



Social Assistance and Rehabilitation for the Physically Vulnerable (SARPV)

RFP/SARPV/IDI/2025/001

Request for Proposal – Consultancy Service

Subject:

Strengthening the capacity of P&O staff of SARPV through practical training session and practical observation

Social Assistance and Rehabilitation for the Physically Vulnerable (SARPV)
274/4 (3rd Floor), South Monipur (60 feet Road), Mirpur,
Dhaka-1216, Bangladesh.
www.sarpv.org

Request for Proposal – Consultancy Service

Project title: Improving Disability inclusion in the Rohingya & Host communities’ humanitarian response.

Country: Bangladesh

Title of Assignment: Consultancy Service

Subject: Strengthening the capacity of P&O staff of SARPV through practical training session and practical observation

Dear Respected Applicants,

Social Assistance and Rehabilitation for the Physically Vulnerable (SARPV) is a not profit organization devoted to work for the most underprivileged and marginalized vulnerable groups of the society for their socioeconomic development to transform them as productive human resource with a dignified lifestyle. People with Disability are the prime focus of this organization. Along with the disability it is also intervening in various sensitive & significant issues like poverty eradication, inclusive education, health & nutrition, Human rights, humanitarian support, climate change and skill development for integrating the vulnerable groups to the mainstream of society those who are leading life with uncertainty in the society.

Should you be interested in implementing the tasks according to the General Instructions & Terms of Reference (TOR) attached herewith as Annex-A, we request you to submit a Technical proposal and a Financial Proposal to be arrived at the SARPV Complex, Holding no:277, Voramuhuri, Chakaria, Cox’s Bazar-4740, within 17th July, 2025

Please submit your proposal in the following manner:

Proposals are to be submitted using the Two (02) –envelope procedure in One [01] envelope technical offer and in another one (01) envelope financial offer in the given format that includes price for your inputs.

The envelopes shall be addressed to **“SARPV Procurement Unit, Address: SARPV Complex, holding no: 277, Voramuhuri, Chakaria, Cox’s Bazar-4740”** and bear the remark **“CONFIDENTIAL, “TENDER/SARPV/2025/001”**

Proposal (Technical and Financial) can also be submitted by email : procurement@sarpv.org.bd clearly marking the Technical proposal and Financial Proposal as attachment. **Only PDF files are acceptable.**

If you have any further questions in this connection, please contact at procurement@sarpv.org.bd

The bids received shall be evaluated by the SARPV with regard to the technical content and to the price.

After the final technical evaluation, only the price offers of bids will be opened and evaluated. The technical offer has a weighting of Technical (Technical Assessment): 60%, the price offer (Financial Offer): 40%.

Sincerely,

**Procurement Unit
SARPV**

Annexure:

Annex-A: Term of References

Annex-B: General Instructions

Annex-D: Supplier’s code of conducts

Annex-E: Vendor/ Supplier Enlistment Form

Annex-F: Financial Proposal template

Annex-A: Term of References

Description of Services: Development of Training Curriculum, Module, Schedule, PPT, handout & Conduction of Training for the Prosthetic and Orthotic staff for strengthening their technical Capacity

1. Background and context:

Social Assistance and Rehabilitation for the Physically Vulnerable). SARPV is a national disability prioritized development and humanitarian organization. From its envisaged 1989, it is devoted to set up a framework towards mainstreaming and inclusion the persons with disabilities in particularly the children, women and Elderly people who are marginalized in the society. SARPV dreams of a society where persons with disabilities as well as other disadvantaged persons can grow with their full potential despite functional and environmental limitations to participate with their full capacity in social and economic activities and they can enjoy equal rights and opportunities in the mainstream of the society. SARPV works with the Person with disabilities for promoting their rights and socio-economic development so that they can survive as dignified citizens in society.

Since after the influx of Rohingya people (Forcibly Displaced Myanmar National) in August 2017 SARPV has been working in the Rohingya Camp area. According to our practical working experience we have seen that the acute and chronic malnutrition among the Rohingya children is higher. Nutrition and disability are intimately related each other both are global development practices. Malnutrition and disabilities are closely interconnected and have two ways interactions. Malnutrition leads the disabilities and disabilities are one of the vital causes of malnutrition. Due to the malnutrition, the number of disabilities is increasing in the Rohingya Camps area as well as the surrounding host community area especially among the children of under five years and elderly peoples. On the other hand, different types of persons with disabilities are not the support of their need based Assistive device for their rehabilitation.

