

DATE: 28 August 2025

RFP Reference: NGOF-UNHCR/RFP/2025-6

Request for Proposals

for the Design, Supply, Installation, Testing and Commissioning of Sub-station at
Water Treatment Plant in Teknaf, Cox's Bazar, Bangladesh

CLOSING DATE AND TIME: 11 September 2025 – 3:00 PM

Annex-A

INTRODUCTION TO NGO FORUM FOR PUBLIC HEALTH

NGO Forum for Public Health is a national networking and service delivery organization engaged in different development arena ranging from healthcare, WaSH, Livelihood, Shelter, energy, nutrition to relief, rehabilitation and humanitarian responses related activities keeping governance as core approach.

NGO Forum for Public Health is implementing a project “**Maintaining Access to Humanitarian and Inclusion Services for the Rohingyas in Bangladesh.**” in Cox's Bazar supported by UNHCR.

1. REQUIREMENTS

The Office of the NGO Forum for Public Health (NGOF), Bangladesh Office in Cox's Bazar, invites qualified suppliers, Companies and service providers to make a firm offer to establish Basic Ordering Agreement (BoA) for the Design, Supply, Installation, Testing and Commissioning of Sub-station at Water Treatment Plant in Teknaf, Cox's Bazaar, Bangladesh

IMPORTANT:

The Terms of Reference (ToR) provides details for the entire scope of the assignment and is expressed in **Annex A1** of this document. It is complemented by **Annex B** (Bill of Quantities) carrying information on the technical specifications of the materials.

NGOF may award Basic Ordering Agreement (BoA) (a main and backup contracts) with an initial duration of 3 (three) months for **Design, Supply, Installation, Testing and Commissioning of Sub-station**, potentially extendable for a further period of One year (1) for periodic maintenance. The successful bidders will be asked to maintain their quoted price model for the entire duration of the agreement.

The estimated requirements of NGOF attributed to each of the corresponding Lots are contained in Annex B.

NGOF reserves the right to award a primary and a back-up supplier (or several back-up suppliers), where, if the primary supplier is unable to fulfill the requirement of a Work Order resulting from the Frame Agreement, such order will be cancelled with a new Work Order issued to the back-up supplier for the provision of the required goods and services.

Please note that the above figures have been stated in order to enable bidders to have an indication of the projected requirements. This does not represent a commitment that NGOF will purchase a minimum quantity of the works. Quantities may vary and will depend on the actual requirements and funds available regulated by issuance of individual Purchase Orders against the Agreement.

IMPORTANT:

When a Basic Ordering Agreement (BoA) is awarded, either party can terminate the agreement only upon 30 days' notice, in writing to the other party.

It is strongly recommended that this RFP and its annexes be read thoroughly. Failure to observe the procedures laid out therein may result in disqualification from the evaluation process.

Note: this document is not to be construed as an offer to contract with your firm.

2. BIDDING INFORMATION:**2.1. ITB DOCUMENTS**

The following annexes form an integral part of this RFP:

Annex -A: RFP Schedule

Annex-A1: Terms of Reference (ToR)

Annex B: Bill of Quantities (BoQs):

B1-B15: BoQ for Design, Supply, Installation, Testing and Commissioning of Sub-station.

Annex C: Financial Offer Form:

C1-C16: Financial Offer Form Design, Supply, Installation, Testing and Commissioning of Sub-station.

Annex-D: Vendor Registration Form of NGOF

Annex-E: Calendar Activities

Annex-F: Suppliers Code of Conduct

Annex-J1-J2: Prequalification Criteria & Technical Evaluation
PSEA Policy

2.2 REQUESTS FOR CLARIFICATION

Bidders are required to submit any request for clarification in respect of this ITB by e-mail to ngofcox.tender@gmail.com and copy to robin@ngofcox.com.

NGOF will reply to the questions received as soon as possible by email to all invited bidders.

A pre-bid meeting will be held on 4 September, 2025 at 3.00 pm at online & offline (MS Team) and below address:

NGO Forum for Public Health

NGOF Project Office, Meeting room Flat-B4, Sayeman Pink Pearl, Plot # 71, Block - A, Kolatoli, Cox's Bazar

Online- MS Teams

https://teams.microsoft.com/join/19%3ameeting_Y2Q0OTA0M2EtZTVmZS00OWY1LTgxZjltM2E0YTlmNzkwNmM2%40thread.v2/0?context=%7b%22Tid%22%3a%22a868f975-9229-4b5e-908a-681ab198b06c%22%2c%22Oid%22%3a%226292540e-5caf-4f27-95af-e805f19ff4c0%22%7d

IMPORTANT:

Please note that Bid Submissions are to be sent to the e-mail and hard copy the following address below. Bid Submissions sent directly to the e-mail address Bid_submission@ngofcox.com, or **NGOF Project Office, Meeting room Flat-B4, Sayeman Pink Pearl, Plot # 71, Block - A, Kolatoli, Cox's Bazar** otherwise bid will result in disqualification of the offer.

2.3 YOUR OFFER

IMPORTANT:

Cancellation of Solicitation: NGOF reserves the right to cancel a Solicitation at any stage of the procurement process prior to final notice of award of a contract.

Your offer shall be prepared in English.

Please submit your offer using the Annexes provided. Offers not conforming to the requested formats may not be considered.

IMPORTANT:

Inclusion of copies of your offer with any correspondence sent directly to the attention of the responsible buyer or any other NGOF staff other than the submission address will result in disqualification of the offer. Please send your bid directly to the address provided in the "Submission of Bid" of this RFP.

Your offer shall comprise the following two SEPARATE sets of documents:

- Technical Offer;
- Financial Offer.

2.3.1 Content of the TECHNICAL OFFER

IMPORTANT:

No pricing information should be included in the technical offer. Failure to comply may risk disqualification. The technical offer should contain all the information required.

The Terms of Reference of the works requested by NGOF, **Design, Supply, Installation, Testing and Commissioning of Sub-station** specifications can be found respectively in **Annex A1** with specifications of the materials as well as projected quantities contained in **Annex B** attached hereto. Clearly state and disclose any discrepancies between the items offer and against those detailed in the aforementioned document.

As a sign of your acknowledgement and confirmation of compliance to it, you are requested to submit the signed and stamped **Annex A**.

Your Technical Offer should be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information:

The technical details of the service requested by NGO Forum can be found in **Annex B**. Your technical offer should clearly state whether or not the service you are offering are fully conforming to the service specification given. Clearly state and disclose any discrepancies with the specifications given.

The following certificates and detail documents shall also be provided in the Technical Offer.

1. Organization profile
2. Design and installation of substation work Experience
3. List of Client
4. Tender Schedule
5. Current Trade License (Contractor/Firm)
6. BIN (Business identification Number) Certificate
7. Income Tax certificate (2025)
8. Bank solvency certificate or bank statement. It should be of last one Year which is turnover minimum one (1) crore BDT.
10. Vendor **Registration Form**: If your organization is not already registered with NGO Forum, you should complete, sign and submit with your technical proposal the Vendor Registration Form (**Annex-D**).


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Description of the company and the company's qualifications.

A description of your company with the following documents: company profile, registration certificate and last audit reports:

- Year establishment;
- If multi location company, specify headquarters location;
- Number of years in business.
- Number of similar projects currently underway;
- numbers & experience of employees.
- Company Licenses.
- international partners
- Presence in Cox's Bazar (Size and type of local team and equipment's available at Greater Cox's Bazar level) and company Certifications (IEC/ISO standards, safety processes & tests in terms of quality of supply and installation to meet the standards).

Include any information that will facilitate our evaluation of your company's substantive reliability, financial and managerial capacity to provide the contracted works.

Previous experience of delivering similar contracts

- Company Profile with mentioning at least three supplying, design and installation of substation relevant project experiences with relevant proof, Work Order and project completion certificate. Project completion certificate during the period from 2016 to 2024 and also half year of June 2025.
- The Suppliers must have successfully completed at least two (2) contracts for a supplying, design and installation of substation, each with a minimum work order value of BDT 2,000,000 (single project) in the last three (3) years. Work completion reports for both projects must be submitted as proof of experience and capacity.

Financial capacity

- Proof of adequacy of minimum liquid assets i.e. working capital substantiated by immediate past Audit Reports for past 3 years (2022, 2023, 2024)

Overall quality and relevance of the technical offer

- Detail of technical presentation, detail submission of Technical Details with proper specification, detail of methodologies, technical analysis of the current projects
- Manufacturer Authorization letter from (Substation related materials).

Work plan

- The work plan is detailed, well-structured, and realistic, clearly demonstrating a strong understanding of the detailed scope of work. It includes a clear timeline, resource allocation, and risk mitigation strategies, showing the ability to efficiently manage project activities.

Milestones and Performance Monitoring

- The plan includes clearly defined milestones with specific deliverables, timelines, and measurable indicators. It demonstrates a robust project progress tracking system with a clear reporting mechanism, outlining how performance will be regularly monitored and evaluated to ensure project success.

Ability to meet Compliance and Legal Requirements

- The bidder demonstrates a comprehensive understanding of compliance with legal, environmental, and safety requirements. The submission includes detailed plans for adhering to national/international regulations, RRRC guidance, environmental protection measures, and robust health & safety protocols. All necessary certifications and legal documents are provided.

Plan for Quality Assurance and Warranty

- The bidder provides a well-defined Quality Assurance (QA) plan that includes clear procedures for monitoring, evaluation, and ensuring high standards throughout the project. The warranty details are comprehensive, covering scope, duration, and specific terms for equipment and services, with clear mechanisms for after-sales support and issue resolution.

Periodic Maintenance and Troubleshooting Support

- The bidder provides a detailed, structured maintenance and troubleshooting plan for two years, including scheduled maintenance activities, response times, spare parts availability, and emergency repair protocols. The plan ensures minimal downtime and proactive monitoring to prevent issues before they escalate.

Performance Security:

10% Performance guarantee will be applicable as per organizational policy depending on the WO Value. Then the Security Deposit against total Work Order should be submitted in favour of "NGOF-UNHCR, Wash Project" in the form of Pay Order/Bank Draft. The amount will be kept to the product delivery after successful completion of WO, the PG will be refunded without interest to the bidder/Firm's business bank account through A/C Payee only.

The Bank Guarantee shall be returned to the Contractor within 180 Days after the issuance by the designated NGOF Engineer of the Certificate of Final Completion, provided that the Contractor shall have paid all money owed to NGOF under the Contract.

NOTE: presentation of the valid Performance Security Certificate upon signing of the contract constitutes a mandatory requirement. Absence of the performance security will be considered as breach of the commitments contained in the Undertaking formally accepted by the Contractor, resulting in early termination of the Basic Ordering Agreement (BoA) with the vendor.

2.3.2 Content of the FINANCIAL OFFER

Your separate **Financial Offer** must contain an overall offer in Bangladeshi Taka (BDT) only.

The financial offer must cover all the goods and services to be provided (price "all inclusive").

The Financial Offer is to be submitted as per the Financial Offer Form/BOQs (Annex C1-C16). Bids that have a different price structure may not be accepted.

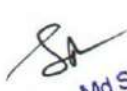
You are requested to hold your offer valid for 365 days from the deadline for submission. NGOF will make its best effort to select a company within this period. NGOF's standard payment terms are within 15 Working days after satisfactory implementation and receipt of documents in order.

The cost of preparing a bid and of negotiating a contract, including any related travel, is not reimbursable nor can it be included as a direct cost of the assignment. Any activity undertaken or expenses incurred in preparation of a contract before an actual contract is signed shall be borne by the Bidder. An advance notice or information of award is not to be considered as a contract.

2.4 BID EVALUATION:

Each proposal from a Bidder will be considered separately and independently. Bidders shall submit a complete proposal for each solicitation in which they wish to participate. References to previous or on-going proposals will be not considered. The award of a previous contract with NGOF will not be considered in itself as a preference or guarantee for the award of future solicitations on the same subject


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2.4.1 Supplier Registration:

The qualified supplier(s) will be added to the Vendor Database after investigation of suitability based on the submitted Vendor Registration Form and supporting documents. The investigation involves consideration of several factors such as:

- Financial standing;
- Core business;
- Track record;
- Contract capacity

2.4.2 Pre-qualification criteria

NGOF has established a set of fundamental pre-qualifying criteria that each bidder must meet (must obtain "PASS" as merit for all criteria) in order to be further considered for Technical and Financial Evaluations. The pre-qualifying criteria are as follows:

No	Pre-qualification Criteria	Merit (Pass / Fail)
1	Availability of valid commercial registration documents and license, including trade license from 2021 until June 2025 i.e., at least for 2021-2022, 2022-2023, 2023 -2024, 2024-2025 and 2025-2026.	PASS/FAIL
2	VAT Certificate	PASS/FAIL
3	TIN Number (TAX Payer Identification Number),	PASS/FAIL
4	The company unconditionally commits to the NGOF Supplier Code of Conduct by company signature and seal (Annex F)	PASS/FAIL
5	5. Submission of vendor profile, list of client & tender schedule with signed and stamped	PASS/FAIL
6	6. Submission of duly filled, signed and stamped NGOF Vendor Registration Form (in case not already registered) (Annex D).	PASS/FAIL

NGOF considers the following technical documents as non-substantial:

1. Pre-qualification criteria: 1, 2, 3, 4, 5 & 6.

Only for the above information/documents, in case any of them is missing, NGOF will reach out to the concerned bidder(s) following the tender closing date at the technical evaluation phase to submit such missing documents within a specific deadline. Bidders that still do not submit the requested information/document following such resubmission exercise, will be technically disqualified.

2.4.3 Technical and Financial evaluation:

For this contract award, NGOF has established evaluation criteria which govern the selection of offers received. The evaluation is made on a technical and financial basis. The percentage assigned to each component is determined in advance as follows:

The Technical Offer score will be calculated according to the percentage distribution for the Technical and Financial Offers: **60% for the Technical Offer and 40% for the Financial Offer**, respectively.

The **Technical Offer** will be evaluated using inter alia the following criteria and percentage distribution: **60%** from the total score:

Technical Evaluation Criteria	Percentage	Maximum Points Obtainable
1. COMPANY PROFILE & CAPACITY	25%	15
2. Quality of Implementation Plan	58%	35
3. Capacity development, Maintenance and Troubleshooting Plan	17%	10
Total	100%	60


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Whereas the exact requirements and scoring methodology is detailed in Annex A1.

The cut-off points for submissions to be considered technically compliant will be 30 points out of 60 maximum obtainable points. If a bid does not meet this minimum passing score of 30 points it will be deemed technically non-compliant and will not proceed to the financial evaluation.

Financial Evaluation

The Financial Offer will use the following percentage distribution: **40%** from the total score.

Financial Proposal (40 Points)		
SL	Evaluation Criteria for Financial Proposal	Points
1	Financial Proposal	40
Total		40

The financial component will be analyzed only for those suppliers that pass the technical evaluation.

The highest weighted score of 100 points will be allotted to the lowest price offer. All other price offers will receive weighted scores in the inverse proportion to the lowest price, e.g. [Lowest Priced Offer (BDT) / Price of the Offer Being Evaluated (BDT)] x 100 x [Percentage Distribution (%)] = weighted score for the financial offer under evaluation.

The proposals shall then be ranked according to their combined technical and financial scores using the weights.

The total score = the technical score x 0.60% + the financial score x 0.40%.

The award will be made to the highest overall scorer (technical score + financial score).

Clarifications of BID:

To assist in the examination, evaluation and comparison of proposals NGOF may at its discretion ask the Bidder for clarification about the content of the proposal. The request for clarification and the response shall be in writing and no change in price or substance of the proposal shall be sought, offered or accepted.

2.5 SUBMISSION OF BID:

The offers must bear your official letterhead with completing the BOQ clearly identifying your company, **you will ensure your signature with the company seal of every single document,** otherwise, your BID will be treated as disqualified.

The Technical and Financial offers shall be **clearly separated**. Bids should be submitted **by sealed envelope in our Project office & put it respective tender box or Email to bid_submission@ngofcox.com.** Offer by courier/postal service is also encouraged if it reaches to the below mentioned address in time as per schedule below. **Email bid submission also acceptable (Technical & Financial Separately is submitting by separate email).**

It is the supplier's responsibility to verify that documents and correspondence have been submitted properly before the deadline.

NGOF will not be responsible for locating or securing any information that is not identified in the RFP. Accordingly, to ensure that sufficient information is available, the bidder shall furnish, as part of the RFP, any descriptive material such as extracts, descriptions, and other necessary information it deems would enhance the comprehension of its offer.

DEADLINE: 11 September 2025 – 3.00PM

Bid will open on same date at 3.30 PM (with the presence of interested Suppliers/Firm)

IMPORTANT: NGOF-UNHCR-RFP-2025-6

HARDCOPY & SOFTCOPY BID ACCEPTED

BID MUST SUBMITTED BELOW MENTIONED ADDRESS:

THE BID OPENING COMMITTEE

NGO Forum for Public Health

NGOF Project Office, Flat-B4, Sayeman Pink Pearl, Plot # 71, Block - A, Kolatoli, Cox's Bazar, Bangladesh.

Failure to do so will result in disqualification of your offer.

2.6 BID ACCEPTANCE:

NGOF reserves the right to accept the whole or part of your bid or allow split or partial awards on this project.

NGOF may at its discretion increase or decrease the proposed content when awarding the contract and would not expect a significant variation of the rate submitted. Any such increase or decrease in the contract's duration would be negotiated with the successful bidder as part of the finalization of the Purchase Orders for Services.

NGOF may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective suppliers in writing. The extension of the deadline may accompany a modification of the solicitation documents prepared by NGOF at its own initiative or in response to a clarification requested by a prospective supplier.

Please note that NGOF is not bound to select any of the firm's submitting bids and does not bind itself in any way to select the firm offering the lowest price. Furthermore, the contract will be awarded to the bid considered most responsive to the needs, as well as conforming to NGOF's general principles, including economy and efficiency and best value for money.

2.7 CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS

Any Work Order (WO) issued as a result of this RFP will be made in the Bangladeshi Taka only Payment will be made in accordance to the General Conditions for the Provision of Goods and Services and in the currency in which the WO is issued. Payments shall only be initiated after confirmation of successful completion by NGOF business owner.

