**MSH REQUEST FOR QUOTES (RFQ)**

**Ref: RFQ-BD-2019-109**

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| **RFQ Title:** | Long Term Contract for Catering Services, Venue and Accommodation |

Management Sciences for Health, Inc. (MSH) invites you to submit a quote in accordance with the requirements of this request for quotes. Quotes must be received by MSH no later than the Date and Time indicated in the table below:

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| **Request for Quotes Issue Date:** | 26 Jun’19 |
| **Due Date and Time for Questions:** | 03.00 PM, 30 Jun’19 |
| **Quote Due Date and Time:** | Bid Dropping Time & Date:  **03.00 PM, 07 Jul’ 2019**  Either Hard Copy or Electronic Bid can be submitted:  You are requested to either drop a **Sealed** **Quotation** in the **Tender Box** kept at MSH Office, 2nd Floor, H-3, R-23/B, Gulshan-1, Dhaka – 1212  **OR**  You can send an electronic/pdf. version of the **Quotation** to MSH following e-mail: [**bdprocurement@msh.org**](mailto:bdprocurement@msh.org) |
| ***Quotes submitted after the deadline has passed or that do not include all of the information requested may be rejected*.** | |
| **MSH Point of Contact:** | [malamin@msh.org](mailto:malamin@msh.org) |

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| **Complete Description of Need/Scope of Work/Specifications** | |
| MSH hereby requests for quotation/proposal from eligible vendors for supplying of Catering Service, Hotel Accommodation and Venue. The bidders are requested to submit quotation within the above mentioned stipulated time as per the following schedule of requirement. The successful bidders will be awarded contract (with agreed rate) and will be responsible for deliver goods and Services based on case by case issued Purchase Order.  LOT-1: (Catering Service)  The food menu is given below:   |  |  |  | | --- | --- | --- | | SL No. | Description of Service | Unit Price in BDT  (Buffet / Takeaway Box) | | 1 | Morning Snacks: Type – 1 (Chicken roll, Orange or Equivalent Seasonal Fruit, Tea, M. Water - 500 ML.) |  | | 2 | Morning Snacks: Type - 2 (Chicken Sandwich, Orange or Equivalent Seasonal Fruit, Tea, M. Water 500 Letter.) |  | | 3 | Morning Snacks: Type - 3 (Fruit Cake, Orange or Equivalent Seasonal Fruit, Tea, M. Water 500  ML.) |  | | 4 | Morning Snacks: Type - 4 (Chicken Samucha,  Dry Sweet, Tea, M. Water - 500 ML.) |  | | 5 | Lunch: Type – 1 ( Box and Buffet) (Plain polau, Mutton Curry, Ruhi Fish fry, Mix Vegetable, Salad, firni / Card, M. Water - 500 ML.) |  | | 6 | Lunch: Type – 2 ( Box and Buffet) (Plain pollau, Local Chicken Curry, Ruhi Fish fry, Mix Vegetable, Salad, firni / Card, M. Water - 500 ML.) |  | | 7 | Lunch: Type – 3 ( Box / Buffet) (Plain Katari Rice, Local Chicken Rezala -  with Potato,  Ruhi Fish Dopeaza, Mix Vegetable, Vuna Dal, Salad,  Firni / Card, M. Water - 500 ML.) |  | | 8 | Lunch: Type – 4 ( Box and Buffet) (Special Butter Nun, Grill Chicken - 1/4,  Mutton Shik Kebab, Raita Salad, M. Water - 500 ML., Firni/Card/Dry Sweet) |  | | 9 | Lunch: Type – 5 ( Box and Buffet) (Fried Rice, Chicken Fry, Prawn Sweet and Sour, Chinese Vegetable, M. Water - 500 ML., Firni/Card/Dry Sweet) |  | | 10 | Lunch: Type – 6 ( Box and Buffet) (Local Chicken Brinany, Boiled Egg full, Salad, M. Water - 500 ML., Firni/Card) |  | | 11 | Lunch: Type – 7 ( Box and Buffet) (Vuna Khichuri, Mutton Rezala, Ruhi Fish Fry, Salad, M. Water - 500 ML., Firni/Card) |  | | 12 | Special Lunch: Type – 1 ( Box and Buffet) (Plain pollau, Local Chicken Curry, Hilsha Fish fry, Mix Vegetable, Salad, firni / Card, M. Water - 500 ML.) |  | | 13 | Special Lunch: Type – 2 ( Box and Buffet) (Kacchi Biriany, Tikia – Standard Size, Borhani, Salad, firni / Card, M. Water - 500 ML.) |  | | 14 | Evening Snacks: Cookies 3 Pcs - 2 Sault & 1 Sweet - Standard Size, Tea , M. Water - 500 ML.) |  | | 15 | Cold Drinks ( Coke Sprite or Sprite – 500 ML Bottle) |  | | 16 | Cold Drinks ( Coke Sprite or Sprite – 500 ML Can) |  | | 17 | Tea |  | | 18 | Coffee |  | | 19 | Mineral Water 500 ML |  | | 20 | Mineral Water 1000 Liter |  | | 21 | Mineral Water 1500 Liter |  |   LOT-2: (Venue, Food and Hotel Accommodation)   |  |  |  | | --- | --- | --- | | SL No. | Description of Service | Unit Price in BDT | | 1 | Venue Rent Per Day (Please mention the capacity) |  | | 2 | Multimedia Projector |  | | 3 | Sound System with Cordless Microphone-2 Nos. |  | | 4 | Single Deluxe or Equivalent - Hotel Accommodation for National People |  | | 5 | Double Deluxe or Equivalent - Hotel Accommodation for National People |  | | 6 | Single Deluxe or Equivalent - Hotel Accommodation for International People |  | | 7 | Double Deluxe or Equivalent - Hotel Accommodation for International People |  | | SL No. | Description of Service | Unit Price in BDT  (Buffet / Takeaway Box) | | 8 | Morning Snacks: Type – 1 (Chicken roll, Orange or Equivalent Seasonal Fruit, Tea, M. Water - 500 ML.) |  | | 9 | Morning Snacks: Type - 2 (Chicken Sandwich, Orange or Equivalent Seasonal Fruit, Tea, M. Water 500 Letter.) |  | | 10 | Morning Snacks: Type - 3 (Fruit Cake, Orange or Equivalent Seasonal Fruit, Tea, M. Water 500  ML.) |  | | 11 | Morning Snacks: Type - 4 (Chicken Samucha,  Dry Sweet, Tea, M. Water - 500 ML.) |  | | 12 | Lunch: Type – 1 ( Box and Buffet) (Plain polau, Mutton Curry, Ruhi Fish fry, Mix Vegetable, Salad, firni / Card, M. Water - 500 ML.) |  | | 13 | Lunch: Type – 2 ( Box and Buffet) (Plain pollau, Local Chicken Curry, Ruhi Fish fry, Mix Vegetable, Salad, firni / Card, M. Water - 500 ML.) |  | | 14 | Lunch: Type – 3 ( Box / Buffet) (Plain Katari Rice, Local Chicken Rezala -  with Potato,  Ruhi Fish Dopeaza, Mix Vegetable, Vuna Dal, Salad,  Firni / Card, M. Water - 500 ML.) |  | | 15 | Lunch: Type – 4 ( Box and Buffet) (Special Butter Nun, Grill Chicken - 1/4,  Mutton Shik Kebab, Raita Salad, M. Water - 500 ML., Firni/Card/Dry Sweet) |  | | 16 | Lunch: Type – 5 ( Box and Buffet) (Fried Rice, Chicken Fry, Prawn Sweet and Sour, Chinese Vegetable, M. Water - 500 ML., Firni/Card/Dry Sweet) |  | | 17 | Lunch: Type – 6 ( Box and Buffet) (Local Chicken Brinany, Boiled Egg full, Salad, M. Water - 500 ML., Firni/Card) |  | | 18 | Lunch: Type – 7 ( Box and Buffet) (Vuna Khichuri, Mutton Rezala, Ruhi Fish Fry, Salad, M. Water - 500 ML., Firni/Card) |  | | 19 | Special Lunch: Type – 1 ( Box and Buffet) (Plain pollau, Local Chicken Curry, Hilsha Fish fry, Mix Vegetable, Salad, firni / Card, M. Water - 500 ML.) |  | | 20 | Special Lunch: Type – 2 ( Box and Buffet) (Kacchi Biriany, Tikia – Standard Size, Borhani, Salad, firni / Card, M. Water - 500 ML.) |  | | 21 | Evening Snacks: Cookies 3 Pcs - 2 Sault & 1 Sweet - Standard Size, Tea , M. Water - 500 ML.) |  | | 22 | Cold Drinks ( Coke Sprite or Sprite – 500 ML Bottle) |  | | 23 | Cold Drinks ( Coke Sprite or Sprite – 500 ML Can) |  | | 24 | Tea |  | | 25 | Coffee |  | | 26 | Mineral Water 500 ML |  | | 27 | Mineral Water 1000 Liter |  | | 29 | Mineral Water 1500 Liter |  |   Bidding Instructions:   1. The bidders are requested send their quotations as per Lot. 2. All Legal Documents and Company Profile are required to be submitted | |
| **Delivery Address/**  **Place of Performance:** | MSH Office and as per the assigned place. |
| **Payment Terms:** | Payment will be made on net 30 days (Monthly) basis after successful completion of services and submission of invoices by A/C payee cheque. VAT & TAX will be deducted as per Govt. Rules. VAT coupon will be provided in terms of VAT charged for USAID Funded Project of MSH as the VAT is exempted. |
| ***By responding with a quote you are accepting the requirements as outlined above, including any delivery requirements and payment terms*** | |

