

Request for Proposals (RFP)

PF No. and Title: 29-04-2024

RFP Issue Date: 30-April-24

RFP Questions to be Submitted By: May 15, 2024

Proposal Submission Deadline: May 20, 2024 by 04:00pm

Contracting Entity: Helen Keller International (Helen Keller Intl)

Place of Performance: Bangladesh

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Bidders are encouraged to read this RFP and all attachments in its entirety paying specific attention to the instructions and requirements. Issuance of this RFP does not in any way obligate Helen Keller International to award a contract, nor does it commit Helen Keller International to pay for costs incurred in the preparation and submission of a proposal. All recipients of this RFP shall treat all information and details included herein as private and confidential.

SECTION 1: Introduction, Eligibility of Bidders, and Definitions

Introduction

1) Helen Keller International (Helen Keller Intl) is a nonprofit organization dedicated to saving and improving the sight and lives of the world's vulnerable by combatting the causes and consequences of blindness, poor health and malnutrition. Helen Keller Intl invites all eligible Bidders to submit proposals for Helen Keller Intl, in collaboration with the Ministry of Social Welfare and the Sheikh Fazilatunnesa Eye Hospital and Training Institute, have initiated a project in Bangladesh to improve access to AT through assessment, collaboration and advocacy among key stakeholders.

The purpose of this Request for Proposals (RFP) is to select a vendor that will provide best value to Helen Keller Intl, when both technical and cost factors are combined.

Eligibility of Bidders

- 2) This RFP is open to Expertise, Research Design, Data Gathering and Analysis, Recommendations and Solutions & Teamwork entities that are deemed capable of implementing the scope of work, with a solid record of integrity and business ethics, and that meet the eligibility requirements stated in this Section.
- 3) Bidders that submit proposals in response to this RFP must meet the following requirements:
- 4) Be a non-government entity (for-profit and non-profit companies, non-governmental organizations (NGOs), etc.) that are legally registered under the laws of the country where it is operating.
- 5) Have demonstrated capacity and expertise to successfully implement the Scope of Work
- 6) Have completed the required representations and certifications incorporated in this RFP.
- 7) Be willing to comply with relevant donor rules and regulations and Helen Keller Intl requirements.

Note: Helen Keller Intl will not award a contract to any firm that is debarred, suspended, or proposed for debarment by the U.S. Government, or who proposes to do business with firms or firms' principals who are debarred, suspended, or proposed for debarment, in the performance of the requirement of this activity.

SECTION 2: Scope of Work

Helen Keller Intl will evaluate all proposals received in response to this RFP in accordance with the evaluation criteria described in this document.

This RFP contains the following Annexes:

- Annex A: Conflict of Interest Disclosure
- Annex B: Format of CV to be used for Personnel (one document per person)
- Annex C: Financial Offer template (separate Excel spreadsheets)

Goal:

The project aims to create an enabling environment for Assistive Technology (AT) support and long-term AT investments by generating baseline data, galvanizing political will, and building the foundation for AT integration into the national program.

Project overview

The absence of sustained, large-scale public and/or private investment in the local production of AT, and in the development of effective distribution channels—properly staffed with qualified personnel offering accessible, affordable services to the majority of those in need—results in significantly unaddressed vision, hearing, and mobility challenges among those living with a disability in Bangladesh. LMICs like Bangladesh, often lack adequate data regarding the prevalence of various forms of disability and the capacity of the health and social welfare system to address these needs. A clear understanding of these challenges or gaps, along with a detailed examination of the existing policy, regulatory and health financing framework supporting AT services is essential to initiating change and improving access. The absence of an enabling environment for the expansion of AT services—including a lack of public awareness, organized advocacy, or demand for services, and limited political will—results in significant difficulties in making sustainable and strategic national-level AT investments. The activities outlined below will result in a comprehensive understanding of current obstacles limiting access to AT, and will establish a consensus among key stakeholders, regarding the long-term strategy and investments required to address identified needs. We anticipate that the development of a more informed, organized and committed constituency for AT services, will create a more enabling environment for generating long-term investments, building political will and government commitment to increasing access to AT in Bangladesh.

The "Case for Investing in Assistive Technology, 2021" by AT Scale report found that sustained provision of AT in low- and middle-income economies has a significant effect on lifetime earning potential, leading to a 9:1 return on investment in the form of USD 10 trillion in economic benefits over the next 55 years. This report underscores the substantial global returns on investments in AT. This initiative aims to reinforce these benefits in the local context, particularly in Bangladesh, through the development of a comprehensive local investment case and supporting AT investment with a costing analysis.

