

Date : May 06, 2021

To : Respective Vendor/Bidder/Service Provider/Supplier

Dear Sir/Madam:

Re.: Request for Proposal (RfP) for Developing Phase-out Communication Product of Assasuni AP

World Vision Bangladesh, Assasuni AP invites Proposal/Tender/Quotation from relevant Individual Consultants/Consulting Firms/Potential Vendors (who has updated TIN, VAT Registration, Trade License and Bank A/C) for below mentioned services/items & as per ToR/specification.

### I. General RfP Guidelines and Instructions:

RfP Reference:	<b>RfP-ASS-FY21-263478</b>
Published Date:	May 06, 2021
Manner of Proposal Submission:	<b>Soft Copy (PDF)</b> Signed copy at <a href="mailto:wvb_scm@wvi.org">wvb_scm@wvi.org</a> by mentioning " <b>RfP-ASS-FY21-263478</b> " in Subject Line
Name of office where RfP document is available:	All Offices of World Vision Bangladesh OR <a href="https://bdjobs.com">https://bdjobs.com</a> Under <b>Tender/ Eoi</b> Tab  <i>During WVB Office Working days (Sunday – Thursday) (09:00a.m. to 04:00p.m.) except Govt. Holidays.</i>
Last date & time of collecting the RfP document by Vendors:	May 17, 2021 up to 1:00 pm
Name of office where Proposal shall be dropped or Emailed:	Email to : <a href="mailto:wvb_scm@wvi.org">wvb_scm@wvi.org</a> (through PDF mode)  <i>During WVB Office Working days (Sunday – Thursday) (09:00a.m. to 05:00p.m.) except Govt. Holidays.</i>
<b>Deadline for the submission of proposals:</b>	<b>May 17, 2021 up to 03:00 pm</b>
Procurement focal point:	Ranjan Falia, Field SCM Coordinator, World Vision Bangladesh Email: <a href="mailto:RanjanFalia@wvi.org">RanjanFalia@wvi.org</a>
WVB Contact regarding Technical Specification:	<b>Pintu Albert Peris</b> AP Manager Assasuni AP, World Vision Bangladesh. Phone: +88 01730356641 Email: <a href="mailto:pintu_albert_peris@wvi.org">pintu_albert_peris@wvi.org</a>  <b>Suborno Chisim</b> Field Communications Coordinator World Vision Bangladesh Phone: +8801711429235 Email: <a href="mailto:suborno_chisim@wvi.org">suborno_chisim@wvi.org</a>
Price of Each RFP:	Free of Cost
Address for RFP Distribution: Address for RFP Submission: Manner of Submission:	<b>All WVB Office</b> <a href="mailto:wvb_scm@wvi.org">wvb_scm@wvi.org</a> Both Technical & Financial Proposals need to be submitted separately

## 2. General Requirement for Proposal Submission:

The offer should include the following documents which will be considered in proposal evaluation. Non-existence of any of the documents mentioned below may be treated as disqualification.

Ln	Requirement
a.	Unit Price in BDT inclusive of Tax and VAT and relevant cost (of the items as per Annexure-2 attached)
b.	Submitted proposal and offer is valid for 1 (one) year (Up to April 20, 2022)
c.	Copy of updated Trade License
d.	Copy of eTIN Certificate
e.	Copy of VAT Registration Certificate
f.	Bank Statement for last one year
g.	Supplier Code of Conduct with Sworn Statement and Vendor's Primary Information

**WVB reserves the right to accept or reject any or all the offers in full or part with or without assigning any reason whatsoever.**

### **INSTRUCTIONS TO OFFEROR**

<b>Cost of proposal:</b>	The Offeror shall bear all costs associated with the preparation and submission of the Proposal, the World Vision Bangladesh (WVB) will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.
<b>Contents of solicitation documents:</b>	Proposals must offer services for the total requirement. Proposals offering only part of the requirement will be rejected. The Offeror is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents will be at the Offeror's risk and may affect the evaluation of the Proposal.
<b>Clarification of solicitation documents:</b>	A prospective Offeror requiring any clarification of the Solicitation Documents may notify the procuring WVB entity in writing at the organization's mailing address or fax number indicated in the RFP. The procuring WVB entity will respond in writing to any request for clarification of the Solicitation Documents that it receives earlier than one week prior to the deadline for the submission of Proposals. Written copies of the organization's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Offerors that has received the Solicitation Documents.
<b>Amendments of solicitation documents:</b>	At any time prior to the deadline for submission of Proposals, the procuring WVB entity may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Offeror, modify the Solicitation Documents by amendment.  All prospective Offerors that have received the Solicitation Documents will be notified in writing of all amendments to the Solicitation Documents.  In order to afford prospective Offerors reasonable time in which to take the amendments into account in preparing their offers, the procuring WVB entity may, at its discretion, extend the deadline for the submission of Proposals.
<b>Language of the proposal:</b>	The Proposals prepared by the Offeror and all correspondence and documents relating to the Proposal exchanged by the Offeror and the procuring WVB entity shall be written in the English language. Any printed literature furnished by the Offeror may be written in another language so long as accompanied by an English translation of its pertinent

