

**Request For Quotation (RFQ) for
Hygiene Materials for Bhasanchar
German Red Cross, PMO, CXB**



Content of Hygiene materials for Bhasanchar-MoFA							German Red Cross
Sl. No.	Item description	Specifications	QTY.	Unit	Unit price (BDT)	Total Price (BDT)	Sample Pictures of Goods
1	Grass Broom	Natural Grass Broom, Good quality, Soft, Smooth & High Durability, Dimention-Handle is 22-25 inch long and the cleaning portion is 20 inch long. Bottom dia should be 2 inch and middle dia should be at least 1.25 inch.	8800	Pcs			
2	Plastic Belcha	Dust pan (belcha) Preferable Brand: RFL or equivalent Dimension (L x W x H)(CM): 30.3x25.5x8 cm Weight (gm): 110 gm Durable product Colour: preferably red	8800	Pcs			
3	Towel (large)	Handcrafted and mercerized processed, multi colour, Colour should not be faded after washing, no colour leaking while washing, check patern, Dimension: Length-68 Inch Width-34 Inch, Materials: 100% cotton, tangail tant	17600	pcs			
4	Sandals	Rubber flip flop, Materials: Rubber sole and PVC strap provides flexible wear, Pair of sandals for both male and female (unisex), Different size- 35, 36, 37, 38, 39, 40, quantity for each size will be mention after issuing PO.	28500	Pair			
5	Toothpaste (100 gm Cute Fluoride)	Fluoride toothpaste weight 100g (75ml), regular toothpaste for adults. Offered quality should be comparable for instance to Pepsodent, Brush UP, Fluoride,or equivalent. (Given that the density of toothpaste is 1.3 g/ml, and volume is 75 ml, then the toothpaste weight in grams is 100 grams.) (Expire date at least 1 year from the delivery date)	17600	pcs			
6	Tooth Brush	Soft bristles. Brushing surface 1 to 1.25 inches in length and 5/16 to 3/8 inches in width. Packed in an individual plastic blister. Offered quality should be comparable for instance to Corbor, Sensodyne, Dr. West, Oral-, Magnum or equivalent.	28500	pcs			
7	Cotton bag	100% cotton gavadine thick materials, white, 34 x 40 cm, durable, 'closable' with cotton rope. Visibility: logo/text imprint, 4 colours (details of visibility will be provided after issuing the purchase order). All items of one Hygiene Kit are to be packed in one cotton bag. (Shown imprint on picture is only a sample.)	8800	Pcs			
8	Transportation	Transportation including unloading & counting of materials at delivery location.	1	lmsm			
						Sub total	
						VAT (7.5%)	
						Total price offer including VAT & TAX	

GRC will deduct TDS (Tax Deduction on Source) & VAT as per governmental rules (if applicable).

Validity of this quotation until 31 December 2024.

All Hygiene materials have to be delivered Bhasan Char BDRCS warehouse.

Delivery Time in days: After receiving the Purchase order, all the materials must be delivered at the delivery location (BDRCS warehouse Bhasanchar) within 15 working days.

Date of Quotation:

Stamp and Signature of Bidder

Ref.: CXB-20240428-01 REQ - Instructions for submissions of quote

On the behalf of International Federation of Red Cross and Red crescent societies (IFRC), The German Red Cross (GRC) is inviting quotations for the provision of **Hygiene Materials for Bhasanchar** as part of its support to the BDRCS Population Movement Operation in Cox's Bazar. 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.

Procurement Procedure

a) The procurement is handled via an **Open Procedure**.

1. Deadline of submission and period of validity:

1) Deadline of submission is **15.05.2024 by 04:00PM. Bangladesh time**

2) Your quotation must state the period of validity **until 31st December 2024 from the deadline for the submission.**

2. 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 request for quotation. Consequently, tenderers have no right to have their tenders returned to them.

3. 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.

4. Content of tenders and alternative offers

1) All tenders submitted must comply with the requirements in the tender dossier and comprise **(if you are unable to submit any of the following documents will automatically lead to disqualification of the bid):**

- The quotation about quoted items, including specifications as indicated in the BoQ. The quotation has to be dated, stamped and signed.

- **Company's Registration (Trade License)**

- VAT registration certificate & TIN certificate of company (if you have).

- 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.

- **Proof of previous similar experience/credentials for equivalent goods** (provide a maximum of 5 [five] proofs of similar or equivalent previous experiences to those of the subject of this tender, e.g. the copy of previous work order/certification of work completion).

