

6 May 2025

Request for quotation (RFQ)

**Design a safe, inclusive, and sustainable women-friendly
Pink Toilet at Mohakhali Bus Stand, Dhaka.**

Submission deadline: 17 May 2025

Interested consultant/ consulting firms are requested to make submission through email at WaterAid-Tender-TA@wateraid.org

There is a pre-bid meeting scheduled on 08 May 2025 (**10:00 am**) at **WaterAid Bangladesh office**. If you are interested to join, please communicate with assigned focal. The focal person for this assignment is **Md. Resalat Ullah Khan Akib**, Programme Officer-Engineer, WaterAid Bangladesh, (email: ResalatAkib@wateraid.org) to answer queries.



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SECTION-1: INFORMATION TO BIDDERS

1. Introduction

- 1.1 The eligible consulting firm/ consultant(s) is invited to submit their interest at ResalatAkib@wateraid.org by 17 May 2025 (11:59 PM).
- 1.2 Interested consulting firm/ consultant(s) will receive the design package from WaterAid including conceptual drawing (architectural plan, elevation, section and 3D) and excel-based template for financial proposal (including list of specific items)
- 1.3 Interested consulting firm/ consultant(s) can make submissions based on the shared documents
- 1.4 Costs of preparing the submission and attending the pre-bid/ negotiation meeting, if provisioned, are not reimbursable.
- 1.5 Consultant(s)/ consulting firm is expected to follow highest ethical standard in their participation in the bidding process; and refrain from influencing the internal selection process of WaterAid Bangladesh.
- 1.6 Any attempt of undue influence on the evaluation and selection process will lead to cancellation of the submission from the subsequent process.
- 1.7 Any misrepresentation of facts including the facts on professional /institutional capacity will also lead to cancellation of the submission.
- 1.8 WaterAid Bangladesh reserves the right to amend and modify this RFQ document. Also, to select the consultant(s)/ consulting firm for providing selected goods and services cited in section 3 (Article C) as deliverables of this RFQ, either for the entire content of the submission or a part thereof.

2. Clarification and amendment of RFQ documents

- 2.1 At any time before the receipt of submissions, WaterAid Bangladesh may for any reason, whether at its own initiative or in response to a clarification requested by an invited organisation, amend the RFQ. Any amendment shall be issued in writing and shall be posted and will be binding. WaterAid Bangladesh may at its discretion extend the deadline for the submission

3. Preparation of submission

- 3.1 Consultant(s)/ consulting firms are requested to make their submissions written in English (font - Arial, Size - 11). Submissions must remain valid for a minimum of 90 days after submission.
- 3.2 The submission should contain the following:
 - Detailed work plan and timeframe including dates for submission of the outputs/deliverables as specified in the Term of Reference (TOR).

- Relevant experience and credibility to undertake the given assignment and experience in relation to the work proposed.
 - Detailed CV of the team leader and key members of the team.
- 3.3 Quotation for the items specified in the RFQ. The budget must be including applicable AIT; however, VAT can be mentioned separately at the bottom on total budgeted amount.
- 3.4 WaterAid Bangladesh will deduct VAT and Tax at source according to the GoB rules and deposit the said amount to government treasury. Copy of the VAT registration certificate including BIN, TIN certificate, and bank account details should be attached to the financial proposal.

4. Submission

- 4.1 The submission should be made electronically to the following email address: WaterAid-Tender-TA@wateraid.org with subject line as follows **"Design a safe, inclusive, and sustainable women-friendly Pink Toilet at Mohakhali Bus Stand, Dhaka."**
- 4.2 Submissions made to any other e-mail account except the above will not be accepted.
- 4.3 Submissions after the deadline of **17 May 2025 (12 PM)** will not be accepted.
- 4.4 The submissions should be combined into one zip folder with a cover letter.

