

Ref.: GRC012 612657- Instructions for submissions of quote

The German Red Cross (GRC) is inviting quotations for the provision of consultancy service on Translation and Proofreading of the Red Cross Red Crescent Guide to Community Engagement and Accountability from English to Bangla. The consultant is 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 Open Tender.

2. Deadline of submission and period of validity:

- 1) Deadline of submission is **23.03.2023 12:00 PM**.
- 2) Your quotation must state the period of validity, **at least 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

- 1) All tenders submitted must comply with the requirements in the tender dossier and comprise:
 - **Technical proposal:** The technical proposal should contain the following elements:
 - ✓ Information on expertise in working in similar assignments.
 - ✓ Sample of developing and writing detailed methodologies and content.
 - ✓ A chronogram with Logframe for how the consultant proposes to complete all tasks.
 - **Financial proposal** (Please see point: 6, Financial Offer)
 - Curriculum Vitae
 - Letter of motivation summarising relevant experiences and qualifications for the consultancy.
 - **Tenderers self-declaration (Annex: “Declaration of Conformity”)**
 - Trade license/business certificate (updated)
- 2) Alternative offers are not permitted.

6. Financial offer

- ✓ The budget shall include all necessary costs (including transport, accommodation, food and other allowances during the assignment)
- ✓ **Vat/Tax will be deducted as per GOB rules.**
- ✓ A financial proposal with a detailed breakdown of costs for the assignment will be submitted along with the application. The financial proposal must include Tax and VAT as per Bangladesh Govt. rule.
- ✓ 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 or secured email (See below):

Seal Envelop:

State below information in the envelope-

Tender Documents – Please do not open!

Ref. GRC012_612657

Address:

Senior Representative

German Red Cross Bangladesh

684-686, Red Crescent Sarak

Bara Moghbazar, Dhaka-1217, Bangladesh

Or

Email:

tender@grc-bangladesh.org using tender reference (GRC012_612657) as subject line.

- 2) 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.
- 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**
 - **Technical Proposal**

Score for each criterion is either 0 (acceptable), 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 has to 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.