Objectives of the service/work

Bangladesh does not currently have strategies or policies which address assistive technologies comprehensively. This is reflected in the relatively less developed domains for AT users across all six functional domains: mobility, hearing, vision, cognition, communication, and self-care. It additionally results in missed opportunities to implement interventions that can comprehensively improve assistive technology across hearing aids, prostheses, vision-eyeglasses, and wheelchairs and mobility services that can have enormous positive effects in promoting more equitable outcomes for hundreds of millions of people living in low-and middle-income countries (LMICs) like Bangladesh.

With support from ATscale, the government seeks to develop a clear understanding of AT needs and delivery capacity and implement cross-cutting planning activities that will build strong foundations needed to set up delivery systems across AT areas. This includes:

The purpose of this consultancy is to develop comprehensive local investment case and costing analysis for most utilized AT in Bangladesh. The goal is to understand the financial needs and funding flows for AT products and services, providing a clear framework for supporting AT investment. The consultant team/Individual consultant will deliver a strategic document covering a scenario for AT investment, estimated AT production costs, investment returns, and anticipated social, economic, health, and organizational benefits.

Furthermore, this consultancy to address the lack of concrete data on AT and its associated costs and benefits, a qualified consultant will collect evidence on need, costing information, and global evidence on investments returns and impact, to build an investment case and increase domestic funding for AT in Bangladesh. The goal will be to tailor available global and country evidence and new analyses into a single investment case, used to advocate for increased domestic funding in the context of AT in Bangladesh. The local investment case will be developed to reinforce the need for a well-defined national policy to direct immediate multisectoral investments in AT, and explore effective adoption of policies that limit customs, duties, local taxes, and other economic disincentives to importing or locally producing AT.

Terms and responsibilities as a consultant for an investment case assessment on assistive technology can be as follows:

(i) Assignment-1: Development of the Investment case of Assistive Technology
Scope of the service/ Work

The consultant will be responsible for the following tasks:

- Undertake a literature and desk review of available documentation on national data, Reflection successful AT investment at global and regional context.
- Reports from Ministry of Health and Welfare (MoHFW), Ministry of Social Welfare (MoSW), and other ministries and department so on as per requirement regarding AT and assistive product, planning, policies, and strategies related to health financing and services delivery of AT, National Health Accounts etc.)
- Brief analysis of the current market landscape for at least the top four most utilized AT and opportunities for AT investment.
- An in-depth analysis of the cost required to production, distribution, and marketing (product, price, promotion place) of AT in the context of Bangladesh.
- Clarify the financial and economic benefits of investing in AT in mid and long term; estimate the return on investment for the specific case of Bangladesh.
- Collaborate with relevant stakeholders to gather data and insights on the cost and financial systems within the Government of Bangladesh and private sector related to the ATs.
- Draft a comprehensive local investment case.
- Lead the process of validation of the draft comprehensive local investment case of AT with its different scenarios of finance/cost in workshops or meetings to get stakeholders 'inputs.
- Prepare a final investment case report for AT. The investment case report should provide a strong and clear rationale on why investment is required and outlining the source of investment in AT in the context of Bangladesh and how investors will get returns/profit.
- Provide recommendation of any prescribed model to invest in AT such as public private partnership etc.

Key aspects of the investment case

- Investment Opportunity Analysis
 - Market and Growth Analysis
 - Analysis of suppliers and intermediaries, key players such as users, suppliers, and providers
- Financial Analysis
 - Financial position along with cash flow, total/overall benefit for national economy of Bangladesh
 - Investment case
 - Risk and mitigation.
 - Investment structure
- Strategic fit
 - Alignment of business strategy
 - Synergies
- Due Diligence (legal and technical)
- Analysis for expansion of opportunities/ upside potential of the investment

- Investment structure including legal ownership and requirements for establishing an AT related company along with legal challenges such as tax regulations, policies etc.
- Identify and recommend possible business models and approaches that create win-win situations for private sector, government, and AT users.
- Highlight economic and financial benefits of AT, as well as the return on investment, provide new perspective to concerned government entities as well as global donors regarding the need of AT investment in Bangladesh.