5. Submission Evaluation

- 5.1 The evaluation committee will evaluate the submissions in relation to the RFQ and the TOR and applying the set evaluation criteria and point system specified herein. Each responsive submission will be given score. Submission(s) will be rejected at this stage if it does not respond to important aspects of the TOR.
- 5.2 The final selection will be done following Quality and Cost Based Selection (QCBS). The combined total score for each firm/ consultant(s) will be computed for evaluation.
- Detailed workplan: 15
- Composition of the team: 20
- Relevant work experience: 15
- Overall quality of the proposal: 10
- Detailed financial breakdown: 40
- 5.3 WaterAid reserves the right to accept and reject any submission without assigning any reason or whatsoever and may decide to go for re-advertisement without going further down the process.

5.4 Once the submissions are evaluated, WaterAid may enter into negotiation, if required, with one or more consultant(s) / consulting firm for final selection.

5.5 If negotiations fail, WaterAid Bangladesh may invite the consultant with next highest score to negotiate a contract or go for re-advertisement with fresh Requests for Quotations (RFQ).

6. Pre-bid meeting

There will be a pre-bid meeting on **8 May 2025 (10 am)** at WaterAid Bangladesh office to brief the objectives of the assignment and answer related queries, if you are interested to join please communicate with the focal person.

7. Notification of Award

7.1 The only shortlisted consultant/ consulting firm will be contract for next process. However, if any bidder does not communicate within 60 days, the submission will be treated as un-successful.

7.2 The selected consultant/consulting firm is expected to sign an agreement with WaterAid within a week of communication of selection decision and before commencing the work.

8. Penalty clause

The consultant/ consulting firm is expected to deliver required outputs within the stipulated timeframe maintaining the quality. If for any reason, the consultant/ consulting firm(s) fails to deliver required deliverables within stipulated time, the consultant/ consulting firm(s) needs to inform WaterAid in time with valid and acceptable explanation in written. Failing to this may evoke penalty clause at the rate of 0.5% for each day of delay.

9. Confidentiality

Information relating to evaluation of submissions and recommendations concerning awards will not be disclosed to the organisations who submitted the submissions or to other persons not officially concerned with the process, until the winner has been notified with award of the contract.

10. Focal person

Md. Resalat Ullah Khan Akib
Programme Officer-Engineer
WaterAid Bangladesh

Can be reached directly at: ResalatAkib@wateraid.org

SECTION-2: Terms of Reference

1. Background

Since 2013, WaterAid Bangladesh has been working with city corporations and local authorities to improve the quality of public toilet services, ensuring human dignity and public health through better infrastructure and management. WaterAid Bangladesh has signed memorandums of understanding (MoU) with Dhaka, Chattogram, Rajshahi, and Sylhet City Corporations, as well as the Khulna Development Authority. A total of 46 public toilets have been constructed with a focus on inclusivity, featuring separate chambers for women equipped with menstrual hygiene facilities, breastfeeding corners, and provisions for persons with disabilities. Many of these facilities also include bathing areas, safe drinking water points, and CCTV for enhanced security. The initiative aims to not only provide essential amenities but also reshape public perceptions of sanitation facilities, promoting cleaner, safer, and more accessible toilets for all.

Mohakhali Bus Stand, one of Dhaka's busiest transportation hubs, faces significant sanitation challenges due to the high volume of daily commuters. The absence of adequate public toilet facilities contributes to poor hygiene conditions, particularly affecting women, children, elderly passengers, and persons with disabilities. Constructing an inclusive public toilet at this location is crucial to ensuring that all travelers and transport workers have access to safe and hygienic sanitation facilities. For women, dedicated, well-maintained toilets with menstrual hygiene support and breastfeeding corners will provide comfort and security in a high-traffic area. For women persons with disabilities, accessible toilets will help maintain dignity and ease of mobility. To address this urgent need, WaterAid Bangladesh, therefore, wanted to design and construct a women-only toilet solution at Mohakhali Bus Stand (<https://maps.app.goo.gl/7cuhKdiggUqG9gDQ9>). WaterAid has already developed conceptual drawing (architectural plan, elevation, section and 3D) of this single-story toilet measuring 17'x1' (approx.). Now, WaterAid wants to commission this assignment to a competent bidder to develop construction drawings, structural, electrical, and plumbing designs, as well as BOQs along with carrying out the full construction work based on the approved designs.