Contractors' Performance Management

In the event that a Firm/Contractor's is unable to fulfill its obligations as per terms and conditions state in the Work Order/ Tender document, the Contractor's would be notified to fulfill its obligation within stipulated time from the date of identification of failure of obligation and the time limit of maximum mentioned days will be given for fulfillment.

The conditions upon which the penalty would be initiated are not completed, partial works, rejection due to quality and failing in the given time limit. In the occurrence of any of this deviation the contractor's will be penalized by 0.5% of the ordered value per day of default up to a maximum of 10% of the order value for a maximum of 20 days of delay. If delay for more than 20 days, the order would be terminated and will penalty of 10% of the order value. For major cases of more than 50% quality rejection, the order would be terminated and penalty of 10% of the order value would be levied.

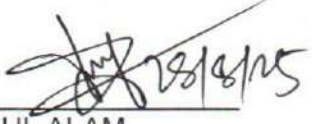
Payment Terms:

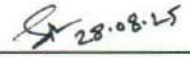
Payment will be made through **A/C Payee Cheque** upon satisfactory completion and acceptance of work by NGO Forum responsible person and based on bill submission including relevant documents.

NGO Forum will deduct **Income Tax, VAT, other Govt. charges** from the approved bill, if not paid by the party and provide necessary relevant documents, according to the Govt. existing rules and regulation.

Conclusion:

NGO Forum reserves the right to cancel the whole of the RFP Process or re-tender if did not found any suitable suppliers.

Signature 
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NGOF-UNHCR Project, Cox's Bazar.

Signature 
Md Sijanur Rahaman Robin
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Request for Proposals
for the Design, Supply, Installation, Testing and Commissioning of Sub-station
at Water Treatment Plant in Teknaf, Cox's Bazar, Bangladesh

Terms of Reference (TOR)

Annex-A1

Background

This initiative to integrate the water supply system with solar energy and national grid is a crucial step toward long-term sustainability in the Rohingya refugee camps in Teknaf, Cox's Bazar. By shifting from fuel-based pumps to solar-powered solutions along with Grid connection NGO Forum aims to:

- **Reduce Operational Costs:** Lower fuel consumption will significantly cut expenses associated with water supply operations.
- **Ensure Reliable and Uninterrupted Water Access:** Hybrid systems (solar+grid) including net-metering connection to provide a more consistent and stable water supply, reducing the risk of service disruptions due to fuel shortages or price fluctuations.

NGO Forum for Public Health is supporting the implementation of solar system project with net-metering to enhance reliable and sustainable power supply for Water Treatment Plants (WTP) for Rohingya refugee camps in Teknaf, Cox's Bazar. We plan to establish net-metering systems in three points integrated with solar grid systems currently being installed by UNHCR, to support the communities in Nayapara Registered Camp (two locations) and Shalbagan (Camp 26). This transition reflects a forward-thinking approach to humanitarian response, promoting resilience and sustainability in water management for the Rohingya refugee community.

Objective

The objective of this RFP is to Design, Supply, Installation, Testing and Commissioning of Sub-station at Water Treatment Plant in Teknaf, Cox's Bazar. This initiative aims to enhance the sustainability, efficiency, and reliability of water supply operations through the integration of national grid connection.

Location

This project will be implemented in the following locations-

1. **Nayapara Registered Camp (Water Treatment Plant)**
Solar system water treatment Plant -1 & 3: 20.956867, 92.250124
Solar system water treatment Plant -2: 20.958047, 92.248847
2. **Camp 26 (Shalbagan Water Treatment Plant)**
Solar system Shalbagan water treatment Plant: 20.949541, 92.251482


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Submission of Proposals

Evaluation will be made based on the technical and financial proposal. Bidders are requested to submit their proposal in separate envelop-

1. Technical Proposal
2. Financial Proposal

Those bidders will be qualified in technical proposal will be considered for the next stages of financial proposal.

Project scope of Works

The objective is design, supply material, deliver, install, test, and commission complete transformer substations with all accessories in accordance adhering BNBC guidelines and IEC standards. In order to ensure smooth operations, we are seeking offers for the electrical layout design, material supply, installation, commissioning, and testing of substation rooms, considering the following transformer capacities (kVA): 30, 37.5, 50, 75, 100, 112.5, 125, 150, 200, 225, 250, 300, 400, 500 & 630.

Upon successful awarding of the tender, **any three transformers with associated substation accessories** will be procured and installed, based on the finalized requirements after the solar system installation is completed.

- Prepare Electrical design including SLD, earthing layout, cable routing, and protection scheme ensuring compliance with IEC standards, BNBC and BREB requirements for net-metering connection.
- Supply of substation room equipment – transformers, switchgear, PFI panel, earthing system, protection equipment, cabling and others.
- Installation of all the equipment to substation room and establish required earthing systems to keep resistance ≤ 1 ohm.
- Commissioning and testing of the transformers, PFI banks, protection equipment for integration with solar system and net-metering works.
- Provide operation and maintenance training to responsible personnel for substation maintenance.
- Submit relevant documents after work completion such as drawings, SLD, manuals and test certificates.

SL	Item Description	Technical Requirements	Standards	Quantity	Remarks
1	Substation Design	Electrical design including SLD, layout, protection, load flow, and fault analysis	IEC 61936, IEEE 80, local utility standard or code	1 Lot	Design must be approved by NGO Forum
2	Power Transformer (30, 37.5, 50, 75, 100, 112.5, 125, 150, 200, 225, 250, 300, 400, 500 & 630, 11/0.4 kV)	Oil-immersed, ONAN cooling, Dyn11, impedance- according to IEC standard , temp rise $\leq 65^{\circ}\text{C}$	IEC 60076	1 Unit	Factory test reports required

3	HV Switchgear (11 kV)	Indoor metal-clad, vacuum circuit breakers, protection relays, metering	IEC 62271-200	1 Set	Include control and protection panels
4	LV Switchgear (400 V)	MCCBs, metering, busbars, outgoing feeders	IEC 61439	1 Set	Include cable termination accessories
5	PFI Plant	including capacitor bank, switching logic controller, protection. Etc	IEC 61936, IEEE 1036	1 Lot	Design must be approved by client
6	Earthling System	Earth grid, copper conductors, pits, resistance ≤ 1 ohm	IEEE 80, IEC 60364	1 Lot	Test report required for resistance
7	Cabling and Termination	HV and LV cables, trays, glands, lugs, etc.	IEC 60502 or relevant	1 Lot	Include routing and support systems
8	Complete Substation Installation Work (11 kV), Testing and Commissioning	Installation of the whole system, including transformer, switchgears, cable laying and termination works with consumable accessories and Routine tests, insulation resistance, TTR, relay settings	IEC 60076, IEC 60255	1 Lot	Contractor must ensure compliance with all safety, quality, and utility standards; submit test reports and training records and submit a detailed commissioning report
9	Documentation and Training	Manuals, as-built drawings, training for client personnel	IEC 61355	1 Lot	Minimum 2 training sessions required

Deliverables:

- Approved detailed electrical design including SLD
- Supply of transformers and associated substation room accessories
- Fully functional and commissioned substations for net-metering connection
- Training session report on substation operation and maintenance
- Operation & maintenance manuals
- Relevant test certificates
- Warranty certificates

All installations will be verified and inspected on-site through joint site-level inspections with NGO Forum for Public Health.



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NGO Forum for Public Health

Periodic Maintenance and Troubleshooting Support

Training Requirements

- The supplier must submit a detailed training plan to ensure NGOF technical team is well-equipped to operate and maintain the substation effectively.

Environmental Considerations

- All packaging and waste generated during installation must be properly collected, managed, and disposed of in compliance with environmental regulations.
- The contractor shall be responsible for repairing or replacing any site components damaged during the installation process.
- The contractor must clean and remove all debris, waste materials, or other by-products resulting from the work.

Safety measures

- The contractor shall assume full responsibility for the electrical safety of the installation(s).
- All safety rules and regulations applicable to the project must be strictly followed to ensure compliance with national and international standards.
- The contractor must implement necessary protective measures to safeguard personnel, equipment, and infrastructure during installation and operation.

Work Plan

- The contractor shall propose a detailed work plan for each task outlined in this Terms of Reference (TOR), specifying the required human and material resources for successful execution.
- Interested vendors must submit a work schedule in Gantt chart format, ensuring an overall project completion timeline of three months.
- The work plan should be realistic and comprehensive, considering the scale and complexity of the project, incorporating all critical activities, and respecting dependencies between tasks while including resource allocation details.

Bill of Quantities (BOQ)

- The contractor shall compile a comprehensive Bill of Quantities (BOQ) that outlines all components necessary for the installation.
- Bidders may include additional items in the BOQ if deemed essential for the seamless completion of the substation.
- The technical BOQ must be submitted as part of the technical proposal and should encompass all materials, equipment, and services needed for the substation.
- The technical BOQ should exclude pricing information, as it will be assessed purely for technical evaluation.
- The BOQ should also specify the current stock availability of key components.


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Technical Approach

The Bidder must submit a detailed methodology outlining their approach to executing the tasks specified in the statement of work. This methodology should encompass the entire project cycle, ensuring smooth implementation, effective coordination, and long-term sustainability. The submission should address the following key areas:

1. Project Management Strategy
 - Describe the procurement and supply chain plan, ensuring timely delivery of materials and adherence to quality standards.
 - Explain the installation procedures, focusing on compliance with technical requirements and safety regulations.
2. Execution Plan
 - Present a structured timeline detailing key activities, including procurement, installation, testing, commissioning, and post-installation services.
3. Milestones and Performance Monitoring
 - Define key performance indicators (KPIs) to track progress and measure project effectiveness.

Bidders Qualification Criteria

Prequalification Criteria

Bidders must submit the following documents to comply with the pre-qualification-

- Company Profile with mentioning at least three relevant project experiences.
- Updated Trade License
- VAT Certificate,
- Bank Solvency Certificate,
- TIN Number,
- Updated Export & Import License
- Bank Solvency Certificate with one year of bank statement.

Technical Qualification Criteria

1. Minimum 5 years of experience in the same or relevant field.
2. Company must be ISO Certified: ISO 9001:2015, 14001:2015, 45001:2018

Financial Capacity

- Submission of the last 2 years of audit reports or bank statements demonstrating a minimum annual turnover of BDT 10,000,000 per year.
- Disclosure of any outstanding claims or litigation against the company (if applicable).
- Submission of a Bank Solvency Certificate.



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Site Visit

NGO Forum will host official site visit on **2nd September 2025** starting from 10:00 AM. Location: Camp 26, NGO Forum WASH Office. Interested bidders requested to participate the proposed sites visit for better understanding on geographical and practical situation before pre-bid conference.

Pre-bid Conference

Participation in the pre-bid conference is mandatory for all bidders under this tender. Date: **4th September 2025** at 3:00 PM both online and in-person. Attendance is essential to ensure a clear understanding of the project requirements and bidding process.

Pre-bid conference location:

NGOF Project Office, Meeting room Flat-B2, Sayeman Pink Pearl, Plot # 71, Block - A, Kolatoli, Cox's Bazar.

Online participation link:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_Y2Q0OTA0M2EtZTVmZS00OWY1LTgxZjltM2E0YTlmNzkwNmM2%40thread.v2/0?context=%7b%22id%22%3a%22a868f975-9229-4b5e-908a-681ab198b06c%22%2c%22oid%22%3a%226292540e-5caf-4f27-95af-e805f19ff4c0%22%7d

Bid Submission

Proposals can be submitted either by hard copy or through email. Interested bidders are encouraged to submit separate Technical & Financial proposals as per RFP instruction proposal at the following address:

Hard Copy Submission: NGOF Project Office, Flat-B4, Sayeman Pink Pearl, Plot # 71, Block - A, Kolatoli, Cox's Bazar.

In case of **Online Submission:** bid_submission@ngofcox.com

Note: While submitting online, it is required to mention the TOR Headline in the subject of email.

Evaluation Criteria

The selection of the winning bidder will be based on a best value approach, taking into account past performance, qualifications, and pricing considerations. While technical competence holds greater weight in the evaluation, pricing must be competitive and justified. Bidders are encouraged to offer discounts on their standard commercial rates to enhance their value proposition.

NGO Forum reserves the right to engage in discussions with shortlisted bidders to refine offers and determine the most suitable proposal. The final subcontract agreement will be awarded after a thorough evaluation. NGO Forum may also request bidders to undergo a test assessment to verify their capabilities.

Evaluation and Scoring Process

Proposals will be reviewed using a 100-point scoring system, distributed as follows:

- Technical Evaluation Proposal – 60 points
- Financial Evaluation Proposal – 40 points



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Selection Process

- Bidders must ensure their proposals comprehensively address all evaluation factors.
- A designated evaluation committee will assess technical documentation and performance history.
- Given the specialized nature of the project, only proposals that achieve the minimum required technical score will advance to the final selection stage.

NGO Forum retains full discretion in awarding the contract and may seek additional clarifications or adjustments to secure the most effective and value-driven solution for the project.

Technical Proposal (60 Points)		
SL	Evaluation Criteria for Technical Proposal	Points
Company profile & capacity (15)		
1	Company Profile (Number of 5 years in business, legal status, numbers & experience of employees, coverage across Bangladesh, financial capacity, international partners)	5
2	Previous Experience (at least 5 years) of Similar Work (Yes/No and quality)	5
3	Certifications, IEC/ISO standards, safety processes & tests (quality of operations of contractors to meet standards)	5
Quality of implementation plan (35)		
4	Overall quality and relevance of the technical offer (Detail of technical presentations, detail of methodologies, technical analysis of the current projects)	20
5	Installation work plan (ability to understand detail scope of work)	5
6	Ability to meet Compliance and Legal Requirements (Environmental Considerations & safety measures)	5
7	Plan for Quality Assurance and Warranty	5
Capacity development, Maintenance and Troubleshooting Plan (10)		
8	Training Plan (SoP, Operation & Maintenance guideline)	10
Total		60

Financial Proposal (40 Points)		
SL	Evaluation Criteria for Financial Proposal	Points
1	Financial Proposal	40
Total		40


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SUPPLIER CODE OF CONDUCT

1. Procurement Conduct & Ethics

The procurement process should be executed by following the general ethical principles and compliances –

1.1. Code of Conduct

- a) Behave honestly and in a way that upholds the values and the good reputation of NGO Forum.
- b) Know and comply with all policies, procedures and guidelines that relate to procurement process.
- c) Treat everyone with respect, courtesy and fairness.
- d) Comply with relevant lawful and organizational directions.
- e) Take reasonable steps to avoid conflicts of interest, report those that cannot be avoided.
- f) Not make improper use of information or resources.
- g) Adopt and ensure Donor's policies and compliances.

1.2. Conflict of Interest

No employee shall participate in the selection, award, or administration of a contract if a real or apparent conflict of interest would be involved. Such conflict would arise when the employee or any member of the employee's immediate family, the employee's partner or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award.

1.3. Transparency, Confidentiality and Fairness

All suppliers/enlisted vendors should be treated fairly and even-handedly at all stages of the procurement process. This means being open with all those involved, so that everyone, especially suppliers, understand the elements of the process, that is, the procedures, timescales, expectations, requirements, criteria for selection and so on. Supplier's confidentiality should be safeguarded.

2. Code of Conduct

Scope of Application: The provisions of this Code of Conduct set forth the NGO Forum's expectations for all suppliers that are enlisted with NGO Forum. These principles apply to vendors, suppliers and their employees, subsidiary or affiliate entities, and subcontractors. NGO Forum also expects suppliers to ensure that this Code of Conduct is communicated to their concerned in a manner that is understood by all.

The vendor must, in performance of work under the contract, fully comply with all applicable laws, rules and regulations, including the Human Rights Act, the Civil Rights Act, the Age Discrimination Act, the Disabilities Act, etc. Any subletting or subcontracting by the contractor subjects to the same provision.

2.1 Labour

2.1.1 Freedom of Association and Collective Bargaining: NGO Forum expects its suppliers to recognize the freely-exercised right of workers, without distinction, to organize, further and defend their interests and to bargain collectively, as well as to protect those workers from any action or other form of discrimination related to the exercise of their right to organize, to carry out trade union activities and to bargain collectively.

2.1.2 Forced or Compulsory Labour: NGO Forum expects its suppliers to prohibit forced or compulsory labour in all its forms defined by GoB rules.

2.1.3 Child Labour: NGO Forum expects its suppliers not to employ children as defined by GoB rules.

2.1.4. Discrimination: NGO Forum expects its suppliers to ensure equality of opportunity and treatment in respect of employment and occupation without discrimination on grounds of race, colour, sex, religion, political opinion, national extraction or social origin and such other ground as may be recognized under the law of the country.

2.1.5. Wages, Working Hours and Other Conditions of Work: NGO Forum expects wages, hours of work and other conditions of work provided by suppliers should be not less favorable than the fair conditions prevailing by local law

2.2 Human Rights -

2.2.1. Health and Safety: NGO Forum expects its suppliers to ensure working environment, so far as is reasonably practicable, safe and without risk to health.

2.2.2 Human Rights: NGO Forum expects its suppliers to support and respect the protection of legally bound human rights issues and to ensure that they are not complicit in human rights abuses.

2.2.3 Harassment, Harsh or Inhumane Treatment: NGO Forum expects its suppliers to create and maintain an environment that treats all employees with dignity and respect and will not use any threats of violence, sexual exploitation or abuse, verbal or psychological harassment or abuse. No harsh or inhumane treatment coercion or corporal punishment of any kind is tolerated, nor is there to be the threat of any such treatment.

2.2.4 Mines: NGO Forum expects its suppliers not to engage in the sale or manufacture of anti-personnel mines or components utilized in the manufacture of anti-personnel mines.

2.3 Environment -

2.3.1 Environmental: NGO Forum expects its suppliers to comply with existing minimum level of legislation and regulations regarding the protection of the environment. Suppliers should wherever possible support a precautionary approach to environmental matters, undertake initiatives to promote greater environmental responsibility and encourage the diffusion of environmentally friendly technologies implementing sound life-cycle practices.