Assignment-2: Cost Analysis of Assistive Technology

- Supporting AT investment with a costing analysis and specifications of at least 50 enlisted WHO assistive product list and related technology including the local market price and import price to retail price including the VAT, tax, market structure, transport etc. for AT product and services –We intend to develop an AT costing scenario to support increased government financing, private funding, and stakeholder interventions for AT.
- Consultant will analyze current AT financing and propose investment scenarios aligned with the findings. Global as well as national examples of success or best practices will be explored to devise appropriate funding mechanisms for national as well as sub-national contexts.
- Undertake a literature and desk review of available documentation on national data (reports from Ministry of Health and welfare, Ministry of Social Welfare (MoSW), and other ministries and department so on as per requirement regarding AT and assistive product, planning, policies, and strategies related to health financing and services delivery of AT, National Health Accounts etc.)
- Brief analysis of the current market landscape for utilized AT and its cost analysis and specifications.
- An in-depth analysis of the cost required to production, distribution, and marketing (product, price, promotion place) of AT in the context of Bangladesh.
- Lead the process of validation of the draft comprehensive local cost analysis of AT with its different scenarios of finance/cost in workshops or meetings to get stakeholders 'inputs.
- Prepare a final cost analysis report for AT. The cost analysis report should provide a strong and clear rationale on why cost analysis is required and outlining the source of increased government financing, private funding, and stakeholder interventions for AT in the context of Bangladesh and how investors will get returns/profit.
- Provide recommendation of any prescribed model such as public private partnership etc.

Main responsibilities of the position

Deliverables for Assignment-1

The assignment is divided into 3 deliverables:

Deliverable 1: An inception report outlining the findings from the literature/desk review, detailed methodology for developing the investment case and Gantt chart with timeline to complete this assignment. Additionally, it encompasses the main discussion points raised and agreed upon during the consultation meeting, all of which have been reviewed and approved by the project team.

Deliverable 2: First draft and presentation of local investment case of at least top four most utilized AT and costing analysis of AT in different scenarios informed by recent evidence, identified gaps, and key priority areas.

Deliverable 3: Final report, a policy brief, power point presentation and one pager infographic summarizing the findings on the analysis of local investment analysis of AT of the economic analysis of at least top four most utilized AT and costing analysis of AT (including the detailed costing analysis of AT; estimate of the health and economic benefits of the modelled AT investment in local context; estimate of the costs of the interventions; quantification of the return-on-investment in those interventions).

Deliverables for Assignment-2

The assignment is divided into 3 deliverables:

Deliverable 1: An inception report outlining the findings from the literature/desk review, detailed methodology for developing the investment case and Gantt chart with timeline to complete this assignment. Additionally, it encompasses the main discussion points raised and agreed upon during the consultation meeting, all of which have been reviewed and approved by the project team.

Deliverable 2: First draft and presentation of findings and presentation of the economic analysis and specifications of at least 50 enlisted WHO assistive product list and related technology (including the detailed costing analysis of AT; in different scenarios informed by recent evidence, identified gaps, and key priority areas.

Deliverable 3: Final report, a policy brief, power point presentation and one pager infographic summarizing the findings of the AT product cost analysis and services which will help to develop an AT costing scenario to support increased government financing, private funding, and stakeholder interventions for AT.

Required education.

- Minimum A Master's degree is mandatory. MSS, M. Phil. In Health Economics or Ph. D. in Health Economics, Investment Analysis, Finance, or relevant field is a preferred.
- Advanced graduate degree (master's level or above) with formal training in related discipline, including health financing, health economics, business modeling.

Required experience.

- Minimum of ten years of relevant work experience in quantitative analysis in the health financing/economics area.
- Proven experience in conducting investment cases and cost analyses, particularly in the health sector, preferably the AT sector.
- In-depth knowledge of business modeling and developing investment cases.
- Familiarity with costing of commonly used assistive products in Bangladesh, such as wheelchairs, hearing aids, prosthesis, eyeglasses for low vision etc.
- Strong analytical skills and proficiency in relevant software and analysis tools
- Excellent verbal and written communication abilities.
- The capacity to work both independently and cooperatively in a group setting.

Deliverables and Timeline for Assignment-1:

The consultancy is anticipated to be completed within a timeframe of 90 days, with a total of 30 working days allocated for the project.

