

**REF: RFQ/FWA/BRCRP-1908-0004**

Date: 8<sup>TH</sup> August, 2019

To  
Respective Concern,

**Expression of Interest (EOI) for Service Agreement of Freight Forwarder & Clearing agent (C & F)**

World Vision Bangladesh Refugee Crisis Response is seeking Request for Quotation (RFP) from bona-fide business entities/individuals/agents for clearing the services as outlined in **Annexure- 1**

**1. Manner of Submission:**

1.	Name of Office where Offers/proposal will be received/dropped	Bangladesh Refugee Crisis Response Program World Vision Bangladesh Hotel Bay Marina, Level- 2, Plot- 61, Block- B PWD Residential Area, Kolatoli, Cox's Bazar
2.	Pre Proposal Meeting	<b>11:00 am on 26 August, 2019.</b>
3.	Last date & time of submitting the offer/proposal	<b>Before 5:00 pm on – 5 September, 2019.</b> “Tender Box 2” kept at 1 <sup>st</sup> floor (reception) RBCRP Office.
4.	WVB Contact regarding Any query	Md. Masud Parvez Contact# +8801844541891 (8.30 am to 5.00 pm) Email: BRCRP_Procurement@wvi.org
5.	Base/Delivery Locations after clearing:	Various warehouses and/or Field offices in Ukhiya, Cox’s Bazar District Area, Bangladesh

**Notes:**

1. Proposal submitted in any other manner other than those indicated above will not be considered.
2. World Vision Bangladesh (WVB) intends to establish Framework Agreements with several key service providers for providing services in annexure-1.
3. Read this document carefully and seal and signed on pages of this document by the appropriate authority.

**Scope of Work:**

1. After arrival of shipment at port WV will sent the original documents along with forwarding & authorization letter to service provider. Just after arrival of shipment, WV will provide copy documents to service provider for tracking the consignment and entry noting at customs.
2. In case of Air shipment service provider have to collect original AWB/MAWB/HAWB copy from Biman authority.
3. Before submission the documents to customs, service provider have to take Import permit (if need) from CCI&E and NGOAB approval. In that case, WV will assist service provider by providing necessary documents & support.
4. In case of any ministry permission issue service provider have to engage their team if need.
5. After collection all permission from relevant regulatory body service provider have to re-arrange(if need any document have to prepare related to customs) all documents and have to submit to customs for assessment & clearing the consignment.
6. As WV have FD-7 approval from NGOAB and necessary permission from NBR for this said items, by special exemption SRO, WV will get the exemption from Customs duty & Taxes. Service provider must have the negotiation skill with logical theory and expert person (in case of getting challenge from custom official) to get the clearance from Customs of the said consignment without any hassle.
7. After clearing the consignment with successful assessment, service provider have to arrange transportation door to door service (from destination port to WV warehouse).

**Item details: (Basic Items with basic information)**

1. Tank Kit Size: T-95, Volume: 2.45 Weight(kg): 760

**Details technical specification: Attached**

2. Pump kit, Latrine Desludging-3", Diesel

Item dimension(cm): 105 X 105 X 102

Volume: 1.125, Weight(KG): 183

**Details technical specification: Attached**

**There are some other related items in attachment and may be required which are integral part of Desludging pump & Water Tank.**

**Evaluation and awarding Criteria:**

1. The allotted marks for various segments of technical and financial evaluation will be done as per the matrix mentioned in **Table-1 & Financial Evaluation**.
2. The technical and financial marks will be converted in the scale of 50. 50 The weightage of Technical: 50 out of 100 & Financial Evaluation is 50 out of 100.
3. The total marks achieved from the total number of technical and financial evaluation out of 100 will be the final score for combined evaluation.
4. The highest scorer only may not get the whole PO. Basing on the capacity and other feasibility considerations the PO can be awarded to multiple vendors. The WV-BRCRP s decision is the final here.
5. WV-BRCRP reserves the right to award, reject, postpone, and cancel/modify the work process of this RFP without mentioning any reason whatsoever.
6. WV-BRCRPs decision is the final for any dispute and conflict.

**List of Documents (Check list) to be attached while submission of proposal:**

1. Organizational Profile.
2. Business Profile/Technical offers
3. List of existing clients.
4. Legal Documents (Trade License, TIN, BIN, VAT registration)
5. Memorandum of Article (for Limited Company)/certificate of Incorporation
6. NID/Passport photocopy (of owner/ MD/ Director)
7. Certification of completion/recognition from clients/PO/WO/Bill of entry
8. Bank statement Last 2 Years.
9. Audit Report done by reputed auditors firm (if any External for Limited Company)
10. Financial Offer

**Technical Offer:**

The technical offers will be evaluated basing on the technical criteria and the weightage will carry 50% of total marks. The marks achieved out of 100 will be converted at 50. The evaluation will be done basing on the following issues and the allotted marks are:

