

Request for Quotation (RFQ)

RFQ Title	Refurbishment of Shyamoli TB Hospital and Reference Laboratory, Dhaka, to improve the facility condition
Date of Issue	May 13, 2022
Proposal/Price Quotation Submission Deadline	May 29, 2022, 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
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 firms having proven experience in civil works in refurbishment of government TB laboratory or similar works. The scope of work includes refurbishment of different rooms and procurement and installation of air conditioners, project, etc. at the Shyamoli TB Hospital and Reference Laboratory, Dhaka, as per the attached specification of the work.

2. Technical Specifications:

The detailed specification of works is provided in a separate document linked in the advertisement. The interested bidders shall use the same specification table to submit their price quotations.

3. 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, or for rework of refurbishment works not properly done.

4. Competency and expertise requirement

The offeror shall meet the following requirements:

- a. Have valid and up to date Trade License, Tax Identification Number (TIN) and Value Added Tax (VAT) registration certificate.
- b. Shall have previous experience in refurbishment works including tiles setting, plastering and painting, installation of office equipment, electrical works preferably in laboratories.
- c. Have experience in safe handling and disposal of wastes in proper manner.
- d. Shall submit at least two references and contact information of the client for whom the offeror has completed similar projects in the past.
- e. Be able to maintain strong ethical standards in specified work.
- f. Have capacity to mobilize resources to start the refurbishment work immediately after the Purchase Order has been issued.
- g. For verification purpose, the offeror shall be ready to provide additional documentation that may be needed to confirm proof of the past work experience.

5. 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.

6. 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.

7. 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. The contractor shall use the same specification template linked in the advertisement. and the template mentioned above. Technical and cost proposals should be provided in separate zipped files.

8. Criteria for Evaluation

Only offers/responses meeting the specifications of the work will be evaluated. FHI 360 will evaluate the quotations and award points based on the following criteria:

Sl. No.	Criteria	Weight (%)
1	Competitive cost	60%
2	Submission of quotes as per the given specification of the items	10%
3	Experience in similar work, organization profile, client list and Customer Reference	10%
4	Delivery time	10%
5	Guarantee and warranty for replacement of faulty materials	10%
	Total	100%

10. Confidentiality of offers

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.

11. 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.
10. 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.

12. False statement in offer

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

13. 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

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 refurbishments work as per the specifications using the same template. 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 the Bid.

14. Payment Schedule

Time	% total contract amount
1. After the Purchase Order has been signed by both parties	20%
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	10%

15. 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.

16. 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.
- 20% of PO value will be paid as working capital after signing the PO.