According to the REACH Age and Disability Inclusion Assessment, by 2021 around 12% of refugees above 2 years are persons with disabilities and 20% of the adults have different types of disabilities.¹ While all the Rohingya refugees live in challenging conditions, persons with disabilities face even more severe barriers in accessing humanitarian services and participating in the humanitarian response. To ensure disability inclusion in the ongoing Rohingya refugee response need to focus on strengthening sector and other humanitarian actors' response.

Though SARPV is a disability prioritized development organization. Need based services to the Persons with disability along with the Elderly people is our prime responsibility.

Provisions of assistive devices:

One of the core activities of SARPV is the Provision of assistive as well as P&O devices for persons with disabilities. From the community, persons with disabilities are being identified for Assistive as well as P&O devices. Assessment and production of devices is being covered of Assistive and P&O devices by P&O unit and delivery will be later to those in need.

Recently SARPV launched a new project “**Improving Disability Inclusion in the Rohingya and Host Communities humanitarian Response**” (IDI) by the partnership with Handicap International (HI) in Cox'sbazar. One of the objectives of this project is, “**Strengthening the capacity of P&O unit of SARPV**”. Under this objective, we intend to have a Practical training of the P&O staff including learning visit of P&O staff at the field for strengthening the capacity of P&O unit through practical sessions as well as practical observation.

By building the capacity of staff in this area, the program aims to enhance the inclusivity and effectiveness of service delivery, ensuring that no one is left behind in the response efforts. SARPV

¹ REACH Age and Disability Inclusion Needs Assessment 2021 available at https://www.impact-repository.org/document/reach/17afa088/REACH_BGD_Report_Age-and-Disability-Inclusion-Needs-Assessment_May-2021.pdf

intended to develop Training Curriculum, Module, Schedule & Conduction of Training for the Prosthetic and Orthotic staff for strengthening their Capacity for humanitarian actions.

2. Objective of the expected service

Purpose of training and learning Visit:

Strengthening the capacity of P&O departmental staff through practical sessions as well as direct observation. This training and learning visit will strengthen their skills to understand appropriate assessment or measurement, quality control, monitoring and furnishing so that they can enhance their potentiality to perform their roles & responsibilities regarding Prosthetic and Orthotic device production, assessment and finishing in our P&O unit of Chakaria Disability Complex.

To enhance the capacity of humanitarian actors including person with disabilities involved in the Rohingya response by equipping them with the necessary skills and knowledge gaining by facilitation training course. This will ensure that humanitarian services are inclusive and accessible to persons with disabilities, thereby promoting equitable access to resources, information and services within the refugee camps as well as host community.

- To develop 3 days (2 days practical training sessions and 1 days refresher training cum practical visit the at field). Training curriculum focusing on Prosthetic and Orthotic device production, assessment and furnishing.
- Develop training materials including manuals, modules, handouts, PPT to strengthen the capacity of the humanitarian actors mainly of Prosthetic and Orthotic staff.
- Conduct capacity building training for humanitarian actors (Prosthetic and Orthotic staff)
- Development assessment tools, standard operating procedure (SOP), training Report

3. Duration and location:

- Duration: Between 22 July 2025 to 24 July 2025 (Tentative).
- Location/Place: Chakaria, Cox's Bazar.

4. Scope of work:

Development of One (1) training curriculum, module, schedule including PPT for

- a. 2-days long training on strengthening the specific skills and capacity of P&O staff for quality P&O devices production, assessment and furnishing to Disability Inclusion and physically rehabilitation services of person with disabilities.
- b. 1-days refresher training cum learning visit for practical observation at the working area field.