- Delivery time expressed in **maximum 15 working days** in the RFQ, to complete delivery of all the items at the delivery location.

- **Product samples** not required during the submission of the quotation. GRC authority will ask a full set of samples after initial screening of the vendor (Price, experience and all others documents are the criteria for the initial screening. Supplier has to provide a full set of product samples after preliminary selection).

2) **Alternative offers are not permitted.**

3) Only the original BoQ shall be used for quotation in its original form as provided by GRC in the tender document.

5. Financial offer

- 1) Tenderer must quote by items and by total quantity.
- 2) In case of a calculation mistake, the quoted unit price will be corrected by the GRC Authority.
- 3) Quoted price should be **inclusive of VAT & Tax**.
- 4) All prices are in Taka (BDT)

6. 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-20240428-01 REQ, Hygiene materials for Bhasanchar**

Address: German Red Cross – Field Office, at PMO, Cox’s Bazar,

PMO Office: Room No-119, Motel Labonee, Bangladesh Parjatan Corporation,
Motel Road, Cox’s Bazar. Cox’s Bazar-4700, 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 your quotation you confirm above mentioned conditions.

7. 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%)**
 - **Evaluation of offers and marking system explained in the annexure - I “Quotation Evaluation Guideline”.**
- 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) **GRC reserves the right to conduct reference check of shortlisted vendors any time during the process.**

9) Terms of delivery and payment

- 1) Payments shall be made basis upon completion of works, services and supply of materials/items.
- 2) Payment on invoice only, following receipt of goods and documents in order.
- 3) The invoice must contain GRC order number.
- 4) Transport charges have to be itemized separately as per referenced BoQ.
- 5) **GRC will deduct TDS** (Tax Deduction on Source) and **VAT** as per Government rules (if applicable).
- 6) **Payment will be done based on the actual receiving of hygiene materials (as per the delivery challan/GRN) by AC payee cheque in favor of your company after the satisfactory delivery of materials.**
- 7) **Penalty Clause:** Completing the services from your side after the agreed delivery schedule without any valid and well documented reason (subject to GRC management approval), will be subject to a deduction for damages from the invoice of 0.5% per day up to maximum 7.5% of the total order value for a maximum period of 15 working days. Any fractional part of a day is to be considered a full day. If the supplier failed to complete the works, services and delivery of materials/items after 15 working days of the delayed delivery period without any valid and well documented reason (subject to GRC management approval), the contract will be void and null.
- 8) **Materials must be delivered at Bhasan Char BDRCS warehouse, without any damage.** Transportation, carrying & loading the materials to boat and unloading, transportation, carrying from boat to Bhasan Char warehouse is supplier's responsibility.
- **By signing this document, the bidder agrees to submit the invoice and receive the payment after completion of the delivery of materials.**

9) 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

Quotation Evaluation Guideline

Hygiene Materials/WASH NFI for Bhasan Char

Step 1: Initial screening based on the required documents:

(Lacking below details or documents lead disqualification from tender process)

- Basic Quotation Requirement: Specifications as indicated in the BoQ, date, stamped, signed, delivery time.
- Company's Registration (Trade License).
- Certification - Declaration of Conformity.
- Federation General Terms & Conditions on Purchasing.
- **Maximum 5 Proof of previous similar experience/credentials (purchase order)** for similar goods.
- Delivery time should be a **maximum of 15 working days** after receiving the purchase order.

Step 2: Criteria Evaluation:

(With qualified suppliers after following Step 1)

- **Overall criteria:**
 - Price 50%
 - Program 50%
- **Program criteria:**
 - Equivalent work experience (purchase order)
 - Quality of Goods

Allocated points:

- **Equivalent work experience (purchase order)**
 - **5 points:** 5 experiences for supply of similar type of items.
 - **4 points:** 4 experiences for supply of similar type of items.
 - **3 points:** 3 experiences for supply of similar type of items.
 - **0 points:** < 3 experiences for supply of similar type of items.
- **Quality of goods (sample evaluation):** All 7 items included in the BoQ will be requested from the shortlisted bidders based on their performance in the preliminary selection. **Each item** will be evaluated separately based on the following criteria and the total score for the evaluation of the quality of the items will be calculated as an average.

In case even just one of the items is scored with 0 point (bad quality), the supplier will be not considered and not recommended for further step of the process, and the total score for quality evaluation will be 0 (zero).