	<p>passages in which case, for purposes of interpretation of the Proposal, the English translation shall govern.</p>
<b>Proposal currency</b>	All prices shall be quoted in BDT.
<b>Proposal prices</b>	The Offeror shall indicate on an appropriate Price Schedule, an example of which is contained in these Solicitation Documents, the prices of services it proposes to supply under the contract.
<b>Format and signing of proposals</b>	<p>The Offeror shall prepare two copies of the Proposal, clearly marking each "Original Proposal" and "Copy of Proposal" as appropriate. In the event of any discrepancy between them, the original shall govern.</p> <p>The two copies of the Proposal shall be typed or written in indelible ink and shall be signed by the Offeror or a person or persons duly authorized to bind the Offeror to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the Proposal.</p> <p>A Proposal shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Offeror, in which case such corrections shall be initialed by the person or persons signing the Proposal.</p>
<b>Late Proposals</b>	Any Proposal received by the WVB after the deadline for submission of proposals, pursuant to clause Deadline for the submission of proposals, will be rejected.
<b>Modification and withdrawal of Proposals</b>	The Offeror may withdraw its Proposal after the Proposal's submission, provided that written notice of the withdrawal is received by WVB prior to the deadline prescribed for submission of Proposals. No Proposal may be modified subsequent to the deadline for submission of proposals. No Proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity specified by the Offeror on the Proposal Submission Form.
<b>Documents comprising the proposal</b>	<p>The Proposal shall comprise the following components:</p> <ol style="list-style-type: none"> <li>1) Operational and technical part of the Proposal, including documentation to demonstrate that the Offeror meets all requirements;</li> <li>2) Supplier Code of Conduct, Sworn Statement and Vendor's Primary Information (Annexure-2);</li> </ol>
<b>Clarification of proposal</b>	To assist in the examination, evaluation and comparison of Proposals, the Purchaser may at its discretion, ask the Offeror for clarification of its Proposal. The request for clarification and the response shall be in writing and no change in price or substance of the Proposal shall be sought, offered or permitted.
<b>Preliminary examination</b>	<p>The Purchaser will examine the Proposals to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Proposals are generally in order.</p> <p>Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Offeror does not accept the correction of errors, its Proposal will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.</p> <p>Prior to the detailed evaluation, the Purchaser will determine the substantial responsiveness of each Proposal to the Request for Proposals (RFP). For purposes of these Clauses, a substantially responsive Proposal is one which conforms to all the terms and conditions of the RFP without</p>

