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**REQUEST FOR PROPOSAL (RFP)**

**For Hiring Clearing & Forwarding Agent**

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| --- | --- |
| To: Consultant/Firm  | Date: 19 January 2020 |

Dear Sir/Madam:

We kindly request you to submit a proposal for **Clearing & Forwarding Agent.**

Please be guided by the information attached below with annexures:

**General RFP Guidelines and Instructions:**

|  |  |
| --- | --- |
| **RFP Name:** | **Clearing & Forwarding Agent** |
| RFP Reference: | WVB-SCM-RFP-0006-03/20 |
| **Submission of Proposal:** | Proposals shall be sent directly through email in PDF format to: **wvb\_scm@wvi.org** Maximum file size: 9MB. If mail returned due to over file size, please split the file and send in separate email. RFP reference “**Clearing & Forwarding Agent”** |
| Deadline for the submission of proposals: | **Deadline for proposal submission is: On or before 29 January, 2020 within 10.00 A.M** |
| Procurement Focal Point: | Md. Ziaul Islam, E-mail: ziaul\_islam@wvi.org,  |
| WVB Contact regarding Technical Specification: | Manoj Clement Gomes, Administration OfficerCell: 01730021535, email: Gomes\_Manoj@wvi.org |
| List of Annexures: | Annexure-1: General and Particular Terms and ConditionsAnnexure-2: Vendor’s Primary Information Collection SheetAnnexure-3: WV safeguarding behavioural protocolAnnexure-4: Declaration of Conflict of InterestAnnexure-5: Scope of Work (SoW)  |

**Annexure- 1**

**GENERAL AND PARTICULAR TERMS AND CONDITIONS**

1. **General Terms and Conditions**
2. Offerors have to submit technical and financial proposals separately through email **wvb\_scm@wvi.org**.
3. The offer shall remain valid for 90 days from the closing date of receiving of Proposal by WVB.
4. Payment shall be made through Straight to Bank (S2B).
5. All the columns/requirements in this form/ToR must be properly completed. Quote for each item separately, and in units as specified. Incomplete offers or offers which do not comply with any of our tender conditions/ToR will not be considered.
6. WVB reserves the right to accept the partial or whole or part of your offer. WVB authority reserves the right to impose penalty or cancel the entire or partial purchase order if vendor fails to maintain the quality, specification, and delivery date.
7. WVB authority reserves the right to accept or reject any or all the Proposals in part or full or alter any of the provisions as deemed necessary, without showing any reason whatsoever at any time and acceptance of any liability. WVB reserves the right to accept the whole or part of your offer.
8. Making a payment to any employee as an inducement or any canvassing to enable you win this bid will result in automatic disqualification participating in this tender or any other tenders. Any solicitation/influence/non-compliance of the Terms & Conditions of this Tender, will lead to disqualification of the submitted Tender/Bid and will be treated informal/rejected.
9. The Proposal must be placed trough email not later than 05:00 P.M. on the closing date.
10. Descriptive literature or samples of the items offered has to be forwarded with Proposal. All descriptive literature must be in English language.
11. **Your financial offer should indicate final price, which includes all costs for delivery of final product at WVB, discount, Income Tax and VAT. All kind of charges including applicable Taxes/VAT will be deducted at source from the total bill as per Govt. Rules & Regulations.**
12. Proprietor or an authorized representative of the Offeror must sign this form, and all the documents accompanying this bid must be properly rubber-stamped and signed.
13. If you do not wish to quote, please endorse the reason on this form and return it, otherwise your name will be deleted from WV list of items listed here on.
14. Inspection (at buyer’s expense or unless negotiated as seller’s expense) may be applicable and will be advised at time of purchase order and arranged by WVB or the supplier.
15. After submitting the proposal result will be informed to successful Offeror(s) within thirty working days after the closing date of receiving proposal.
16. The work shall be completed in all respects within the completion date mentioned in the purchase order.
17. Any late submission of Proposal after the schedule date and time will be rejected.
18. Environmental policy: WVB’s policy is to purchase products and services, which have the least negative impact on the environment. Environmental considerations covering manufacture, transport, packing, use and disposal of goods form part of WVB evaluation and selection criteria.
19. Terrorists: WVB will not do any business with any known terrorist group or company involved in any way with terrorists. WVB shall therefore not knowingly purchase goods or services from companies that are involved with terrorist groups in any form. If you submit a bid based on this request, it shall constitute a guarantee that neither your company nor any affiliate or any subsidiaries controlled by your company are not involved with any known terrorist group. A contract clause confirming this will be included in an eventual purchase order based on this request.
20. In all cases, the decision of the World Vision Management will be final.
21. The Offeror has to submit duly filled up Vendor’s Primary Information Collection Sheet (Annexure-2).
22. The Offeror has to agree to comply with WV safeguarding behavioural protocol(Annexure 3)
23. The Offeror has to make a declaration whether the Business Entity has relative or business partner in World Vision Bangladesh (WVB) who can influence the purchase decision or not (Annexure-4).

