

Request for Quotation (RFQ)

RFQ Title	Refurbishment of EQA room, Training room and adjacent Corridor of Sylhet Chest Disease Hospital (CDH), Sylhet
Date of Issue	18 November 2021, Thursday
Proposal/Price Quotation Submission Deadline	30 November 2021, Tuesday by/not later than 04:00 PM (Bangladesh Time)
Proposal/Price Quotation Submission Requirement	Proposal/Price Quotation to be submitted by email to sbiswas@fhi360.org
Date of Pre-Bid Meeting with Bidders for Q/A	22 November 2021, Thursday 12:00 PM (Bangladesh Time) FHI360 will organize an on-line meeting with the interested bidders to answer any questions. Please join the Online/Virtual meeting by clicking this link below. Microsoft Teams meeting. Join on your computer or mobile app Click here to join the meeting
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) and implemented by FHI360. In Bangladesh, the IDDS project provides technical support to the National TB Control Programme (NTP), Bangladesh, to strengthen the TB laboratory network.

The IDDS project invites quotations from competent design and engineering firms having sound technical knowledge and proven experience in civil works in renovation of existing facilities. The scope of work includes refurbishing of EQA Room, Training room and adjacent Corridor of the CDH, Sylhet. The detailed specification of the work is given below.

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

2. Technical Specifications:

The detailed specification of works is mentioned in the table below. The contract shall use the same table to submit their price quotations.

Refurbishment work for EQA room, Training room and adjacent Corridor, CDH-Sylhet

A. EQA Room

S/N	Description	Specification/ Measurement	Quoted/Proposed Brand & Specification	Unit of Measure	Quantity	Unit Price (BDT)	Total Price (BDT)	Remarks
1	Tiles Work (Floor)	24/24 (RAK ceramic standard)		sft	200			

2	Tiles Work (Wall)	8/12, (RAK ceramic standard)		sft	416			
3	Collapsible Gate	1.5 mm		sft	37.5			
4	With Rod, Cement, Sand, Stone Civil Work (Custing Rack, Brick Wall, Plaster & Labor)	10 mm 70 kg BSRM/PHP standard, 750 kg Fresh standard, 20cft, 120 pcs 1numbers, Sand 20 Cft, 90 Sft with Rack, and labor		sft	110			
5	Electric Wiring	wire sizes say 7/22 (BRB Standard)		Coil	2			
6	4 Gang Switch	RFL standard		Piece	2			
7	Multi Socket	RFL standard		Piece	6			
8	Holder & Backup Light	RFL standard 10 Wat		Pair	6			
9	Exhaust Fan	14 inch RFL standard		Piece	2			
10	Electric Labor	2 Day			1			
11	Sanitary Work Pipe GI	2-inch (Akij standard Steel)		Feet	20			
12	Water Tap	SS Chinese Brand		Piece	2			
13	Basing Glass	24 inches RFL standard		Piece	1			
14	Towel Holder	SS Chinese Brand		Piece	1			
15	Sink 18 inch	Brand China RFL standard		Piece	5			
16	Sanitary Labor							
17	Paint (wall & Grill)	68 kg Asian paint standard		sft	680			
18	File Cabinet	3.5x7 Feet material Process wooden		Piece	1			
19	Door Lock	L Size China		Piece	3			
Total price of Unit A: EQA Room refurbishment work								
B. Training Room								
1	Tiles Work (Floor)	24x24, (RAK ceramic standard)		sft	695			
2	Tiles Work (Wall)	8x12, (RAK ceramic standard standard)		sft	879			
3	Thai Swing Door	3.5x7 feet, Material Chunghua,		sft	56			