Selection criteria for single item:

- **5 points:** Excellent quality. The item exceeds the expected quality/standards.
- **4 points:** Good quality. The item meets the expected quality/standards.
- **3 points:** Acceptable quality. The item quality is less than expected, but it is still acceptable.
- **0 point:** Bad quality. The item doesn't meet the expected quality/standards and it is unacceptable.

Manabala
Manabala
Manager-WASH
German Red Cross, Bangladesh

Certification

- according to procurement procedures for humanitarian actions -

The candidate

name/company

address

represented by

representative's name

address

assures that **none** of the following points apply:

- a) The candidate or company are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
- b) The candidate has been convicted of an offence related to his professional conduct by a judgement which has the force of *res judicata*.
- c) The candidate has been guilty of grave professional misconduct proven by any means which the contracting authority can justify.
- d) The candidate has failed to fulfil obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which he is established, with those of the country of the contracting organisation or those of the country where the contract is to be carried out.
- e) The candidate has been the subject of a judgement that has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the German Red Cross or European Union's financial interests.
- f) The candidate has been declared to be in serious breach of contract for failure to comply with his contractual obligations pursuant to another procurement procedure or grant award procedure financed by the German Red Cross or European Union's budget.

The Contractor shall respect environmental legislation applicable in the country where the services have to be rendered and internationally agreed core labour standards, e.g. the ILO core labour standards, conventions on freedom of association and collective bargaining, elimination of forced and compulsory labour, elimination of discrimination in respect of employment and occupation, and the abolition of child labour.

The candidate also guarantees access to the relevant financial and accounting files and documents as well as other project related information and company registration data for the purpose of financial checks and audits or due diligence testing conducted by

- the European Commission,
- the European Anti-Fraud Office (OLAF),
- the European Court of Auditors and
- by chartered accountants and auditors commissioned by the German Red Cross or the relevant donor.

Furthermore he confirms to work together with above mentioned parties when contacted directly. The refusal to share requested data and documents may lead to disqualification from tender processes and cancellation of closed contracts.

