

Draft  
03/09/2019RFP RFP/SCI/BDCO/FY-19/00041  
PR No# PR-BGD-DHK-2019-01128

To

**Subject** Request for Proposal

Save the Children is hereby inviting Sealed Quotation/Price offer with your best price for supplying following Services. 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 fulfillment of the following terms and conditions:

SL No	Description	Specification	Unit	Req. Quantity	Unit Price	Amount
1	Consultant/Outsourcing Firm - Conducting Research/Study	Conducting Community Risk Assessment and Developing Upazila Disaster Plan in Suchana Area as per attached TOR and Evaluation Criteria	Job	1.00		

**Terms & Condition**

- 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 All suppliers/vendors must accept the child safeguarding policy of Save the Children.
- 3 Eligibility Criteria :The Proposer shall possess the following qualification: Organizations must provide information and documentary evidences to establish that they have a) legal establishment for a minimum of Five years overall experience in similar service b) Copy of updated Trade Lenience, VAT/BIN, Tax Certificate and NID c) Company profile with customer list, preferably Govt. / Semi Govt. / INGO.
- 4 Evaluation (Technical & Financial): Procurement committee will evaluate the proposal as per ToR.
- 5 Scope of Work/Deliverables: As specified in the TOR.
- 6 Proposal: Technical & Financial Proposal should be submitted separately in sealed Envelope.
- 7 Technical Criteria: As specified in the ToR
- 8 Dead Line for Submission: On or before 16/09/2019 by 2:00 PM sharp.
- 9 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 "RFP/SCI/BDCO/FY-19/00041".
- 10 Technical Queries: For technical queries , Interested firms may contact: Mr. Biswojit Kumar Roy, Senior Manager - Climate Resilience and Capacity Building, SUCHANA Save the Children in Bangladesh, House CWN (A) 35, Road 43, Gulshan 2, Dhaka 1212, Bangladesh , Tel: +88-02-9861690, E-mail:biswojit.roy@savethechildren.org
- 11 Pre-proposal meeting time & date: At 11.00 AM (SHARP) on 09/09/2019 in IRABATI Conference Room of SCI office.
- 12 Payment: Payment will be made in three installments: As per TOR
- 13 VAT and Tax shall be deducted as per rules of GoB.
- 14 SCI reserves the right to accept or reject in part or full/one or all quotations/offers/proposals without assigning any reason whatsoever.

If you have any queries feel free to ask.

Thank You  
For Save the Children

Shamima Akhter  
Procurement & Supply Chain