2.3.2 Chemical and Hazardous Materials: Chemical and other materials posing a hazard if released to the environment are to be identified and managed to ensure their safe handling, movement, storage, recycling or reuse and disposal.

2.3.3 Wastewater and Solid Waste: Wastewater and solid waste generated from operations, industrial processes and sanitation facilities are to be monitored, controlled and treated as required prior to discharge or disposal.

2.3.4 Air Emissions: Air emissions of volatile organic chemicals, aerosols, corrosives, particulates, ozone depleting chemicals and combustion by-products generated from operations are to be characterized, monitored, controlled and treated as required prior to discharge or disposal.

2.4 Ethical Conduct -

2.4.1 Corruption: NGO Forum expects its suppliers to adhere to the highest standards of moral and ethical conduct, to respect local laws and not engage in any form of corrupt practices, including but not limited to extortion, fraud, or bribery. A register for any kind of corruption or fraud must be maintained.

2.4.2 Anti-money Laundering & Terrorist Financing:

The Vendor shall comply with all applicable Anti-money laundering laws and regulations. The vendor shall not engage in any activity that may facilitate money laundering, Terrorist Financing or other illegal activities.

2.4.2 Conflict of Interest:

NGO Forum's suppliers are expected to disclose to NGO Forum any situation that may appear as a conflict of interest, and disclose to NGO Forum any NGO

Forum staff under contract with NGO Forum may have an interest of any kind in the supplier's business or any kind of economic ties with the supplier.

2.4.3 Gifts and Hospitality: NGO Forum has a "zero tolerance" policy and does not accept any type of gift or any offer of hospitality. NGO Forum will not accept any invitations to sporting or cultural events, offers of holidays or other recreational trips, transportation, or invitations to lunches or dinners. NGO Forum expects its suppliers not to offer any benefit such as free goods or services, employment or sales opportunity to a NGO Forum staff member in order to facilitate the suppliers' business with NGO Forum.

2.4.4 Post-employment restrictions: Post-employment restrictions may apply to NGO Forum staff in service and former NGO staff members who participated in the procurement process, if such persons had prior professional dealings with suppliers. NGO Forum's suppliers are expected to refrain from offering employment to any such person for a period of one year following separation from service.

Supplier's Name:

Signature of the Supplier:


On Behalf of NGO Forum

NGOF-UNHCR/RFP/CXB/2025-06

Request for Proposals

for the Design, Supply, Installation, Testing and Commissioning of Sub-station at Water Treatment Plant in Teknaf, Cox's Bazar, Bangladesh

		Annex-J2	
Item	Designation	Explanation of scoring	Max Score
COMPANY PROFILE & CAPACITY (15 points)			
1	Company Profile	(Number of years in business, legal status, numbers & experience of employees, coverage across Bangladesh, financial capacity, international partners)	5
2	Previous experience of delivering similar contracts	1. Company Profile with mentioning at least three supplying, design and installation of substation relevant project experiences with relevant proof, Work Order and project completion certificate. Project completion certificate during the period from 2016 to 2024 and also half year of June 2025. 2. The Suppliers must have successfully completed at least two (2) contracts for a supplying, design and installation of substation, each with a minimum work order value of BDT 2,000,000 (single project) in the last three (3) years. Work completion reports for both projects must be submitted as proof of experience and capacity.	5
3	Certifications	Certifications, IEC/ISO standards, safety processes & tests (quality of operations of contractors to meet standards)	5
Sub-Total - Company Profile & Capacity			15

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Quality of implementation plan(35 points)		
1	Overall quality and relevance of the technical offer (Detail of technical presentations, detail of methodologies, technical analysis of the current projects)	20 Points (Excellent) – The technical offer is comprehensive, detailed, and well-structured, with clear technical presentations, and an in-depth technical analysis of current projects. Demonstrates strong alignment with project objectives and offers practical, efficient solutions. And the offer comes with proper BOQs detailing all the technical specification of each and every component. All offered products are of very high quality. 15 Points (Very Good) – The technical offer is thorough and relevant, covering most key areas with clear methodologies and good technical analysis. Minor gaps exist in the proposal and BOQs, but the proposal is strong overall and aligns well with project needs. Most of the offered products are of very high quality. 10 Points (Good) – The technical offer is adequate with some relevant details but lacks depth in methodologies or technical analysis and lacks details in BOQ as well. Partial number of the product offered are high quality. 8 Points (Fair) – The technical offer is basic, with limited detail in technical presentations, methodologies and BOQs. Weak technical analysis, and the proposal shows only partial understanding of project requirements. Maximum of the offered products are of low quality. 5 Points (Poor) – The technical offer is incomplete, lacking critical details in methodologies, technical analysis and BOQ. Minimal relevance to project goals, with unclear or vague proposals. 0 Points (Not Acceptable) – No technical offer submitted, or the content is entirely irrelevant to the project requirements. (Minimum standard should be aligned with "Technical approach" described in TOR) 20
2	Installation work plan (ability to understand detail scope of work)	- The work plan is detailed, well-structured, and realistic, - 5 points; -The work plan is basic, with limited details and only a general understanding of the scope of work. - 3 points; - 0 Points – No installation work plan submitted, or the content is irrelevant to the project scope. 5

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3	Ability to meet Compliance and Legal Requirements	(Environmental Considerations & safety measures)	- The plan includes clearly defined milestones with specific deliverables, timelines, and measurable indicators and realistic, - 5 points; -The plan partially includes clearly defined milestones with specific deliverables, timelines, and measurable indicators and realistic, - 3 points; - 3 points; -The plan not clearly defined milestones with specific deliverables, timelines, and measurable indicators and realistic, - 0 points; points;	5
4	Plan for Quality Assurance and Warranty	Plan for Quality Assurance and Warranty	- The work plan is submitted with due quality and well-structured, and realistic, - 5 points; -The work plan is submitted basic, with limited details and only a general understanding of the scope of work. - 3 points; - 0 Points – No submitted quality certification	5
Sub-Total - Initial assessment				35
Capacity development, Maintenance and Troubleshooting Plan (10)				
1	Training Plan	(SoP, Operation & Maintenance guideline)	10 Points – The bidder provides a detailed, structured maintenance and troubleshooting plan for one year, including scheduled maintenance activities, response times, spare parts availability, and emergency repair protocols. The plan ensures minimal downtime and proactive monitoring to prevent issues before they escalate. 5 Points – The maintenance and troubleshooting plan is present but lacks depth, with general or vague details on periodic maintenance and response mechanisms. There are gaps in the approach to spare parts management, emergency repairs, or long-term sustainability. 0 Points – No maintenance or troubleshooting plan provided, or the submission is inadequate/irrelevant to the project requirements.	10
Sub-Total - Operation and maintenance				10
Total Score - points				60

Signed by

Md Sijanur Rahman Roblin
Project Manager - Energy
NGOF-UNHCR Project
- O Forum for Public Health

NGOF-UNHCR/RFP/CXB/2025-06
TECHNICAL EVALUATION SCORING MATRIX
Request for Proposals

for the Design, Supply, Installation, Testing and Commissioning of Sub-station at Water Treatment Plant in
Teknaf, Cox's Bazar, Bangladesh

Annex-J1	
Prequalification Criteria	Merit (Pass / Fail)
1. Availability of valid commercial registration documents and license, including trade license from 2021 until June 2025 i.e., at least for 2021-2022, 2022-2023, 2023 -2024, 2024-2025 and 2025-2026.	PASS/FAIL
2. VAT Certificate	PASS/FAIL
3. TIN Number (TAX Prayer Identification Number)	PASS/FAIL
4. The company unconditionally commits to the NGOF Supplier Code of Conduct by company signature and seal (Annex F)	PASS/FAIL
5. Submission of vendor profile, list of client & tender schedule with signed and stamped	PASS/FAIL
6. Submission of duly filled, signed and stamped NGOF Vendor Registration Form (in case not already registered) (Annex D).	PASS/FAIL


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 NGO Forum for Public Health



**NGO FORUM
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Details BOQ Design, Supply, Installation, Testing and Commissioning of Sub-station at Teknaf, Cox's Bazaar, Bangladesh

Annex-B

SL	Item	Specification	Unit	Qty	Unit Price In BDT	Total Price In BDT
1	Substation Design	Electrical design including SLD, layout, protection, load flow, and fault analysis Standards: IEC 61936, IEEE 80, local utility standard or code Design must be approved by NGO Forum	Lot	1		-
2	Power Transformer 30 KVA, 11/0.4 kV	Oil-immersed, ONAN cooling, Dyn11, impedance IEC standard, temp rise $\leq 65^{\circ}\text{C}$ Standards: IEC 60076, Including Factory test reports	Nos	1		-
3	HV Switchgear (11 kV)	Indoor metal-clad, vacuum circuit breakers, protection relays, metering Standards: IEC 62271-200, Including control and protection panels	Set	1		
4	LV Switchgear (400 V)	MCCBs, metering, busbars, outgoing feeders, including cable termination accessories, Standards: IEC 61439,	Set	1		
5	PFI Plant	including capacitor bank, switching logic controller, protection. Etc, Standards: IEC 61936, IEEE 1036, Design must be approved by NGO Forum	Lot	1		
6	Earthing System	Earth grid, copper conductors, pits, resistance ≤ 1 ohm, Including Test report for required resistance, Standards: IEEE 80, IEC 60364	Lot	1		
7	Cabling and Termination	HV and LV cables, trays, glands, lugs, etc. Standards: IEC 60502 or relevant, Include routing and support systems	Lot	1		
8	Complete Substation Installation Work (11 kV), Testing and Commissioning	Installation of the whole system, including transformer, switchgears, cable laying and termination works with consumable accessories and Routine tests, insulation resistance, TTR, relay settings, Standards: IEC 60076, IEC 60255 Note: Contractor must ensure compliance with all safety, quality, and utility standards; submit test reports and training records and submit a detailed commissioning report	Lot	1		
9	Documentation and Training	Manuals, as-built drawings, training for client personnel, Standards: IEC 61355, Minimum 2 training sessions	Lot	1		

Note:

- Details warranty declaration need to be mentioned in the Manufacturer Authorization Letter
- Product Catalogue and certification need to be submitted with the Technical Proposal

Signature
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Project Manager - Energy
NGOF-UNHCR Project
NGO Forum for Public Health



**NGO FORUM
FOR PUBLIC HEALTH**

Details BOQ Design, Supply, Installation, Testing and Commissioning of Sub-station at Water Treatment Plant in Teknaf, Cox's Bazaar, Bangladesh

Annex-B

SL	Item	Specification	Unit	Qty	Unit Price In BDT	Total Price In BDT
1	Substation Design	Electrical design including SLD, layout, protection, load flow, and fault analysis Standards: IEC 61936, IEEE 80, local utility standard or code Design must be approved by NGO Forum	Lot	1		-
2	Power Transformer 37.5 KVA, 11/0.4 kV	Oil-immersed, ONAN cooling, Dyn11, impedance IEC standard, temp rise $\leq 65^{\circ}\text{C}$ Standards: IEC 60076, Including Factory test reports	Nos	1		-
3	HV Switchgear (11 kV)	Indoor metal-clad, vacuum circuit breakers, protection relays, metering Standards: IEC 62271-200, Including control and protection panels	Set	1		
4	LV Switchgear (400 V)	MCCBs, metering, busbars, outgoing feeders, including cable termination accessories, Standards: IEC 61439,	Set	1		
5	PFI Plant	including capacitor bank, switching logic controller, protection. Etc, Standards: IEC 61936, IEEE 1036, Design must be approved by NGO Forum	Lot	1		
6	Earthing System	Earth grid, copper conductors, pits, resistance ≤ 1 ohm, Including Test report for required resistance, Standards: IEEE 80, IEC 60364	Lot	1		
7	Cabling and Termination	HV and LV cables, trays, glands, lugs, etc. Standards: IEC 60502 or relevant, Include routing and support systems	Lot	1		
8	Complete Substation Installation Work (11 kV), Testing and Commissioning	Installation of the whole system, including transformer, switchgears, cable laying and termination works with consumable accessories and Routine tests, insulation resistance, TTR, relay settings, Standards: IEC 60076, IEC 60255 Note: Contractor must ensure compliance with all safety, quality, and utility standards; submit test reports and training records and submit a detailed commissioning report	Lot	1		
9	Documentation and Training	Manuals, as-built drawings, training for client personnel, Standards: IEC 61355, Minimum 2 training sessions	Lot	1		

Note:

- Details warranty declaration need to be mentioned in the Manufacturer Authorization Letter
- Product Catalogue and certification need to be submitted with the Technical Proposal


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 NGO-UNHCR Project
 NGO Forum for Public Health



NGO FORUM
FOR PUBLIC HEALTH

Details BOQ Design, Supply, Installation, Testing and Commissioning of Sub-station at Water Treatment Plant in Teknaf, Cox's Bazaar, Bangladesh

Annex-B

SL	Item	Specification	Unit	Qty	Unit Price In BDT	Total Price In BDT
1	Substation Design	Electrical design including SLD, layout, protection, load flow, and fault analysis Standards: IEC 61936, IEEE 80, local utility standard or code Design must be approved by NGO Forum	Lot	1		-
2	Power Transformer 50 KVA, 11/0.4 kV	Oil-immersed, ONAN cooling, Dyn11, impedance IEC standard, temp rise $\leq 65^{\circ}\text{C}$ Standards: IEC 60076, Including Factory test reports	Nos	1		-
3	HV Switchgear (11 kV)	Indoor metal-clad, vacuum circuit breakers, protection relays, metering Standards: IEC 62271-200, Including control and protection panels	Set	1		
4	LV Switchgear (400 V)	MCCBs, metering, busbars, outgoing feeders, Including cable termination accessories, Standards: IEC 61439, including capacitor bank, switching logic controller, protection. Etc, Standards: IEC 61936, IEEE 1036, Design must be approved by NGO Forum	Set	1		
5	PFI Plant	Earth grid, copper conductors, pits, resistance ≤ 1 ohm, Including Test report for required resistance, Standards: IEEE 80, IEC 60364	Lot	1		
6	Earthing System	HV and LV cables, trays, glands, lugs, etc. Standards: IEC 60502 or relevant, Include routing and support systems	Lot	1		
7	Cabling and Termination	Installation of the whole system, including transformer, switchgears, cable laying and termination works with consumable accessories and Routine tests, insulation resistance, TTR, relay settings, Standards: IEC 60076, IEC 60255	Lot	1		
8	Complete Substation Installation Work (11 kV), Testing and Commissioning	Note: Contractor must ensure compliance with all safety, quality, and utility standards; submit test reports and training records and submit a detailed commissioning report	Lot	1		
9	Documentation and Training	Manuals, as-built drawings, training for client personnel, Standards: IEC 61355, Minimum 2 training sessions	Lot	1		

Note:

1. Details warranty declaration need to be mentioned in the Manufacturer Aithorization Letter
2. Product Catalogue and certification need to be submitted with the Technical Proposal

Md Sijanur Rahman
Project Manager - Energy
NGO Forum for Public Health



NGO FORUM
FOR PUBLIC HEALTH

Details BOQ Design, Supply, Installation, Testing and Commissioning of Sub-station at Water Treatment Plant in Teknaf, Cox's Bazaar, Bangladesh

Annex-B

SL	Item	Specification	Unit	Qty	Unit Price In BDT	Total Price In BDT
1	Substation Design	Electrical design including SLD, layout, protection, load flow, and fault analysis Standards: IEC 61936, IEEE 80, local utility standard or code Design must be approved by NGO Forum	Lot	1		-
2	Power Transformer 75 KVA, 11/0.4 kV	Oil-immersed, ONAN cooling, Dyn11, impedance IEC standard, temp rise $\leq 65^{\circ}\text{C}$ Standards: IEC 60076, Including Factory test reports	Nos	1		-
3	HV Switchgear (11 kV)	Indoor metal-clad, vacuum circuit breakers, protection relays, metering Standards: IEC 62271-200, Including control and protection panels	Set	1		
4	LV Switchgear (400 V)	MCCBs, metering, busbars, outgoing feeders, Including cable termination accessories, Standards: IEC 61439, including capacitor bank, switching logic controller, protection. Etc, Standards: IEC 61936, IEEE 1036, Design must be approved by NGO Forum	Set	1		
5	PFI Plant	Earth grid, copper conductors, pits, resistance $\leq 1 \text{ ohm}$, Including Test report for required resistance, Standards: IEEE 80, IEC 60364	Lot	1		
6	Earthing System	HV and LV cables, trays, glands, lugs, etc. Standards: IEC 60502 or relevant, Include routing and support systems	Lot	1		
7	Cabling and Termination	Installation of the whole system, including transformer, switchgears, cable laying and termination works with consumable accessories and Routine tests, insulation resistance, TTR, relay settings, Standards: IEC 60076, IEC 60255 Note: Contractor must ensure compliance with all safety, quality, and utility standards; submit test reports and training records and submit a detailed commissioning report	Lot	1		
8	Complete Substation Installation Work (11 kV), Testing and Commissioning					
9	Documentation and Training	Manuals, as-built drawings, training for client personnel, Standards: IEC 61355, Minimum 2 training sessions	Lot	1		

Note:

- Details warranty declaration need to be mentioned in the Manufacturer Aithorization Letter
- Product Catalogue and certification need to be submitted with the Technical Proposal

Signature
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NGOF-UNHCR Project
NGO Forum for Public Health



**NGO FORUM
FOR PUBLIC HEALTH**

Details BOQ Design, Supply, Installation, Testing and Commissioning of Sub-station at Water Treatment Plant in Teknaf, Cox's Bazaar, Bangladesh