place, date

signature

FEDERATION GENERAL TERMS & CONDITIONS ON PURCHASING

1. **Acknowledgment:** A duplicate of the Purchase Order or contract is attached and marked "Copy for acknowledgment and acceptance of conditions of contract". Please detach, sign and date this copy and return by registered mail to the Procurement Service, International Federation of Red Cross and Red Crescent Societies, Box 372, 1211 Geneva 19, Switzerland.
2. **Acceptance:** No Purchase Order shall become effective and no contract shall exist until the Federation has received from the Supplier their written acceptance of the conditions which govern the Purchase Order or Contract. This can be accomplished by return of the signed Acknowledgment Copy.
3. **Tax Exemption:** The Supplier's price shall reflect any tax exemption to which the Federation is entitled by reason of any privileges or immunities enjoyed by it. If it is subsequently determined that any taxes which have been included in the price are not required to be paid, the Federation shall deduct the amount from the contract price, and any amounts already paid shall be refunded.
4. **Discount:** Time in connection with any discounts offered will be computed from the date of receipt by the Federation of full documentation as specified by the Purchase Order, Contract or Annex thereto.
5. **Warranty:** The Supplier warrants the goods or services furnished under this Purchase Order / Contract to be fit for their intended use and free from defects in workmanship and materials, and indemnifies the Federation against any claims resulting therefrom. This warranty is without prejudice to any further guarantees that the Supplier provides to its purchasers - such guarantees shall apply to the goods or services that are the subject of this Purchase Order / Contract.
6. **Inspection:** The duly authorized representatives of the Federation shall have the right to inspect the goods or services that are the subject of this Purchase Order / Contract at the Supplier's stores, during manufacture, in the ports or at places of shipment, and the Supplier shall cooperate and provide all facilities for such inspection. The Federation may issue a written waiver of inspection at its discretion. Any inspection carried out by representatives of the Federation or any waiver thereof shall not prejudice the implementation of any other relevant provisions of this Purchase Order / Contract concerning obligations of the Supplier, such as warranty or conformance of goods or services to specifications.
7. **Packing:** The Supplier shall pack all goods with new sound materials and with every care in accordance with normal commercial standards of export packing for the type of goods specified herein. Packing materials must be adequate to safeguard the goods while in transit. The Supplier shall be responsible for any damage or loss which can be shown to have resulted from faulty or inadequate packing.
8. **Export License:** The Purchase Order / Contract is subject to the obtaining of any export license or other governmental authorization which may be required. It shall be the responsibility of the Supplier to inform the Federation beforehand of such restrictions and obtain such license or authorization, but the Federation will use its best endeavors to assist. In the event of refusal thereof, the Purchase Order / Contract will be annulled and all claims between the parties automatically waived.
9. **Force Majeure:** Force majeure, as used herein, shall mean acts of God, laws or regulations, industrial disturbances, acts of the public enemy, civil disturbances, explosions and any other similar cause of equivalent force not caused by, nor within the control of either party, and which neither party is able to overcome. As soon as possible after the occurrence of any force majeure event and within not more than 15 days, either party thereby rendered unable, wholly or in part, to perform its obligations under the Purchase Order / Contract, shall give notice and full particulars in writing to the other party. The party receiving such notice shall then have the right to terminate the Purchase Order / Contract by giving seven days written notice of termination. On termination of the Purchase Order / Contract, the Supplier shall return any deposit or advance payment by the Federation.
10. **Default:** In case of default by the Supplier, including but not limited to failure or refusal to make deliveries within the time limit specified, the Federation terminate the Purchase Order / Contract by written notice with immediate effect and may procure the goods or services from other sources and hold the Supplier responsible for any excess costs occasioned thereby. The Supplier shall have no right to receive payment for deliveries dispatched following receipt of such notice.
11. **Conformity with Specifications:** In the case of goods or services purchased on the basis of specifications, the Supplier warrants their conformity. The Federation shall have the right to reject and refuse payment for all non-conforming goods or services. In case of non-conformity the Supplier may propose a suitable alternative for the Federation's consideration.
12. **Ethical Conditions:** The Supplier shall not be on bankruptcy, wound up or have affairs administered by the Court, neither have entered into an arrangement with credits, nor have suspended business activities, or be subject to proceedings concerning those matters or be in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
The Supplier shall neither be guilty of grave professional misconduct nor be convicted of the same.
The Supplier shall not be subject to a judgment that has force of Res Judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity.
The Supplier shall have fulfilled obligations relating to the payment of social security contributions and taxes in accordance with the legal provisions of the country in which he is established or the country where the contract is performed.
The Supplier guarantees that he is respecting fundamental rights and is in no way complicit in human rights abuses. He is not exploiting child labour and forced labour and respects the basic social rights and working conditions in the countries involved.
13. **Disputes-Arbitration:** Any dispute, claim, or controversy arising out of or in relation to this Purchase Order / Contract, or the validity, breach, or termination thereof, shall be referred to arbitration under the United Nations Commission on International Trade Law Arbitration Rules, subject to such modification as the parties may agree in writing. The arbitration shall be conducted in the English language and shall be governed by the substantive law of Switzerland. The arbitral tribunal shall have no authority to award punitive damages. The parties agree to be bound by any arbitration award rendered in accordance with this paragraph as final adjudication of any such dispute, claim or controversy.
14. **Privileges and Immunities:** Nothing in or relating to this Purchase Order / Contract shall constitute or be deemed a waiver, express or implied, of any privilege or immunity enjoyed by the Federation, whether pursuant to existing conventions, treaties, or agreements, such as the agreement of 29 November 1996 between the Federation and the Swiss Federal Council regarding the legal status of the Federation in Switzerland, or any other convention, treaty, or agreement which may come into force.
15. **Assignment:** The Supplier shall not assign, transfer, pledge or make other disposition of this Purchase Order / Contract or of any of the Supplier's rights, claims or obligations hereunder except with the prior written consent of the Federation.
16. **Bankruptcy:** Should the Supplier file any petition for bankruptcy or make a general assignment for the benefit of its creditors, or should a receiver be appointed on account of the Supplier's insolvency, the Federation may terminate this Purchase Order / Contract by written notice with immediate effect.
17. **Advertising:** Unless authorized in advance in writing by the Federation, the Supplier shall not advertise or otherwise make public the fact that it is a Supplier to the Federation and / or any National Red Cross or Red Crescent Society, or use the name, emblem or official seal of any of them or any abbreviation or derivation thereof whether for advertising or any other purposes.
18. **Officials Not to Benefit:** The Supplier represents and warrants that no official of the International Federation of Red Cross and Red Crescent Societies has been, or shall be, admitted by the Supplier to any direct or indirect benefit arising from this Purchase Order / Contract or the award thereof. The Supplier agrees that breach of this provision is a breach of an essential term of this Purchase Order / Contract.
19. **Amendments:** No changes or modifications to this Purchase Order / Contract shall be valid unless set forth in writing signed by both parties.
20. **Notice:** Service of any notice shall be deemed to be good if sent by registered mail, telex, fax or cable to the addresses of both parties, set out in the heading of this Purchase Order / Contract.
21. **Governing Law:** This Purchase Order / Contract is considered to be concluded in Geneva, Switzerland and shall be governed by Swiss law.