**I/We hereby agree to execute the work specified in the above memorandum strictly and fully in accordance with all the terms and conditions of the contract (if awarded) described above and in the annexure hereafter and will abide by and fulfill all such Terms & Conditions.**

Name & Signature of the Offeror: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date with Seal of the Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Annexure-2**

**VENDOR’S PRIMARY INFORMATION COLLECTION SHEET**

|  |  |
| --- | --- |
| Vendor's Name : |   |
|  |  |  |
| SL# | Description of Requirements | Information to be Provided here |
| 1 | Category of Vendor |  Consultancy  |
| 2 | Trade License Number |   |
| 3 | Tax Identification Number (TIN) |   |
| 4 | VAT Registration Number |   |
| 5 | Address of Business Center |   |
| 6 | Contact Telephone Number |   |
| 7 | Contact Mobile Number |   |
| 8 | FAX Number (Optional) |   |
| 9 | Email Address: |  |
| 10 | Webpage Address (Optional) |   |
| 11 | Contact Person's Name |   |
| 12 | Vendor's Bank Name |   |
| 13 | Name of Bank Branch |   |
| 14 | Bank Sorting Code (Optional) |   |
| 15 | Bank Account Name |   |
| 16 | Bank Account Number |   |
| 17 | Bank Routing Number/Swift Code |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Information Submitted by

Date:

**Annexure-3** WV safeguarding behavioural protocol

**To be signed by all staff, interns, volunteers, suppliers, board members, consultants, visitors that are not WV staff, formal partners, and any other affiliates of WV Bangladesh who gains access to children or their personal information through their affiliation with WVB (During accepting the offer)**

**Safeguarding Behavioral and Security Policy Protocol**

All WV staffs, volunteers, interns, donors, visitors who are not World Vision staff, formal partners, consultants, suppliers, and any other affiliate who gains access to children or their personal information through his or her affiliation with WV acknowledge in writing the receipt and understanding of WV Bangladesh behavior protocols and commit to abide by them. Any violations of the provisions outlined in this document may be ground for action by WVB, including disciplinary or legal action, and/or severance of cooperation agreements and relevant contracts, as deemed appropriate by WVB.

**My Commitment:** I have received and understood World Vision Bangladesh Safeguarding Policy, procedures and protocols and I commit to the following