Annex-B

SL	Item	Specification	Unit	Qty	Unit Price In BDT	Total Price In BDT
1	Substation Design	Electrical design including SLD, layout, protection, load flow, and fault analysis Standards: IEC 61936, IEEE 80, local utility standard or code Design must be approved by NGO Forum	Lot	1		-
2	Power Transformer 100 KVA, 11/0.4 kV	Oil-immersed, ONAN cooling, Dyn11, impedance IEC standard, temp rise $\leq 65^{\circ}\text{C}$ Standards: IEC 60076, Including Factory test reports	Nos	1		-
3	HV Switchgear (11 kV)	Indoor metal-clad, vacuum circuit breakers, protection relays, metering Standards: IEC 62271-200, Including control and protection panels	Set	1		
4	LV Switchgear (400 V)	MCCBs, metering, busbars, outgoing feeders, including cable termination accessories, Standards: IEC 61439, including capacitor bank, switching logic controller, protection. Etc, Standards: IEC 61936, IEEE 1036, Design must be approved by NGO Forum	Set	1		
5	PFI Plant	Earth grid, copper conductors, pits, resistance ≤ 1 ohm, Including Test report for required resistance, Standards: IEEE 80, IEC 60364	Lot	1		
6	Earthing System	HV and LV cables, trays, glands, lugs, etc. Standards: IEC 60502 or relevant, Include routing and support systems	Lot	1		
7	Cabling and Termination	Installation of the whole system, including transformer, switchgears, cable laying and termination works with consumable accessories and Routine tests, insulation resistance, TTR, relay settings, Standards: IEC 60076, IEC 60255 Note: Contractor must ensure compliance with all safety, quality, and utility standards; submit test reports and training records and submit a detailed commissioning report	Lot	1		
8	Complete Substation Installation Work (11 kV), Testing and Commissioning					
9	Documentation and Training	Manuals, as-built drawings, training for client personnel, Standards: IEC 61355, Minimum 2 training sessions	Lot	1		

Note:

- Details warranty declaration need to be mentioned in the Manufacturer Aithorization Letter
- Product Catalogue and certification need to be submitted with the Technical Proposal

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Forum for Public Health



**NGO FORUM
FOR PUBLIC HEALTH**

Details BOQ Design, Supply, Installation, Testing and Commissioning of Sub-station at Water Treatment Plant in Teknaf, Cox's Bazaar, Bangladesh

Annex-B

SL	Item	Specification	Unit	Qty	Unit Price In BDT	Total Price In BDT
1	Substation Design	Electrical design including SLD, layout, protection, load flow, and fault analysis Standards: IEC 61936, IEEE 80, local utility standard or code Design must be approved by NGO Forum	Lot	1		-
2	Power Transformer 112.5 KVA, 11/0.4 kV	Oil-immersed, ONAN cooling, Dyn11, impedance IEC standard, temp rise $\leq 65^{\circ}\text{C}$ Standards: IEC 60076, Including Factory test reports	Nos	1		-
3	HV Switchgear (11 kV)	Indoor metal-clad, vacuum circuit breakers, protection relays, metering Standards: IEC 62271-200, Including control and protection panels	Set	1		
4	LV Switchgear (400 V)	MCCBs, metering, busbars, outgoing feeders, Including cable termination accessories, Standards: IEC 61439, including capacitor bank, switching logic controller, protection. Etc, Standards: IEC 61936, IEEE 1036, Design must be approved by NGO Forum	Set	1		
5	PFI Plant	Earth grid, copper conductors, pits, resistance ≤ 1 ohm, Including Test report for required resistance, Standards: IEEE 80, IEC 60364	Lot	1		
6	Earthing System	HV and LV cables, trays, glands, lugs, etc. Standards: IEC 60502 or relevant, Include routing and support systems	Lot	1		
7	Cabling and Termination	Installation of the whole system, including transformer, switchgears, cable laying and termination works with consumable accessories and Routine tests, insulation resistance, TTR, relay settings, Standards: IEC 60076, IEC 60255 Note: Contractor must ensure compliance with all safety, quality, and utility standards; submit test reports and training records and submit a detailed commissioning report	Lot	1		
8	Complete Substation Installation Work (11 kV), Testing and Commissioning		Lot	1		
9	Documentation and Training	Manuals, as-built drawings, training for client personnel, Standards: IEC 61355, Minimum 2 training sessions	Lot	1		

Note:

- Details warranty declaration need to be mentioned in the Manufacturer Authorization Letter
- Product Catalogue and certification need to be submitted with the Technical Proposal

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Md Sijanur Rahman Robin
Project Manager - Energy
NGOF-UNHCR Project
NGO Forum for Public Health



**NGO FORUM
FOR PUBLIC HEALTH**

Details BOQ Design, Supply, Installation, Testing and Commissioning of Sub-station at Teknaf, Cox's Bazaar, Bangladesh

Annex-B

SL	Item	Specification	Unit	Qty	Unit Price In BDT	Total Price In BDT
1	Substation Design	Electrical design including SLD, layout, protection, load flow, and fault analysis Standards: IEC 61936, IEEE 80, local utility standard or code Design must be approved by NGO Forum	Lot	1		-
2	Power Transformer 125 KVA, 11/0.4 kV	Oil-immersed, ONAN cooling, Dyn11, impedance IEC standard, temp rise $\leq 65^{\circ}\text{C}$ Standards: IEC 60076, Including Factory test reports	Nos	1		-
3	HV Switchgear (11 kV)	Indoor metal-clad, vacuum circuit breakers, protection relays, metering Standards: IEC 62271-200, Including control and protection panels	Set	1		
4	LV Switchgear (400 V)	MCCBs, metering, busbars, outgoing feeders, including cable termination accessories, Standards: IEC 61439, including capacitor bank, switching logic controller, protection. Etc, Standards: IEC 61936, IEEE 1036, Design must be approved by NGO Forum	Set	1		
5	PFI Plant	Earth grid, copper conductors, pits, resistance ≤ 1 ohm, Including Test report for required resistance, Standards: IEEE 80, IEC 60364	Lot	1		
6	Earthing System	HV and LV cables, trays, glands, lugs, etc. Standards: IEC 60502 or relevant, Include routing and support systems	Lot	1		
7	Cabling and Termination	Installation of the whole system, including transformer, switchgears, cable laying and termination works with consumable accessories and Routine tests, insulation resistance, TTR, relay settings, Standards: IEC 60076, IEC 60255	Lot	1		
8	Complete Substation Installation Work (11 kV), Testing and Commissioning	Note: Contractor must ensure compliance with all safety, quality, and utility standards; submit test reports and training records and submit a detailed commissioning report	Lot	1		
9	Documentation and Training	Manuals, as-built drawings, training for client personnel, Standards: IEC 61355, Minimum 2 training sessions	Lot	1		

Note:

1. Details warranty declaration need to be mentioned in the Manufacturer Authorization Letter
2. Product Catalogue and certification need to be submitted with the Technical Proposal

Md Sijanur Rahman Rodin
Project Manager - Energy
NGOF-UNHCR Project
NGO Forum for Public Health



NGO FORUM
FOR PUBLIC HEALTH

Details BOQ Design, Supply, Installation, Testing and Commissioning of Sub-station at Water Treatment Plant in Teknaf, Cox's Bazaar, Bangladesh

Annex-B

SL	Item	Specification	Unit	Qty	Unit Price In BDT	Total Price In BDT
1	Substation Design	Electrical design including SLD, layout, protection, load flow, and fault analysis Standards: IEC 61936, IEEE 80, local utility standard or code Design must be approved by NGO Forum	Lot	1		-
2	Power Transformer 150 KVA, 11/0.4 kV	Oil-immersed, ONAN cooling, Dyn11, impedance IEC standard, temp rise $\leq 65^{\circ}\text{C}$ Standards: IEC 60076, Including Factory test reports	Nos	1		-
3	HV Switchgear (11 kV)	Indoor metal-clad, vacuum circuit breakers, protection relays, metering Standards: IEC 62271-200, Including control and protection panels	Set	1		
4	LV Switchgear (400 V)	MCCBs, metering, busbars, outgoing feeders, Including cable termination accessories, Standards: IEC 61439,	Set	1		
5	PFI Plant	including capacitor bank, switching logic controller, protection. Etc, Standards: IEC 61936, IEEE 1036, Design must be approved by NGO Forum	Lot	1		
6	Earthing System	Earth grid, copper conductors, pits, resistance ≤ 1 ohm, Including Test report for required resistance, Standards: IEEE 80, IEC 60364	Lot	1		
7	Cabling and Termination	HV and LV cables, trays, glands, lugs, etc. Standards: IEC 60502 or relevant, Include routing and support systems	Lot	1		
8	Complete Substation Installation Work (11 kV), Testing and Commissioning	Installation of the whole system, including transformer, switchgears, cable laying and termination works with consumable accessories and Routine tests, insulation resistance, TTR, relay settings, Standards: IEC 60076, IEC 60255 Note: Contractor must ensure compliance with all safety, quality, and utility standards; submit test reports and training records and submit a detailed commissioning report	Lot	1		
9	Documentation and Training	Manuals, as-built drawings, training for client personnel, Standards: IEC 61355, Minimum 2 training sessions	Lot	1		

Note:

- Details warranty declaration need to be mentioned in the Manufacturer Authorization Letter
- Product Catalogue and certification need to be submitted with the Technical Proposal

Sr

Md Sijanur Rahaman Robin
Project Manager - Energy
NGOF-UNHCR Project
NGO Forum for Public Health



NGO FORUM FOR PUBLIC HEALTH

Details BOQ Design, Supply, Installation, Testing and Commissioning of Sub-station at Water Treatment Plant in Teknaf, Cox's Bazaar, Bangladesh

Annex-B

SL	Item	Specification	Unit	Qty	Unit Price In BDT	Total Price In BDT
1	Substation Design	Electrical design including SLD, layout, protection, load flow, and fault analysis Standards: IEC 61936, IEEE 80, local utility standard or code Design must be approved by NGO Forum	Lot	1		-
2	Power Transformer 200 KVA, 11/0.4 kV	Oil-immersed, ONAN cooling, Dyn11, impedance IEC standard, temp rise $\leq 65^{\circ}\text{C}$ Standards: IEC 60076, Including Factory test reports	Nos	1		-
3	HV Switchgear (11 kV)	Indoor metal-clad, vacuum circuit breakers, protection relays, metering Standards: IEC 62271-200, Including control and protection panels	Set	1		
4	LV Switchgear (400 V)	MCCBs, metering, busbars, outgoing feeders, Including cable termination accessories, Standards: IEC 61439, including capacitor bank, switching logic controller, protection. Etc, Standards: IEC 61936, IEEE 1036, Design must be approved by NGO Forum	Set	1		
5	PFI Plant	Earth grid, copper conductors, pits, resistance $\leq 1 \text{ ohm}$, Including Test report for required resistance, Standards: IEEE 80, IEC 60364	Lot	1		
6	Earthing System	HV and LV cables, trays, glands, lugs, etc. Standards: IEC 60502 or relevant, Include routing and support systems	Lot	1		
7	Cabling and Termination	Installation of the whole system, including transformer, switchgears, cable laying and termination works with consumable accessories and Routine tests, insulation resistance, TTR, relay settings, Standards: IEC 60076, IEC 60255	Lot	1		
8	Complete Substation Installation Work (11 kV), Testing and Commissioning	Note: Contractor must ensure compliance with all safety, quality, and utility standards; submit test reports and training records and submit a detailed commissioning report	Lot	1		
9	Documentation and Training	Manuals, as-built drawings, training for client personnel, Standards: IEC 61355, Minimum 2 training sessions	Lot	1		

Note:

- 1.Details warranty declaration need to be mentioned in the Manufacturer Aithorization Letter
2. Product Catalogue and certification need to be submitted with the Technical Proposal

Md Sijanur Rahaman Robin
Project Manager - Energy
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NGO Forum for Public Health



**NGO FORUM
FOR PUBLIC HEALTH**

Details BOQ Design, Supply, Installation, Testing and Commissioning of Sub-station at Water Treatment Plant in Teknaf, Cox's Bazaar, Bangladesh

Annex-B

SL	Item	Specification	Unit	Qty	Unit Price In BDT	Total Price In BDT
1	Substation Design	Electrical design including SLD, layout, protection, load flow, and fault analysis Standards: IEC 61936, IEEE 80, local utility standard or code Design must be approved by NGO Forum	Lot	1		-
2	Power Transformer 225 KVA, 11/0.4 kV	Oil-immersed, ONAN cooling, Dyn11, impedance IEC standard, temp rise $\leq 65^{\circ}\text{C}$ Standards: IEC 60076, Including Factory test reports	Nos	1		-
3	HV Switchgear (11 kV)	Indoor metal-clad, vacuum circuit breakers, protection relays, metering Standards: IEC 62271-200, Including control and protection panels	Set	1		
4	LV Switchgear (400 V)	MCCBs, metering, busbars, outgoing feeders, Including cable termination accessories, Standards: IEC 61439, including capacitor bank, switching logic controller, protection. Etc, Standards: IEC 61936, IEEE 1036, Design must be approved by NGO Forum	Set	1		
5	PFI Plant	Earth grid, copper conductors, pits, resistance ≤ 1 ohm, Including Test report for required resistance, Standards: IEEE 80, IEC 60364	Lot	1		
6	Earthing System	HV and LV cables, trays, glands, lugs, etc. Standards: IEC 60502 or relevant, Include routing and support systems	Lot	1		
7	Cabling and Termination	Installation of the whole system, including transformer, switchgears, cable laying and termination works with consumable accessories and Routine tests, insulation resistance, TTR, relay settings, Standards: IEC 60076, IEC 60255	Lot	1		
8	Complete Substation Installation Work (11 kV), Testing and Commissioning	Note: Contractor must ensure compliance with all safety, quality, and utility standards; submit test reports and training records and submit a detailed commissioning report	Lot	1		
9	Documentation and Training	Manuals, as-built drawings, training for client personnel, Standards: IEC 61355, Minimum 2 training sessions	Lot	1		

Note:

1. Details warranty declaration need to be mentioned in the Manufacturer Authorization Letter
2. Product Catalogue and certification need to be submitted with the Technical Proposal

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FOR PUBLIC HEALTH

Details BOQ Design, Supply, Installation, Testing and Commissioning of Sub-station at Water Treatment Plant in Teknaf, Cox's Bazaar, Bangladesh

Annex-B

SL	Item	Specification	Unit	Qty	Unit Price In BDT	Total Price In BDT
1	Substation Design	Electrical design including SLD, layout, protection, load flow, and fault analysis Standards: IEC 61936, IEEE 80, local utility standard or code Design must be approved by NGO Forum	Lot	1		-
2	Power Transformer 250 KVA, 11/0.4 kV	Oil-immersed, ONAN cooling, Dyn11, impedance IEC standard, temp rise $\leq 65^{\circ}\text{C}$ Standards: IEC 60076, Including Factory test reports	Nos	1		-
3	HV Switchgear (11 kV)	Indoor metal-clad, vacuum circuit breakers, protection relays, metering Standards: IEC 62271-200, Including control and protection panels	Set	1		
4	LV Switchgear (400 V)	MCCBs, metering, busbars, outgoing feeders, including cable termination accessories, Standards: IEC 61439, including capacitor bank, switching logic controller, protection. Etc, Standards: IEC 61936, IEEE 1036, Design must be approved by NGO Forum	Set	1		
5	PFI Plant	Earth grid, copper conductors, pits, resistance ≤ 1 ohm, Including Test report for required resistance, Standards: IEEE 80, IEC 60364	Lot	1		
6	Earthing System	HV and LV cables, trays, glands, lugs, etc. Standards: IEC 60502 or relevant, Include routing and support systems	Lot	1		
7	Cabling and Termination	Installation of the whole system, including transformer, switchgears, cable laying and termination works with consumable accessories and Routine tests, insulation resistance, TTR, relay settings, Standards: IEC 60076, IEC 60255	Lot	1		
8	Complete Substation Installation Work (11 kV), Testing and Commissioning	Note: Contractor must ensure compliance with all safety, quality, and utility standards; submit test reports and training records and submit a detailed commissioning report	Lot	1		
9	Documentation and Training	Manuals, as-built drawings, training for client personnel, Standards: IEC 61355, Minimum 2 training sessions	Lot	1		

Note:

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- Product Catalogue and certification need to be submitted with the Technical Proposal

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FOR PUBLIC HEALTH

Details BOQ Design, Supply, Installation, Testing and Commissioning of Sub-station at Water Treatment Plant in Teknaf, Cox's Bazaar, Bangladesh

Annex-B

SL	Item	Specification	Unit	Qty	Unit Price In BDT	Total Price In BDT
1	Substation Design	Electrical design including SLD, layout, protection, load flow, and fault analysis Standards: IEC 61936, IEEE 80, local utility standard or code Design must be approved by NGO Forum	Lot	1		-
2	Power Transformer 300 KVA, 11/0.4 kV	Oil-immersed, ONAN cooling, Dyn11, impedance IEC standard, temp rise $\leq 65^{\circ}\text{C}$ Standards: IEC 60076, Including Factory test reports	Nos	1		-
3	HV Switchgear (11 kV)	Indoor metal-clad, vacuum circuit breakers, protection relays, metering Standards: IEC 62271-200, Including control and protection panels	Set	1		
4	LV Switchgear (400 V)	MCCBs, metering, busbars, outgoing feeders, Including cable termination accessories, Standards: IEC 61439,	Set	1		
5	PFI Plant	including capacitor bank, switching logic controller, protection. Etc, Standards: IEC 61936, IEEE 1036, Design must be approved by NGO Forum	Lot	1		
6	Earthing System	Earth grid, copper conductors, pits, resistance ≤ 1 ohm, Including Test report for required resistance, Standards: IEEE 80, IEC 60364	Lot	1		
7	Cabling and Termination	HV and LV cables, trays, glands, lugs, etc. Standards: IEC 60502 or relevant, Include routing and support systems	Lot	1		
8	Complete Substation Installation Work (11 kV), Testing and Commissioning	Installation of the whole system, including transformer, switchgears, cable laying and termination works with consumable accessories and Routine tests, insulation resistance, TTR, relay settings, Standards: IEC 60076, IEC 60255 Note: Contractor must ensure compliance with all safety, quality, and utility standards; submit test reports and training records and submit a detailed commissioning report	Lot	1		
9	Documentation and Training	Manuals, as-built drawings, training for client personnel, Standards: IEC 61355, Minimum 2 training sessions	Lot	1		

Note:

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- Product Catalogue and certification need to be submitted with the Technical Proposal

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NGO FORUM
FOR PUBLIC HEALTH

Details BOQ Design, Supply, Installation, Testing and Commissioning of Sub-station at Water Treatment Plant in Teknaf, Cox's Bazaar, Bangladesh

Annex-B

SL	Item	Specification	Unit	Qty	Unit Price In BDT	Total Price In BDT
1	Substation Design	Electrical design including SLD, layout, protection, load flow, and fault analysis Standards: IEC 61936, IEEE 80, local utility standard or code Design must be approved by NGO Forum	Lot	1		-
2	Power Transformer 400 KVA, 11/0.4 kV	Oil-immersed, ONAN cooling, Dyn11, impedance IEC standard, temp rise $\leq 65^{\circ}\text{C}$ Standards: IEC 60076, Including Factory test reports	Nos	1		-
3	HV Switchgear (11 kV)	Indoor metal-clad, vacuum circuit breakers, protection relays, metering Standards: IEC 62271-200, Including control and protection panels	Set	1		
4	LV Switchgear (400 V)	MCCBs, metering, busbars, outgoing feeders, Including cable termination accessories, Standards: IEC 61439,	Set	1		
5	PFI Plant	including capacitor bank, switching logic controller, protection. Etc, Standards: IEC 61936, IEEE 1036, Design must be approved by NGO Forum	Lot	1		
6	Earthing System	Earth grid, copper conductors, pits, resistance ≤ 1 ohm, Including Test report for required resistance, Standards: IEEE 80, IEC 60364	Lot	1		
7	Cabling and Termination	HV and LV cables, trays, glands, lugs, etc. Standards: IEC 60502 or relevant, Include routing and support systems	Lot	1		
8	Complete Substation Installation Work (11 kV), Testing and Commissioning	Installation of the whole system, including transformer, switchgears, cable laying and termination works with consumable accessories and Routine tests, insulation resistance, TTR, relay settings, Standards: IEC 60076, IEC 60255 Note: Contractor must ensure compliance with all safety, quality, and utility standards; submit test reports and training records and submit a detailed commissioning report	Lot	1		
9	Documentation and Training	Manuals, as-built drawings, training for client personnel, Standards: IEC 61355, Minimum 2 training sessions	Lot	1		

Note:

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- Product Catalogue and certification need to be submitted with the Technical Proposal

Signature

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Project Manager - Energy
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FOR PUBLIC HEALTH

Details BOQ Design, Supply, Installation, Testing and Commissioning of Sub-station at Water Treatment Plant in Teknaf, Cox's Bazaar, Bangladesh

Annex-B

SL	Item	Specification	Unit	Qty	Unit Price In BDT	Total Price In BDT
1	Substation Design	Electrical design including SLD, layout, protection, load flow, and fault analysis Standards: IEC 61936, IEEE 80, local utility standard or code Design must be approved by NGO Forum	Lot	1		-
2	Power Transformer 500 KVA, 11/0.4 kV	Oil-immersed, ONAN cooling, Dyn11, impedance IEC standard, temp rise $\leq 65^{\circ}\text{C}$ Standards: IEC 60076, Including Factory test reports	Nos	1		-
3	HV Switchgear (11 kV)	Indoor metal-clad, vacuum circuit breakers, protection relays, metering Standards: IEC 62271-200, Including control and protection panels	Set	1		
4	LV Switchgear (400 V)	MCCBs, metering, busbars, outgoing feeders, Including cable termination accessories, Standards: IEC 61439, including capacitor bank, switching logic controller, protection. Etc, Standards: IEC 61936, IEEE 1036, Design must be approved by NGO Forum	Set	1		
5	PFI Plant	Earth grid, copper conductors, pits, resistance $\leq 1\ \text{ohm}$, Including Test report for required resistance, Standards: IEEE 80, IEC 60364	Lot	1		
6	Earthing System	HV and LV cables, trays, glands, lugs, etc. Standards: IEC 60502 or relevant, Include routing and support systems	Lot	1		
7	Cabling and Termination	Installation of the whole system, including transformer, switchgears, cable laying and termination works with consumable accessories and Routine tests, insulation resistance, TTR, relay settings, Standards: IEC 60076, IEC 60255	Lot	1		
8	Complete Substation Installation Work (11 kV), Testing and Commissioning	Note: Contractor must ensure compliance with all safety, quality, and utility standards; submit test reports and training records and submit a detailed commissioning report	Lot	1		
9	Documentation and Training	Manuals, as-built drawings, training for client personnel, Standards: IEC 61355, Minimum 2 training sessions	Lot	1		

Note:

- 1.Details warranty declaration need to be mentioned in the Manufacturer Aithorization Letter
2. Product Catalogue and certification need to be submitted with the Technical Proposal

[Signature]

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Project Manager - Energy
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NGO FORUM
FOR PUBLIC HEALTH

Details BOQ Design, Supply, Installation, Testing and Commissioning of Sub-station at Water Treatment Plant in Teknaf, Cox's Bazaar, Bangladesh

Annex-B

SL	Item	Specification	Unit	Qty	Unit Price In BDT	Total Price In BDT
1	Substation Design	Electrical design including SLD, layout, protection, load flow, and fault analysis Standards: IEC 61936, IEEE 80, local utility standard or code Design must be approved by NGO Forum	Lot	1		-
2	Power Transformer 630 KVA, 11/0.4 kV	Oil-immersed, ONAN cooling, Dyn11, impedance IEC standard, temp rise $\leq 65^{\circ}\text{C}$ Standards: IEC 60076, Including Factory test reports	Nos	1		-
3	HV Switchgear (11 kV)	Indoor metal-clad, vacuum circuit breakers, protection relays, metering Standards: IEC 62271-200, Including control and protection panels	Set	1		
4	LV Switchgear (400 V)	MCCBs, metering, busbars, outgoing feeders, Including cable termination accessories, Standards: IEC 61439,	Set	1		
5	PFI Plant	including capacitor bank, switching logic controller, protection. Etc, Standards: IEC 61936, IEEE 1036, Design must be approved by NGO Forum	Lot	1		
6	Earthing System	Earth grid, copper conductors, pits, resistance ≤ 1 ohm, Including Test report for required resistance, Standards: IEEE 80, IEC 60364	Lot	1		
7	Cabling and Termination	HV and LV cables, trays, glands, lugs, etc. Standards: IEC 60502 or relevant, Include routing and support systems	Lot	1		
8	Complete Substation Installation Work (11 kV), Testing and Commissioning	Installation of the whole system, including transformer, switchgears, cable laying and termination works with consumable accessories and Routine tests, insulation resistance, TTR, relay settings, Standards: IEC 60076, IEC 60255 Note: Contractor must ensure compliance with all safety, quality, and utility standards; submit test reports and training records and submit a detailed commissioning report	Lot	1		
9	Documentation and Training	Manuals, as-built drawings, training for client personnel, Standards: IEC 61355, Minimum 2 training sessions	Lot	1		

Note:

1.Details warranty declaration need to be mentioned in the Manufacturer Aithorization Letter

2. Product Catalogue and certification need to be submitted with the Technical Proposal

Signature

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Project Manager - Energy
NGOF-UNHCR Project
NGO Forum for Public Health



**NGO FORUM
FOR PUBLIC HEALTH**

Details BOQ Design, Supply, Installation, Testing and Commissioning of Sub-station at Water Treatment Plant in Teknaf, Cox's Bazaar, Bangladesh

Annex-c

SL	Item	Specification	Unit	Qty	Unit Price In BDT (Including VAT & AIT)	Total Price In BDT(Including VAT & AIT)
1	Substation Design	Electrical design including SLD, layout, protection, load flow, and fault analysis Standards: IEC 61936, IEEE 80, local utility standard or code Design must be approved by NGO Forum	Lot	1		-
2	Power Transformer 630 KVA, 11/0.4 kV	Oil-immersed, ONAN cooling, Dyn11, impedance IEC standard, temp rise $\leq 65^{\circ}\text{C}$ Standards: IEC 60076, Including Factory test reports	Nos	1		-
3	HV Switchgear (11 kV)	Indoor metal-clad, vacuum circuit breakers, protection relays, metering Standards: IEC 62271-200, Including control and protection panels	Set	1		
4	LV Switchgear (400 V)	MCCBs, metering, busbars, outgoing feeders, Including cable termination accessories, Standards: IEC 61439,	Set	1		
5	PFI Plant	including capacitor bank, switching logic controller, protection. Etc, Standards: IEC 61936, IEEE 1036, Design must be approved by NGO Forum	Lot	1		
6	Earthing System	Earth grid, copper conductors, pits, resistance ≤ 1 ohm, Including Test report for required resistance, Standards: IEEE 80, IEC 60364	Lot	1		
7	Cabling and Termination	HV and LV cables, trays, glands, lugs, etc. Standards: IEC 60502 or relevant, Include routing and support systems	Lot	1		
8	Complete Substation Installation Work (11 kV), Testing and Commissioning	Installation of the whole system, including transformer, switchgears, cable laying and termination works with consumable accessories and Routine tests, insulation resistance, TTR, relay settings, Standards: IEC 60076, IEC 60255 Note: Contractor must ensure compliance with all safety, quality, and utility standards; submit test reports and training records and submit a detailed commissioning report	Lot	1		
9	Documentation and Training	Manuals, as-built drawings, training for client personnel, Standards: IEC 61355, Minimum 2 training sessions	Lot	1		
Total Cost for Solar and Pump Feedings Works:						-

Note:

- Details warranty declaration need to be mentioned in the Manufacturer Aithorization Letter
- Product Catalogue and certification need to be submitted with the Technical Proposal


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NGO Forum for Public Health



**NGO FORUM
FOR PUBLIC HEALTH**

Details BOQ Design, Supply, Installation, Testing and Commissioning of Sub-station at Water Treatment Plant in Teknaf, Cox's Bazaar, Bangladesh

Annex-C

SL	Item	Specification	Unit	Qty	Unit Price In BDT (Including VAT & AIT)	Total Price In BDT(Including VAT & AIT)
1	Substation Design	Electrical design including SLD, layout, protection, load flow, and fault analysis Standards: IEC 61936, IEEE 80, local utility standard or code Design must be approved by NGO Forum	Lot	1		-
2	Power Transformer 500 KVA, 11/0.4 kV	Oil-immersed, ONAN cooling, Dyn11, impedance IEC standard, temp rise $\leq 65^{\circ}\text{C}$ Standards: IEC 60076, Including Factory test reports	Nos	1		-
3	HV Switchgear (11 kV)	Indoor metal-clad, vacuum circuit breakers, protection relays, metering Standards: IEC 62271-200, Including control and protection panels	Set	1		
4	LV Switchgear (400 V)	MCCBs, metering, busbars, outgoing feeders, including cable termination accessories, Standards: IEC 61439,	Set	1		
5	PFI Plant	including capacitor bank, switching logic controller, protection. Etc, Standards: IEC 61936, IEEE 1036, Design must be approved by NGO Forum	Lot	1		
6	Earthing System	Earth grid, copper conductors, pits, resistance ≤ 1 ohm, Including Test report for required resistance, Standards: IEEE 80, IEC 60364	Lot	1		
7	Cabling and Termination	HV and LV cables, trays, glands, lugs, etc. Standards: IEC 60502 or relevant, Include routing and support systems	Lot	1		
8	Complete Substation Installation Work (11 kV), Testing and Commissioning	Installation of the whole system, including transformer, switchgears, cable laying and termination works with consumable accessories and Routine tests, insulation resistance, TTR, relay settings, Standards: IEC 60076, IEC 60255 Note: Contractor must ensure compliance with all safety, quality, and utility standards; submit test reports and training records and submit a detailed commissioning report	Lot	1		
9	Documentation and Training	Manuals, as-built drawings, training for client personnel, Standards: IEC 61355, Minimum 2 training sessions	Lot	1		
Total Cost for Solar and Pump Feedings Works:						-

Note:

- Details warranty declaration need to be mentioned in the Manufacturer Aithorization Letter
- Product Catalogue and certification need to be submitted with the Technical Proposal

[Signature]
Md Sijanur Rahaman Robin
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NGO Forum for Public Health



NGO FORUM FOR PUBLIC HEALTH

Details BOQ Design, Supply, Installation, Testing and Commissioning of Sub-station at Water Treatment Plant in Teknaf, Cox's Bazaar, Bangladesh

Annex-C

SL	Item	Specification	Unit	Qty	Unit Price In BDT (Including VAT & AIT)	Total Price In BDT(Including VAT & AIT)
1	Substation Design	Electrical design including SLD, layout, protection, load flow, and fault analysis Standards: IEC 61936, IEEE 80, local utility standard or code Design must be approved by NGO Forum	Lot	1		-
2	Power Transformer 400 KVA, 11/0.4 kV	Oil-immersed, ONAN cooling, Dyn11, impedance IEC standard, temp rise $\leq 65^{\circ}\text{C}$ Standards: IEC 60076, Including Factory test reports	Nos	1		-
3	HV Switchgear (11 kV)	Indoor metal-clad, vacuum circuit breakers, protection relays, metering Standards: IEC 62271-200, Including control and protection panels	Set	1		
4	LV Switchgear (400 V)	MCCBs, metering, busbars, outgoing feeders, including cable termination accessories, Standards: IEC 61439,	Set	1		
5	PFI Plant	including capacitor bank, switching logic controller, protection. Etc, Standards: IEC 61936, IEEE 1036, Design must be approved by NGO Forum	Lot	1		
6	Earthing System	Earth grid, copper conductors, pits, resistance $\leq 1 \text{ ohm}$, Including Test report for required resistance, Standards: IEEE 80, IEC 60364	Lot	1		
7	Cabling and Termination	HV and LV cables, trays, glands, lugs, etc. Standards: IEC 60502 or relevant, Include routing and support systems	Lot	1		
8	Complete Substation Installation Work (11 kV), Testing and Commissioning	Installation of the whole system, including transformer, switchgears, cable laying and termination works with consumable accessories and Routine tests, insulation resistance, TTR, relay settings, Standards: IEC 60076, IEC 60255 Note: Contractor must ensure compliance with all safety, quality, and utility standards; submit test reports and training records and submit a detailed commissioning report	Lot	1		
9	Documentation and Training	Manuals, as-built drawings, training for client personnel, Standards: IEC 61355, Minimum 2 training sessions	Lot	1		
Total Cost for Solar and Pump Feedings Works:						-

Note:

- Details warranty declaration need to be mentioned in the Manufacturer Authorization Letter
- Product Catalogue and certification need to be submitted with the Technical Proposal

Md Sijanur Rahaman Robin
Project Manager - Energy
NGOF-JNHCR Project
NGO Forum for Public Health

Details BOQ Design, Supply, Installation, Testing and Commissioning of Sub-station at Water Treatment Plant in Teknaf, Cox's Bazaar, Bangladesh

Annex-C

SL	Item	Specification	Unit	Qty	Unit Price In BDT (Including VAT & AIT)	Total Price In BDT(Including VAT & AIT)
1	Substation Design	Electrical design including SLD, layout, protection, load flow, and fault analysis Standards: IEC 61936, IEEE 80, local utility standard or code Design must be approved by NGO Forum	Lot	1		-
2	Power Transformer 300 KVA, 11/0.4 kV	Oil-immersed, ONAN cooling, Dyn11, impedance IEC standard, temp rise $\leq 65^{\circ}\text{C}$ Standards: IEC 60076, Including Factory test reports	Nos	1		-
3	HV Switchgear (11 kV)	Indoor metal-clad, vacuum circuit breakers, protection relays, metering Standards: IEC 62271-200, Including control and protection panels	Set	1		
4	LV Switchgear (400 V)	MCCBs, metering, busbars, outgoing feeders, Including cable termination accessories, Standards: IEC 61439,	Set	1		
5	PFI Plant	including capacitor bank, switching logic controller, protection. Etc, Standards: IEC 61936, IEEE 1036, Design must be approved by NGO Forum	Lot	1		
6	Earthing System	Earth grid, copper conductors, pits, resistance ≤ 1 ohm, Including Test report for required resistance, Standards: IEEE 80, IEC 60364	Lot	1		
7	Cabling and Termination	HV and LV cables, trays, glands, lugs, etc. Standards: IEC 60502 or relevant, Include routing and support systems	Lot	1		
8	Complete Substation Installation Work (11 kV), Testing and Commissioning	Installation of the whole system, including transformer, switchgears, cable laying and termination works with consumable accessories and Routine tests, insulation resistance, TTR, relay settings, Standards: IEC 60076, IEC 60255 Note: Contractor must ensure compliance with all safety, quality, and utility standards; submit test reports and training records and submit a detailed commissioning report	Lot	1		
9	Documentation and Training	Manuals, as-built drawings, training for client personnel, Standards: IEC 61355, Minimum 2 training sessions	Lot	1		
Total Cost for Solar and Pump Feedings Works:						-

Note:

- Details warranty declaration need to be mentioned in the Manufacturer Authorization Letter
- Product Catalogue and certification need to be submitted with the Technical Proposal



**NGO FORUM
FOR PUBLIC HEALTH**

Details BOQ Design, Supply, Installation, Testing and Commissioning of Sub-station at Water Treatment Plant in Teknaf, Cox's Bazaar, Bangladesh

Annex-C

SL	Item	Specification	Unit	Qty	Unit Price In BDT (Including VAT & AIT)	Total Price In BDT(Including VAT & AIT)
1	Substation Design	Electrical design including SLD, layout, protection, load flow, and fault analysis Standards: IEC 61936, IEEE 80, local utility standard or code Design must be approved by NGO Forum	Lot	1		-
2	Power Transformer 250 KVA, 11/0.4 kV	Oil-immersed, ONAN cooling, Dyn11, impedance IEC standard, temp rise $\leq 65^{\circ}\text{C}$ Standards: IEC 60076, Including Factory test reports	Nos	1		-
3	HV Switchgear (11 kV)	Indoor metal-clad, vacuum circuit breakers, protection relays, metering Standards: IEC 62271-200, Including control and protection panels	Set	1		
4	LV Switchgear (400 V)	MCCBs, metering, busbars, outgoing feeders, Including cable termination accessories, Standards: IEC 61439,	Set	1		
5	PFI Plant	including capacitor bank, switching logic controller, protection. Etc, Standards: IEC 61936, IEEE 1036, Design must be approved by NGO Forum	Lot	1		
6	Earthing System	Earth grid, copper conductors, pits, resistance ≤ 1 ohm, Including Test report for required resistance, Standards: IEEE 80, IEC 60364	Lot	1		
7	Cabling and Termination	HV and LV cables, trays, glands, lugs, etc. Standards: IEC 60502 or relevant, Include routing and support systems	Lot	1		
8	Complete Substation Installation Work (11 kV), Testing and Commissioning	Installation of the whole system, including transformer, switchgears, cable laying and termination works with consumable accessories and Routine tests, insulation resistance, TTR, relay settings, Standards: IEC 60076, IEC 60255 Note: Contractor must ensure compliance with all safety, quality, and utility standards; submit test reports and training records and submit a detailed commissioning report	Lot	1		
9	Documentation and Training	Manuals, as-built drawings, training for client personnel, Standards: IEC 61355, Minimum 2 training sessions	Lot	1		
Total Cost for Solar and Pump Feedings Works:						-

Note:

- Details warranty declaration need to be mentioned in the Manufacturer Authorization Letter
- Product Catalogue and certification need to be submitted with the Technical Proposal

[Signature]
Md. Sijanur Rashed Rashed
Project Manager - Energy
NGO Forum for Public Health



Annex-C

Note:

1. Details warranty declaration need to be mentioned in the Manufacturer Authorization Letter
2. Product Catalogue and certification need to be submitted with the Technical Proposal

Note:

- 1.1.1. Details warranty declaration need to be mentioned in the Manufacturer Authorization Letter
2. Product Catalogue and certification need to be submitted with the Technical Proposal

 Md Sijanur Rahman - Energy
Project Manager - Project
NGOF-UNHCR Project
NGO Forum for Public Health



NGO FORUM FOR PUBLIC HEALTH

Details BOQ Design, Supply, Installation, Testing and Commissioning of Sub-station at Water Treatment Plant in Teknaf, Cox's Bazaar, Bangladesh

Annex-C

SL	Item	Specification	Unit	Qty	Unit Price In BDT (Including VAT & AIT)	Total Price In BDT(Including VAT & AIT)
1	Substation Design	Electrical design including SLD, layout, protection, load flow, and fault analysis Standards: IEC 61936, IEEE 80, local utility standard or code Design must be approved by NGO Forum	Lot	1		-
2	Power Transformer 200 KVA, 11/0.4 kV	Oil-immersed, ONAN cooling, Dyn11, impedance IEC standard, temp rise $\leq 65^{\circ}\text{C}$ Standards: IEC 60076, including Factory test reports	Nos	1		-
3	HV Switchgear (11 kV)	Indoor metal-clad, vacuum circuit breakers, protection relays, metering Standards: IEC 62271-200, including control and protection panels	Set	1		
4	LV Switchgear (400 V)	MCCBs, metering, busbars, outgoing feeders, including cable termination accessories, Standards: IEC 61439,	Set	1		
5	PFI Plant	including capacitor bank, switching logic controller, protection. Etc, Standards: IEC 61936, IEEE 1036, Design must be approved by NGO Forum	Lot	1		
6	Earthing System	Earth grid, copper conductors, pits, resistance ≤ 1 ohm, Including Test report for required resistance, Standards: IEEE 80, IEC 60364	Lot	1		
7	Cabling and Termination	HV and LV cables, trays, glands, lugs, etc. Standards: IEC 60502 or relevant, Include routing and support systems	Lot	1		
8	Complete Substation Installation Work (11 kV), Testing and Commissioning	Installation of the whole system, including transformer, switchgears, cable laying and termination works with consumable accessories and Routine tests, insulation resistance, TTR, relay settings, Standards: IEC 60076, IEC 60255 Note: Contractor must ensure compliance with all safety, quality, and utility standards; submit test reports and training records and submit a detailed commissioning report	Lot	1		
9	Documentation and Training	Manuals, as-built drawings, training for client personnel, Standards: IEC 61355, Minimum 2 training sessions	Lot	1		
Total Cost for Solar and Pump Feedings Works:						-

Note:

- Details warranty declaration need to be mentioned in the Manufacturer Aithorization Letter
- Product Catalogue and certification need to be submitted with the Technical Proposal

Sh
Md Sijanur Rahaman Robin
Project Manager - Energy
NGOF-UNHCR Project
NGO Forum for Public Health



NGO FORUM FOR PUBLIC HEALTH

Details BOQ Design, Supply, Installation, Testing and Commissioning of Sub-station at Water Treatment Plant in Teknaf, Cox's Bazaar, Bangladesh

Annex-C

SL	Item	Specification	Unit	Qty	Unit Price In BDT (Including VAT & AIT)	Total Price In BDT(Including VAT & AIT)
1	Substation Design	Electrical design including SLD, layout, protection, load flow, and fault analysis Standards: IEC 61936, IEEE 80, local utility standard or code Design must be approved by NGO Forum	Lot	1		-
2	Power Transformer 150 KVA, 11/0.4 kV	Oil-immersed, ONAN cooling, Dyn11, impedance IEC standard, temp rise $\leq 65^{\circ}\text{C}$ Standards: IEC 60076, Including Factory test reports	Nos	1		-
3	HV Switchgear (11 kV)	Indoor metal-clad, vacuum circuit breakers, protection relays, metering Standards: IEC 62271-200, Including control and protection panels	Set	1		
4	LV Switchgear (400 V)	MCCBs, metering, busbars, outgoing feeders, Including cable termination accessories, Standards: IEC 61439, including capacitor bank, switching logic controller, protection. Etc, Standards: IEC 61936, IEEE 1036, Design must be approved by NGO Forum	Set	1		
5	PFI Plant	Earth grid, copper conductors, pits, resistance ≤ 1 ohm, Including Test report for required resistance, Standards: IEEE 80, IEC 60364	Lot	1		
6	Earthing System	HV and LV cables, trays, glands, lugs, etc. Standards: IEC 60502 or relevant, Include routing and support systems	Lot	1		
7	Cabling and Termination	Installation of the whole system, including transformer, switchgears, cable laying and termination works with consumable accessories and Routine tests, insulation resistance, TTR, relay settings, Standards: IEC 60076, IEC 60255 Note: Contractor must ensure compliance with all safety, quality, and utility standards; submit test reports and training records and submit a detailed commissioning report	Lot	1		
8	Complete Substation Installation Work (11 kV), Testing and Commissioning	Manuals, as-built drawings, training for client personnel, Standards: IEC 61355, Minimum 2 training sessions	Lot	1		
9	Documentation and Training		Lot	1		
Total Cost for Solar and Pump Feedings Works:						-

Note:

- Details warranty declaration need to be mentioned in the Manufacturer Authorization Letter
- Product Catalogue and certification need to be submitted with the Technical Proposal

Sv
Md Sijanur Rahaman Robin
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NGO Forum for Public Health

Details BOQ Design, Supply, Installation, Testing and Commissioning of Sub-station at Teknaf, Cox's Bazaar, Bangladesh

Annex-C

SL	Item	Specification	Unit	Qty	Unit Price In BDT (Including VAT & AIT)	Total Price In BDT(Including VAT & AIT)
1	Substation Design	Electrical design including SLD, layout, protection, load flow, and fault analysis Standards: IEC 61936, IEEE 80, local utility standard or code Design must be approved by NGO Forum	Lot	1		-
2	Power Transformer 125 KVA, 11/0.4 kV	Oil-immersed, ONAN cooling, Dyn11, impedance IEC standard, temp rise $\leq 65^{\circ}\text{C}$ Standards: IEC 60076, Including Factory test reports	Nos	1		-
3	HV Switchgear (11 kV)	Indoor metal-clad, vacuum circuit breakers, protection relays, metering Standards: IEC 62271-200, Including control and protection panels	Set	1		
4	LV Switchgear (400 V)	MCCBs, metering, busbars, outgoing feeders, Including cable termination accessories, Standards: IEC 61439, including capacitor bank, switching logic controller, protection. Etc, Standards: IEC 61936, IEEE 1036, Design must be approved by NGO Forum	Set	1		
5	PFI Plant	Earth grid, copper conductors, pits, resistance ≤ 1 ohm, Including Test report for required resistance, Standards: IEEE 80, IEC 60364	Lot	1		
6	Earthing System	HV and LV cables, trays, glands, lugs, etc. Standards: IEC 60502 or relevant, Include routing and support systems	Lot	1		
7	Cabling and Termination	Installation of the whole system, including transformer, switchgears, cable laying and termination works with consumable accessories and Routine tests, insulation resistance, TTR, relay settings, Standards: IEC 60076, IEC 60255	Lot	1		
8	Complete Substation Installation Work (11 kV), Testing and Commissioning	Note: Contractor must ensure compliance with all safety, quality, and utility standards; submit test reports and training records and submit a detailed commissioning report	Lot	1		
9	Documentation and Training	Manuals, as-built drawings, training for client personnel, Standards: IEC 61355, Minimum 2 training sessions	Lot	1		
Total Cost for Solar and Pump Feedings Works:						-

Note:

- Details warranty declaration need to be mentioned in the Manufacturer Authorization Letter
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Md Sijanur Rahaman Robib
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NGOF-UNHCR Project
NGO Forum for Public Health



NGO FORUM FOR PUBLIC HEALTH

Details BOQ Design, Supply, Installation, Testing and Commissioning of Sub-station at Teknaf, Cox's Bazaar, Bangladesh

Annex-C

SL	Item	Specification	Unit	Qty	Unit Price In BDT (Including VAT & AIT)	Total Price In BDT(Including VAT & AIT)
1	Substation Design	Electrical design including SLD, layout, protection, load flow, and fault analysis Standards: IEC 61936, IEEE 80, local utility standard or code Design must be approved by NGO Forum	Lot	1		-
2	Power Transformer 112.5 KVA, 11/0.4 kV	Oil-immersed, ONAN cooling, Dyn11, impedance IEC standard, temp rise $\leq 65^{\circ}\text{C}$ Standards: IEC 60076, Including Factory test reports	Nos	1		-
3	HV Switchgear (11 kV)	Indoor metal-clad, vacuum circuit breakers, protection relays, metering Standards: IEC 62271-200, Including control and protection panels	Set	1		
4	LV Switchgear (400 V)	MCCBs, metering, busbars, outgoing feeders, Including cable termination accessories, Standards: IEC 61439,	Set	1		
5	PFI Plant	Including capacitor bank, switching logic controller, protection. Etc, Standards: IEC 61936, IEEE 1036, Design must be approved by NGO Forum	Lot	1		
6	Earthing System	Earth grid, copper conductors, pits, resistance $\leq 1 \text{ ohm}$, Including Test report for required resistance, Standards: IEEE 80, IEC 60364	Lot	1		
7	Cabling and Termination	HV and LV cables, trays, glands, lugs, etc. Standards: IEC 60502 or relevant, Include routing and support systems	Lot	1		
8	Complete Substation Installation Work (11 kV), Testing and Commissioning	Installation of the whole system, including transformer, switchgears, cable laying and termination works with consumable accessories and Routine tests, insulation resistance, TTR, relay settings, Standards: IEC 60076, IEC 60255 Note: Contractor must ensure compliance with all safety, quality, and utility standards; submit test reports and training records and submit a detailed commissioning report	Lot	1		
9	Documentation and Training	Manuals, as-built drawings, training for client personnel, Standards: IEC 61355, Minimum 2 training sessions	Lot	1		
Total Cost for Solar and Pump Feedings Works:						-

Note:

- Details warranty declaration need to be mentioned in the Manufacturer Aithorization Letter
- Product Catalogue and certification need to be submitted with the Technical Proposal

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Md Sijanur Rahaman Robin
Project Manager - Energy
NGOF-UNHCR Project
NGO Forum for Public Health



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Details BOQ Design, Supply, Installation, Testing and Commissioning of Sub-station at Water Treatment Plant in Teknaf, Cox's Bazaar, Bangladesh

Annex-C

SL	Item	Specification	Unit	Qty	Unit Price In BDT (Including VAT & AIT)	Total Price In BDT(Including VAT & AIT)
1	Substation Design	Electrical design including SLD, layout, protection, load flow, and fault analysis Standards: IEC 61936, IEEE 80, local utility standard or code Design must be approved by NGO Forum	Lot	1		-
2	Power Transformer 100 KVA, 11/0.4 kV	Oil-immersed, ONAN cooling, Dyn11, impedance IEC standard, temp rise $\leq 65^{\circ}\text{C}$ Standards: IEC 60076, Including Factory test reports	Nos	1		-
3	HV Switchgear (11 kV)	Indoor metal-clad, vacuum circuit breakers, protection relays, metering Standards: IEC 62271-200, Including control and protection panels	Set	1		
4	LV Switchgear (400 V)	MCCBs, metering, busbars, outgoing feeders, Including cable termination accessories, Standards: IEC 61439,	Set	1		
5	PFI Plant	including capacitor bank - switching logic controller, protection. Etc, Standards: IEC 61936, IEEE 1036, Design must be approved by NGO Forum	Lot	1		
6	Earthing System	Earth grid, copper conductors, pits, resistance ≤ 1 ohm, Including Test report for required resistance, Standards: IEEE 80, IEC 60364	Lot	1		
7	Cabling and Termination	HV and LV cables, trays, glands, lugs, etc. Standards: IEC 60502 or relevant, Include routing and support systems	Lot	1		
8	Complete Substation Installation Work (11 kV), Testing and Commissioning	Installation of the whole system, including transformer, switchgears, cable laying and termination works with consumable accessories and Routine tests, insulation resistance, TTR, relay settings, Standards: IEC 60076, IEC 60255 Note: Contractor must ensure compliance with all safety, quality, and utility standards; submit test reports and training records and submit a detailed commissioning report	Lot	1		
9	Documentation and Training	Manuals, as-built drawings, training for client personnel, Standards: IEC 61355, Minimum 2 training sessions	Lot	1		
Total Cost for Solar and Pump Feedings Works:						-

Note:

- 1.Details warranty declaration need to be mentioned in the Manufacturer Aithorization Letter
2. Product Catalogue and certification need to be submitted with the Technical Proposal

Signature

Md Sijanur Rahaman Robin
Project Manager - Energy
NGOF-UNHCR Project
NGO Forum for Public Health



NGO FORUM FOR PUBLIC HEALTH

Details BOQ Design, Supply, Installation, Testing and Commissioning of Sub-station at Teknaf, Cox's Bazaar, Bangladesh

Annex-C

SL	Item	Specification	Unit	Qty	Unit Price In BDT (Including VAT & AIT)	Total Price In BDT(Including VAT & AIT)
1	Substation Design	Electrical design including SLD, layout, protection, load flow, and fault analysis Standards: IEC 61936, IEEE 80, local utility standard or code Design must be approved by NGO Forum	Lot	1		-
2	Power Transformer 75 KVA, 11/0.4 kV	Oil-immersed, ONAN cooling, Dyn11, impedance IEC standard, temp rise $\leq 65^{\circ}\text{C}$ Standards: IEC 60076, Including Factory test reports	Nos	1		-
3	HV Switchgear (11 kV)	Indoor metal-clad, vacuum circuit breakers, protection relays, metering Standards: IEC 62271-200, Including control and protection panels	Set	1		
4	LV Switchgear (400 V)	MCCBs, metering, busbars, outgoing feeders, including cable termination accessories, Standards: IEC 61439,	Set	1		
5	PFI Plant	including capacitor bank, switching logic controller, protection. Etc, Standards: IEC 61936, IEEE 1036, Design must be approved by NGO Forum	Lot	1		
6	Earthing System	Earth grid, copper conductors, pits, resistance $\leq 1\ \text{ohm}$, Including Test report for required resistance, Standards: IEEE 80, IEC 60364	Lot	1		
7	Cabling and Termination	HV and LV cables, trays, glands, lugs, etc. Standards: IEC 60502 or relevant, Include routing and support systems	Lot	1		
8	Complete Substation Installation Work (11 kV), Testing and Commissioning	Installation of the whole system, including transformer, switchgears, cable laying and termination works with consumable accessories and Routine tests, insulation resistance, TTR, relay settings, Standards: IEC 60076, IEC 60255 Note: Contractor must ensure compliance with all safety, quality, and utility standards; submit test reports and training records and submit a detailed commissioning report	Lot	1		
9	Documentation and Training	Manuals, as-built drawings, training for client personnel, Standards: IEC 61355, Minimum 2 training sessions	Lot	1		
Total Cost for Solar and Pump Feedings Works:						-

Note:

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2. Product Catalogue and certification need to be submitted with the Technical Proposal

Md Sijanur Rahman Robin
Project Manager - Energy
NGOF-UNHCR Project
NGO Forum for Public Health



NGO FORUM FOR PUBLIC HEALTH

Details BOQ Design, Supply, Installation, Testing and Commissioning of Sub-station at Teknaf, Cox's Bazaar, Bangladesh

Annex-C

SL	Item	Specification	Unit	Qty	Unit Price In BDT (Including VAT & AIT)	Total Price In BDT(Including VAT & AIT)
1	Substation Design	Electrical design including SLD, layout, protection, load flow, and fault analysis Standards: IEC 61936, IEEE 80, local utility standard or code Design must be approved by NGO Forum	Lot	1		-
2	Power Transformer 50 KVA, 11/0.4 kV	Oil-immersed, ONAN cooling, Dyn11, impedance IEC standard, temp rise $\leq 65^{\circ}\text{C}$ Standards: IEC 60076, Including Factory test reports	Nos	1		-
3	HV Switchgear (11 kV)	Indoor metal-clad, vacuum circuit breakers, protection relays, metering Standards: IEC 62271-200, Including control and protection panels	Set	1		
4	LV Switchgear (400 V)	MCCBs, metering, busbars, outgoing feeders, Including cable termination accessories, Standards: IEC 61439,	Set	1		
5	PFI Plant	including capacitor bank, switching logic controller, protection. Etc, Standards: IEC 61936, IEEE 1036, Design must be approved by NGO Forum	Lot	1		
6	Earthing System	Earth grid, copper conductors, pits, resistance ≤ 1 ohm, Including Test report for required resistance, Standards: IEEE 80, IEC 60364	Lot	1		
7	Cabling and Termination	HV and LV cables, trays, glands, lugs, etc. Standards: IEC 60502 or relevant, Include routing and support systems	Lot	1		
8	Complete Substation Installation Work (11 kV), Testing and Commissioning	Installation of the whole system, including transformer, switchgears, cable laying and termination works with consumable accessories and Routine tests, insulation resistance, TTR, relay settings, Standards: IEC 60076, IEC 60255 Note: Contractor must ensure compliance with all safety, quality, and utility standards; submit test reports and training records and submit a detailed commissioning report	Lot	1		
9	Documentation and Training	Manuals, as-built drawings, training for client personnel, Standards: IEC 61355, Minimum 2 training sessions	Lot	1		
Total Cost for Solar and Pump Feedings Works:						-