5. Desired Deliverables from the Consultant(s):

The consultant is expected to deliver the following outputs during the assignment:

Expected deliverables	# of Unit	Tentative dates
Before signing the contract:		
<ul style="list-style-type: none"> - Technical and financial proposal with a detailed CV of the consultant(s). Individual/teams can apply. - Specification of consultant: Experts on (i) Prosthetic and Orthotic device related: Theory and practical knowledge (ii) Good knowledge on physical Accessibility of persons with disabilities (iii) Experience on Rohingya context - And other administrative documents & supporting evidence to selection criteria 	1	Within 20 th July 2025
<ul style="list-style-type: none"> - Discussion with SARPV's Technical, Project, Finance and logistics personnel. - To have a detailed presentation about the works (methods and products) - Revision of the Technical and financial proposals (if required) based on practical needs. 	Need-based	Within 20 th July 2025
After signing the contract:		
Introductory meeting with SARPV technical teams and project personnel to understand the assignment more clearly.	1 day	By 21 st July 2025
Submission of draft training curriculum <ul style="list-style-type: none"> - Submission of draft 2-day long training course contents, curriculum, module, Schedule, PPT, handouts - Submission of financial proposal - Submission of draft 1-day refresher training cum visit at field in project working area for practical observation. Disability Inclusion and rehabilitation services for person with disabilities. - Accommodate feedback from SARPV technical team 	1 day	By 21 st July 2025
Desk reviews and analyze existing resources related to context	1 day	By 21 st July 2025
Selection of training contents, curriculum, module, Schedule, PPT, handouts	1 day	By 21 st July 2025
Final submission of training curriculum (2 sets as above mentioned) after addressing the feedback and comments.	1 days	By 21 st July 2025
Facilitate 2 days-long training with information hub staff (2 days training)	2 days	By 22 nd July 2025 & 23 rd July 2025
Completion report on facilitation of 2 days long training with analysis of need assessment, training, analysis of pre-test and post-test, training result, recommendations, images, and evidence	2 days	By 22 nd July 2025 & 23 rd July 2025
Provide the final report, need assessment, further support required, recommendation and follow-up strategy	1 day	By 24 th July 2025
Refresher training (1-day long learning visit of field for practical observation the Prosthetic and Orthotic device.	1 days	By 24 th July 2025
Completion of final report with recommendation, feedback analysis of the activity, further improvement and need.	07 days	By 30 th July 2025.

6. Ethical consideration

- Child safeguarding and gender sensitivity as well as a high level of sensibility to persons/ children with/without disabilities.
- Maintain a high level of confidentiality of the data and information.
- The consultants/consultant of the consulting firm will only share the information and related data with SARPV
- Feedback from the concerned stakeholders
- Ensure due written consent from the participants and related authorities before an interview, capturing photos & videos.

7. Qualification and experience of the consultant (s):

Academic Qualification:

- At least Graduation degree in Prosthetic and Orthotic from any recognized university.

Professional Qualification and Experience:

- Consultant/ consultants: Experts on Prosthetic and Orthotic device related: Theory and practical knowledge
- Good knowledge on physical Accessibility of persons with disabilities
- Must possess expertise in disability inclusion and inclusive humanitarian action, with a specific focus on detailed concepts related to Prosthetic and Orthotic issues
- Consultants must have expertise and previous experience in Rohingya context specific work related to person with disabilities (capacity building training, field visit, observation and using multiple methodologies) considering disability inclusive humanitarian action.
- Consulting firms/individuals must engage 4 types of expertise/experience to complete the assignment (i) Disability Inclusion (ii) Prosthetic and Orthotic device production related issues related to person with disabilities (iii) Good knowledge on physical Accessibility (iv) Experience on Rohingya context who have expertise in the mentioned areas.
- Consultant(s) must have experience developing 'training curriculum, module and designing training materials, PPT and packages related to disability and inclusive communication techniques.
- The consultant (s) should have expertise and experience in conducting training for humanitarian actors with excellent facilitation skills.
- At least 5 years of experience in undertaking similar kind of inclusive humanitarian activity.
- Specialized training or certification in Prosthetic and Orthotic device production related issues, or disability inclusion.
- Demonstrated proficiency and experience in Prosthetic and Orthotic devices, including the ability to train in others.
- At least 5 years of experience working in humanitarian or development contexts, particularly in settings involving refugees, displaced persons, or vulnerable populations.
- Proven experience in working with persons with disabilities, particularly in promoting accessible communication and inclusion in humanitarian programs.
- Competency in Accessible Communication Methods, cultural and Contextual Sensitivity, Strong Interpersonal Skills, Adaptability and Flexibility.

Annex-B: General Instructions

1. **Submission of Proposal:** Proposals are to be submitted using the Two (02) –envelope procedure in One [01] envelope technical offer and in another one (01) envelope financial offer in the given format that includes price for your inputs.