	<p>material deviations. The Purchaser's determination of a Proposal's responsiveness is based on the contents of the Proposal itself without recourse to extrinsic evidence. A Proposal determined as not substantially responsive will be rejected by the Purchaser and may not subsequently be made responsive by the Offeror by correction of the non-conformity.</p>
<p><b>Evaluation and comparison of proposals</b></p>	<p>A two-stage procedure is utilized in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being opened and compared. The financial proposals will be opened only after the respective bidder has passed the minimum technical score of 70% of the obtainable score of 100 points in the evaluation of the technical proposals. The technical proposal is evaluated on the basis of its responsiveness to the Term of Reference (TOR).</p> <p>In the Second Stage, the financial proposal of all contractors, who have attained minimum 70% score in the technical evaluation, will be compared.</p> <p>The final evaluation shall be done applying quality and cost based selection (QCBS) procedure. Setting the total score of 100, 70% weight is given in Technical Proposal and 30% weight is given in Financial Proposal. In the case of QCBS, the lowest evaluated (Technical proposal obtained score 70% and higher) Financial Proposal will be given the maximum Financial Points of 100. The Financial Points of the other Financial Proposals will be computed accordingly. The point of financial proposal shall be computed using formula:</p> $F_p = \frac{100 \times F_m}{F}$ <p><b>Here:</b>  <i>F<sub>p</sub></i> = Financial Score of Offeror being evaluated  <i>F<sub>m</sub></i> = Lowest Financial proposal among technically qualified Offerors  <i>F</i> = Financial Proposal of Offeror being evaluated</p> <p>Combined score shall be calculated using formula mentioned below:  <i>CS</i> = [<i>TS</i> * 0.7 + <i>F<sub>p</sub></i> * 0.3]</p> <p><b>Here:</b>  <i>CS</i> = Combined Score  <i>TS</i> = Score obtained from Technical Proposal</p> <p>Contract shall be awarded to the highest combined (Technical and Financial) score obtained Offeror.</p>
<p><b>Technical Evaluation Criteria</b></p>	<p>The technical part of the proposals will be evaluated on the basis as detailed below:</p> <ol style="list-style-type: none"> <li>I. Understanding the provided TOR of Communications Product i.e. <ol style="list-style-type: none"> <li>(a) Understanding the purpose and objectives of Communications Product</li> <li>(b) Understanding of the identified areas (development sectors) of Communications Product</li> <li>(c) Understanding of the specific tasks and deliverables mentioned in the TOR</li> <li>(d) Innovative ideas for the package</li> <li>(e) Experiences on the technical guidelines</li> </ol> </li> </ol>

	<p>(f) Presentation of proposal</p> <p>2. Experience of Consultants and human resources i.e.</p> <p>(a) Experience of team leader producing communications product mentioned in TOR for national and international agencies</p> <p>(b) Evidences of the produced products Graphics designing, report, infographic and video documentaries</p> <p>(c) Technical supporting staffs</p> <p>(d) Experiences of the consultant with World Vision Bangladesh</p> <p>(e) Equipment and accessories to produce the package mentioned in TOR</p> <p>3. Organizational profile and experience, experience in providing service to International NGOs, UN and Bilateral Organizations, Reference information of former clients.</p> <p>4. Documents of legal entity (i.e. Trade License, TIN certificate, VAT Registration etc.)</p>
<b>Demonstration of Proposal</b>	As a part of evaluation process, Offeror(s) may be asked for presentation of submitted proposal before Proposal Evaluation Committee.
<b>Payment Terms</b>	WVB shall effect payments to the Contractor after acceptance by WVB of the invoices submitted by the contractor, upon achievement of the corresponding milestones. Milestones period will be decided during the signing of the contract.

## **GENERAL AND PARTICULAR TERMS AND CONDITIONS**

### **A. General Terms and Conditions**

1. Offerors have to submit technical and financial proposals separately.
2. The offer shall remain valid for **1 year** from the closing date of receiving of Proposal by WVB.
3. Payment shall be made through Straight to Bank (S2B).
4. 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.
5. 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.
6. 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.
7. 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.
8. Each quotation should be submitted by Email **wvb\_scm@wvi.org**
9. Descriptive literature or samples of the items offered has to be forwarded with Proposal. All descriptive literature must be in English language.
10. **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.**
11. 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.

12. If you do not wish to quote, please endorse the reason on this form and return it, otherwise your name may be deleted from WV list of items listed here on.
13. 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.
14. After submitting the proposal result will be informed to successful Offeror(s) within thirty working days after the closing date of receiving proposal.
15. The work shall be completed in all respects within the completion date mentioned in the purchase order.
16. Any late submission of Proposal after the schedule date and time will be rejected.
17. 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.
18. 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.
19. In all cases, the decision of the World Vision Management will be final.
20. The Offeror has to submit duly filled up Vendor's Primary Information Collection Sheet (Annexure-2).
21. The Offeror has to agree to comply with WV Child and Adult Safeguarding policy and will have to complete the Form (Annexure-2).
22. 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-2).

**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.**

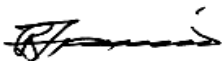
Name & Signature of the Offeror: \_\_\_\_\_

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

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

Thank you for your cooperation.

Regards




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**Ranjan Falia**  
Field SCM Coordinator  
World Vision Bangladesh

**Annexure:** (Please send ToR and Supplier Code of Conduct, Sworn Statement & Vendor Primary Information with RFP)

1. ToR for Developing Phase-out Communication Product of Assasuni AP
2. Supplier Code of Conduct, Sworn Statement & Vendor's Primary Information