

Request for Proposal ref: RFP/SCI/BDCO/FY-21/(Manual)/25

Subject: Request for Proposal

Save the Children is hereby inviting Sealed Quotation/Price offer with your best price for following Service. The quoted price should meet the specification given below. Please enclose this letter with your offer in organization 's/ company's letter head pad. Offer should be specified with your terms and conditions. Acceptance of quotation is subject to fulfilment of the following terms and conditions:

Financial Offer: _____

Sl no.	Description of Item	Unit	Quantity	Unit Price	Total Amount BDT
1.	Annual Survey 2022, SUCHANA	Job	01		

Award Criteria

SCI is committed to running a fair and transparent procurement process and ensuring that all proposals are treated and assessed equally during this tender process. Bidder responses will be evaluated against four categories of criteria: Essential Criteria, Capability Criteria, Sustainable and Commercial Criteria.

These criteria have been especially created to help SCI determine which bidder is able to offer the best quality and most commercially competitive solution to meet our needs and deliver the most effective programming to our beneficiaries.

A. Essential Criteria

These are criteria which bidders must meet in order to be successful and progress to the next round of evaluation. If a bidder does not meet any of the Essential Criteria, they will be excluded from the tender process. This criterion is scored as Pass or Fail and will not be evaluated against capability and commercial criteria.

Essential Criteria	<p>The bidder shall possess the following qualification:</p> <p>Bidders/Organizations must provide information and documentary evidence to establish that they have: Bidders must meet the following criteria:</p> <ol style="list-style-type: none">Legal establishment for a minimum of 2 years: From Registrar of Joint Stock Companies and Firms (RJSC), Bangladesh or equivalent authorities.Updated Legal Documents [Copy of Trade License/Registration Certificate, TIN, BIN/VAT, Certificate of Incorporation (for Limited Company only)].It is mandatory to use research equipment as per TRO page 06 andSuppliers/Vendors are not any prohibited parties or on Government debar/ Blacklisting by any organization.Compliance with our Mandatory Policy as attached Annexure -I. <p>Note: Supporting documents need to be submitted along with proposal</p>
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B. Capability Criteria

These are criteria will be used to evaluate the bidder's ability, skill and experience in relation to the requirements of SCI. All bids which pass the Essential Criteria will be evaluated against the same pre-agreed Capability Criteria, which will have been created by a committee of representatives from SCI.

Evaluation Criteria	Score
Technical part – 40% (passing score of 60% or 24)	
Capability of the consulting firm Management, technical and financial capacity, experience of conducting nutrition, food security related large-scale research. Track record of previously completed assignments with others (e.g., Save the Children, CARE, Oxfam, UN system organizations, other INGOs, etc.)	5
Appropriateness of the study design and elaboration for choosing the specified study design Explanation of overall methodology, work management, timeliness, field plan, data collection, standardization of measurement tools, addressing qualitative, quantitative aspects of the survey	15
Required expertise (skills) and experience of the personnel of consulting firm to conduct the study Experience of analysing anthropometric data, large scale nutrition and food security research, Background, qualification, experience of team leader, Testimonials will be considered while evaluating the firm. etc.	5
Roles and responsibilities assigned in undertaking and managing the study Team composition, other members, analysis team, expertise (skills) and experience of the personnel, filed plan, work distribution, etc.	5
Sampling strategy, data collection methods (including the data collection tools), and data quality assurance plan Sample size, sampling design, distribution, quality control, supervision, quality assurance, overall outline of report, statistical tests, approach to present implications, comparison with previous survey results, inferential statistics models on variable etc.	10
Total Technical part – 40% (passing score of 60% or 24)	40
Oral part – 10% (Oral presentation for qualified agencies)	
Oral presentation (only technically qualified firm/agency) Present the overall study approach, sampling, field planning and related aspects by the proposed team leader, and responding to technical queries from the Presentation Board Members	10

C. Sustainable Criteria

These are criteria will be used to evaluate the bidder's ability of sustainable competence. All bids which pass the Essential Criteria will be evaluated against the same pre-agreed Sustainable Criteria, which will have been created by a committee of representatives from SCI.

SI #	Evaluation criteria	Assigned Score
1	Sustainability Criteria Use of local resources, use of tools, technologies safeguarding environment, approaches promote go-green concept, etc.	10
	Total	10

D. Commercial Criteria

These criteria will be used to evaluate the commercial competitiveness of a bid. All bids which pass the Essential criteria will be evaluated against the same pre-agreed Commercial Criteria, which have been created by a committee of representatives from SCI.

All Capability and Commercial Criteria will be weighted accordingly to reflect their importance. The Commercial Criteria will account for at least 40%. The Capability Criteria and sustainable criteria will account for up to 60% of the score

Terms and Conditions:

1. **Anti-Bribery & Corruption:** Save the Children suppliers/consultants must immediately report any suspicions of fraud or dishonesty in confidence to Risk and Compliance Director (abdullah.faruque@savethechildren.org) / Country Director through email.
2. Vendor/supplier with employee/group insurance will be preferred
3. Completion Time: As per ToR
4. All suppliers/vendors must accept the child safeguarding policy of Save the Children
5. SCI may deal with COVID-19 patients and shall not be liable for vendor staff and their wellbeing. Vendor must ensure adequate quality of PPE and take necessary safety measure for the wellbeing of their staff(s).
6. **Evaluation (Technical, Sustainable & Financial):** Procurement committee will evaluate the proposal as per ToR.
7. It is mandatory to be signed supplier declaration link
https://procurement.scibd.info/Attachment/TenderDoc/Policy%20Annexures%20for%20Vendor%20Enlistment_2019-2021_CXB.pdf
8. **Technical Queries:** Md. Ashfaque Iftekhar Khan, Technical Director - MEAL & Knowledge Management, SUCHANA, E-mail: ashfaque.khan@savethechildren.org
9. **Proposals:** Proposal: Technical & Financial Proposal should be submitted separately in sealed Envelope
10. **Pre-proposal meeting:** Meeting will be hold on 08/12/2021 at 11.00 AM ZOOM link:
<https://zoom.us/j/97063907672?pwd=ZUcwVzJqQkdWOXMzUIArakpJS3doZz09>
11. **Deadline of Submission:** 15 December 2021 by 03.00 PM as Save the Children Country office.
12. **Proposal Submission:** Sealed Quotation should be submitted in the Bid Box -1 Kept in Gr.floor(Reception) located at Save the Children office, House- CWN (A) 35, Road- 43, Gulshan-2 ,Dhaka-1212 addressing: Sr. Manager- Procurement & Supply Chain, Envelop should be marked " SUCHANA Annual Survey 2022 (REF# RFP/SCI/BDCO/FY-21/(Manual)/25.)
13. **Payment:** Payment will be made in two instalments: First instalment: 40% after submission of the inception report, data collection tools (English and Bangla, field plan and supervision support plan for quality data collection or the data quality control plan meeting requirements (15% spot-checks and 15% back-checks, 100% post-check, field testing report, etc.), anthropometric standardization report. Final instalment: 60% after submission of the final report with all final annexes (data file, syntax, final training package, etc.)
14. VAT and Tax shall be deducted as per rules of GoB.
15. SCI reserves the right to accept or reject in part or full/one or all quotations/offers/proposals without assigning any reason whatsoever

Prepared by

Shamima Akhter
Procurement and Supply Chain
Save the Children International