The envelopes shall be addressed to

SARPV Procurement Unit,

Address: SARPV Complex, Holding no:277, Voramuhuri, Chakaria, Cox's Bazar-4740"

and bear the remark

CONFIDENTIAL,

"TENDER/SARPV/2025/001

Proposal (Technical and Financial) can also be submitted by email : procurement@sarpv.org.bd clearly marking the Technical proposal and Financial Proposal as attachment. **Only PDF files are acceptable.**

2. Proposals are to be submitted in the following address:

Tender Box: 01

Social Assistance and Rehabilitation for the Physically Vulnerable (SARPV)

Address: SARPV Complex, Holding no:277, Voramuhuri, Chakaria, Cox's Bazar-4740

3. **Deadline:** Deadline of The deadline for submission of the proposal on **17th July 2025 before 2.30 PM. Late Quotations will not be accepted.**
4. **Expected delivery date: 22nd July-2025**
5. **Delivery location:** Chakaria, Cox's Bazar.
6. Please do not submit more than one proposal. Submitting more than one proposal may cause the cancellation of canceling all of your proposals.
7. **Language:** English
8. **Remuneration and Payment terms:**
 - The Payment will be after the deduction at source of VAT (15%) and Tax (10%) according to govt. rules.
 - Final payment will be completed within 30 days after the completion the practical training course and receiving all deliverable papers and documents by SARPV authority.
 - During facilitation the training courses lunch will be arranged by SARPV. All other personal expenses including fooding, personal hotel stay, travel to the training venue will be borne by the facilitator.

Eligible Service Providers

Only expert consultant determined to be qualified shall be considered for award. The Service Provider shall fill up and submit the standard SARPV Vendor/ Supplier Registration Form to establish their eligibility along with the proposal. Any direct or indirect relation between bidder and SARPV or associated will considered dis-qualification as a potential bidder.

9. **Cost of Preparing the Proposal**

The Service Provider shall bear all costs associated with the preparation and submission of his proposal and SARPV will not, in any case, be responsible and liable for the costs incurred.

10. **Errors, omissions, inaccuracies, and clarifications.**

The documents and forms requested for the purpose of soliciting Quotations shall form part of the Contract; hence care should be taken in completing these documents.

Service Providers shall not be entitled to base any claims on errors, omissions, or inaccuracies made in the Quotation Documents.

11. Confidentiality and Non-Disclosure

All information given in writing to or verbally shared with the Service Provider in connection with this General Instruction is to be treated as strictly confidential. The Service Provider shall not share or invoke such information to any third party without the prior written approval of SARPV. This obligation shall continue after the procurement process has been completed whether or not the Service Provider is successful.

12. Disqualification: Offer of any sort of persuasion on solicitation is strictly prohibited, and a similar attempt will result in disqualifying the supplier without any further evaluation.

SARPV reserves the right to accept or reject any proposal or to cancel the procurement process and reject all proposals at any time prior to the award of the contract without thereby incurring any liability to the affected Service Provider/s or any obligation to inform the affected Service Provider/s of the ground for SARPV's action. Any direct or indirect relation between bidder and SARPV or associated will be considered dis-qualification as a potential supplier.

13. Price and offer validity: Up-to 31st October 2025 from the proposal submission date.

14. Acceptance of Quotations: SARPV is not bound to take an immediate decision on the acceptability or unacceptability of Proposals at the time of the tender box opening.

15. Rejection of Quotations: The quotation can be rejected for the following reasons:

- The Quotation is not present in accordance with this General Instruction.
- Document is not signed.
- The Service Provider is currently under the list of blacklisted Service Providers.
- The Service Provider's offer imposes certain basic conditions unacceptable to SARPV.

SARPV is not bound to accept any offer received and reserves the right to waive any minor defect in an offer, provided, however, that such minor defect (i) does not modify the substance of the offer and (ii) does not change the relative ranking of the Service Providers.

16.Schedule:

The below table indicates the key dates for this process. The issuing of this notice represents the start of the process.

