

Ref.: CXB-20190515-01-RFQ - Instructions for submission of quote

The German Red Cross (GRC) is inviting quotations for the provision of food supply. 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.

2. Deadline of submission and period of validity :

2.1) **Deadline** of submission is **23.05.2019 05:00 PM**.

2.2) Your quotation must state the period of validity, at least **180 days** from the deadline for the submission.

3. Costs and ownership of tenders

3.1) Costs incurred by the tenderers in preparing and submitting the quote are not reimbursable.

3.2) 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

4.1) All recipients of tender documents, whether they submit a tender or not, shall treat the details of the documents as confidential as possible.

4.2) 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

5.1) 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/BoQ
- Financial offer and payment conditions.
- Earliest delivery and delivery schedule; transport conditions (e.g. Incoterms)
- Tenderers self-declaration (Annex: "Declaration of Conformity")
- Signed and stamped Tender Notice / Request for Quotation.
- Proof of experience in catering service.
- The supplier agrees on partial order (reduced or increased quantity) as per unit price of your quotation.

5.2) Alternative offers are not permitted and must be marked as such.

6. Financial offer

- 6.1) Tenderer must quote by items.
- 6.2) Transport charges are to be incorporated in the item price.
- 6.3) All prices are in BDT.

7. Submission of quote and further communication

7.1) 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!

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Address:

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

7.2) 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.

7.3) 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

8.1 Procedure:

The decision for the award of contract will be determined via standard value method. Credit points will be added up through the following criteria: Cost, catering experience, delivery details/conditions, payment terms. Score for each criterion is either 0 (not fulfilled, leads to exclusion), 1 (fulfilled to some degree), 2 (sufficiently fulfilled), 3 (optimally fulfilled). In case of equal results the offer with the higher credit point score will be awarded.

8.2 In case of competitive procedure GRC reserves the right to award a contract based on the first non-negotiated offer.

8.3 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.

8.4 Terms of contract

The award will lead to a Purchase Order by GRC and forms a one-time-service agreement with GRC. Please find a template of the purchase order attached for your information only.

9) Terms of delivery and payment

- 9.1 Unless explicitly permitted, GRC does not accept partial shipments.
- 9.2 The invoice must contain place of delivery and GRC order number.
- 9.3 Transport charges have to be incorporated in unit price.
- 9.4 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

- 10.1) no reasons for exclusion as mentioned per EU guideline 2014/24/EU, Art. 57, Paragraph 1 exists,
- 10.2) the tenderer fulfils GRC’s claim on good governance, environmental and social responsibility,
- 10.3) the tenderer agrees on participation in checks and audits as described.