Muslim Aid-Bangladesh Country Office

Address: 5th Floor, House no #13, Road#27, Banani, Dhaka

**Phone Number: +88 02 41080662**

**Tender for Third-Party Service Provider (Institute) to Conduct Assessment**

**Invitation No:**

**Starting Date: 06 April, 2025**

**Ending Date: 21 April, 2025**

**Telephone No: *+88 02 41080662***

**Mobile No: 01921-167840**

***Muslim Aid-Bangladesh Country Office***

***Address: House #13 (5th Floor), Road#27, Banani, Dhaka-1213***

***Telephone Number: +88 02 41080662***

### Invitation

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Muslim Aid-Bangladesh Country Office*** | | | | | |
| 1. | Organization Type | **INGO** | | | |
| 2. | Procuring Entity Name | Procurement Officer | | | |
| 3. | Procuring Entity District/Area | Dhaka-Mirpur & Mohammadpur & Saidpur | | | |
| 4. | Invitation for | third-party service provider (Institute) hire | | | |
| 5. | Invitation Ref No |  | | | |
| 6. | Starting Date | 06 April, 2025 | | | |
| **KEY INFORMATION** | | | | | |
| 7. | Procurement Method | **Tender** | | | |
| **PARTICULAR INFORMATION** | | | | | |
|  |  | **Date** | | | **Time** |
| 8. | Application Closing Date and Time | **21st April, 03.00 AM** | | | |
| **9. INFORMATION FOR APPLICANT (**Eligibility of Applicant) | | | | | |
| i) | ****Legal & Registration Documents**** | | 1. Must have **valid Trade License Financial Year Update copy** 2. Must have **Income Tax Certificate Financial Year Update copy** 3. Must have **VAT Registration Certificate** 4. Must have **Business Bank Account** 5. **BTEB/NSDA Affiliation Certificate** – Official approval must as a TVET training and assessment provider | | |
| ii) | Experience & Technical Capacity Documents & Proposal | | 1. **Organizational Profile** – Background and past experience in TVET assessment. 2. **Proof of Experience (3+ years)** – Contracts/ MoUs/or work completion certificates related to previous TVET assessment and certification. 3. **List of Certified Assessors** – Names, certification numbers, and CVs of BTEB/NSDA-certified assessors. Must have a pool of BTEB/NSDA certified assessors, with at least 2 (two) assessor per trade. 4. **Assessors Experience:** must have minimum 2 years of experience in conducting TVET assessments under the NTVQF framework. 5. **NTVQF Compliance Proof** – Documentation showing adherence to the National Technical & Vocational Qualification Framework. 6. **List of Trades Covered** – Confirmation that the institute has expertise in relevant trades. 7. **Backup Assessors Plan** – A strategy ensuring backup assessors for each trade. 8. Proposal as per ToR | | |
| iii) | ****Financial & Compliance Documents**** | | 1. **Bank Solvency Certificate** – Proof of financial capacity. 2. **Tax Clearance Certificate** – Confirmation of up-to-date tax payments. 3. **Payment Terms & Financial Proposal** – A detailed cost breakdown for assessment services (Followed ToR for payment modality & submit through financial proposal Format) | | |
| iv) | ****Operational & Quality Assurance Documents**** | | 1. **Geographic Coverage Plan** – Proof that the institute can operate in Mirpur/Mohammadpur/ Saidpur or any one 2. **Assessment Methodology** – Explanation of theoretical and practical assessment methods. 3. **Conflict of Interest Declaration** – Confirmation that there are no conflicts of interest. | | |
| 10. | Price of Application Form **(Tk)** | | **Not Applicable** | | |
| 11. | Enlistment / Renewal Fee **(Tk)** | | **Not applicable** | | |
| **PROCURING ENTITY DETAILS** | | | | | |
| 13. | Name of Official Inviting Application | | | Lutfun Nahar Lota | |
| 14. | Designation of Official Inviting Application | | | Procurement Officer | |
| 15. | Address of Official Inviting Application | | | House#13(5th floor), Road#27, Banani, Dhaka | |
| 16. | Contact details of Official Inviting Application | | | [bangladeshprocurement@muslimaid.org.bd](mailto:bangladeshprocurement@muslimaid.org.bd)  01921167840 | |