**Table-1:**

SL#	Technical Evaluation Criteria	Relevant Documents	Alloted Marks
1.	05 Years of experience of working a clearing agent	Legal Documents	10
2.	Minimum 05 working experience with development or international organizations/MNC/local (submit 5 Purchase Order/Work Order/bill of entry dated 5 different year)	PO/WO/WCN/Bill of entry	10
3	Working experience with NGO/INGO for clearing similar kind of items /any humanitarian aid	Shipping documents	10

4.	Liason/negotiation skill with government regulatory body. Any one of service render hold any higher position in regulatory body.	Yes/No. If yes, then name any appropriate person name with position hold in which regulatory body.	10
5.	Financial Turnover in Last 02 years as per audit/ bank Statement is BDT 5,00,00000 (5 crore).	Audit report/Bank statement	15
6.	Number of dedicated technical staff for each consignment: If 5 then marks will be 10.	Mention in Offers	10
7	Consignment clearing lead time: 15 marks for clearing within 3 working days.	Supporting Bill of entry/documents need to submit	20
8	Transport facility: Own/Hiring. If own then 10 marks and if hire then marks will be 5.	Yes/No with documents for own vehicle	10
9	Any additional service like NGOAB/CCI&E/NBR/ministry of environment documentation process/support facility	Yes/No	5
<b>Total Marks on Technical Evaluation</b>			<b>100</b>

**N.B: Number will be marked against each criteria proportionately but the highest marks as per the right most Colum.**

### **Financial Offer:**

The Lowest scorer will get the highest score and the successive higher bidders will get the inversely Proportionate marks in comparison with the lowest bidders. The weightage of the financial score is 50%. The total marks achieved out of 100 will be converted to 50.

**Financial offer must be broken down in to following part(Require basis):**

1. Rate for NGOAB/CCIE&E/Ministry(if need basis on product criteria)
2. Rate for Documentation cost
3. Rate for customs clearing
4. Biman/port warehouse costing(if any)
5. Rate for collecting Import permit(If require)
6. Insurance coverage cost(Transportation inbound)
7. Transportation cost
8. Service charge
9. Delay delivery charge per day(if require)
10. Any other charge may applicable for clearing the consignment.
11. Discount percentage for WV.

The above cost are exclusive of Customs duty & VAT.

## Evaluation method:

**1<sup>st</sup> Phase:** All the bidders will be considered for technical evaluation with their submitted proposal. The score will be given basing on various important criterions based on the technical proposal and the documents. The overall weightage of the technical evaluation is 50% out of 100 marks. The pass marks for this technical evaluation round is – 50.

**2<sup>nd</sup> Phase:** The financial proposals and envelops will be opened for those candidates who will pass the minimum score which is 50. Those who achieved less than 50 the financial proposal will not be opened and will remain sealed. But, those who will score 50 and above out of 100 their financial proposal will be considered for evaluation and envelop will be opened. The weightage of financial offer is 50% and scoring will also be considered out of 100. Basing on the offer value the lowest bidder will get the highest score out of 100 and the successive highest bidders will get the lower score proportionately.

The after combined both technical & financial score who will get the highest score will get the preference first.

## Terms & Conditions:

- 1 The prices must be inclusive of VAT, AIT, transport, labor cost for loading and unloading and all other relevant cost. Applicable VAT and Tax will be deducted at source as per Government rules;
- 2 Estimated quantity may be deviate up to ( $\pm$ ) 10 % (approximately)
- 3 The bidder shall quote the according to the specifications & UoM of single unit.
- 4 The validity for the proposal shall be **12 (Twelve) months for fixed critria**. The agreement validity will valid for 1 (one) year with possibility of extension.
- 5 Sealed quotation mentioning on top of envelop **“Request for Proposal for clearing agent- RFP/FWA/BRCRP-1908-0004 (Manual)”** to be submitted into the **“Tender Box 2”** kept at 1<sup>st</sup> floor (reception) at Bangladesh Refugee Crisis Response Program, Cox’s Bazar Office, on or before 5<sup>th</sup> September, 2019 by 5:00 pm.
- 6 PO will be issued as and require basis. WV BRCRP is not bound to give the purchase order if we don’t have any requirement during the agreement period.
- 7 **Payment:** The payment will be made on S2B (Straight to Bank) in favor of successful supply within 30 days after satisfactory delivery of goods, inspection (if necessary), and necessary documents submission to SCM department. No advance payment will be entertained.
- 8 Payment will be made in BDT.
- 9 BRCRP reserves the right to accept or reject/modify in part or full/one or all quotations process without assigning any reason any time whatever.
- 10 The quotation that complies with all of the requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.
- 11 WV may select and award single/multiple supplier for frame work agreement who meet the requirements.



Supply Chain Manager  
WV BRCRP  
Cox’s Bazar