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

|  |
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| ***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
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| 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)
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| 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.
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| 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.bd01921167840 |

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#### 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 LocationsDear 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] |

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**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)**
 | □ |