

11 April 2022

Invitation to tender Ref. GRC019_Share Cost.

Dear Madam or Sir,

You are invited to submit a tender to generate framework agreement with German Red Cross for next one year about supplies **Stationaries Items**.

The documents attached contain further information about the item specifications and instructions for submitting a quotation. By participating in this tender you're accepting the terms and conditions as mentioned in these documents.

Please acknowledge via email safe receipt of this invitation as soon as possible together with your confirmation of your intention to tender.

I am looking forward to receiving your quotation.

Best regards,



Gaurav Ray
Senior Representative
German Red Cross Bangladesh

Annexes:

1. *Bill of Quantity (BoQ)*
2. *Instructions for tender*
3. *Declaration of Conformity*
4. *Sample framework agreement*

BOQ (Bill of Quantity)
Stationary Items- Framework Agreement Year 2022-2023
German Red Cross Bangladesh



| No | Item description | QTY | Unit | Price |
|----|------------------------------------------------------------------------------|-----|--------|-------|
| 1 | Banded cotton, small roll | 1 | Roll | 0 |
| 2 | Battery, 1.5V, alkaline, type AA | 1 | Pce | 0 |
| 3 | Battery, 1.5V, alkaline, type AAA | 1 | Pce | 0 |
| 4 | Battery, 9V, alkaline, type E (block/square) | 1 | Pce | 0 |
| 5 | Binder clips, 19mm, box (1 doz/box) | 1 | Box | 0 |
| 6 | Binder clips, 25mm, box (1 doz/box) | 1 | Box | 0 |
| 7 | Binder clips, 32mm, box (1 doz/box) | 1 | Box | 0 |
| 8 | Binder clips, 41mm, box (1 doz/box) | 1 | Box | 0 |
| 9 | Binder clips, 51mm, box (1 doz/box) | 1 | Box | 0 |
| 10 | Calculator, battery/solar, 12 digits, durable | 1 | Pce | 0 |
| 11 | Cello tape, (3" diameter, 2" wide), brown | 1 | Roll | 0 |
| 12 | Cello tape, (3" diameter, 2" wide), clear | 1 | Roll | 0 |
| 13 | Cello tape, small (1" diameter, 0,5" wide), clear | 1 | Roll | 0 |
| 14 | Cello tape, small (1/2" diameter, 0,5" wide), clear | 1 | Roll | 0 |
| 15 | Clipboard, A4, hard-board/PVC, with folding cover | 1 | Pce | 0 |
| 16 | Clipboard, A4, PVC, heavy duty | 1 | Pce | 0 |
| 17 | Cutter (box cutter knife) w. 18mm breakable blade | 1 | Pce | 0 |
| 18 | Cutter blades, 18mm, refill, breakable, disposable (for box cutter knife) | 1 | Pce | 0 |
| 19 | File cover, plastic envelope, w. push button, A4 | 1 | Pce | 0 |
| 20 | File dividers, A4, plastic (color index 1-10, set of 12pcs) | 1 | Box | 0 |
| 21 | Flip chart (paper, 30 pages/block) | 1 | Pce | 0 |
| 22 | Flip chart stand, aluminum, foldable | 1 | Pce | 0 |
| 23 | Folder, presentation, A4, plastic, for punched paper (assorted colors) | 1 | Pce | 0 |
