

## **Tender Ref.: CXB-20191014-01 RFQ - Instructions for submissions of quote**

The German Red Cross (GRC) is inviting quotations for the provision of Bath Houses Construction. 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 an open procedure.

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

- 1) Deadline of submission is **21.10.2019 at 05:00 PM**.
- 2) Your quotation must state the period of validity, at least **90 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 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 similar work experience.
- 2) Alternative offers are not permitted.

## 6. Financial offer

- 1) Tenderer must quote by items and by total delivery.
- 2) Item price, inspection charges and transport charges are itemized separately in the financial offer. Transport costs must be stated per lot if applicable.
- 3) Transport/carrying/mobilization charges have to be offered as separate position.
- 4) Quoted price should be **inclusive Tax** and **exclusive of VAT** which IFRC/GRC is exempted to pay.
- 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-20191014-01 RFQ**

*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 7 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).

## 8. Evaluation & Award of Contract

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:

- Cost (50%),
- Mobilization Time (in days),
- Material Quality (provide details on materials as per RfQ, should match specifications),
- Previous working experience,
- Completion time for each construction (in days),
- Subcontracting to local masons/building companies (yes/no).

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.

- 1) 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.

- 2) 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.
- 3) Terms of contract  
The award will lead to a Work Order by GRC and forms a one-time-service. Please find a template attached for your information only.
- 4) Technical or medical supplies  
In case tender documents provided by GRC contain a concrete product name without addition “or equivalent” this is based on the factual reason. Manuals, certificates or other supporting documents for technical or medical supplies (English and Bangla / local language) 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 construction work have to be delivered at Camp 11 (Balukhali 2) and extension sites (detailed delivery schedule will be provided in the event of contracting).
- 2) The invoice must contain place of delivery and GRC order number.
- 3) Transport charges have to be itemized separately.
- 4) Payment on invoice only, following receipt of work and documents in order.
- 5) Payment after complete delivery of works by AC payee cheque in favour of your company.
- 6) GRC will deduct the Advance Income Tax (AIT) as per Tax Deduction on Source (TDS) Regulations of the Government of Bangladesh.
- 7) The vendor not must overload and is required to take safety precaution to avoid accident during loading, transport and unloading.

#### **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 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:***

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**Acknowledgement of the bidder**