Note:

- Details warranty declaration need to be mentioned in the Manufacturer Authorization Letter
- Product Catalogue and certification need to be submitted with the Technical Proposal

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Md Sijanur Rahman Robin
Project Manager - Energy
NGOF-UNHCR Project
NGO Forum for Public Health



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Details BOQ Design, Supply, Installation, Testing and Commissioning of Sub-station at Teknaf, Cox's Bazaar, Bangladesh

Annex-C

SL	Item	Specification	Unit	Qty	Unit Price In BDT (Including VAT & AIT)	Total Price In BDT(Including VAT & AIT)
1	Substation Design	Electrical design including SLD, layout, protection, load flow, and fault analysis Standards: IEC 61936, IEEE 80, local utility standard or code Design must be approved by NGO Forum	Lot	1		-
2	Power Transformer 37.5 KVA, 11/0.4 kV	Oil-immersed, ONAN cooling, Dyn11, impedance IEC standard, temp rise $\leq 65^{\circ}\text{C}$ Standards: IEC 60076, Including Factory test reports	Nos	1		-
3	HV Switchgear (11 kV)	Indoor metal-clad, vacuum circuit breakers, protection relays, metering Standards: IEC 62271-200, Including control and protection panels	Set	1		
4	LV Switchgear (400 V)	MCCBs, metering, busbars, outgoing feeders, Including cable termination accessories, Standards: IEC 61439,	Set	1		
5	PFI Plant	including capacitor bank, switching logic controller, protection. Etc, Standards: IEC 61936, IEEE 1036, Design must be approved by NGO Forum	Lot	1		
6	Earthing System	Earth grid, copper conductors, pits, resistance ≤ 1 ohm, Including Test report for required resistance, Standards: IEEE 80, IEC 60364	Lot	1		
7	Cabling and Termination	HV and LV cables, trays, glands, lugs, etc. Standards: IEC 60502 or relevant, Include routing and support systems	Lot	1		
8	Complete Substation Installation Work (11 kV), Testing and Commissioning	Installation of the whole system, including transformer, switchgears, cable laying and termination works with consumable accessories and Routine tests, insulation resistance, TTR, relay settings, Standards: IEC 60076, IEC 60255 Note: Contractor must ensure compliance with all safety, quality, and utility standards; submit test reports and training records and submit a detailed commissioning report	Lot	1		
9	Documentation and Training	Manuals, as-built drawings, training for client personnel, Standards: IEC 61355, Minimum 2 training sessions	Lot	1		
Total Cost for Solar and Pump Feedings Works:						-

Note:

- 1.Details warranty declaration need to be mentioned in the Manufacturer Aithorization Letter
2. Product Catalogue and certification need to be submitted with the Technical Proposal

Md Sijanur Rahaman Robin
Project Manager - Energy
NGOF-UNHCR Project
NGO Forum for Public Health



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FOR PUBLIC HEALTH

Details BOQ Design, Supply, Installation, Testing and Commissioning of Sub-station at Water Treatment Plant in Teknaf, Cox's Bazaar, Bangladesh

Annex-C

SL	Item	Specification	Unit	Qty	Unit Price In BDT (Including VAT & AIT)	Total Price In BDT(Including VAT & AIT)
1	Substation Design	Electrical design including SLD, layout, protection, load flow, and fault analysis Standards: IEC 61936, IEEE 80, local utility standard or code Design must be approved by NGO Forum	Lot	1		-
2	Power Transformer 30 KVA, 11/0.4 kV	Oil-immersed, ONAN cooling, Dyn11, impedance IEC standard, temp rise $\leq 65^{\circ}\text{C}$ Standards: IEC 60076, Including Factory test reports	Nos	1		-
3	HV Switchgear (11 kV)	Indoor metal-clad, vacuum circuit breakers, protection relays, metering Standards: IEC 62271-200, Including control and protection panels	Set	1		
4	LV Switchgear (400 V)	MCCBs, metering, busbars, outgoing feeders, Including cable termination accessories, Standards: IEC 61439, including capacitor bank, switching logic controller, protection. Etc, Standards: IEC 61936, IEEE 1036, Design must be approved by NGO Forum	Set	1		
5	PFI Plant	Earth grid, copper conductors, pits, resistance ≤ 1 ohm, Including Test report for required resistance, Standards: IEEE 80, IEC 60364	Lot	1		
6	Earthing System	HV and LV cables, trays, glands, lugs, etc. Standards: IEC 60502 or relevant, Include routing and support systems	Lot	1		
7	Cabling and Termination	Installation of the whole system, including transformer, switchgears, cable laying and termination works with consumable accessories and Routine tests, insulation resistance, TTR, relay settings, Standards: IEC 60076, IEC 60255	Lot	1		
8	Complete Substation Installation Work (11 kV), Testing and Commissioning	Note: Contractor must ensure compliance with all safety, quality, and utility standards; submit test reports and training records and submit a detailed commissioning report	Lot	1		
9	Documentation and Training	Manuals, as-built drawings, training for client personnel, Standards: IEC 61355, Minimum 2 training sessions	Lot	1		
Total Cost for Solar and Pump Feedings Works:						-

Note:

- 1.Details warranty declaration need to be mentioned in the Manufacturer Authorization Letter
2. Product Catalogue and certification need to be submitted with the Technical Proposal

Signature

Md Sijanur Rahaman Robin
Project Manager - Energy
NGOF-JUNHCR Project
NGO Forum for Public Health

NGO Forum for Public Health				
Maintaining Access to Humanitarian and Inclusion Services for the Rohingyas in Bangladesh				
Design, Supply, Installation, Testing and Commissioning of Sub-station at Water Treatment Plant in Teknaf, Cox's Bazaar, Bangladesh				
BOQ Summary				
				Annex-C
			Date:	
Item	Description	Quantity	Unit	Amount in BDT. Including VAT & AIT
1	30 KVA, 11/0.4 kV, Design, Supply, Installation, Testing and Commissioning of Sub-station	1.00	Job	
2	37.5 KVA, 11/0.4 kV, Design, Supply, Installation, Testing and Commissioning of Sub-station	1.00	Job	
3	50 KVA, 11/0.4 kV, Design, Supply, Installation, Testing and Commissioning of Sub-station	1.00	Job	
4	75 KVA, 11/0.4 kV, Design, Supply, Installation, Testing and Commissioning of Sub-station	1.00	Job	
5	100 KVA, 11/0.4 kV, Design, Supply, Installation, Testing and Commissioning of Sub-station	1.00	Job	
6	112.5 KVA, 11/0.4 kV, Design, Supply, Installation, Testing and Commissioning of Sub-station	1.00	Job	
7	125 KVA, 11/0.4 kV, Design, Supply, Installation, Testing and Commissioning of Sub-station	1.00	Job	
8	150 KVA, 11/0.4 kV, Design, Supply, Installation, Testing and Commissioning of Sub-station	1.00	Job	
9	200 KVA, 11/0.4 kV, Design, Supply, Installation, Testing and Commissioning of Sub-station	1.00	Job	
10	225 KVA, 11/0.4 kV, Design, Supply, Installation, Testing and Commissioning of Sub-station	1.00	Job	
11	250 KVA, 11/0.4 kV, Design, Supply, Installation, Testing and Commissioning of Sub-station	1.00	Job	
12	300 KVA, 11/0.4 kV, Design, Supply, Installation, Testing and Commissioning of Sub-station	1.00	Job	
13	400 KVA, 11/0.4 kV, Design, Supply, Installation, Testing and Commissioning of Sub-station	1.00	Job	
14	500 KVA, 11/0.4 kV, Design, Supply, Installation, Testing and Commissioning of Sub-station	1.00	Job	
15	630 KVA, 11/0.4 kV, Design, Supply, Installation, Testing and Commissioning of Sub-station	1.00	Job	
GrandTotal =				
In Word:				


 Md Sijanur Rahaman Robin
 Project Manager - Energy
 NGOF-UNHCR Project
 NGO Forum for Public Health

NGO Forum for Public Health

Project: Maintaining Access to Humanitarian and Inclusion Services for the Rohingyas in Bangladesh

CALENDER ACTIVITIES

Name of Work: Design, Supply, Installation, Testing and Commissioning of Sub-station at Water Treatment Plant in Teknaf, Cox's Bazaar, Bangladesh

Delivery Location: NAYAPARA, TEKNAF, COX'S BAZAR, BANGLADESH

Annex -E

Calender Days (lead time)

Sl No	Description	Unit	Calender Days
1	Design, Supply, Installation, Testing and Commissioning of Sub-station at Water Treatment Plant in Teknaf, Cox's Bazaar, Bangladesh As per attached BOQ (Total Calender Days)	1	
	A. System Design		
	B. Materials Supply in our mentioned place (Nayapara, Teknaf)		
	C. Testing and Commissioning		
	D. Others Work		
	E. Hand Over to NGOF Field Team		

 NGO FORUM FOR PUBLIC HEALTH 44, Block E, Lalmatia, Dhaka-1207, Bangladesh	VENDOR REGISTRATION FORM
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Section A: Company information

1	Name of Company	
2	Address	
3	Contact Name & Title	
4	Contact Number	
5	Email address	
6	Type of Business (Corporate/Limited/Partnership/Others)	
7	Nature of Business (Manufacturer/Agent/Trader/Others)	
8	License Number (Trade/Others)	
9	Value Added Tax (VAT) registration number	
10	Tax Identification Number (TIN)	
11	List of regular clients	
12	List of Core Goods or Service offered	

Section B: Banking Information

SI	Bank Name	Account Number	Branch Name	Branch Address

Section C: Declaration

I/we, the undersigned _____; Certify that the information as finished in this document is correct.	
_____ Signature/s with Seal	_____ Date
_____ Designation	

List of Documents which should be provided/annexed with this Registration Form:

1. Current Trade License
 2. VAT Registration Certificate
 3. Income Tax Certificate (updated)
 4. Bank Statement (minimum last three month) and Bank Solvency Certificate (if applicable)
 5. Performance/ Work experience certificate from three (3) organization
 6. Organization Profile (if applicable)
- (Please initial/sign all enclosed papers)

এনজিও ফোরাম ফর পাবলিক হেল্থ

৪/৬, ব্লক -ই, লালমাটিয়া, ঢাকা-১২০৭

যৌন শোষণ ও নির্যাতন প্রতিরোধ ও প্রতিকার ও হয়রানি নিরসন ও সুরক্ষা নীতিমালা

যাদের জন্য প্রযোজ্য:

সংস্থার সকল স্তরের কর্মকর্তা/কর্মচারীসহ স্বেচ্ছাসেবক, ইন্টার্ন, উপদেষ্টা/বিশেষজ্ঞ/পরামর্শক, সহযোগী প্রতিষ্ঠান/সিবিও, তৃতীয় পক্ষের প্রতিনিধি, সরবরাহকারী এবং ব্যবসায়িক সহযোগী যারা এনজিও ফোরামের সাথে সংশ্লিষ্ট তারা এ নীতিমালার আওতাভুক্ত হবেন।

যৌন হয়রানি বলতে বুঝায়-

ক) অনাকাঙ্ক্ষিত যৌন আবেদনমূলক আচরণ (সরাসরি কিংবা ইঙ্গিতে) যেমন: শারীরিক স্পর্শ বা এ ধরনের প্রচেষ্টা;

খ) প্রাতিষ্ঠানিক ও পেশাগত ক্ষমতা ব্যবহার করে কারো সাথে যৌন সম্পর্ক স্থাপনের চেষ্টা করা;

গ) যৌন হয়রানি বা নিপীড়নমূলক উক্তি;

ঘ) যৌন সুযোগ লাভের জন্য অবৈধ আবেদন:

ঙ) পর্ণোগ্রাফি দেখানো;

চ) যৌন আবেদনমূলক মন্তব্য বা ভঙ্গি;

ছ) অশালীন ভঙ্গি, অশালীন ভাষা বা মন্তব্যের মাধ্যমে উদ্ভূত করা বা অশালীন উদ্দেশ্য পূরণে কোন ব্যক্তির অলক্ষ্যে তার নিকটবর্তী হওয়া বা অনুসরণ করা, যৌন ইঙ্গিতমূলক ভাষা ব্যবহার করে ঠাট্টা বা উপহাস করা;

জ) চিঠি, টেলিফোন, মোবাইল, এসএমএস, ছবি, নোটিশ, কার্টুন, বেঞ্চ, চেয়ার-টেবিল, নোটিশ বোর্ড, অফিস, ফ্যাক্টরি, শ্রেণিকক্ষ, বাথরুমের দেয়ালে যৌন ইঙ্গিতমূলক অপমানজনক কোন কিছু লেখা;

ঝ) ব্লাকমেইল অথবা চরিত্র হননের উদ্দেশ্যে স্থির বা ভিডিও চিত্র ধারণ করা;

এং) যৌন হয়রানির কারণে খেলাধুলা, সাংস্কৃতিক, প্রাতিষ্ঠানিক এবং শিক্ষাগত কার্যক্রমে অংশগ্রহণ থেকে বিরত থাকতে বাধ্য

হওয়া:

ট) প্রেম নিবেদন করে প্রত্যাখ্যাত হয়ে হুমকি দেয়া বা চাপ প্রয়োগ করা;

ঠ) ভয় দেখিয়ে বা মিথ্যা আশ্বাস দিয়ে বা প্রতারণার মাধ্যমে যৌন সম্পর্ক স্থাপন বা স্থাগনে চেষ্টা করা।

সংজ্ঞা:

যৌন নিপীড়ন	যৌন উদ্দেশ্যে দুর্বল, সংবেদনশীল, স্পর্শকাতর অবস্থানের বা আস্থার অপব্যবহার করা বা করার চেষ্টা করা; ক্ষমতার অপব্যবহার, বিশ্বাস বা নির্ভরতার অবস্থানের প্রেক্ষিতে কোন যৌন নির্যাতন বা নির্যাতনের চেষ্টা: কোন জবরদস্তিমূলক বা ভীতিপূর্ণ অবস্থানে রেখে (আর্থিক, সামাজিক বা রাজনৈতিক সুবিধার প্রস্তাব বা প্রতিশ্রুতি দিয়ে) অশালীন সম্পর্ক, অনাহত স্পর্শ, যৌন আক্রমণ, ধর্ষণ, যৌনতা বা যৌনসম্পর্কিত শারীরিক অনুপ্রবেশের হুমকি বা বাস্তবিক অনুপ্রবেশ, অযাচিত অথবা অনাহত কোন পর্নোগ্রাফি, বার্তা/লেখা, ছবি (ইমেজ), স্থির বা ভিডিও চিত্র দেখানো, অডিও রেকর্ড শুনানো বা অনাকাঙ্ক্ষিত অঙ্গভঙ্গি প্রদর্শন ইত্যাদি।
যৌন হয়রানি	কোন অবাস্তব বা অযাচিত যৌন আচরণ যা কিনা কোন পেশাদার কাজের পূর্বশর্ত, প্রতিকূলতা, ভয়ের পরিবেশ বা আপত্তিকর অবস্থার সৃষ্টি করে। ইচ্ছার বিরুদ্ধে বা বল প্রয়োগের মাধ্যমে বা ক্ষমতার অপব্যবহার করে কারও সাথে শারীরিক সম্পর্ক স্থাপন বা স্থাপনের হুমকি প্রদান করা।
যৌন আনুকূল্য	অর্থ, পণ্য, পরিষেবা বা অন্যান্য সুবিধাদির বিনিময়ে কোন যৌনতা বা যৌন আচরণের আনুকূল্য প্রকাশ (অশালীন ছবি বা ভিডিও ধারণ বা ধারণের ইচ্ছা প্রকাশ, পর্নোগ্রাফি ধারণ, প্রচার, কুরুচিপূর্ণ বা অমর্যাদাপূর্ণ মন্তব্য ইত্যাদি)।
যৌন শোষণ/গ্রুপিং (Grooming)	অসহায়, ঝুঁকি বা দুর্বল অবস্থায় আছে এমন কারও সাথে সংবেদনশীল সম্পর্ক গড়ে তোলা বা তোলার আগ্রহ প্রকাশ করা এবং পরবর্তীতে একে যৌন উদ্দেশ্যে ব্যবহারের অভিপ্রায়।

শূন্য সহিষ্ণুতা (Zero Tolerance):

এনজিও ফোরাম যৌন নিপীড়ন ও হয়রানি, নির্যাতন, হুমকিসহ সকল প্রকার দুর্ব্যবহারের বিরুদ্ধে শূন্য সহিষ্ণুতা (তবৎড় এঃডঃবৎধঃপঃ) নীতি বা অবস্থান ও সংস্কৃতি মেনে চলবে। প্রতিটি বিষয় পুরোপুরি আমলে নিয়ে তাত্ক্ষণিক ব্যবস্থা গ্রহণ করবে এবং প্রতিষ্ঠানের নীতিমালা অনুযায়ী তদন্ত পরিচালনা ও প্রযোজ্য ক্ষেত্রে শাস্তিমূলক ব্যবস্থা গ্রহণ করবে। মর্যাদা বা অবস্থান নির্বিশেষ প্রতিষ্ঠানের সকলকে সমানভাবে জবাবদিহিতার আওতায় আনা হবে।