# *[In office pad]*

#### Application

*[This Form should be completed and signed by Applicant]*

|  |
| --- |
| **To: Date:** [Insert Date]  Muslim Aid-UK Bangladesh Country Office (MABCO) House #13 (5th Floor), Road #27, Block # J, Banani, Dhaka-1213  **Subject:** Application for Third-Party Service Provider (Institute) to Conduct Assessment of Graduates in Mirpur, Mohammadpur, Saidpur, or All Three Locations  Dear Sir/Madam,  In response to your advertisement published in *The Daily Ittefaq* or *BD Jobs* (Tender) on [Insert Date], inviting applications for the above-mentioned service, I am pleased to submit my application for consideration.  I look forward to the opportunity to contribute to this initiative and assure my commitment to delivering quality service.  Thank you for your time and consideration.  **Sincerely,** [Your Name] [Your Designation] [Organization Name] [Organization Address] [Contact person Mobile Number] [Email Address] |

# *[In office pad]*

**Ref No:** [Insert Reference Number]  
**Subject:** **:** Declaration for Third-Party Service Provider for Assessment

Dear Sir/Madam,

I/We hereby declare that I/we have the legal capacity to enter into a contract with Muslim Aid-UK Bangladesh Country Office for conducting the assessment of graduates as a third-party service provider. I/We affirm that I/we have not been declared ineligible by the Government of Bangladesh due to engagement in corrupt, fraudulent, collusive, or coercive practices.

I/We confirm that:

* I/We am/are not submitting more than one application for this assignment under my/our own name or any other name.
* I/We have carefully examined all documents issued by you and have no reservations regarding them.
* To the best of my/our knowledge, the information provided in this application is accurate and true.

I/We understand that:

* If any of the information provided is found to be incorrect or false, my/our contract shall be subject to cancellation.
* Muslim Aid-UK reserves the right to reject any or all applications or annul the selection process without incurring any liability.

Furthermore, I/we confirm that we do not fall under any of the following disqualifications:

* We are **not bankrupt, nor undergoing winding-up procedures**, court administration, creditor arrangements, business suspension, or any similar legal proceedings as per national laws or regulations **(Clause 28.2).**
* We **have not been convicted of any offense concerning professional conduct by any legal judgment** **(Clause 28.2).**
* We **have not engaged in any grave professional misconduct** as determined by the Beneficiary **(Clause 28.2).**
* We **have fulfilled all obligations related to social security contributions and tax payments** in accordance with the laws of our country, the Beneficiary’s country, or the country where the contract is to be performed **(Clause 28.2).**
* We **have not been convicted of fraud, corruption, involvement in a criminal organization, or any illegal activities** that could harm the financial interests of the Community **(Clause 28.2).**

I/We hereby declare that we are **not in any of the situations listed above** and submit this declaration for your kind consideration.

**Sincerely,**

[Signature of the Applicant]  
[Name of the Applicant]  
[Designation]  
[Organization Name]  
[Organization Address]  
[Mobile Number]  
[Email Address]

**List of supporting documents submitted/Enclosed (Tick appropriate one):**

|  |  |  |
| --- | --- | --- |
| 1 | * Application form **(Pg-06)** | □ |
| 2 | * Company Profile [9 (ii) a] | □ |
| 3. | * Experience & Technical Capacity Documents & Proposal **[9 (ii) b– e]** | □ |
| 4 | **Operational & Quality Assurance Documents** [9 (iv) a – c] | □ |
| 5 | * Legal Documents **[9 (i) a – e]** | □ |
| 6 | * **Financial & Compliance Documents [9 (iii) a – c]** | □ |
| 7 | * Financial Proposal **[9 (iii) d ]** | □ |
| 8 | * Declaration for Third-Party Service Provider for Assessment **(Pg-06)** | □ |