		Ambush glass						
4	Collapsible Gate (2 piece)	1.5 mm BSRM/PHP standard		sft	86.25			
5	Grill (4 Piece)	12 mm BSRM/PHP standard		sft	63			
6	With Rod, Cement, Sand, Stone Civil Work (Custing Rack, Brick Wall, Plaster & Labor)	10 mm 70 kg, 700 kg Fresh standard, 20cft, 100 pcs 1 number, Sand 20 Cft, 90 Sft with Rack, and labor		sft	108			
7	Electric Wiring	wire sizes say 7/22		Coil	4			
8	4 Gang Switch	RFL standard		Piece	10			
9	Multi Socket	RFL standard 3 & 2		Piece	18			
10	Holder & Backup Light	10 Wat RFL standard		Pair	8			
11	Electric Labor	2 Day			1			
12	Paint (wall & Grill)	100 KG Asian paint standards		sft	1090			
13	Venatian Window Curtain	4x5 Feet, 1.5 Plastic		sft	63			
Total price of Unit B: Training Venue refurbishment work								
C. Training Room (Corridor)								
1	Tiles Work (Floor)	24x24, (RAK ceramic standard)		sft	472			
2	Tiles Work (Wall)	8x12, (RAK ceramic standard)		sft	148			
3	Thai Corridor	1.5mm Chunghua, Ambush Glass		sft	200			
4	Thai Sliding Door	1.5mm Chunghua, Ambush Glass		sft	56			
5	With Rod, Cement, Sand, Stone Civil Work (Custing Rack, Brick Wall, Plaster & Labor)	10 mm 190 kg, 1750 kg Fresh standard, 40 cft Stone, Sand 80 Cft, Brick 400 pcs 1 number, 120 Sft wall 97 sft rack labor		sft	217			
6	Electric Wiring	wire sizes say 7/22 BRB standard		Coil	2			
7	4 Gang Switch	RFL standard		Piece	2			

8	Multi Socket	RFL standard 3 & 2		Piece	4			
9	Holder & Backup Light	RFL standard 10 watts		Piece	4			
10	Electric Labor	2 Days			1			
11	Water Tap	SS Chinese Brand		Piece	4			
12	Sink 18 inch	Chinese		Piece	4			
13	Paint (wall & Grill)	31 KG Asian Paint standard		sft	310			
Total price of Unit C: Training Venue Corridor refurbishment work								

Sub Total price of Unit A+B+C: EQA Room, Training Venue including Corridor refurbishment work	
VAT % & Tax% as per GoB rules to be deducted	
Grand Total price of Unit A+B+C: EQA Room, Training Venue including Corridor refurbishment work	

3. Scope of work

The overall scope of work is to refurbish of the EQA Room, Training room and adjacent corridor of the CDH, Sylhet, as per specifications given in

4. Maintenance and service warranty

The supplier will provide maintenance support including free replacement of any equipment or supplies as may be found out of order, broken or damaged.

5. Competency and expertise requirement

The offeror shall meet the following requirements:

- Have valid and up to date Trade License, Tax Identification Number (TIN) and Value Added Tax (VAT) registration certificate.
- Shall have previous experience in renovation works, repair maintenance and supply of such type of materials and equipment.
- Shall submit at least two references and contact information of the client for whom the offeror has completed similar projects in the past.
- Be able to maintain strong ethical standards in specified work.
- Shall, at the request of the organization, and for the duration of the contract, be expected always to be available to FHI360.
- Local existence in Sylhet City given priority.
- Indicate readiness to deliver as per the required timeframe.
- Be cost effective in the approach to this work.

6. Contracting Mechanism

A fixed price purchase order will be awarded to the selected Supplier/Offeror 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 in discussion with the supplier/offeror.

7. Conflict of Interest

The offeror must disclose any past, present or future relationship with any persons associated with the review, issuance or management of this solicitation and anticipated award. Failure to provide full and open disclosure may result in disqualification of the offeror or re-evaluation of the selection of the potential offeror.

8. Submission of quotation

The quotation along with the supporting documents shall be submitted through email to sbiswas@fhi360.org The applicant shall use its company letterhead and the template mentioned above. Technical and cost proposals should be provided in separate zipped files.

