

CXB-20190516-01 RFQ - Instructions for submissions of quote

The German Red Cross (GRC) is inviting quotations for the provision of supply and delivery of Transitional Shelter Assistance (TSA) Materials. 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 without call for competition.

2. Deadline of submission and period of validity :

- 1) Deadline of submission is **30.05.2019, 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 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
 - Financial offer and payment conditions.
 - Earliest delivery and delivery schedule; transport conditions (e.g. Incoterms)
 - Tenderers self-declaration (Annex: "Declaration of Conformity")
 - Certification/proof for sufficient treatment of bamboo
 - Proof of experience/credentials for equivalent services / (....)
- 2) Alternative offers are not permitted.

6. Financial offer

- 1) Tenderer must quote by items and by total delivery.
- 2) Item prices must be including transport costs to the destination of delivery.
- 3) 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-20190515-01 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

- 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:

- Cost,
- Quality of goods (product samples),
- Proof of treatment of bamboo (method & source),
- Proof of experience/credentials for equivalent services,
- Time of delivery,
- Payment terms.

Score for each criterion is either 0 (inadmissible), 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.

- 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) Unless explicitly permitted, GRC does not accept partial shipments.
- 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 goods and documents in order.

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.