

## **Ref.: GRC012-G613317 Instructions for submissions of quote**

On behalf of the International Federation of Red Cross and Red Crescent Societies, the German Red Cross (GRC) is inviting quotations for the provision of a consultancy service- **Training on “Microsoft Office”** under the project HAPCC – Humanitarian Assistance to the Protracted Crisis in Cox’s Bazar. Non-compliance with instructions in this document may disqualify the bidders from the tender exercise.

### **1. Procurement Procedure**

The procurement is handled via open tender.

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

- 1) Deadline of submission is **13.05.2024 12:00NN**.
- 2) Your quotation must state the period of validity, **120 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**

- Basic Quotation Requirement: Specifications as indicated in the ToR, date, stamped, signed:
- Detailed Financial proposal.
- Technical proposal.
- Work plan/Timetable.
- Consultant/Company’s Registration (Trade License).
- Certification - Declaration of Conformity.
- Federation General Terms & Conditions on Purchasing.
- Maximum 5 Proof of previous similar experience.
- Consultancy Team composition (mentioning the function and responsibility of each of the team members in the Consultancy Team and attaching the CV of each of the team members).
- Alternative offers are not permitted.

***Lacking of below details or documents lead may disqualification from tender process.***

### **6. Financial offer**

- ✓ The budget shall include all necessary costs (including transport, accommodation, food, and other allowances during the assignment)
- ✓ **Tax will be deducted as per GOB rules, Tax amount shall not mention differently, and should be included in the principle amount.**
- ✓ **VAT will be deducted as per GOB rules.**
- ✓ Payment mode and methodologies should be well explained (Ex: payment after services/partial payment, A/C pay cheque, price validity etc.).
- ✓ No other payment will be added to the proposed financial sheet.
- ✓ Need to be mentioned all terms and condition from your side.
- ✓ **All prices are in BDT.**

## **7. Submission of quote and further communication**

- 1) All quotes, including annexes and supporting documents must be submitted either through sealed envelope (See below):

***Sealed Envelope:***

*State below information in the envelope*

*Tender Documents – Please do not open!*

*Ref. GRC012-G613317*

*Address:*

*Senior Representative*

*German Red Cross Bangladesh*

*684-686, Red Crescent Sarak*

*Bara Moghbazar, Dhaka-1217, Bangladesh*

- 2) Tenderers must raise any questions in writing 2 days prior to the deadline for submission of quotes. Questions received after this period will not be answered.
- 3) GRC reserves the right to continue the further communication after submission of quotes via a combination of media (e.g., post, email, 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 of some criteria's:

**• Detail outlined on “Quotation Evaluation Guideline” Annexure 3.**

Score for each criterion is 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, 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 must bear possible additional costs for a sample delivery abroad.

- 4) Terms of contract :  
The award will lead to a service contract by GRC and forms a one-time-service agreement. Please find a template attached for your information only.

#### **9) Terms of payment**

1. The invoice must contain place of delivery and GRC order number.
2. Payment on invoice only, following receipt of service and documents in order.
3. **GRC will deduct TDS (Tax deduction of source) as per govt. rules (if applicable).**
4. Payment will be given by AC payee cheque 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 fulfils GRC's claim on good governance, environmental and social responsibility,
- 3) The tenderer agrees on participation in checks and audits as described.