

Ref.: CXB20200826-01 Hand-washing Device - Instructions for submissions of quote

The German Red Cross (GRC) is inviting quotations for the provision of 3300 Hand-washing Device. The tenderers are requested to read carefully and ensure compliance with all instructions herein. Non-compliance with instructions in this document may disqualify the bidders from the tender exercise.

1. Procurement Procedure

The procurement is handled via a Open Procedure.

2. Deadline of submission and period of validity :

- 1) Deadline of submission is **20.09.2020 at 04:30 PM.**
- 2) Your quotation must state the period of validity **until 31 December 2020** from the deadline for the submission.

3. Costs and ownership of tenders

- 1) Costs incurred by the tenderers in preparing and submitting the quote requests are not reimbursable.
- 2) The GRC retains ownership of all quotes received under this quote request. Consequently, tenderers have no right to have their tenders returned to them.

4. Confidentiality and publication

- 1) All recipients of tender documents, whether they submit a tender or not, shall treat the details of the documents as confidential as possible.
- 2) According to German/European procurement law information about the award of contract (name of company, type of product, extent and duration of contract) might be made open to the public unless you disagree within your quotation, giving the reason of refusal.

5. Content of tenders (and alternative offers if permitted)

- 1) All tenders submitted must comply with the requirements in the tender dossier and comprise:
 - The quotation about quoted items/services, including specifications as indicated in the BoQ. The quotation has to be dated, stamped and signed.
 - The tenderers self-declaration "**Certification - Declaration of Conformity**" to be filled out, stamped, signed and submitted together with your quote.
 - Annex "**Federation General Terms & Conditions on Purchasing**" to be stamped, signed and submitted together with your quote.
 - Payment conditions.
 - Earliest delivery and delivery schedule; transport conditions (e.g. Incoterms if applicable).
 - Proof of experience/credentials for equivalent goods specially in the camp.
- 2) Alternative offers are not permitted.

6. Financial offer

- 1) Tenderer must quote by items.
- 2) Transport/carrying/mobilization charges have to be offered as separate position.
- 3) Quoted price should be **inclusive Tax** and **exclusive of VAT** which IFRC/GRC is exempted to pay.
- 4) The supplier agrees on partial order (reduced or increased quantity) and **1 slot of delivery** as per unit price of the quotation.
- 5) All prices are in Taka (BDT).

7. Submission of quote and further communication

- 1) All quotes, including annexes and supporting documents must be submitted in a sealed envelope. Please state on the envelope:

Tender Documents – Please do not open!

Ref. **CXB20200826-01** Household Hand-washing Device

*Address: German Red Cross Cox's Bazar, Field Office
Logistics Department
Crecent Bay Resort, Plot # 44, Block # A
Light House Road, Kolatoli R/A
Cox's Bazar, Bangladesh*

- 2) Tenderers must raise questions in written 3 days prior to deadline for submission of quote latest, otherwise the extension of the deadline is not feasible anymore.
- 3) GRC reserves the right to continue the further communication after submission of quotes via a combination of media (e.g. post, e-mail, phone).
- 4) With submission of you quotation you confirm above mentioned conditions.

8. Evaluation & Award of Contract

- 1) Procedure:
 - a) The decision for the award of contract will be determined via standard value method (Credit points divided by total price; ratio 50/50%). Credit points will be added up through the following criteria:
 - Cost (50%),
 - Quality of goods (product samples),
 - Proof of experience/credentials in equivalent works / for equivalent services,
 - Delivery time (lead time, time of completion of delivery)

Score for each criterion is either 0 (unacceptable), 1 (bad), 2 (satisfactory), 3 (good), 4 (very good), 5 (excellent). In case of equal results the offer with the higher credit point score will be awarded.

- 2) In case of competitive procedure GRC reserves the right to award a contract based on the first non-negotiated offer. GRC will not enter into any negotiation.

- 3) The GRC may – but is not obliged to – ask each tenderer individually for clarification of its quote including, samples, breakdowns of prices etc. within a reasonable time limit to be fixed by the evaluation committee. The samples will remain property of the GRC. The tenderer has to bear possible additional costs for a sample delivery abroad.
- 4) Terms of contract
The award will lead to a Purchase Order by GRC and forms a one-time-service. Please find a template attached for your information only.

9) Terms of delivery and payment

- 1) The goods have to be delivered prior to distribution 1 slot to a warehouse close to the Mega camp in Ukhia, partly directly to the Camp 13 & 18 or as identified by GRC at the time of delivery (a detailed delivery schedule will be provided in the event of contracting). The invoice must contain the place of delivery and GRC order number.
- 2) **Product Sample:** A product sample might be asked to provide after evaluation of the quotation.
- 3) Payment on invoice only, following receipt of goods and documents in order.
- 4) Payment will be done after completing delivery of goods via bank transfer in favour of your company.
- 5) GRC will deduct the Advance Income Tax (AIT) as per Tax Deduction on Source (TDS) Regulations of the Government of Bangladesh.

COVID 19 Situation:

- 1) Under the current COVID 19 situation the vendor will ensure compliance to all health guideline- safety and security of the staff and workers engaged.
- 2) Vendor is expected to follow the safety recommendations provided by the Sectors- <https://www.humanitarianresponse.info/en/operations/bangladesh/document/construction-site-safety-recommendations-light-covid-19draft-v40>

10) Self-Declaration

The sign of the attached “Declaration of Conformity” (Ref. Annex) assures that

- 1) no reasons for exclusion as mentioned per EU guideline 2014/24/EU, Art. 57, Paragraph 1 exists,
- 2) the tenderer fulfils GRC’s claim on good governance, environmental and social responsibility,
- 3) the tenderer agrees on participation in checks and audits as described.

Read and fully understood:

Acknowledgement of the bidder