Deliverables/ Outputs	Estimated duration to complete
Deliverable 1: Prepare an inception report which includes the research methodology and timeframe for the local investment case for AT.	Deliverable 1 by June 13, 2024 (5 days)
Deliverable 2: First draft local investment case of at least top four most utilized AT in different scenarios informed by recent evidence and key priority areas.	Deliverable 2 by 10 August 2024 (20 days)
Deliverable 3: Final report, a policy brief, and power point presentation and one pager infographic summarizing the findings on the analysis of local investment analysis of AT.	Deliverable 3 by 31 August 2024 (5 days)

Deliverables and Timeline for Assignment-2:

The consultancy is anticipated to be completed within a timeframe of 90 days, with a total of 30 working days allocated for the project.

Deliverables/ Outputs	Estimated duration to complete
Deliverable 1: An inception report outlining the findings from the literature/desk review, detailed methodology for developing the investment case and Gantt chart with timeline to complete this assignment	Deliverable 1 by June 13, 2024 (5 days)
Deliverable 2: First draft and presentation of findings and presentation of the economic analysis of at least 50 enlisted WHO assistive product list and related technology (including the detailed costing analysis of AT; in different scenarios informed by recent evidence, identified gaps, and key priority areas.	Deliverable 2 by 10 August 2024 (20 days)
Deliverable 3: Final report, a policy brief, and power point presentation and one pager infographic summarizing the findings of the AT product cost analysis and services which will help to develop an AT costing scenario to support increased government financing, private funding, and stakeholder interventions for AT.	Deliverable 3 by 31 August 2024 (5 days)

Expertise:

Consultant should have a thorough understanding of assistive technology, including an awareness of the various tools, programs, and solutions that are used in this regard. This knowledge will be essential in offering insightful opinions and suggestions throughout the process.

Research Design:

The consultant might be engaged in choosing methodology, and methods for gathering data for the research project to address the lack of concrete data on AT and its associated costs and benefits, a qualified consultant will collect evidence on need, costing information, and global evidence on investments returns and impact, to build an investment case and increase domestic funding for AT in Bangladesh. The goal will be to tailor available global and country evidence and new analyses into a single investment case, used to advocate for increased domestic funding in the context of AT in Bangladesh.

Suggestions will be crucial in ensuring that the research is thorough and specifically answers the research questions. Choosing the target population, establishing the sample size, and choosing the sampling strategy. Taking into account elements like demographics, locality, and certain categories of assistive technology.

Data Gathering and Analysis: The consultant leads charge of gathering, compiling, and studying data pertaining to assistive technology. This might entail conducting tests, FGD, surveys, or interviews, then analyzing the results using statistical or qualitative methods. For both qualitative and quantitative data, analyze the collected data using the relevant statistical methods. This will make it easier to spot trends, patterns, and recurring ideas in relation to access to assistive technology.

Recommendations and Solutions: Provide an overview of the research results and make recommendations based on the analysis. Determine the main obstacles to access and offer suggestions for enhancing access to assistive technology. Make sure the suggestions are doable and feasible.

Teamwork: Consultant will work with team members, Country Office staff, end users, service providers, stakeholders, and researchers to ensure that the project objectives are achieved and that the results are thorough and useful. Effective communication and teamwork are essential.

Reporting and Documentation:

The consultant is in charge of reporting and documenting the methodology, conclusions, and suggestions from the research. This includes the writing of reports and developing and making presentations.

Ethical Considerations: You should abide by ethical standards and protect the privacy and confidentiality of the study project's participants. In addition to making sure the experiment is carried out in an ethical and responsible manner, it is crucial to gain informed permission.

Timelines and Deliverables: You should properly manage your time and adhere to the deadlines set for the different project milestones and deliverables. Project management and solid organizational abilities are needed for this.

Depending on the needs of this project and the expectations of the organization you are working with, these conditions and obligations may change. To achieve a productive team effort, it is crucial to spell out these conditions and roles at the outset of the project.

Selection Process:

A selection committee will review an illustrative maximum of 15-page draft work plan which includes the research methodology and timeframe for the localized costing study and the local investment case for AT. The most qualified candidates (individual or firm) will be interviewed based on the quality of the workplan.

Reporting:

The Consultant will report to the Head of Nutrition and Health and Project Coordinator of Helen Keller Intl Bangladesh

Anticipated Contracting Period and Award Mechanism

The anticipated period of the resulting award is expected to be 1 month beginning on. Bidders must clearly identify “**start-up**” **support costs**, if any, required to commence services.

Helen Keller Intl intends to award an all-inclusive fixed price Professional Services Contract to the winning offer. No profit, fees, taxes, or additional costs can be added after the award. This RFP is subject to all the terms and conditions of the resulting contract. Any resultant award will be governed by these terms and conditions.