1. I will always behave with children and adult beneficiaries in ways that are respectful of their rights, and I will be careful about perception and appearance in my language, actions, and relationships with them. I will be intentional in caring for the needs and in protecting the rights of the children and adult during my tenure of service with World Vision.
2. I will always be appropriate and culturally sensitive during all interactions with children and adult.
3. I will not spend excessive or unnecessary time alone with a child, whether in the child’s house, in WV's program premises, or elsewhere, away from others or behind closed doors or in a secluded area.
4. In case of deemed necessity of providing specific support for example medical assistance or counseling to the children and adult I will always take initiative with consent from appropriate line management within WVB.
5. I will always comply with “two adult rule” (where possible and practical) when conducting WVB work wherein two or more adults supervise all activities that involve children and are visible and present at all times.
6. I will only photograph or take videos of children and adult when they are appropriately dressed, and I will respect their dignity and right to privacy at all times. I will never take pictures or videos of children in moments of trauma or grief.
7. I will ensure that informed consent always is taken from parents/legal guardians, adult and children themselves before taking any photographs, videos, and any other communication materials and will submit the consent document to the responsible person for recording in the files at the concerned AP office or NO or at both level where appropriate. I am aware of the provisions regulating the cases in which the informed consent should be provided in writing by guardians and children, as outlined in WVB Safeguarding policy.
8. I will never use verbal conduct such as derogatory comments, or use language, make suggestions or offer advice which is inappropriate or abusive, including language that may cause shame or humiliation, or is belittling or degrading for children and adult both.
9. I will never expose, facilitate or condone the exposure of children and adult to pornography, sexual advances, unwanted invitations, or use of power and authority to persuade a child to do something. I will always ensure that all physical contact with children and adult is culturally appropriate. I will not hold, fondle, hug, kiss, or touch the children and adult in any inappropriate or culturally offensive way.
10. I realize that, for any instance of abuse, neglect, exploitation, violence, or any other inappropriate behavior towards children and adult, I will be subject to action by WVB and/or relevant national authorities, and that I expose myself to any consequent decision that such instances may result in. Should any I have a contractual relation with WV, and should I be found guilty by WVB of breaching WVB Safeguarding policy, I authorize WVB to disclose such information to any prospective employer who asks references about me to WVB.
11. I will comply with any safeguarding related investigation (external and internal), and commit to make available of information or any document necessary for the completion of the investigation.
12. I will not hire children bellow 18 years of age, in any form of child labor, including (but not limited to) as house help. Should I require to hire a child in legal work, I will seek the advice and follow the instructions of the National Office CP specialist on the best interest of the child and the alignment of such hiring with national and international law, prior to engaging in this matter.
13. I will not behave in an inappropriate physical manner with children and adult, and as per child act 2013 I will never develop sexual relationships with a child (under 18 years old) regardless of legal age of consent in the country. I realize that I will always be accountable for my response to a child's behavior, including if a child behaves in a sexually inappropriate manner. I will avoid being placed in a vulnerable or compromising position with children and adult.
14. I highly discourage child marriage and also I will not perform, conduct or direct any child marriage. I will not condone or participate in behavior which is illegal, unsafe or abusive towards children, harmful traditional practices, including early marriage, dowry, spiritual or ritualistic abuse.
15. I will always use positive and non-violent methods to manage children's behavior. I will never hit, mentally torture or use any other corporal punishment against a child while the child is in care of WVB or under any project of WVB.
16. I will behave positively with disable children, and will not humiliate them at any cause.
17. Unless it is absolutely necessary and with parental and management consent, I will not take a child alone in a vehicle for any of WVB work.
18. I will report any safeguarding incident suspected or happened by WVB staffs or affiliates, any humanitarian’s aid worker or stranger in the community to WVB staffs/NO CP lead through established reporting mechanism.
19. I am aware of WV’s policy on Kidnapping and Hostage situation where no ransom will be paid or gain will accrue to those who employ such methods. I confirm that my understanding that WV Bangladesh will not be responsible in the event of a kidnap or hostage situation.
20. I am aware of the country’s political and security situation and will follow WVB’s security advice. I will not hold WVB responsible if anything goes wrong with regard to my personal security during my tenure of service with World Vision Bangladesh.

# Consequences of Breach

Corrective Action: *Failure to follow Behavior Protocols, or other inappropriate behavior toward children and adult stated in the Policy is grounds for taking disciplinary action by World Vision Bangladesh up to and including dismissal from employment, volunteer/internship or Board/Advisory Council membership. Breach of the Behavior Protocol and the policy is ground for termination of contracts with suppliers, vendors.*

WVB authority can also take legal action if the incumbent found guilty of violation of the policy, to local Law Enforcing Agency authorities of Bangladesh Government based on legal obligations and the best interests of the child.

|  |
| --- |
| **Acknowledgement of receipt and undertaking to comply:**I, (*insert name)* of *(insert address)*hereby agree and confirm that:* I have received, understand and will abide by WVB’s Safeguarding Behavioral and Security Policy Protocols; and
* (\*) (*where applicable)* In the course of contracted work, I agree that where I have interaction with children and adult beneficiaries

The data –* 1. I will act in the best interest of children and uphold WVB’s Safeguarding Behavioral and Security Policy Protocol and other adult safeguarding measures as requested AND
	2. if I become aware of any harm or risk to children and adult I will inform WVB immediately

Signed by: Date:Name:Designation: Department/Project:  |

**Annexure-4**

**DECLARATION OF CONFLICT OF INTEREST**

Having examined my relationships with other organizations and employees of World Vision Bangladesh to the best of my knowledge, and nothing that if in doubt a relationship should be disclosed for further discussion, I have carefully reviewed each of the four statements below and marked either “yes” or “no” for each with additional information where necessary.