**In order to be considered quotes must be valid for at least 30 days and must include all of the following:**

* Complete vendor information – including vendors physical address, full legal name, VAT registration number & nationality[[1]](#footnote-1)
* The price offered for the needed goods and/or services, including associated costs such as shipping or installation
* If you have not provided goods and/or services to MSH within the past 3 years - Current contact information for at least 3 past customer references
* All information relevant to demonstrating the vendor’s ability to meet MSH’s Evaluation Criteria (see below)

**Quotes will be evaluated based on the following Evaluation Criteria:**

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| **Ability to meet the Description/Scope of Work/Specifications above** | |
| **Price and Value** | |
| **Acceptable Past Performance** | |
| **Other Factors** *(if any):* |  |

*This RFQ is non-binding and in no way obligates MSH to award any contract. MSH reserves the right to purchase any or all of the items requested, to adjust quantities if necessary, or to make no purchase. Firm commitment to purchase is not established until a written order is issued by MSH. MSH will not pay for vendors quote preparation costs.*

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| **If any company or individual submitting an offer in response to this RFQ is found to have offered anything of value to any member of MSH staff, they will be disqualified from participation in this procurement and may be disqualified for any future procurements with MSH. MSH staff are instructed not to request or accept anything of value from companies or individuals receiving RFQ’s.** **If an MSH representative asks you for any kind of incentive payment or other gift please report it to the following email address:** [**auditcommittee@msh.org**](mailto:auditcommittee@msh.org) |

1. *If submitted a bid as an individual ‘nationality’ is your country of citizenship or lawful permanent residence, if submitting a bid as a company/organization ‘nationality’ is the country in which your company/organization is registered to legally do business.* [↑](#footnote-ref-1)