SECTION 3: Proposal Instructions

The Bidder’s proposal will consist of two separate documents:

Part 1 - Technical Offer

Part 2 – Financial Offer

The Technical Offer and the Financial Offer (altogether “proposal”) must be submitted separately. The Bidder should not include any cost data in the Technical Offer.

The proposal should be concisely presented and structured, and should explain in detail the Bidder’s availability, experience and resources to provide the requested services.

Proposals that are incomplete or do not address these criteria may not be considered in the review process. All proposals **must be submitted in English**.

Both the Technical Offer and Financial Offer must be submitted with a **Cover Letter** which must include the following information and must be signed and stamped by an authorized representative of the Bidder organization:

- i. Date of Submission of the Proposal
- ii. Term of proposal validity (minimum 90 days)
- iii. Name of the company/organization
- iv. Name and title of authorized representative of organization
- v. Type of company/organization
- vi. Address
- vii. Telephone
- viii. E-mail
- ix. Taxpayer Identification Number
- x. Other required documents that shall be included as attachments to the cover letter:
 - a) Copy of registration or incorporation in the public registry, or equivalent document from the government office where the bidder is registered.
 - b) Copy of company tax registration, or equivalent document.
 - c) Copy of trade license, or equivalent document.

Bidders must also submit a signed Conflict of Interest Declaration Form. This form will be assessed to establish whether the Bidder has any present or potential future conflict of interest according to the definition in Annex A. If the conclusion is reached that any conflict of interest declared by the Bidder could have a negative impact on the Bidder’s ability to perform the Service, Helen Keller Intl may decide to reject the submitted proposal. Failure to accurately complete the Conflict of Interest Declaration Form may also lead to the rejection of the submitted proposal.

Part 1: TECHNICAL OFFER

The Technical Offer should be in the English language, typed in Microsoft Word, single-spaced, with each page numbered consecutively. A maximum number of pages for each component of the Technical Offer is given below.

The Technical Offer should include the following:

1) Bidder past performance record/relevant experience– 2 pages maximum

Information related to Bidder’s past performance/prior experience in conducting work in the country/region similar in nature and volume to the services requested (brief description, deliverables, date, client etc.).

Bidders must also provide contacts for at least three (3) professional references for previous work and/or experience under similar SOWs. Contact information should include, at a minimum: name of individual, name of company, brief information on relationship to Bidder, address, email, and phone number. Helen Keller Intl reserves the right to contact any and all references provided. Contact information for references is not subject to the page limitation for this section.

2) Technical approach – 15 pages maximum

The technical approach must describe the proposed approach to achieving the program objectives and must address the following:

- a) Information as to whether the Bidder currently has a presence in the country/region, and the nature of this presence.
- b) A brief description of the Bidder's understanding of the objectives and scope of work for the consultancy.
- c) An overview as to how the Bidder would propose to complete the requested services indicated in this RFP.

3) Team Structure requirements – {2-3} pages maximum, excluding CVs

- a) Team structure: Bidders must describe the structure of the team that will deliver against the objectives and scope of work described in this RFP. Team structures must identify the project manager (or Team Leader) and other team members and the roles and responsibilities that each will have over the duration of the consultancy.
- b) The minimum requirements and qualifications for the Team Leader who will be leading the team are the following:
 - Required education.**
 - Minimum A Master's degree is mandatory. MSS, M. Phil. In Health Economics or Ph. D. in Health Economics, Investment Analysis, Finance, or relevant field is a preferred.
 - Advanced graduate degree (master's level or above) with formal training in related discipline, including health financing, health economics, business modeling.

Required experience.

- Minimum of ten years of relevant work experience in quantitative analysis in the health financing/economics area.
- Proven experience in conducting investment cases and cost analyses, particularly in the health sector, preferably the AT sector.
- In-depth knowledge of business modeling and developing investment cases.
- Familiarity with costing of commonly used assistive products in Bangladesh, such as wheelchairs, hearing aids, prosthesis, eyeglasses for low vision etc.
- Strong analytical skills and proficiency in relevant software and analysis tools
- Excellent verbal and written communication abilities.
- The capacity to work both independently and cooperatively in a group setting.

If any members of the proposed team do not currently reside in **Bangladesh** the Bidder must state how the personnel would travel to the country to perform such Services, and the estimated travel time.

At a minimum, the Bidder should provide the following information:

- c) A current CV for the proposed personnel in a format provided in Annex C. The CV must not exceed three pages in length and shall be in chronological order starting with the most recent experience and summarizing relevant experience and qualifications.
- d) The country of residence for all persons proposed for the provision of this Service (meaning the country in which the person or persons resides and from which they would be flying from in order to reach the Place of Performance to undertake this consulting work).
- e) If any of the Bidder's personnel do not reside in the country in which they are assigned to perform the required Services, the Bidder must state how these personnel would travel to perform such Services, and the estimated travel time. The Bidder should specify how many trips might be required, and which team members would join these trips.

The Bidder must notify Helen Keller Intl if it intends to replace a key member of the Bidder's team (with an explanation for doing so) prior to the award date and provide Helen Keller Intl with the

information required for the approval of a replacement proposal. Any replacement shall be subject to the approval of Helen Keller Intl. This is also valid for any replacement taking place during the contract duration.

Helen Keller Intl may choose to contact the Bidder prior to making a final decision. Please confirm whether this would be possible, ensuring that full contact details are also included in the resume (email, telephone number).

Part 2: FINANCIAL OFFER

This contract will be issued as a firm fixed price contract with payment made against deliverables against services/products. Helen Keller Intl will only issue payment via electronic payment methods and all bank accounts must be in the name of the company/organization only.

As part of the Financial Offer, Bidders must include a detailed budget, submitted in **Microsoft Excel**, expressed in **BDT** with an accompanying budget narrative, submitted in Microsoft Word, describing the basis for the listed cost elements. Supporting information should be provided in sufficient detail to allow a complete analysis and determination of the reasonableness of each cost element. Bidders are required to include and clearly label **all** costs deemed necessary to complete the work called for hereunder.

The Financial Offer template can be found in Annex **D** and must include the following

1. **Labor Cost:** The Bidder must provide information related to team structure, daily rates and Level of Effort (LoE) (measured in days) for the deliverables listed. Please state assumptions made when submitting the cost information including any additional options, and stating all conditions.
2. **Other Direct Costs:** The Bidder should provide a breakdown estimate of other main direct costs which are considered necessary for completion of the work. Other direct costs will cover transportation costs, visa, and per diem. Any other direct costs shall be agreed prior with Helen Keller Intl.
3. **Indirect Rates and Fixed Fee:** If it is an Bidder's regular practice to budget indirect rates, e.g. overhead, fringe, G&A, administrative, or other rate, Bidders must explain the rates and the rates' base of application in the budget narrative. Helen Keller Intl reserves the right to request additional information to substantiate an Bidder's indirect rates. Proposed fixed fee must also be explained in the budget narrative and represented as a separate line item in the budget.

SECTION 4: Evaluation Criteria and Basis for Award

Helen Keller Intl will follow a Best Value Trade-Off selection methodology. Helen Keller Intl may award to an eligible, responsible firm whose proposal is most advantageous to the program, with price and other factors considered proposal, including but not limited to compliance with the requirements of the RFP without material deviation. Bidders may not modify non-responsive offers after the proposal deadline in order to make them responsive. However, Helen Keller Intl may request an Bidder to clarify its offer as long as no material deviation exists.

The criteria below will serve as the basis upon which proposals will be evaluated. Selection will be based principally on the technical merits of the proposals, but price and other factors will be considered, and award will be made only if the proposal is determined to be technically acceptable and cost reasonable.

NOTE: The Procurement Officer, in consultation with the program manager, will need to determine appropriate scoring method. Note that past performance and technical ability (capacity) must always be criterion for the technical offer evaluation.

Evaluation Criteria per Solicitation	Total Max Points
Past Performance/ Prior relevant experience	XX
Personnel Qualifications	XX
Technical Merit	XX

Operational Capability	XX
Total Points	XX

Upon completion of the evaluation of Technical Offers, Helen Keller Intl will evaluate Financial Offers for budget presentation, details of the budget narrative, and cost effectiveness (reasonable, realistic, match the Technical Offer and meet requirements of RFP). No points are assigned to Financial Offers, but these criteria will be considered, in conjunction with the total score of the Technical Offer. This RFP utilizes the tradeoff process and Helen Keller Intl may award a contract to the offeror whose proposal represents the best value to Helen Keller Intl and the program. Helen Keller Intl may award to a higher priced offeror if a determination is made that the higher technical evaluation of that offeror merits the additional cost/price.

SECTION 6: Proposal Validity, Submission Deadline and Instructions

Proposals should have a 90-day validity period from the proposal submission date, as provided in the Cover Letter.

Proposals must be submitted electronically by the deadline listed on the cover page of this RFP by E-mail to Bangladesh.Procurement@hki.org indicating in the subject line of the e-mail the company name and the RFP number.

A full proposal submission will include the following documents, all of which must reference the RFP number as stated on the cover page of this document:

- Cover Letter
- Technical Offer
- Financial Offer
- Conflict of Interest Disclosure Form
- Copies of Bidder legal registration documents
- Other pertinent information relevant to the proposal submission

SECTION 7: Negotiations

Best offer proposals are requested. It is anticipated that an award will be made solely based on the original offers received. However, Helen Keller Intl reserves the right to conduct discussions, negotiations and/or request clarifications prior to awarding a contract. Furthermore, Helen Keller Intl reserves the right to conduct a competitive range and to limit the number of bidders in the competitive range to permit an efficient evaluation environment among the most highly rated proposals. Highest-rated bidders, as determined by the technical evaluation committee, may be asked to submit their best prices or technical responses during a competitive range. At the sole discretion of Helen Keller Intl, bidders may be requested to conduct oral presentations. If deemed an opportunity, Helen Keller Intl reserves the right to make separate awards per component or to make no award at all.

SECTION 8: Terms of the Solicitation

The following terms are critical to include in the RFP as they protect Helen Keller Intl and ensure the procurement process is transparently communicated to bidders. Any changes to the below require prior approval from HQ G&C.

1. Issuance of this RFP does not constitute an award commitment on the part of Helen Keller Intl, nor does it commit Helen Keller Intl to pay for costs incurred in the preparation and submission of a bid.
2. Attached files are an integral part of this RFP.
3. Helen Keller Intl may contact Bidders to confirm contact person, address, bid amount and to confirm that the proposal was submitted for this solicitation.
4. False Statements: Bidders must provide full, accurate and complete information as required by this solicitation and its attachments.

5. Conflict of Interest Disclosure: In Annex A Bidders must provide disclosure of any past, present, or future relationships with any parties associated with the issuance, review or management of this solicitation and anticipated award. Failure to provide full and open disclosure may result in Helen Keller Intl having to re-evaluate selection of a potential Bidders.
6. Right to Select/Reject: Helen Keller Intl reserves the right to select and negotiate with those firms it determines, in its sole discretion, to be qualified for competitive proposals and to terminate negotiations without incurring any liability. Helen Keller Intl also reserves the right to reject any or all proposals received without explanation.
7. Reserved rights: All RFP responses become the property of Helen Keller Intl and Helen Keller Intl reserves the right in its sole discretion to:
 - a. To disqualify any offer based on Bidder's failure to follow solicitation instructions;
 - b. To waive any deviations by Bidders from the requirements of this solicitation that in Helen Keller Intl's opinion are considered not to be material defects requiring rejection or disqualification or where such a waiver will promote increased competition;
 - c. Extend the time for submission of all RFP responses after notification to all Bidders;
 - d. Terminate or modify the RFP process at any time and re-issue the RFP to whomever Helen Keller Intl deems appropriate;
 - e. Issue an award based on the initial evaluation of offers without discussion;
 - f. Award only part of the activities in the solicitation or issue multiple awards based on solicitation activities.
8. Bidders and its proposed personnel shall disclose any factors that could limit the organization's ability to independently perform the services such as relationship with counterpart employees, past employment, etc.

ANNEX A: Conflict of Interest Disclosure

Helen Keller Intl Code of Conduct & Ethics Policy: In accordance with the Helen Keller Intl Code of Conduct and Ethics Policy, Helen Keller Intl requires full and open disclosure when dealing with procurement. As such, Helen Keller Intl employees must avoid any conflict of interest or the appearance of a conflict of interest. Helen Keller Intl employees must at all times provide full disclosure of their actions or relationships with prospective vendors, contractors, or consultants. Helen Keller Intl employees shall not solicit, request, accept, or agree to accept any gift from a vendor or prospective vendor.

Helen Keller Intl reserves the right to reject any or all quotes when considered to be in the best interest of the organization and/or the people it serves. All parties submitting a proposal in response to this Request for Proposal are obligated to disclose the existence of any actual or possible conflict of interest relating to every country included within their proposal in the attached *Conflict of Interest Declaration Form*.

Failure to fully disclose such information could lead Helen Keller Intl to reject a proposal. If a party has no conflict to declare for any of the countries covered in their proposal, they may submit one form, listing all of the countries covered.

“**Conflict of Interest**” means a situation in which an Bidder, or an Affiliate (as defined below), or a sub-contractor (if any) of an Bidder, has interests (financial, organizational, personal, reputational or otherwise) that would or may appear to make it difficult for an Bidder to fulfill its obligations to Helen Keller Intl in its role as the vendor in an objective, independent and professional manner, or a situation in which it is reasonable to foresee that such an interest would arise. A Conflict of Interest may arise in the following circumstances, which are not exhaustive:

- i. a Bidder has been, or is involved in the design of a proposal or request for funding that has been, or will be submitted to Helen Keller Intl;
- ii. an Bidder has been, or is involved in the provision of advice to an entity that is a Principal Recipient or a Sub-recipient;
- iii. a Bidder has been, or is involved in, or has provided advice in relation to the procurement of goods and/or services by a Principal Recipient and/or a Sub-recipient;
- iv. a Bidder has been, or is involved in the provision of auditing services to a Principal Recipient and/or a Sub-recipient; or
- v. a Bidder has submitted an expression of interest, tender, bid or otherwise indicated interest in providing services of any nature to a Principal Recipient or a Sub-recipient that remains valid at the time of, and for the duration of the term of this Contract.

“**Affiliate**” means a business concern, individual or other entity that, directly or indirectly: (i) controls or can control an Bidder; (ii) is controlled by, or can foreseeably be controlled by, an Bidder; or (iii) along with an Bidder, is controlled by, or can foreseeably be controlled by, the same third party.

Bidder Conflict of Interest Declaration Form

Please check one box below, as appropriate:

<input type="checkbox"/>	The Bidder hereby declares that it has read and understood the Conflict of Interest rules set forth in the Request for Proposals (RFP) and warrants that no Conflict of Interest exists on the part of the Bidder or an Affiliate of the Bidder, with regard to the services to be performed under the RFP. The Bidder hereby agrees to comply with the Conflict of Interest rules set forth in the Request for Proposals (RFP).
<input type="checkbox"/>	The Bidder wishes to disclose a real or potential Conflict of Interest situation(s) and propose mitigating action(s). <i>Note:</i> if this box is checked, please describe in an attachment, <i>in detail</i> , the situation and present a proposed mitigation plan / arrangement for consideration by Helen Keller Intl.

Bidder:

Signature:	
Printed Name:	
Title:	
Date:	

ANNEX B: Format of CV to Be Used for Personnel (One Document Per Person)

Name:			
Title:			
Nationality:			
Home Office Address:			
Professional Qualifications:			
Language skills:			
Language:	Reading:	Speaking:	Writing:
Relevant work experience, including the duration and responsibilities:			
References:			
<i>Name:</i>		<i>Name:</i>	
<i>Position:</i>		<i>Position:</i>	
<i>Organization:</i>		<i>Organization:</i>	
<i>E-mail:</i>		<i>E-mail:</i>	
<i>Address:</i>		<i>Address:</i>	
<i>Telephone:</i>		<i>Telephone:</i>	
<i>Relationship:</i>		<i>Relationship:</i>	
<p>Certification: I declare that the information provided in this CV is accurate and hereby authorize Helen Keller Intl to undertake whatever inquiries Helen Keller Intl may consider reasonable and necessary in the course of the assessment process, in relation to the information in this curriculum vita relating to my suitability for the position for which I have been nominated.</p>			
Signed:		Date:	

ANNEX C Financial Offer Format

DETAILED BUDGET BREAKDOWN WORKSHEET (SAMPLE FORMAT)

Cost Element	Unit Cost	Quantity	Total Cost
1. SALARIES Position No. 1 Position No. 2 SUBTOTAL			
2. FRINGE BENEFITS (If applicable)			
3. OVERHEAD (If applicable)			
4. EXTERNAL CONSULTANTS Position No. 1 SUBTOTAL			
5. TRAVEL & TRANSPORTATION A. Travel B. Per Diem SUBTOTAL			
6. OTHER DIRECT COSTS Communications Duplication [List Items] SUBTOTAL			
7. INDIRECT COSTS (If applicable)			
8. FIXED FEE (If applicable)			
		Total	

Principal's Signature

*The Base for each of these percentages needs to be identified and documented through audited financial statements.

By signing below, the Bidder agrees to comply with these requirements, as applicable, in the event an award is made by Helen Keller Intl.

Bidder:

Signature:	
Printed Name:	
Title:	
Date:	