5. **Documents:** Supplier should provide **(a)** Two copies of original commercial invoice, **(b)** Two copies of receipted delivery challan. *One set of documents mentioned under (a) and (b) have to accompany the consignment, one set for the buyer and one set for the consignee before the delivery of goods.* Goods receiver will provide Goods Receipt Note (GRN).
6. **Monitoring/Inspection:** The supplies must meet the required specifications mentioned in Annex I and in the tender notice. Visual checking/inspection of quality & quantity will be carried out by IFRC/GRC and BDRCS staff. Supplies not found in accordance with the specifications will not be accepted and has to be replaced by the supplier at their own cost. The supplier will be responsible for any damage or loss before final handing over of the supplies to the consignee. After the supply is completed, a GRN will be issued by the consignee, which will be necessary for release of payment.
7. **Invoice:** Two Copies to be sent to IFRC/GRC quoting this purchase contract number. No claims against our payment will be accepted after one month from the date of the payment.
8. **Terms of contract:** The award will lead to a Purchase Order for **Hygiene Materials** by GRC and forms a one-time service.
9. **Payments:** Payments will be made by IFRC/GRC in account payee cheque in favour of "XXXXXXXXXXXX" on at actual delivery basis and based on the actual receiving of "**Hygiene materials**" as per the delivery challan/GRN after satisfactory delivery of the supplies and requested documents in good order as per agreed schedule.
10. **Penalty Clause:** Completing the services from your side after the agreed delivery schedule without any valid and well documented reason (subject to GRC management approval), will be subject to a deduction for damages from the invoice of 0.5% per day up to maximum 7.5% of the total order value for a maximum period of 15 working days. Any fractional part of a day is to be considered a full day. If the supplier failed to complete the works, services and delivery of materials/items after 15 working days of the delayed delivery period without any valid and well documented reason (subject to GRC management approval), the contract will be void and null.
11. **Income Tax and VAT:** While making the payment GRC Bangladesh will deduct Value Added Tax (VAT) and TDS (Tax Deduction on Source) as per the VAT & TDS regulations of the Government of Bangladesh (if applicable).
12. **Terms & Conditions:** The terms of RFQ and the IFRC/GRC general Terms and Conditions of Purchase form part of this contract.
13. **Conflict of Interest:** Subsequent to the signing of this contract should any supplier be discovered to have any connection whatsoever to the IFRC/GRC this contract shall immediately become null and void. All costs in relation to cancellation of the contract shall be borne by the supplier and in addition, the supplier shall forfeit his/her earnest money and security money.
14. **Force Majeure:** Should any extraordinary and unforeseen circumstances arise, such as fire, riot, civil commotion, epidemic, plague, flood, accident, shutdown (hartal) and/or war preventing either contracting party from fully or partially carrying out its obligations under the contract, the party so prevented shall inform the other party in immediately per phone call and for longer duration writing of the causes of such failure within three days from the beginning thereof and shall not be liable for performance of the contract wholly or partially to the extent of non-performance, as the case may be. The independent authorities concerned shall authenticate prevalence of such circumstances.
15. **Disputes:** All differences concerning the interpretation of the present contract shall be solved and settled in a friendly way through mutual understanding. Should the issue not be resolved within 90 days, the IFRC/GRC dispute provision in Article 11 of the Federation's Terms and General Conditions on Purchasing shall apply.

16. Effective Date: This purchase order comes into force on date of signature by both parties of this agreement.

17. Buyers terms: Except where expressly varied in this contract, buyer's terms and conditions apply.

Approved by:

XXXXXXXXXXXXXXXXXXXXX
Program coordinator
German Red Cross
Cox's Bazar, Bangladesh

Agreed and acknowledged to above terms and conditions:

XXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXX
Date: