

**REQUEST FOR EXPRESSIONS OF INTEREST FOR VENDORS AND FOR**

**THE SUPPLY OF GOODS, WORKS AND NON-CONSULTANCY SERVICES SERVICES FOR THE FINANCIAL YEARS 2021-2022**

**TENDERER’S NAME:**

**CATEGORY NAME:**

**CATEGORY NUMBER:**

**CLOSING DATE:**

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**REQUEST TO SUBMIT EXPRESSIONS OF INTEREST FOR VENDORS FOR THE SUPPLY OF GOODS, WORKS AND NON-CONSULTANCY SERVICES FOR THE FINANCIAL YEARS 2021-2022**

SNV Netherlands Development Organisation <http://www.snv.org/> is a Dutch based International Development Organisation that provides market-based solutions for the poor through local institutions and organisations in more than 25 developing countries in Asia, Africa and Latin America.

Working in Agriculture, Energy, and Water, Sanitation & Hygiene, we have built a long-term, local presence in Asia, Africa and Latin America. Our global team of local and international advisors works with local partners to equip communities, businesses and organisations with the tools, knowledge and connections they need to increase their incomes and gain access to basic services – empowering them to break the cycle of poverty and guide their own development.

SNV Netherlands Development Organisation, Bangladesh Country Office invites Vendors and Consultants to be prequalified for the supply of goods and provision of works, non-consultancy and Consultancy services, for the financial years 2021 – 2022 as per the below categories:

|  |  |  |
| --- | --- | --- |
| **CATEGORY REFERENCE NUMBER** | **CATEGORY** | **ELIGIBILITY** |
| **CATEGORY A** | **Supply and delivery of goods** |  |
| SNV/BD/001/2021-22 | Office stationery, | OPEN |
| SNV/BD/002/2021-22 | Newspapers and Magazines | OPEN |
| SNV/BD/003/2021-22 | Computers, laptops, printers, scanners, photocopiers, Projectors, cameras & IT related accessories and equipment | OPEN |
| SNV/BD/004/2021-22 | ICT toners & cartridges | OPEN |
| SNV/BD/005/2021-22 | Internet service providers | OPEN |
| SNV/BD/006/2021-22 | General office Utilities and Consumables repairing | OPEN |
| SNV/BD/007/2021-22 | Office equipment & furniture fittings and repairing, office premises repair & maintenance | OPEN |
| SNV/BD/008/2021-22 | Lubricants & other required oil, filters for motor vehicles, motorbikes | OPEN |
| SNV/BD/009/2021-22 | Fuel for vehicles, motor vehicles | OPEN |
| SNV/BD/010/2021-22 | spare parts, tyres, tubes, batteries for motor vehicles and motorbikes and vehicle repair & maintenance | OPEN |
| SNV/BD/011/2021-22 | Design & Branding of promotional materials ; T-shirts, water bottles, note books, bags | OPEN |
| SNV/BD/012/2021-22 | Supply and delivery of computer software and hardware, web based & procured software procurement & renewal | OPEN |
| SNV/BD/014/2021-22 | Office supplies & stationaries | OPEN |
| SNV/BD/015/2021-22 | Design, printing various materials | OPEN |
| SNV/BD/016/2021-22 | Occupational safety equipment and accessories -Fire extinguishers, PPE, access cards etc. | OPEN |
| SNV/BD/017/2021-22 | Food items for meeting (snacks, launch) | OPEN |
| SNV/BD/018/2021-22 | Photocopy, photo printing related works | OPEN |
| **CATEGORY B** | **Provision of Non-Consultancy Services** |  |
| SNV/BD/019/2021-22 | Laboratory testing of various purposes | OPEN |
| SNV/BD/020/2021-22 | Stove testing according to ISO standards (efficiency, emissions, safety) | OPEN |
| SNV/BD/021/2021-22 | Media Management agency | OPEN |
| SNV/BD/022/2021-22 | Construction, renovation related services | OPEN |
| SNV/BD/023/2021-22 | Courier Services i.e. Local and International courier services | OPEN |
| SNV/BD/024/2021-22 | Resort for Training/Workshop with accommodation facilities | OPEN |
| SNV/BD/025/2021-22 | Hotel Accommodation and conferencing services | OPEN |
| SNV/BD/026/2021-22 | Car hire and hired transport services i.e. car, micro bus, Hi-Ace vans, buses, pick-ups and related services | OPEN |
| SNV/BD/027/2021-22 | Emergency response services – fire, alarm and ambulance services | OPEN |
| SNV/BD/028/2021-22 | Clearing and forwarding services | OPEN |
| SNV/BD/029/2021-22 | Specialised services - Writing, translator, rapporteur etc. | OPEN |
| SNV/BD/030/2021-22 | Communication and Branding services-Public relations management, brand management, media monitoring, advertising etc. | OPEN |
| SNV/BD/031/2021-22 | Illustrations, Audio Visual and Entertainment Services (Emceeing, Photography, Videography) | OPEN |
| SNV/BD/032/2021-22 | Printing services i.e. bulk printing, bulk photocopying, bulk binding, bulk scanning | OPEN |
| SNV/BD/033/2021-22 | Vehicle Fitness/Tax/Road Permit related registration & renewal | OPEN |
| SNV/BD/034/2021-22 | Repair, service and maintenance of IT and communication equipment - printers, laptops, phones and Ups, Photocopiers, cameras, tablets | OPEN |
| SNV/BD/035/2021-22 | Travel agency and related services -Air ticketing services, Travel insurance and International hotel bookings | OPEN |
| SNV/BD/036/2021-22 | Security services | OPEN |
| SNV/BD/037/2021-22 | Garages for the repairs and maintenance of vehicles and motorbikes | OPEN |
| SNV/BD/038/2021-22 | Domestic travel agents for Bus, train, & ship | OPEN |
| SNV/BD/039/2021-22 | Repair and preventative service of electrical appliances i.e. air conditioners, fridge and related equipment | OPEN |
| SNV/BD/040/2021-22 | Insurance services provider | OPEN |
| **CATEGORY D** | **Works** |  |
| SNV/BD/041/2021-22 | |  | | --- | | Small Contractual Works -General office design, repairs and maintenance works -Electrical, Painting, Plumbing | | OPEN |
| SNV/BD/042/2021-22 | Civil and Building Works contractors and Renovators -Building works, Architectural works, Electrical works and General construction works | OPEN |

Complete prequalification document should send through

email at [bangladesh@snv.org](mailto:bangladesh@snv.org) by **March 10 ,2021 before 3:00pm**

Or

Complete prequalification documents should

dropped in the tender box placed at:

|  |  |
| --- | --- |
| Address of EOI dropping | **SNV Netherlands Development Organisation**  **Bangladesh Country Office**  House No. 11 (1st Floor) , Road No. 72,  Gulshan-2, Dhaka-1212, |
| Last Date and time for Submission of EOI | **March 10 ,2021 before 3:00pm** at above mentioned address |
| Email subject or Marking On Envelop | Application for VENDOR ENLISTMENT , CATEGORY NO…….or Sub category should be mentioned in the subject line through email and to drop in the tender box the VENDOR ENLISTMENT, CATEGORY NO…….or Sub category should be mentioned on the envelope. |
| Support | For any Technical support or Query, please contact at below number or send email to [**bangladesh@snv.org**](mailto:bangladesh@snv.org) |
| Contract Number | Phone: +8802-9888708-9 |

## Note: SNV Bangladesh reserves the right to accept or reject part/whole of any or all the application without assigning any reason whatsoever.

# SECTION 1

## 1.0 INSTRUCTIONS TO BIDDERS

### 1.1 INTRODUCTION

The **PROCUREMENT COMMITTEE - SNV NETHERLANDS DEVELOPMENT ORGANISATION** would like to invite interested bidders, who must qualify by meeting the set criteria as provided by SNV, to perform the contract of supply and delivery of goods or provision of Works or non-consultancy or consultancy services

### 1.2 EOI OBJECTIVE

The main objectives of this part are to qualify vendors and consultants to supply and deliver assorted items and also provide services or works under relevant RFQs/ RFPs as and when required during the period ending December 2022

### 1.3 INVITATION TO SUBMIT AN EXPRESSION OF INTEREST

Vendors and Consultants registered with the Registrar of Companies under the Laws of Bangladesh for the respective supply and delivery of Goods, Works, Non-Consultancy and Consultancy services are invited to submit their EOI documents to the **PROCUREMENT COMMITTEE, SNV Bangladesh** so they may be pre-qualified forsubmission on RFPs/ RFQs. EOIs will be submitted in complete lots singly or in combination. SNV requires prospective Vendors or Consultants to supply mandatory information for the EoI.

### 1.4 EXPERIENCE

Prospective vendors and consultants must have carried out successful supply and delivery of similar goods/services/works to institutions of similar size and complexity as SNV. Potential vendors/ consultants must demonstrate the willingness and commitment to meet the EoI criteria.

### 1.5 EOI DOCUMENT

This document includes questionnaire forms and documents required of prospective vendors and consultants.

### 1.6 TENDER PROSPECTIVE

In order to be considered for the Request for EoI, prospective vendors and consultants must submit all the information requested herein.

### 1.7 SUBMISSION OF EOI DOCUMENTS

Complete prequalification document should send through email at [**bangladesh@snv.org**](mailto:bangladesh@snv.org)by **March 10,2021 before 3:00pm**

Or

Complete prequalification documents should dropped in the tender box placed at:

SNV Bangladesh Country office,

House No. 11 (1st Floor) , Road No. 72,

Gulshan-2, Dhaka-1212,

**Prepare a letter of introduction addressing to below address with all pages serialiszed and stamped by the appointed aughorised signatory and send to** [**bangladesh@snv.org**](mailto:bangladesh@snv.org)

**THE PROCUREMENT COMMITTEE,**

**SNV NETHERLANDS DEVELOPMENT ORGANISATION - Bangladesh**

House No. 11 (1st Floor) , Road No. 72,

Gulshan-2, Dhaka-1212,

The category applied for should be clearly indicated on the envelope alongside with the Vendor’s company name.

**Subject line**

Email- Expression of Interest , Category No……. should be mentioned in the subject line through email.

To drop in the tender box - Expression of Interest , Category No……. should be mentioned on the envelope.

### 1.8 QUESTIONS ARISING FROM DOCUMENTS

Questions that may arise from the Request for EOI documents should be directed to THE PROCUREMENT RESPONSIBLE whose address is given in 1.7 above, ***Not later than 7 days before the closure of the submission deadline.***

### 1.9 ADDITIONAL INFORMATION

**SNV** reserves the right to request submissionof additional information from prospective vendors/ consultants.

### 2.0 INVITATION TO PARTICIPATE IN FUTURE RFPs/ RFQs

RFP/RFQ will be made available soon after this EoI process is complete, only to those Vendors/Consultants whose qualifications pass this EoI by scoring 70 points and above.

# SECTION 2

## 2.0 BRIEF CONTRACT REGULATIONS/GUIDELINES

### 2.1 TAXES ON IMPORTED MATERIALS

The Vendor/ Consultant will have to pay custom duty and VAT as applicable for all imported materials to be supplied unless the item(s) is/are donor funded.

Evidence of tax compliance should be provided

### 2.2 CUSTOMS CLEARANCE

The Vendor/ Consultant shall be responsible for custom clearance of their imported goods and materials.

### 2.3 CONTRACT PRICE

The contract shall be of unit price type or cumulative of computed unit price and quantities required as well as any taxes that may be accrued to the item or service. Quantities may increase or decrease as determined by demand and on the authority of the SNV’s accounting officer or procurement committee.

### 2.4 PAYMENTS

All local purchase shall be on credit of a minimum of thirty (30) days or as it may be stipulated in the contract agreement.

# SECTION 3

## 3.0 EOI DATA FORM INSTRUCTION

### 3.1 EOI DATA FORM

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7 and PQ-8 are to be completed by prospective Vendors/ Consultants who wish to be included in SNV’s Roster of preferred Vendors/ Consultants for the specified category.

**INCOMPLETE APPLICATION**

Application forms that are not filled, serialized and duly stamped and submitted in the prescribed manner will not be considered. All documents that form part of the proposal must be written in English language and in legible ink.

### 3.2 QUALIFICATION

**TENDER DATA**

It is understood and agreed that the data on prospective bidders will be used by **SNV** in determining, according to its solejudgment and discretion, the qualifications of prospective bidders to perform in respect to the tender lots described by the client. It will be kept secure in line with SNV’s commitment to EU GDPR 2018, and only used for programming purposes. It will be destroyed after 7 years in line with data requirements.

**QUALIFICATION REQUIREMENTS**

Vendors or Consultants will not be considered qualified unless they possess capability, experience, qualified personnel and sustainability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods or non-consultancy/ consultancy services in the judgement of **SNV.**

### 3.3 ESSENTIAL CRITERIA FOR PRE-QUALIFICATION

**EXPERIENCE**

Vendors and Consultants shall have at least three (3) years’ experience in the supply of goods, works, non-consultancy or consultancy services and allied items. Potential Vendor/Consultant should show competence, willingness and capacity to service the contract.

Please note that, prospective Vendors/ Contractors require special experience and capability to organise supply and deliver items or services at short notice.

**PERSONNEL**

The names and pertinent information and the CVs of the key personnel for individuals or groups to execute the contract must be indicated in Form PQ3.

**FINANCIAL CONDITION**

The Vendor’s / Consultant’s financial condition will be determined by latest financial reports and or statements submitted with the EoI documents as well as letters of reference from their bankers regarding their credit position. Potential Vendors/ Consultants will be pre-qualified on the satisfactory information given.

**PAST PERFORMANCE**

Past performance will be given due consideration in qualifying Vendors/Consultants. Letters of reference from past customers should be included in Form PQ5 where applicable.

### 3.4 STATEMENT

The application must include a sworn statement (Form PQ6) by the Vendor/Consultant ensuring the accuracy for the information given.

### 3.5 WITHDRAWAL OF RFP/RFQ

Should a condition arise between the time the firm has submitted their Quote / Proposal and the opening date which in the opinion of the SNV Kenya could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitment, SNV Kenya reserves the right to reject the proposal/ quote from such a bidder even though initially prequalified through the EoI.

### 3.6 OUTLINED SUPPLY AND DELIVERY PROCEDURES

The Vendor/Consultant should also submit a brief statement of supply and service delivery methods and procedures plans to be used to execute the contract in Form PQ2

### 3.7 EoI EVALUATION CRITERIA

|  |  |  |  |
| --- | --- | --- | --- |
| ***No*** | ***Information Required*** | ***Form Type*** | ***Point Score*** |
| 1 | Registration Document | PQ-1 | 20 |
| 2 | EOI data | PQ-2 | 5 |
| 3 | Supervisory Personnel | PQ-3 | 5 |
| 4 | Financial Position and Bank Details | PQ-4 | 15 |
| 5 | Past Experience | PQ-5 | 20 |
| 6 | Sworn Statement | PQ-6 | 5 |
| 7 | Confidential Questionnaire | PQ-7 | 20 |
| 8 | Litigation History | PQ-8 | 10 |
|  | **TOTAL** |  | **100** |

### 3.8 QUALIFICATION MARK

The qualification score of 70 points and above.