

Ref.: CXB-20190808-02 TSA, Flex Mat - Instructions for submissions of quote

The German Red Cross (GRC) is inviting quotations for the provision of various Construction Materials and Tools for Transitional Shelter Assistance (TSA). 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

- a) The procurement is handled via an open procedure.

2. Deadline of submission and period of validity :

- 1) Deadline of submission is **25.08.2019, 05:00PM**.
- 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 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 / 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 date and delivery schedule; transport conditions (e.g. Incoterms if applicable).
 - Completion time for full delivery after signing the work order (in days).
 - Tenderers self-declaration "**Declaration of Conformity**" stamped and signed.
 - Proof of experience/credentials for provision of equivalent goods.
 - Certification/proof for sufficient treatment of bamboo
- 2) Alternative offers are not permitted.

6. Financial offer

- 1) Tenderer must quote by items and by total lot.
- 2) Transport/carrying/mobilization charges have to be offered as separate position.

- 3) Quoted price should be **exclusive of VAT** which IFRC/GRC is exempted to pay.
- 4) The supplier agrees on partial order (reduced or increased quantity) as per unit price of the quotation.
- 5) All prices are in Taka (BDT).

12. 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-20190808-02 TSA, Flex Mat

*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).
- 4) With submission of your quotation you confirm above mentioned conditions.

13. 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,
- Suitability/quality of goods (product samples on request),
- Proof of treatment of bamboo (method & source, any other proof required)
- Proof of experience/credentials for equivalent services,
- Delivery time (lead time, time of completion of delivery),
- Payment terms.

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. Please find a template attached for your information only.

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.
- 5) **GRC will deduct TDS** (Tax Deduction on Source) as per governmental rule (if applicable).
- 6) Payment will be done by AC payee cheque in favour of your company.
- 7) The goods have to be delivered prior distribution, partly to a warehouse close to the Mega Kamp in Ukhia, partly directly to the distribution point close to Camp 11 (Balukhali 2). Several deliveries are to be expected according the distribution plan.
*Distribution takes place within one (1) week,
(detailed delivery schedule will be provided in the event of contracting)*
- 8) The bidders should agree on payment after completion of delivery.

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.

Read and fully understood:

Acknowledgement of the bidder