

Ref.: CXB-20200604-01 RFQ - Instructions for submissions of quote

The German Red Cross (GRC) Bangladesh is inviting potential suppliers for quotations in the provision of facilitate **Framework Agreement** to supplies some materials for WASH activities. 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) Open Procedure.

2. Deadline of submission and period of validity:

- 1) Deadline of submission is **30.06.2020, 04:30PM, Bangladesh time**
- 2) Your quotation must state the period of validity, at least **One Year** 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 request for quotation. 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:
 - Company's Registration (Trade License) including TIN certificate
 - Specifications of quoted items including any documentation required as indicated in the technical specifications.
 - Financial offer and payment conditions.
 - **"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.
- 2) Alternative offers are not permitted- Alternative offers by group of companies with different names will be dis-qualified on the basis of breaching confidentiality and only the main company offers will be accepted (if specified),

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

6. Financial offer

- 1) Tenderer must quote by items and by total quantity.
- 2) Any additional foreseen transport /carrying/mobilization charges have to be offered as separate position and clearly mentioned in the offer as "Additional Cost".
- 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) 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-20200604-01 Framework Agreement**

Address: German Red Cross - Office Cox's Bazar,
Crescent Bay Resort, Flat No-501, Plot No-44, Block- A,R/A,
Light House Road, Hotel Motel Zone, Kolatoli,
Cox's Bazar-4700, Bangladesh

- 1) Tenderers must raise questions in written 2 days prior to deadline for submission of quote, otherwise the extension of the deadline is not feasible anymore.
- 1) GRC reserves the right to continue the further communication after submission of quotes via a combination of media (e.g. post, e-mail, phone).
- 2) 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** (Document/s that proves your experience regarding supply of similar kind of items).
 - **Minimum amount for each order** (Mentioned minimum amount in BDT including transportation cost that you will expect for each order
 - **Delivery time per lot** (Lead time for materials mobilization & completion of delivery of items for each work order)

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, Specification of Scope of Works, breakdowns of prices etc. within a reasonable time limit to be fixed by the evaluation committee. The submitted quotations will remain property of the GRC. The tenderer has to bear possible additional costs for any incurring cost of tender.
- 4) Any changes in the schedule shall be notified by GRC prior to the mentioned dates in this document.
- 5) 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 Contractor shall agree to engage the community labour from the location itself as advised by the camp authorities, unless skilled workers are unavailable at the site this shall require a prior approval from the camp management/ authorities.
- 2) Under the current COVID 19 situation the contractor will ensure compliance to all health guideline- safety and security of the staff and workers engaged.
- 3) Contractor is expected to follow the construction safety recommendations provided by the Sectors-
<https://www.humanitarianresponse.info/en/operations/bangladesh/document/construction-site-safety-recommendations-light-covid-19draft-v40>
- 4) Payments shall be made as per each work order upon completion of successful supply Non-compliant invoice / payment request will be requested for revision.
- 5) The invoice must contain GRC order number.
- 6) Charges have to be itemized separately as per referenced BoQ.
- 7) Payment on invoice only, following receipt of works and documents in order.
- 8) All invoice/ payment request shall be with duly verified completion certificate
- 9) **GRC will deduct TDS** (Tax Deduction on Source) as per governmental rule (if applicable).
- 10) Payment will be done by AC payee cheque in favour of your company.
- 11) Based on the changing situation GRC may also change the location to another area.

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 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:

Acknowledgement of the bidder