Activity	Date
Request for Proposal Publication	10 th July 2025
Deadline for Proposal Submission	17 th July 2025
Proposals Clarifications & Verification (If needed)	20 th July 2025
Comparative analysis	20 th July 2025
Award Contact	21 st July 2025
Go Live	

- Please note that the above timings/dates are being shared for indicative purposes only and are subject to change. However, SARPV commits to ensuring service providers are treated fairly, equally and have sufficient time made available to participate in this selection process.

1. **Post Qualification:** Prior to award, post-qualification will be carried out by SARPV to further determine the selected Service Provider's technical capability to perform the contract. SARPV shall verify and validate any documents/information submitted.
2. **Award of Contract:** The Service Provider that submits the highest technical is substantially responsive to the requirements of this General Instruction, and who has been determined to be qualified to perform the contract shall be selected and awarded the contract. SARPV shall notify the selected service provider through a Notice of Award. A Deed of Agreement will be signed between SARPV and the selected service provider with a detailing of services.
3. **Duration and validity of the agreement:** The agreement validity up to 31st October 2025 depends on availability of fund.
4. **Termination:** Contract may be terminated earlier for unsatisfactory performance. SARPV reserves the right to terminate the contract at any time for any reason whatsoever by giving the successful service provider a notice in writing. If the successful service provider wishes to terminate the contract, then they are to provide a notice in advance to SARPV. SARPV decision is final in case of any dispute that arises in connection with these termination arrangements. Any persuasion and unprofessional conduct between the proposers and anyone associated with this procurement administration, goods receiving, quality checking will cause termination of the contract. If identified SARPV may ask for penalty from the service provider addition to termination of contract.
5. **Payment Terms:** The payment will be made on ACCOUNTS PAYEE CHEQUE in favor of the service provider upon successful supply within 30 days after satisfactory delivery of services, inspection, and necessary documents submitted to the Procurement department.
 - No advance payment will be entertained.
 - No Cash Payment.
 - Payment process will start after the bill's submission to, SARPV and the date will count from the receiving date by the SARPV representative.
6. **Settlement of Dispute:** In the event of any dispute arising from the performance or interpretation of this Agreement, the parties will attempt to settle the dispute amicably. In the absence of an amicable agreement, any disputes, disputes, or claims arising out of or relating to this Agreement, or its interpretation or performance shall be decided by the court of Cox's Bazar, Bangladesh.

You are requested to read the whole document with proper understanding. Upon completion of reading and agreeing to comply with all of our terms and conditions, you are requested to put your company seal and authorized signature on the bottom of each page and submit the proposal.

Annex-B: Necessary documents

Documents Required Evaluation Criteria:

SL#	Required Documents
1	Organizational Profile with details information (Detailed CV for individual consultant) - (Mandatory)
2	Registration documents (Trade license, Certificate of Incorporation etc) (Professional certification for Individual Consultant) - (Mandatory)
3	TIN (Tax Identification Number) certificate & Proof of latest Income tax Return Submission (Mandatory)
4	Business Identification Number (BIN) or VAT registration (Mandatory) (BIN not required for Individual Consultant)
5	National ID Card for Proprietor/ Managing Director/Key Person - (Mandatory)
6	Bank Information with e-mail ID (Mandatory)
7	List of Office locations with Contact Person. (Mandatory for organization)
8	Audit Report for last 02 years (Mandatory - For organization)
9	Bank Statement to meet the turnover and Bank Solvency. (Mandatory - For organization)
10	List of clients (minimum 03) served with their Contact Person's Name, Designation, Office address, telephone/mobile number & E-mail address. (Mandatory)
11	Copy of relevant Purchase Order(s) Work Agreement Copy to meet the work experience, length of service, and client (Mandatory)
12	Other relevant documents related to Eligibility and Capability Criteria

Annex-C: Evaluation Method

A. Technical Evaluation Criterion: (60% weightage)

❖ The selection criteria include:

SL	Criteria	Evaluation Criterion
1	Understanding of the assignment	5%
2	Proposed methodology	5%
3	Professional capacity and qualifications to carry out the assignment (such as relevant skills, knowledge, resources)	10%
4	Efficiency of the proposed work plan	5%
5	<p>Relevant experience in similar projects and/or in the sector</p> <p>Experience in developing training curriculum/ modules focusing on Prosthetic and Orthotic device production, assessment, furnishing quality development and physically accessibility, Disability Inclusion and service mapping (Subject to evidence, relevant experience and works submission) – 10%</p> <p>Experience in conducting training need assessment, facilitating training considering the needs humanitarian actors and person with disabilities (following the developed curriculum/ manual) (Subject to evidence, relevant experience and works submission)- 10%</p> <p>Experience in preparing the training materials/packages, PPT, handouts, module considering the humanitarian & development contexts (Subject to evidence, relevant experience and works submission)- 10%</p>	30%
6	Presentation	5%

A. Financial Evaluation Criterion: (40% weightage)

Qualified The Lowest financial offer will get the highest score, and the successive higher bidders will get the inversely proportionate marks compared to the lowest bidders' score. The weightage of the financial score is 40%.