যৌন নির্যাতন ও হয়রানি প্রতিরোধে এনজিও ফোরামের দৃষ্টিভঙ্গি:

এনজিও ফোরাম সকল কর্মকর্তা/কর্মচারী, মাঠ পর্যায়ে বাস্তবায়িত কাজের সাথে সম্পর্কিত উপকারভোগী এবং সংস্থার কাজের সাথে সংশ্লিষ্ট তৃতীয় পক্ষ (উপদেষ্টা/পরামর্শক/বিশেষজ্ঞ, সহযোগী প্রতিষ্ঠান/সিবিও, ঠিকাদার, সরবরাহকারী এবং ব্যবসায়িক সহযোগী) এ সম্পর্কিত আচরণ সম্বন্ধে অবহিত হবেন এবং প্রত্যাশিত আচরণ করবেন। এনজিও ফোরাম এমন কর্মপরিবেশ বজায় রাখবে যা যৌন নির্যাতন ও হয়রানি প্রতিরোধ করে।

(বিশেষ দৃষ্টব্য: এ ধরনের পরিবেশ গড়ে তোলা, বজায় রাখা ও উন্নয়নে সমর্থন করা সকল স্তরের কর্মকর্তা/কর্মচারীর বিশেষ দায়িত্ব। এ কাজে কোন ব্যর্থতা বা ব্যতায় শৃঙ্খলাভঙ্গের ধারা অনুযায়ী শাস্তিযোগ্য অপরাধ হিসেবে বিবেচিত হবে এবং এ জন্য চাকরিচ্যুতিও ঘটতে পারে।)

প্রতিকার:

এনজিও ফোরামের নিজের কাজের সাথে সম্পৃক্তদের নিয়োগ বা নির্বাচনকালীন সময়ে তাদের অতীত কর্মকাণ্ড সম্পর্কে নিশ্চিত হয়ে নিয়োগ প্রদান করবে। এনজিও ফোরামের কর্মকর্তা/কর্মচারী কোন ধরনের যৌন নিপীড়ন ও হয়রানিমূলক কাজ সহ্য করবেন না, সহযোগী হবেন না এবং কোন ভাবেই যুক্ত থাকবেন না।

অবহিতকরণ:

কর্ম এলাকায় যে কোন প্রকার যৌন নিপীড়ন বা হয়রানির অভিযোগ সংক্রান্ত কোন সন্দেহ বা উদ্বেগ দেখা দিলে কি পদক্ষেপ গ্রহণ করা হবে সে সম্পর্কে সকল কর্মকর্তা/কর্মচারী এবং উপকারভোগীদেরকে স্বচ্ছ ধারণা দেয়ার বিষয়টি এনজিও ফোরাম নিশ্চিত করবে। প্রশিক্ষণ অধিবেশন, সেমিনার, মুক্ত আলোচনা, সমিতি/সিবিও সভা, পুস্তিকা প্রকাশ, পোস্টার প্রদর্শন ইত্যাদির মাধ্যমে এই নীতিমালা সম্পর্কে সকল কর্মকর্তা/কর্মচারী ও অংশীজনদের অবহিত করবে।

পদক্ষেপ/করণীয়:

এনজিও ফোরাম যৌন নিপীড়ন বা হয়রানির খবর পেলে তা সনাক্ত ও চিহ্নিত করতে তাত্ক্ষণিক ব্যবস্থা গ্রহণ এবং হয়রানির শিকার ব্যক্তির সুরক্ষা ও হিতকর অবস্থা নিশ্চিত করবে।

যে কোন ধরনের যৌন নিপীড়ন ও হয়রানির পরিস্থিতিতে এনজিও ফোরাম তারর কর্ম এলাকার লক্ষিত জনগোষ্ঠী, কর্মকর্তা ও কর্মচারীদের (শিশু, নারী, পুরুষ বা তৃণমূল জনগোষ্ঠী) সাহায্য ও সহযোগিতা করবে এবং তাদের মর্যাদা ও সম্মানের বিষয়টি নিশ্চিত করবে।

অন্যান্য সংস্থা যারা আইনি অধিকার নিয়ে কাজ করে তাদের সাথে অংশীদারিত্বমূলক সম্পর্ক গড়ে তুলবে।

কোন ধরনের যৌন নিপীড়ন ও হয়রানির ঘটনা ঘটলে এনজিও ফোরাম আক্রান্ত ব্যক্তির অভিযোগের প্রেক্ষিতে সময়মত, গোপনীয় এবং কার্যকর অনুসন্ধান পরিচালনা, সহায়তা এবং সাহায্য প্রদান নিশ্চিত করবে।

এনজিও ফোরাম তার কর্মকর্তা ও কর্মচারীদের যৌন নিপীড়ন ও হয়রানিমুক্ত এবং পেশাদার পরিবেশে কাজ করার অধিকার নিশ্চিত করবে।

এনজিও ফোরাম এর সকল কর্মকর্তা ও কর্মচারী একে অপরের প্রতি সংবেদনশীল, শ্রদ্ধাপূর্ণ ও পেশাদার ব্যবহার নিশ্চিত করবেন।

জবাবদিহিতা:

ব্যক্তিগত জবাবদিহিতা:

এনজিও ফোরাম প্রত্যেক কর্মকর্তা/কর্মচারী যৌন নিপীড়ন ও হয়রানির বিরুদ্ধে একটি প্রাতিষ্ঠানিক সংস্কৃতি, সম্মান, ন্যায্যপরায়নতা, বিশ্বাস এবং জবাবদিহিতার নীতিমালা অনুসরণ করবেন।

নেতৃত্বের জবাবদিহিতা:

সংস্থার নির্বাহী পরিচালক থেকে শুরু করে উর্ধ্বতন ব্যবস্থাপনা এবং বিভিন্ন পর্যায়ের নেতৃত্ব যৌন নিপীড়ন ও হয়রানির বিরুদ্ধে প্রাতিষ্ঠানিক অবস্থানকে তাদের আচরণ ও ব্যবহারের ভেতর দিয়ে প্রতিনিয়ত জোরালো ও শক্তিশালী করবেন।

প্রাতিষ্ঠানিক জবাবদিহিতা:

এনজিও ফোরাম যে কোন ধরনের যৌন নিপীড়ন ও হয়রানির অভিযোগের প্রেক্ষিতে আক্রান্ত ব্যক্তিকে সহযোগিতা করবে। এক্ষেত্রে নিরপেক্ষ ও গোপন তদন্ত পরিচালনা করবে। এনজিও ফোরাম এর চাকরি বিধিমালা অনুযায়ী পদক্ষেপ গ্রহণ করবেন এবং প্রয়োজনে দেশের প্রচলিত আইন অনুযায়ী বিচার কাজে সম্পূর্ণ সহযোগিতা করবে।

যৌন নিপীড়ন বা হয়রানির অভিযোগ গ্রহণ, তদন্ত ও এ সংক্রান্ত আনুষ্ঠানিক প্রতিবেদনের ব্যবস্থাপনা:

যৌন নিপীড়ন বা হয়রানির ঘটনায় আক্রান্ত ব্যক্তি নিজে বা অপর কোন ব্যক্তি যিনি বিষয়টি সম্পর্কে সরাসরি অবহিত, তিনি লিখিতভাবে আনুষ্ঠানিক অভিযোগ দাখিল করতে পারবেন।

বেনামি বা স্বাক্ষরবিহীন অভিযোগও বিবেচনায় নেয়া হবে। এক্ষেত্রে পুরো তদন্ত প্রক্রিয়া অভ্যন্তরীণ তদন্ত দলের মাধ্যমে অগ্রসর করা কঠিন হতে পারে। তাই এ ধরনের অভিযোগের দৃঢ় ভিত্তি আছে কিনা তা দেখা হবে। কর্তৃপক্ষ যাচাই করে পরবর্তী ধাপে অগ্রসর হওয়ার সিদ্ধান্ত গ্রহণ করবেন।

মৌখিক অভিযোগও গ্রহণ করা হবে, তবে পরবর্তীতে অভিযোগের লিখিত পত্র নিশ্চিত করতে হবে।

এনজিও ফোরাম (সংস্থার নীতিমালার আলোকে) দ্রুত অভিযোগ বিবেচনায় নেবে ও প্রয়োজনীয় তদন্ত হবে কিনা সে সংক্রান্ত সিদ্ধান্ত গ্রহণ করবে। তদন্তের সিদ্ধান্ত হলে "তদন্ত কমিটি" গঠন করা হবে।

যদি কোন অভিযোগ/দরখাস্ত আক্রান্ত ব্যক্তি ছাড়া অন্য কেউ দাখিল করে থাকেন, তাহলে তদন্ত কমিটি আক্রান্ত ব্যক্তির সাথে প্রাথমিক আলোচনার পর তদন্ত প্রক্রিয়া বিষয়ে সিদ্ধান্ত গ্রহণ করবেন।

এনজিও ফোরাম যৌন নিপীড়ন বা হয়রানির অভিযোগ সংক্রান্ত তদন্তে নিরপেক্ষতা বজায় রাখা, যথাসময়ে সম্পন্ন করা ও কোন স্বার্থের দ্বন্দ্ব ছাড়াই বাস্তবায়ন নিশ্চিত করবে। সংস্থার নীতিমালার আলোকে তদন্তে ন্যায্যতা নিশ্চিত করা হবে এবং অভিযুক্ত ও আক্রান্ত ব্যক্তির অধিকার সম্পূর্ণভাবে সুরক্ষিত রাখা হবে।

এনজিও ফোরাম এর মানবসম্পদ নীতিমালা ও অন্যান্য নীতিমালা অনুসরণে যৌন নিপীড়ন ও হয়রানি সংক্রান্ত তদন্ত প্রক্রিয়া পরিচালিত হবে।

এ সংক্রান্ত লিখিত প্রতিবেদন এনজিও ফোরাম কার্যালয়ে প্রাতিষ্ঠানিকভাবে গ্রহণ করা হবে।

আক্রান্ত ব্যক্তিকে পুরো তদন্ত প্রক্রিয়া এবং তদন্তের ফলাফল সম্বন্ধে অবহিত করা হবে। অভিযুক্ত ব্যক্তিও তদন্ত প্রতিবেদনের ফলাফল জানতে পারবেন। এনজিও ফোরাম নীতিমালা অনুযায়ী এ সংক্রান্ত প্রয়োজনীয় গোপনীয়তা বজায় রাখা হবে।

পুরো তদন্ত প্রক্রিয়ায় যদি অপরাধ সংঘটিত হয়েছে বলে প্রতীয়মান হয় তাহলে সংস্থার নীতিমালা অনুযায়ী শাস্তিমূলক ব্যবস্থা গ্রহণ করা হবে। তাছাড়া প্রয়োজনে অপরাধের ধরন ও গভীরতা বিবেচনায় নিয়ে দেশের প্রচলিত আইন অনুযায়ী পদক্ষেপ গ্রহণ করা যাবে।

সংস্থার অভ্যন্তরে যৌন নিপীড়ন ও হয়রানির ঘটনা ঘটলে এনজিও ফোরাম বাংলাদেশ সরকারের নারী ও শিশু নির্যাতন দমন আইন, ২০০০ (২০০৩ সনের সংশোধনসহ)। পারিবারিক সহিংসতা (প্রতিরোধ ও সুরক্ষা) আইন, ২০১০। বাংলাদেশ মহিলা আইনজীবী সমিতির রিট পিটিশন (রিট পিটিশন নম্বর ৫৯১৬/২০০৮) এর প্রেক্ষিতে বাংলাদেশ ঘৃণিম কোর্ট এর হাইকোর্ট বিভাগ কর্তৃক ঘোষিত রায় অনুসরণ করবে এবং এর ভিত্তিতে আক্রান্ত ব্যক্তির আইনগত সুরক্ষা নিশ্চিত করবে।

লিখিত বা আনুষ্ঠানিক অভিযোগ উত্থাপনের ধাপ নিম্নরূপ হতে পারে। ১. অভিযুক্তের নাম। ২. আক্রান্ত ব্যক্তির নাম। ৩. তারিখ ও ঘটনার স্থান। ৪. ঘটনার বিবরণ ধরন। ৫. স্বাক্ষর (যদি থাকে)। ৬. অন্যান্য কোন প্রয়োজনীয় তথ্য বা কোন প্রমাণক (যদি থাকে)। ৭. আবেদনের তারিখ। ৮. বেনামি দরখাস্ত হলে, অভিযোগের বিস্তারিত বিবরণ ও প্রমাণ দিতে হবে।

প্রতিষ্ঠানের প্রত্যাশা

এনজিও ফোরাম প্রত্যাশা করে যে তার কর্মীবৃন্দ, দাতা সংস্থা, সহযোগী প্রতিষ্ঠান, ঠিকাদার, সরবরাহকারী এবং অন্যান্য যাদের সাথে এনজিও ফোরাম কাজ করছে তাদের কর্মী ও প্রতিনিধিরা ব্যক্তিগত বা কর্মজীবনে সকল প্রকার যৌন নিপীড়ন ও হয়রানি থেকে বিরত থাকবেন ও উচ্চ মানের পেশাদারি আচরণ নিশ্চিত করবেন।

যৌন নিপীড়ন ও হয়রানি নিরসন মুখ্য ব্যক্তি (Focal Person): এনজিও

দ্রুত সংশ্লিষ্ট মুখ্য ব্যক্তি (ঋড়পধষ চবৎংডুহ) কে সরাসরি/তৃতীয় ব্যক্তির মাধ্যমে অবহিত করবেন।

এনজিও ফোরাম এর কর্মকর্তা/কর্মচারীগণ যে কোন ধরনের যৌন নির্যাতন ও হয়রানি সম্পর্কিত ঘটনা অবহিত হলে দ্রুত সংশ্লিষ্ট মুখ্য ব্যক্তি (Focal Person) কে সরাসরি/তৃতীয় ব্যক্তির মাধ্যমে অবহিত করবেন। সংস্থার সকল কর্মচারী/কর্মকর্তা সংশ্লিষ্ট মুখ্য ব্যক্তির কাছে খোলামেলাভাবে এবং নির্ভয়ে তাদের অভিযোগ, মতামত, তথ্য ও আলোচনা উত্থাপন করতে পারবেন। প্রয়োজনবোধে এনজিও ফোরাম প্রকল্প এবং অঞ্চল ভিত্তিতে এ ধরনের মুখ্য ব্যক্তি নিযুক্ত করতে পারবেন। সংশ্লিষ্ট মুখ্য ব্যক্তি নিরবিচ্ছিন্নভাবে তথ্য, মতামত ও অভিযোগ সংগ্রহের লক্ষ্যে একটি হটলাইন নম্বর ও একটি ই-মেইল ঠিকানা ব্যবহার করবেন এবং তা সংস্থার অভ্যন্তরে প্রচার করবেন। উল্লেখ্য যে, তথ্য প্রদানকারী ব্যক্তি/কর্মীর (নাম, পরিচয় ও ঘটনাসহ) গোপনীয়তা নিশ্চিত করা হবে।

তদারকি ও পরিবীক্ষণ:

সংস্থার অভ্যন্তরীণ নিরীক্ষা ও পরিবীক্ষণ দল তাদের নিয়মিত তদারকি চেকলিস্টে যৌন নিপীড়ন ও হয়রানি নিরসন সংক্রান্ত নীতিমাল্য সম্পর্কিত তথ্য অন্তর্ভুক্ত করবে এবং নিয়মিত মাঠ পর্যায় থেকে তথ্য সংগ্রহ করবে। নীতিমালা বিষয়ে সংস্থার কর্মীরা জানেন কি না এবং এ বিষয়ে নিয়মিত তারা সচেতন আছেন কি না সেটা জানার চেষ্টা করবে।

প্রতিবেদন তৈরি ও সংরক্ষণ:

যৌন নিপীড়ন ও হয়রানি নিরসন মুখ্যব্যক্তিগণ ত্রৈমাসিক ভিত্তিতে সভা করবেন। সভায় প্রাপ্ত তথ্যসমূহ বিশ্লেষণ করবেন এবং সমন্বিত প্রতিবেদন উর্ধ্বতন ব্যবস্থাপনা দলের নিকট উপস্থাপন করবেন।

পরিবর্তন/পরিবর্তন/সংযোজন/বিযোজন:

এনজিও ফোরাম কর্তৃপক্ষ যে কোন সময় এই নীতিমালা বা নীতিমালা কোন অংশ পরিবর্তন/পরিবর্তন/সংযোজন/বিযোজন/হালনাগাদ করার অধিকার সংরক্ষণ করবেন।

কার্যকর:

এই নীতিমালা ০১ মার্চ ২০২৪ তারিখ থেকে কার্যকর হবে।

পরিশিষ্ট-কঃ ব্যক্তিগত স্বীকৃতি

আমি অঙ্গীকার করছি যে, এ নীতিমালায় বিদ্যমান আবশ্যিকীয় শর্তসমূহ আমি পড়েছি, পর্যালোচনা করেছি এবং সেগুলো অনুসরণ করতে সম্মত আছি। যে কোন যৌন নিপীড়ন ও হয়রানি, নির্যাতন এবং এরূপ সন্দেহজনক আচরণের তথ্য দিয়ে যৌন নিপীড়ন ও নিপীড়ন প্রতিরোধ কর্মপর্যবেশ বজায় রাখবো এবং উল্লেখিত নীতিমালা বাস্তবায়নে সহায়তা করবো।

আমি কখনও উদ্দেশ্যমূলকভাবে বা কাউকে হেয় প্রতিপন্ন করার জন্য কোন মিথ্যা বা অসত্য তথ্য দিয়ে সংস্থার ব্যবস্থাপনাকে বিভ্রান্ত করার চেষ্টা করবো না।

এ নীতিমালায় উল্লেখ নেই বা নেই এমন কোন কিছু জানার প্রয়োজন হলে আমি অবশ্যই এনজিও ফোরামের সংশ্লিষ্ট কর্মকর্তা/বিভাগের নির্ধারিত প্রতিনিধির সাথে পরামর্শ করবো।

স্বাক্ষর

নাম

প্রতিষ্ঠানের নাম :

তারিখ :