

## **Ref.: CXB-20200922-01 RFQ - Instructions for submissions of quote**

The German Red Cross (GRC) is inviting quotations for the provision of Shelter Kits. 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**

- a) The procurement is handled via an open procedure.

### **2. Deadline of submission and period of validity :**

- 1) Deadline of submission is **20.10.2020, 04:00PM**.
- 2) Your quotation must state the period of validity, at least **180 days** 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**

- 1) All tenders submitted must comply with the requirements in the tender dossier and comprise:
  - Specifications of quoted items including any documentation required as indicated in the technical specifications.
  - Proposed delivery plan
  - Source and method of bamboo treatment
  - The tenderer's 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.
  - Proof of similar work experience especially in Mega Camp & Teknaf.
  - Proof of similar work experience with humanitarian organizations.
  - Company's last three months Bank Statement/bank solvency
- 2) Alternative offers are not permitted- Alternative offers by a group of companies with different names will be disqualified on the basis of breaching confidentiality and only the main company offers will be accepted (if specified),

- 3) **Only the original BoQ shall be used for quotation in its original form as provided by GRC in the tender document.** Any modification of the provided template may lead to disqualification of the bid.

#### **6. Financial offer**

- 1) Tenderer must quote by items and by total delivery.
- 2) Transport/carrying/mobilization charges have to be offered as separate position.
- 3) Quoted price should be **exclusive of VAT** which IFRC/GRC is exempted to pay.
- 4) The supplier agrees on partial order (reduced or increased quantity) and 8/10 slots 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. CXB-20200922-01 RFQ Shelter Kits, SKala CXB**

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

- 2) Tenderers must raise questions in written 5 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 your quotation you confirm above mentioned conditions.

#### **8. Evaluation & Award of Contract**

- 1) Procedure:  
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:
- Financial Offer (50%),
  - Technical Offer (50%)
    - Proof of similar work experience specially in Teknaf area & Mega Camp
    - Proof of similar work experience with humanitarian organizations
    - Proposed delivery plan/delivery time
    - Establishment Credentials – financial, assets and etc.
- Score for each criterion is either 0 (unacceptable), 1 (very bad), 2 (bad), 3 (satisfactory), 4 (good), 5 (very good). 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.
- 5) Technical or medical supplies : Manuals, certificates or other supporting documents for technical or medical supplies (English and Bangla) must be provided digitally immediately after the award of contract, either via e-mail or download link. One printed copy shall accompany the goods.

### **9) Terms of delivery and payment**

- 1) The goods are to be delivered to 8 – 10 unique locations in:
  - *Baharchara union, wards # 7, 8 and 9 (Hajom Para, Matharvangha, Marishbonia, Kochchopia and Noakhali Para).*
  - *Teknaf Sadar union, wards # 1, 2 and 3 (Rajarchhara, Jahalia Para, Lengurbil)*Several delivery locations are to be expected.
- 2) Exact delivery locations will be communicated to the supplier prior to the time of delivery (a detailed delivery schedule will be provided in the event of contracting).
- 3) Delivery locations and necessary time lines may be changed upon mutual agreements.
- 4) **Product Sample:** A set of product sample might be asked to be provided after evaluation of the quotation.
- 5) Under the current COVID 19 situation the supplier will ensure compliance to all health guideline-safety and security of the staff and workers engaged.
- 6) Supplier is expected to follow the safety recommendations provided by the Authorities: <https://www.humanitarianresponse.info/en/operations/bangladesh/document/construction-site-safety-recommendations-light-covid-19draft-v40>
- 7) Payments shall be made on pro-rata basis upon completion of progressive delivery and measurement shall be only for fully completed delivery verification. Non-compliant invoice / payment request will be requested for revision.
- 8) The invoice must contain GRC order number.
- 9) Charges have to be itemized separately as per referenced BoQ.
- 10) Payment on invoice only, following receipt of goods and documents in order.
- 11) All invoice/ payment request shall be with duly verified completion certificate
- 12) **GRC will deduct TDS** (Tax Deduction on Source) as per governmental rule (if applicable).
- 13) Payment will be done by AC payee cheque or bank transfer in favour of your company.

### **10) Self-Declaration**

The signee 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 fulfills 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:***

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**Acknowledgement of the bidder**