| 24 | Glue stick, 22g (for paper) | 1 | Pce | 0 |
| 25 | Glue stick, 8g (for paper) | 1 | Pce | 0 |
| 26 | Highlighter pen, green | 1 | Pce | 0 |
| 27 | Highlighter pen, orange | 1 | Pce | 0 |
| 28 | Highlighter pen, pink | 1 | Pce | 0 |
| 29 | Highlighter pen, yellow | 1 | Pce | 0 |
| 30 | Ink refill for stamp pad, black (30ml) | 1 | Pce | 0 |
| 31 | Ink refill for stamp pad, blue (30ml) | 1 | Bottle | 0 |
| 32 | Ink refill for stamp pad, red (30ml) | 1 | Pce | 0 |
| 33 | Lamination pouch, A4 (100 pouches/box) | 1 | Box | 0 |
| 34 | Lever arch file, plastic hard card cover, 2 rings, A4 (3"), black | 1 | Pce | 0 |
| 35 | Lever arch file, plastic hard card cover, 2 rings, A4 (3"), blue | 1 | Pce | 0 |
| 36 | Lever arch file, plastic hard card cover, 2 rings, A4 (3"), green | 1 | Pce | 0 |
| 37 | Lever arch file, plastic hard card cover, 2 rings, A4 (3"), red | 1 | Pce | 0 |
| 38 | Masking tape (3" diameter, 2" wide) | 1 | Roll | 0 |
| 39 | Name badge holder, bussiness card size, clear plastic, with clip/safetey pin | 1 | Pce | 0 |
| 40 | Name badge holder, bussiness card size, clear plastic, with ribbon | 1 | Pce | 0 |
| 41 | Note pad, spiral, A4 (50 pages) | 1 | Pce | 0 |
| 42 | Note pad, spiral, A5 (40 pages) | 1 | Pce | 0 |
| 43 | Paper clips, plastic coated (box, assorted colors) | 1 | Box | 0 |
| 44 | Paper clips, metal blank (box) | 1 | Box | 0 |
| 45 | Paper, 180-210g, A4 (color art paper, 100 sheets/box) | 1 | Box | 0 |
| 46 | Paper, 44" x 28" (100g), brown | 1 | Pce | 0 |
| 47 | Paper, A4, 80g (box of 5 reams, ream of 500 sheets) | 1 | Ream | 0 |
| 48 | Paper, legal, 80g (box of 5 reams, ream of 500 sheets) | 1 | Ream | 0 |
| 49 | Paper, A3L, 80g (ream of 500 sheets) | 1 | Ream | 0 |
| 50 | Pen, ballpoint, black (Link, Glycer or equal) | 1 | Pce | 0 |
| 51 | Pen, ballpoint, blue (Link, Glycer or equal) | 1 | Pce | 0 |
| 52 | Pen, ballpoint, red (Link, Glycer or equal) | 1 | Pce | 0 |
| 53 | Pencil eraser | 1 | Pce | 0 |
| 54 | Pencil sharpener (pencil cutter), plastic, durable | 1 | Pce | 0 |
| 55 | Pencil, HB, (Faber Castell or equal) | 1 | Pce | 0 |
| 56 | Permanent marker, round tip, black | 1 | Pce | 0 |
| 57 | Permanent marker, round tip, blue | 1 | Pce | 0 |
| 58 | Permanent marker, round tip, green | 1 | Pce | 0 |
| 59 | Permanent marker, round tip, red | 1 | Pce | 0 |
| 60 | Presentation folder, A4, w. plastic cover | 1 | Pce | 0 |
| 61 | Puncher, 2 holes, capacity 50 sheets, w. guide | 1 | Pce | 0 |
| 62 | Push pins, plastic head, (box of 100, assorted colors) | 1 | Box | 0 |
| 63 | Rubber bands | 1 | Bag | 0 |
| 64 | Ruler, steel, 12" | 1 | Pce | 0 |
| 65 | Scissors, 8", durable | 1 | Pce | 0 |
| 66 | Scissors, 10", durable | 1 | Pce | 0 |