9. Criteria for Evaluation

FHI 360 will review quotations and award points based on the following criteria:

Sl. No.	Criteria	Weight (%)
1	Competitive cost	40%
2	Technical Specifications of the items	25%
3	Overall experience in similar work, Organization Profile Client List and Customer Reference	15%
4	Delivery time	10%
5	Guarantee, warranty, replacement facility	10%
	Total	100%

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

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

FHI 360 will keep confidential all offers/bids received and will not disclose them to any third-party without written permission of the submitting party.

10. Key Points in Evaluation of Responses

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 FHI 360'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 FHI 360's request for clarification, its response may be rejected. FHI 360 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. FHI 360 shall use all the factors, methods and criteria defined in the evaluation criteria to evaluate the RFQs

of the offerors and any specialist subcontractors. FHI 360 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 on the basis of 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. FHI 360 requires that FHI 360 vendors observe the highest standard of ethics during the procurement and execution of such awards. In pursuit of this policy FHI 360:
 - 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 FHI 360 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 FHI 360 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.

FHI 360 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.

11. False statement in offer

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

12. Instructions to Offerors

a. General

The offerors will NOT be reimbursed for any cost, liabilities or loss incurred in connection with the preparation and submission of their offers. FHI 360 is looking forward to making an award to the most responsive offer. Due to shortage of processing and implementation time, only shortlisted offerors will be contacted for final selection. Individual enquiries will not be entertained for determination of the status of the applications.

b. Preparation of offers

All offers must be submitted in English language, single spaced and numbered consecutively. All offers must

be signed by individual authorized to commit the offer on behalf of the applicant. The completed forms shall have no erasures except those necessary to correct errors made by the offeror, in which case such corrections shall be initialed by the person(s) signing the offer.

c. The offer

Only offers submitted in accordance with this RFQ will be eligible for evaluation. The submission package shall comprise the following documentations, Technical and cost Proposal with BID validity:

Technical Proposal

- Cover letter
- Copy of Trade License
- TIN Certificate
- VAT Registration
- Bank Account Certificate
- List of two references and certificates/documents showing past experience
- Client list and any other relevant documents under the terms and conditions mentioned above.

Cost Proposal

The offeror shall submit price quotes for all equipment and supplies as per the list and specifications using the template mentioned above. All prices shall be quoted in Bangladesh Taka. The bidder shall also mention applicable VAT and Tax, if any, for all items.

d. Validity of Bid

The bid shall remain valid and open for acceptance for a period of **90 days** from the date of submission of Bid.

13. Payment Schedule

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

14. Disclaimer

- FHI 360 may cancel the solicitation and not make any award.
- FHI 360 may reject any or all responses received.
- Issuance of solicitation does not constitute award commitment by FHI 360.
- FHI 360 reserves the right to disqualify any offer based on initial evaluation of offers without further discussion.
- FHI 360 may choose to award the contract for all items to a single bidder or issue multiple awards for different items to different bidders as deemed appropriate.
- FHI 360 reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition.
- FHI 360 will be contacting offerors to confirm the 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 quotations in response to the solicitation.

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

15. Reserved Rights

All responses become the property of FHI 360, 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 FHI 360'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 FHI 360 deems appropriate.
- To issue an award based on the initial evaluation of offers without discussion.
- To increase or decrease quantities, if necessary.
- To award only part of the activities in the solicitation 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.
- FHI 360 will not compensate vendors for preparation of their response to this RFQ.
- Issuing this RFQ is not a guarantee that FHI 360 will award a purchase order.

17. General Terms and conditions to work with FHI 360

- If awarded through competitive process, payment shall be made in BDT through crossed cheque/bank transfer in favor of organization to which the bid has been awarded.
- Payments will be made within Thirty (30) days of invoice receipt after successful delivery of work and certified by FHI 360 concerned employee.
- VAT and Tax will be deducted as per Government laws. VAT coupon will be issued, and tax will be deposited to Government treasury.
- 25% of PO value will be paid as working capital after signing the PO.