Annex-D: Supplier's code of conducts

SARPV: The values enshrined in the SARPV, respect for fundamental human rights, social justice and human dignity, and respect for the equal rights of men and women, serve as overarching values to which suppliers of goods and services to the SARPV are expected to adhere.

SARPV Compact: The Global Compact is a voluntary international corporate citizenship network initiated to support the participation of both the private sector and other social actors to advance responsible corporate citizenship and universal social and environmental principles to meet the challenges of globalization. The SARPV strongly encourages all suppliers to actively participate in the Global Compact. And to that end, this Code of Conduct has been developed with recognition of the importance of the ten principles of the UN Global Compact and is viewed as an important means of integrating the Compact's principles into the operations of the SARPV. The Code of Conduct addresses the issues included in the Compact in the areas of human rights, labor, environment, and anti-corruption, and interpretation of the Code should be undertaken in a manner consistent with the Global Compact.

International Labor Conventions and Recommendations: The International Labor Standards (i.e., Conventions and Recommendations) as established by the tripartite SARPV specialized agency, the International Labor Organization (ILO), have served as the foundation on which much of this Code of Conduct is based. It is the SARPV's expectation that any supplier providing products or services to the SARPV will, in addition to the values of the UN Charter, adhere to the principles concerning International Labor Standards.

1. Scope of Application:

The provisions of this Code of Conduct set forth the SARPV's expectations for all suppliers that are registered with the SARPV or with whom it does business. The SARPV expects that these principles apply to suppliers and their employees, parent, subsidiary or affiliate entities, and subcontractors. The SARPV expects suppliers to ensure that this Code of Conduct is communicated to their employees, parent, subsidiary, and affiliated entities as well as any subcontractors, and that it is done in the local language and in a manner that is understood by all.

2. Continuous Improvement:

The provisions as set forth in this Code of Conduct provide the minimum standards expected of suppliers to the SARPV. The SARPV expects suppliers to strive to exceed both international and industry best practices. The SARPV also expects that its suppliers encourage and work with their own suppliers and subcontractors to ensure that they also strive to meet the principles of this Code of Conduct. The SARPV recognizes that reaching some of the standards established in this Code of Conduct is a dynamic rather than static process and encourages suppliers to continually improve their workplace conditions accordingly.

3. Management, Monitoring, and Evaluation:

It is the expectation of the SARPV that suppliers, at a minimum, have established clear goals toward meeting the standards set forth in this Code of Conduct. The SARPV expects that its suppliers will establish and maintain appropriate management systems related to the content of this Code of Conduct and that they actively review, monitor, and modify their management processes and business operations to ensure they align with the principles set forth in this Code of Conduct. Supplier participants in the Global Compact are strongly encouraged to operationalize its principles and to communicate their progress annually to stakeholders. The SARPV may monitor that milestones have been set and management systems have been put in place to ensure that the principles set out in this Code of Conduct have been met and failure to do so may impact the future ability of a supplier to do business with the SARPV. To review the progress of suppliers and subcontractors in implementing the Code of Conduct, the SARPV may take various supporting initiatives, including requesting suppliers to commit to the Global Compact, to self-certify that they comply with the Code of Conduct and, in some cases, to conduct on-site evaluations and inspections of supplier facilities and those of their subcontractors.

Labor:

4. Freedom of Association and Collective Bargaining: The SARPV 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.

5. Forced or Compulsory Labor: The SARPV expects its suppliers to prohibit forced or compulsory labor in all its forms.

6. Child Labor: The SARPV expects its suppliers not to employ: (a) children below 14 years of age or, if higher than that age, the minimum age of employment permitted by the law of the country or countries where the performance, in whole or in part, of a contract, takes place, or the age of the end of compulsory schooling in that country or countries, whichever is higher; and (b) persons under the age of 18 for work that, by its nature or the circumstances in which it is carried out, is likely to harm the health, safety or morals of such persons.

7. Discrimination: The SARPV expects its suppliers to ensure equality of opportunity and treatment in respect of employment and occupation without discrimination on grounds of race, color, sex, religion, political opinion, national extraction or social origin, and such other ground as may be recognized under the national law of the country or countries where the performance, in whole or in part, of a contract, takes place.

8. Wages, Working Hours, and Other Conditions of Work: The SARPV expects its suppliers to ensure the payment of wages in legal tender, at regular intervals no longer than one month, in full and directly to the workers concerned. Suppliers should keep an appropriate record of such payments. Deductions from wages are permitted only under conditions and to the extent prescribed by the applicable law, regulations, or collective agreement, and suppliers should inform the workers concerned of such deductions at the time of each payment. The wages, hours of work, and other conditions of work provided by suppliers should be not less favorable than the best conditions prevailing locally (i.e., as contained in (i) collective agreements covering a substantial proportion of employers and workers; (ii) arbitration awards; or (iii) applicable laws or regulations), for work of the same character performed in the trade or industry concerned in the area where work is carried out.

9. Health and Safety: The SARPV expects its suppliers to ensure, so far as is reasonably practicable, that: (a) the workplaces, machinery, equipment, and processes under their control are safe and without risk to health; (b) the chemical, physical and biological substances and agents under their control are without risk to health when the appropriate measures of protection are taken; and (c) where necessary, adequate protective clothing and protective equipment are provided to prevent, so far as is reasonably practicable, risk of accidents or of adverse effects to health.

Human Rights:

10. Human Rights: The SARPV expects its suppliers to support and respect the protection of internationally proclaimed human rights and to ensure that they are not complicit in human rights abuses.

11. Harassment, Harsh or Inhumane Treatment: The SARPV 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.

12. Mines: The SARPV 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.

13. Environmental: The SARPV expects its suppliers to have an effective environmental policy and to comply with existing 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.

14. 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.

15. 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.

16. 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.

17. Minimize Waste, Maximize Recycling: Waste of all types, including water and energy, are to be reduced or eliminated at the source or by practices such as modifying production, maintenance and facility processes, materials substitution, conservation, recycling and re-using materials.

Ethical conduct:

18. Corruption: The SARPV 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.

19. Conflict of Interest: SARPV suppliers are expected to disclose to the SARPV any situation that may appear as a conflict of interest, and disclose to the SARPV if any SARPV official or professional under contract with the SARPV may have an interest of any kind in the supplier's business or any kind of economic ties with the supplier.

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

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

Non-adherence to these principles will be a factor in considering whether a supplier is deemed eligible to be registered as a SARPV supplier or to do business with the SARPV in accordance with applicable SARPV policies and procedures.

We encourage SARPV suppliers to improve their business practices in accordance with the principles set out in this Code of Conduct.

Contacts: Any questions related to this Code of Conduct can be addressed to the Management - Procurement Department, SARPV.

Annex-E



SARPV, Cox's Bazar

Vendor/ Supplier Enlistment Form

Date:

Name of the Vendor:		
Owner Name:		
Address:		
Contact No		Email ID:
Types of Business:		
TIN No		VAT/ BIN No:
Bank Account Name		
Bank Account Name		
Bank Account Number		
Bank Routing Number		
Bank Name		

Comments (if any):

Signature of the vendor/ supplier

Annex- F
FINANCIAL PROPOSAL TEMPLATE
FINANCIAL PROPOSAL FOR CONSULTANCY SERVICE



RFQ NO: TENDER/SARPV/2025/001

Date: dd/mm/yy

Sl no	Item no	Item Name	Unit of Measurement	Unit Rate	Quantity	Rate or Price (Including tax)
						In figure
1	2	3	4	5	6	7= (5 X 6)
SUB TOTAL						
Add: VAT & TAX as per govt. rules. @.....%						
TOTAL						
Location of the training venue						
Total Amount in Taka (in words)			[enter the Total Amount for the delivery of Goods and related services].			

Signature of Quotationer with Seal	Date: dd/mm/yy
Name of Quotationer	