| No | Item description | QTY | Unit | Price |
|----|------------------------------------------------------------------------------|-----|------|-------|
| 67 | Seminar File / Liner File, hard plastic, A4 | 1 | Pce | 0 |
| 68 | Sheet/document protector (transparent - open on 1 side, punched hole border) | 1 | Pce | 0 |
| 69 | Sheet/document protector (transparent - open on 2 sides) | 1 | Pce | 0 |
| 70 | Spiral Cover Sheet A4 (100 sheets/box) | 1 | Box | 0 |
| 71 | Spiral Ring, 10mm | 1 | Pce | 0 |
| 72 | Spiral Ring, 8mm | 1 | Pce | 0 |
| 73 | Stamp pad, 70x110mm, black | 1 | Pce | 0 |
| 74 | Stamp pad, 70x110mm, blue | 1 | Pce | 0 |
| 75 | Stamp pad, 70x110mm, red | 1 | Pce | 0 |
| 76 | Staple remover | 1 | Pce | 0 |
| 77 | Stapler, 24/6, metal, heavy duty | 1 | Pce | 0 |
| 78 | Staples, 24/6 (refill) | 1 | Box | 0 |
| 79 | Sticky note, adhesive, 2"x1/2", various colors (Post-it or equal, 1 doz/box) | 1 | Pack | 0 |
| 80 | Sticky note, adhesive, 2"x2", yellow (Post-it or equal, 1 doz/box) | 1 | Pack | 0 |
| 81 | Sticky note, adhesive, 3"x3", yellow (Post-it or equal, 1 doz/box) | 1 | Pack | 0 |
| 82 | Sticky note, adhesive, 3"x4", yellow (Post-it or equal, 1 doz/box) | 1 | Pack | 0 |
| 83 | Tray set / filing trays (set of 3 trays), plastic, heavy-duty | 1 | Set | 0 |
| 84 | VIP Card f. pin board (100 pcs/box) | 1 | Box | 0 |
| 85 | White board duster | 1 | Pce | 0 |
| 86 | White board marker, round tip, black | 1 | Pce | 0 |
| 87 | White board marker, round tip, blue | 1 | Pce | 0 |
| 88 | White board marker, round tip, green | 1 | Pce | 0 |
| 89 | White board marker, round tip, red | 1 | Pce | 0 |
| 90 | White board, 60 x 90 cm (2' x 3') | 1 | Pce | 0 |
| 91 | White board, 80 x 120 cm (3' x 4') | 1 | Pce | 0 |

Ref.: GRC019 Share Cost (Stationary)

Instructions for submissions of quote

The German Red Cross (GRC) is inviting quotations to generate **framework agreement** with German Red Cross for one year to supplies **Stationaries Items**. 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 Open procedure.

2. Deadline of submission and period of validity:

Deadline of submission is **21.04.2022, 3.30pm**

Your quotation must state the period of validity, **Until 31-May-2023** 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:
 - 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**")
 - Proof of experience/credentials for equivalent services.
- 2) Alternative offers are not permitted.

6. Financial offer

- Tenderer must quote by items and – if applicable – by lot.
- Item price, inspection charges and transport charges are itemized separately in the financial offer. Transport costs must be stated per lot if applicable.
- All prices are in **BDT**.
- **Quoted price should inclusive of VAT**

7. Submission of quote and further communication

- 1) All quotes, including annexes and supporting documents must be submitted **through sealed envelope:**

State below information in the envelope-

Tender Documents – Please do not open!

Ref. GRC019_Share Cost

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 (GRC019_Share Cost) 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**
- **Lot Size of each order** (*Mention minimum lot size/ amount for each order that you will accept*)
- **Payment terms** (*Ex. payment after each delivery/ Monthly*)

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 Purchase Order by GRC and forms a one-time-service agreement. Please find a template attached for your information only.

9) Terms of delivery and payment

- 1) Supplier shall deliver items as per GRC raised work order to GRC Office Bangladesh, 684-686 Bara Moghbazar, (1st Floor), Dhaka 1217.
- 2) The invoice must contain place of delivery and GRC order number.
- 3) Payment on invoice only, following receipt of goods and documents in order.
- 4) GRC will deduct TDS (Tax deduction of source) as per govt. rules (if applicable).
- 5) 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 fulfills GRC’s claim on good governance, environmental and social responsibility,
- 3) the tenderer agrees on participation in checks and audits as described.

11) Lots:

- 1) This tender is split in lots, based on the requirement, German Red Cross would raise order any number of quantities in anytime of next 12 months.
- 2) You may submit an offer for only one unit for evaluating you price for generate one-year framework agreement.