Circle the appropriate

**Answer for each**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. | YES | NO | I/My Business Entity have/has a financial interest in or otherwise involved with, an organization or person with which World Vision Bangladesh or any of its office has business or ministry dealings.

|  |  |  |
| --- | --- | --- |
| Sl.  | Name of Organization  | Office or Interest in Organization  |
|  |  |  |
|  |  |  |

 |
| 2. | YES | NO | I/My Business Entity am/is involved in any dispute with, World Vision Bangladesh or any of its office has business or ministry dealings. If Yes, explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| 3. | YES | NO | The following staff employed by World Vision Bangladesh or, other World Vision entities are related to me/my Business Entity. This is a complete list of individuals related to me/my Business Entity who are employed by World Vision Bangladesh/ other World Vision entities.

|  |  |  |  |
| --- | --- | --- | --- |
| Sl.  | Name of WVB Employee  | Position held in WVB | Relation  |
|  |  |  |  |
|  |  |  |  |

 |
| 4. | YES | NO | I have no relationships, business affiliations, involvements, associations, positions, financial interests, gifts, loans or other transactions to disclose.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

I hereby certify that my answers to statements 1-4 above are accurate and that all the information I have declared above is true and is fully updated to the best of my knowledge.

**ANNEXURE 5**

SCOPE OF WORK

**Background**

For sending and receiving parcels/documents under framework agreement to provide 360-degree support related to customs clearing and forwarding.

**A brief scope of work is mentioned below.**

**\* Air Freight Operation:** Customs Related any documents able to arrange and solve.

Required cycle time, punctual and cost efficient agent who can facilitate custom clearance and arrangement at the receiving warehouse. Can handle efficiently to disburse all the equipment and materials within minimum time and guide the best possible thing to resolve difficult situation.

**\* Sea Freight Operation:** Can able to provide import/export sea freight forwarding ensures efficient handling cargos, has the links with maximum shipping lines to provide more frequent sailing, additional vessel position and reliable schedules as well as if any alternation in shipment

1. Ware housing before transportation
2. Arrange local transportation
3. Container arrangement as per need
4. Reservation shipping space and prepare shipping documents
5. Selection mode of transportation with cost effective
6. Packaging, making and labeling Comply customs and port requirements
7. Availing customs and port facility
8. Facilitate for cargo insurance/shipment insurance
9. Advising on custom VAT & Tax law and its compliances
10. Consult on export/import law and procedures
11. Coordination with other agencies (Fedex/DHL etc)
12. Processing documents for arrival notification, authorization
13. Facilitate shipment tracking both incoming & outgoing
14. Other services related to custom clearance

**Please quote the price of the following items:**

|  |
| --- |
| **Agency Commission** |
| **Specification** | **Price (Including VAT & TAX )** |
| **1. 0.07 kg to 5.00 kg value up to 100 USD** |   |
| **2. Above 5.00 kg to 25.00 kg value up to 250 USD** |   |
| **3. Above 25.00 kg to 50.00 kg value up to 300 USD** |   |
| **4. Above 50.00 kg to 100.00 kg value up to 350 USD** |   |
| **5. Above 100.00 kg to 200.00 kg value up to 500 USD**  |   |

|  |
| --- |
| **Service Charge** |
| **Specification** | **Price (Including VAT & TAX )** |
| 1. **0.1 kg to 5.00 kg value up to 100 USD**
 |   |
| **2.  Above 5.00 kg to 25.00 kg value up to 250 USD** |   |
| **3. Above 25.00 kg to 50.00 kg value up to 300 USD** |   |
| **4. Above 50.00 kg to 100.00 kg value up to 350 USD** |   |
| **5. Above 100.00 kg to 200.00 kg value up to 500 USD** |   |

|  |
| --- |
| **Labour Charge (Loading & Unloading)** |
| **Specification** | **Price (Including VAT & TAX )** |
| **1.       Minimum** |   |
| **2.      5.00 kg to 25.00 kg**  |   |
| **3.      Above 25.00 kg to 50.00 kg**  |   |
| **4.      Above 50.00 kg to 100.00 kg**  |   |
| **5.      Above 100.00 kg to 200.00 kg**  |   |

|  |
| --- |
|  Transportation Charge |
| **Specification** | **Price (Including VAT & TAX )** |
| **1.       Minimum** |   |
| **2.      25.00 kg to 50.00 kg**  |   |
| **3.      Above 50.00 kg to 100.00 kg**  |   |
| **4.      Above100.00 kg to 200.00 kg**  |   |

|  |  |
| --- | --- |
| **Incidental charge:** | **Price (Including VAT & TAX )** |
| **If any other charges please mention** |   |
| **If any other charges please mention** |  |
| **If any other charges please mention** |  |
| **If any other charges please mention** |  |

**For Technical Queries please contact:**

Manoj Clement Gomes, Administration Officer

Cell: 01730021535, email: Gomes\_Manoj@wvi.org