2. Work Objectives

The objective of the assignment is to develop construction drawings, structural, plumbing and electrical designs, and BOQ for the designed women-only public toilet at Mohakhali Bus Stand along with execution of its construction at the selected site.

3. Outputs / Deliverables

Phase 1: Planning, Design, and Documentation

Timeline: To be completed within **10 working days** after contract signing.

Key Deliverables:

a. **Design Package and Working Drawings**

The design must adhere to national building codes and relevant accessibility, gender, and safety standards. Deliverables include:

- Working drawings based on the approved design

- Structural analysis, design and drawings.
- Plumbing design and drawing including but not limited to water supply, wastewater drainage, rainwater harvesting and required fitting-fixtures.
- Electrical design and drawing including but not limited to but lighting design, power supply, and circuit layouts, solar power use.

b. Bill of Quantities (BOQ)

- Itemised BOQ with specifications, units and quantities
- BOQ should align with approved working drawings and be prepared in standard format.

c. Project Schedule

- A detailed Gantt Chart presenting the construction schedule, sequencing of activities, and critical path.

Phase 2: Site Preparation and Structure Construction

Timeline: As per approved Gantt Chart

Key Deliverables:

a. Foundation and Superstructure Construction

- Execute all foundation works in accordance with the approved structural design and drawings.
- Construct the superstructure, including load-bearing elements (columns, beams, walls) as per specifications and design standards.
- Use quality materials and workmanship to ensure structural integrity and safety.
- Submit progress photos, quality control records, and inspection reports during this phase.

Phase 3: Construction Completion and Handover

Timeline: As per approved Gantt Chart

Key Deliverables:

1. Final Construction Works

- Complete all remaining civil, electrical, plumbing, and finishing works as per approved drawings and specifications.
- Install all fixtures and fittings (e.g., toilets, basins, handrails, signage) ensuring functionality, accessibility, and durability.
- Conduct final site cleaning and removal of construction debris.
- Ensure all construction is executed in compliance with design standards, safety norms, and quality specifications.
- Based on inspection from WaterAid, DNCC and other relevant authority representatives, address any defects identified during inspection(s).

2. As-Built Documentation

- Submit comprehensive **as-built drawings** reflecting the final built structure, including any design modifications.

- Provide **technical specifications** for any additional items and installed equipment.

3. Handover to WaterAid

- Submit a formal handover package including:
 - As-built drawings and specifications
 - List of warranties for fixtures and equipment
- Conduct a final briefing session with WaterAid.

The awarded firm/consultant(s) will be expected to liaise closely with the dedicated focal point of WaterAid Bangladesh.

4. Duration

The tentative timeline of the assignment will start from the 3rd week of May 2025 after signing the agreement. The assignment needs to be accomplished within 90 working days unless there are valid reasons for extension and approved by the authority.

5. Mode of payment

Payment will be made in 4 instalments through BFTN/Account Payee Cheque to the consultant/firm up on submission of invoice. In case of any changes in the deliverables, payment will be made at actual based on the type and quantity of content delivered. All invoice to be submit to WaterAid Bangladesh and certified by the respective personnel.

Instalments	Description	Time
1 st Instalment	Agreed cost for supplying design and drawings	Payable upon contract signing and successful completion of Phase 1.
2 nd Instalment	1st running bill till 30 th June	Payable based on construction work completed till that date
3 rd Instalment	2 nd running bill till 30 th July	Payable based on construction work completed till that date
4 th Instalment	Remaining bill	Payable upon completion of Phase 4 and formal handover to WaterAid.