Certification

- according to procurement procedures for humanitarian actions -

The candidate

name/company

address

represented by

representative's name

address

assures that **none** of the following points apply:

- a) The candidate or company are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
- b) The candidate has been convicted of an offence related to his professional conduct by a judgement which has the force of *res judicata*.
- c) The candidate has been guilty of grave professional misconduct proven by any means which the contracting authority can justify.
- d) The candidate has failed to fulfil obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which he is established, with those of the country of the contracting organisation or those of the country where the contract is to be carried out.
- e) The candidate has been the subject of a judgement that has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the German Red Cross or European Union's financial interests.
- f) The candidate has been declared to be in serious breach of contract for failure to comply with his contractual obligations pursuant to another procurement procedure or grant award procedure financed by the German Red Cross or European Union's budget.

The Contractor shall respect environmental legislation applicable in the country where the services have to be rendered and internationally agreed core labour standards, e.g. the ILO core labour standards, conventions on freedom of association and collective bargaining, elimination of forced and compulsory labour, elimination of discrimination in respect of employment and occupation, and the abolition of child labour.

The candidate also guarantees access to the relevant financial and accounting files and documents as well as other project related information and company registration data for the purpose of financial checks and audits or due diligence testing conducted by

- the European Commission,
- the European Anti-Fraud Office (OLAF),
- the European Court of Auditors and
- by chartered accountants and auditors commissioned by the German Red Cross or the relevant donor.

Furthermore he confirms to work together with above mentioned parties when contacted directly. The refusal to share requested data and documents may lead to disqualification from tender processes and cancellation of closed contracts.

place, date

signature

Service Contract

| | |
|---------------------|------------------|
| Contract ID: | GRCSTATIONARY001 |
|---------------------|------------------|

| | |
|-------------------------|--------|
| Contract number: | GRC004 |
|-------------------------|--------|

Contract entered into between
International Federation of Red Cross and Red Crescent Societies/ German Red Cross
 (IFRC/GRC)
 And

 (the Service Provider)

| | |
|------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| IFRC address and contact details: | Physical Address: International Federation of Red Cross and Red Crescent Society (IFRC), Bangladesh Country Office/ German Red Cross (GRC) 684-686, Red Crescent Sarak, Bara Maghbazar, Dhaka 1217, Bangladesh. Postal address: Same as above Telephone: Telephone: +880 2 9337314, +8801711220916, +8801755628346 |
| Service Provider address and contact details: | Physical Address: Telephone: Postal address: Same as above, Email: |

| | |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Services | <i>Supply stationary items as per annex 1</i> |
| 2. Duration | This contract shall commence on and shall expire on satisfactory completion of the services described above, but in no case later than 12 (twelve) months from the above starting date, unless sooner terminated under the terms of this contract. Depending on GRC needs, the contract may be extended. |
| 3. Service and Fees | <p>As full consideration for the supply work performed by the supplier under the terms of this contract, upon the supply has been satisfactorily performed, the GRC shall pay the supplier on at actual basis/per order. Supply details described are below:</p> <ul style="list-style-type: none"> • Supplier shall provide stationaries based on prices and specification detailed out in Annex 1. • GRC will issue work order to supplier for stationaries as per actual requirements and supplier shall ensure satisfactory supply within 3 days to GRC office Dhaka. • Below quality or damage product will be not accepted by GRC. • Supplier shall raise invoice depend on each GRC work orders after successful delivery of Stationaries in the name of German Red Cross Bangladesh with relevant documents. • GRC will pay based on issued work order and as per actual receiving items by A/C payee cheque in favor of “.....”. • GRC will deduct VAT and TAX as per government rules. |
| 4. Terms and Conditions | <i>This contract is subject to the bellow General Terms and Conditions for all Service Contracts.</i> |

For the International Federation of Red Cross and Red Crescent Societies:

| Name and title: | Date | Signature |
|--------------------------------------------------------------------------------------------------------|------|-----------|
| On the behalf of IFRC Gaurav Ray Senior Representative German Red Cross Bangladesh | | |

.....

I acknowledge that I have read and accept all terms and conditions of this contract, including the attached General Terms and Conditions for all Service Contracts.

| Name and Title: | Date | Signature |
|---------------------------|------|-----------|
| Manager | | |