right to disqualify any offer based on initial evaluation of offers without further discussion.
- FHI360 may choose to award only part of the activities in the solicitation, or issue multiple awards based on the solicitation activities.
- FHI360 reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition.
- FHI360 will be contacting offerors to confirm contact person, address and that bid was submitted for this solicitation.
- FHI360 will not reimburse the applicant/s for preparation and/or submission of their responses/applications to the solicitation.
- For verification purposes, additional documentation may be requested to confirm proof of past work.

14. RESERVED RIGHTS

All responses become the property of FHI360, who reserves the right in its sole discretion:

- To disqualify any offer based on offeror failure to follow solicitation instructions.
- To waive any deviations by offerors from the requirements of this solicitation that in FHI360's opinion are considered not to be material defects requiring rejection or disqualification; or where such a waiver will promote increased competition.
- To extend the time for submission of all RFQ responses after notification to all offerors.
- To terminate or modify the RFQ process at any time and re-issue the RFQ to whomever FHI360 deems appropriate.
- To issue an award based on the initial evaluation of offers without discussion.
- To increase or decrease quantities by 10%.
- To award only part of the activities in the solicitation or issue multiple awards based on solicitation activities.
- To award a purchase order to more than one vendor for specific parts of the activities in the RFQ.
- FHI360 will not compensate vendors for preparation of their response to this RFQ.
- Issuing this RFQ is not a guarantee that FHI360 will award a purchase order.

15. GENERAL TERMS AND CONDITIONS TO WORK WITH FHI360

- If awarded through competitive process, payment shall be made in BDT through crossed cheque/bank transfer in favor of your organization
- Payments will be made within Thirty (30) days of invoice receipt after successful completion of the work and certified by FHI360 concerned employee
- The invoices should be certified by the respective FHI360 personnel
- Vat and Tax: Price will be inclusive of Vat and TAX
- VAT and tax will be deducted as per Govt. laws. VAT coupon will be issued, and tax will be deposited to Govt. treasury
- Any other based on specific assignment

16. APPLICATION INSTRUCTIONS

Quotations submitted in accordance with this RFQ will be eligible for evaluation. The quotation shall remain valid for **90 days** from the date of submission of the Bid. Interested Bidders/Contractors are requested to submit the **Quotation** with the following documents:

- Cover letter

- Copy of Trade License
- TIN Certificate Copy
- VAT Registration Copy
- Bank Account Certificate
- List of three references of past works done and certificates/documents showing past experience
- All prices shall be quoted in Bangladesh Taka.
- Timeline for completion of works

17. SUBMISSION OF QUOTATION

Please submit your quotation proposal by e-mail to sbiswas@fhi360.org on or before 4:00 PM on July 16, 2020. Thursday. Proposals received by FHI360 after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

If you need further information please feel free to contact Scandecy Snigdha Biswas, Administration Officer, IDDS, FHI360 Cell: +88 01730 310498, Email: sbiswas@fhi360.org.