6. Competencies

The agency/firm is expected to have:

- 3+ years of experience of involved engineer(s) proficient in structural, plumbing, and electrical design as per national codes and safety standards.
- Skilled in producing detailed working drawings and technical specifications using industry-standard tools.
- Availability of a qualified site engineer to be present during the entire construction period.
- Experience in preparing itemized BOQs aligned with approved drawings and cost norms as per rate schedule of government department.

- e. Proven track record in executing foundation and superstructure works with quality and safety.
- f. 7+ years of experience of the firm/ consultant(s) in design and construction related work.
- g. Skilled in the installation of durable, functional toilet fixtures and fittings.
- h. Proficiency in project scheduling using tools like Gantt charts and managing critical paths.
- i. Strong coordination and reporting skills with stakeholders including NGOs and local government.
- j. Experience in quality control, inspections, and preparation of as-built documentation.
- k. Demonstrated compliance with occupational health and safety standards and policies.
- l. Capacity to train and monitor workers on-site safety practices and proper PPE usage.

SECTION-3: SUBMISSION FORMAT

- 3A. Forwarding letter format
- 3B. Workplan and deliverables
- 3C Detailed financial breakdown
- 3D. Team Composition
- 3E. Relevant Experience
- 3F. Company Profile
- 3G. Legal Document

3A. FORWARDING LETTER FORMAT

(Please use letterhead pad)

[*Location, Date*]

To
The Country Director
WaterAid Bangladesh
House 97/B, Road 25, Block A
Banani, Dhaka 1213

Dear Sir:

We the undersigned are offering to provide the following assignment in accordance with your Request for Quotation (RFQ) dated **6 May 2025** on "**Design a safe, inclusive, and sustainable women-friendly Pink Toilet at Mohakhali Bus Stand, Dhaka.**"

We are hereby submitting our quotation.

If negotiations are held during the period of validity of the submission i.e., before **17** May 2025 we undertake to negotiate on the basis of the proposed staff. Our submission is binding upon us and subject to the modifications resulting from contract negotiations.

We understand you are not bound to accept any submission you receive.

Yours sincerely,

Authorised Signature:

Name:

Title:

Name of Organisation:

Address:

3B. Work Plan and deliverables

(please provide detail work plan with work chart)

3C. Detailed financial breakdown

(The financial breakdown should be prepared in line with below guidance)

- Develop detailed financial breakdown **following the excel template** inside the design package to be shared with interested firms/ consultant(s)
- **The budget must include applicable AIT; however, VAT to be mentioned separately at the bottom on total budgeted amount.** WaterAid Bangladesh shall deduct VAT and Tax at source as per government rules.

3D. Team Composition

(please provide short BIO of the proposed key team members in below format)

Based on the terms of reference (Section 2) and key deliverables (Section 2, article C) for this assignment, please propose a team to accomplish the tasks. Include CVs of Proposed Key Team Members following the format below:

Name	
Role of this Assignment	
Academic Background	(Educational qualifications listed in reverse order)
Professional Summary	<i>(a brief overview summarizing your expertise for the proposed position. Mention your years of experience, key sectors, and expertise for the proposed position)</i>
Professional Experience	<i>(please mention your last five relevant experiences for the proposed position; it can be either narratives or tabular format)</i> <i>Professional Experiences should include the following:</i> <ul style="list-style-type: none">- Name of the organization and job title- Duration- Key responsibilities

3E. Relevant Experience

(relevant services carried out in the last three tears That best illustrate qualifications)

Using the format below, please provide maximum 10 examples for which your organisation, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

Name of the assignment	Digital link (if available)	Completion date	Client name with contact details

3F. Company Profile

Please attach portfolio and other relevant documents maximum 25 pages

3G. Legal Document

Please attach all updated legal documents mentioned below:

- Copy of Trade License
- Copy of TIN certificate
- Copy of BIN certificate
- Copy of PSR (last tax return submission acknowledgement slip) and
- Bank Detail or Copy of Cheque Leaf