

**Date : 9 January 2022**

To : Respective Vendor/Bidder/Service Provider/Supplier

Dear Sir/Madam:

Re.: Request for Proposal (RfP) for Martial Arts Training for Self-defense to Girls to Protect Themselves to End All Forms of Violence against Them, Barishal AP, World Vision Bangladesh

World Vision Bangladesh, Barishal AP invites Proposal/Tender/Quotation from relevant Individual Consultants/Consulting Firms (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>CRBC-BAR-MAT-001</b>
Published Date:	9 January 2022
Manner of Proposal Submission:	<b>Soft Copy</b> Signed copy at <b>wvb_scm@wvi.org</b> by mentioning " <b>CRBC-BAR-MAT-001</b> " in Subject Line
Name of office where RfP document is available:	All Offices of World Vision Bangladesh  <i>During WVB Office Working days (Sunday – Thursday) (09:00a.m. to 05:00p.m.) except Govt. Holidays.</i>
Last date & time of collecting the RfP document by Vendors:	22 January 2022 up to 5:00 pm
Name of office where Proposal shall be dropped or Emailed:	Email to : <b>wvb_scm@wvi.org</b>  <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>23 January 2022 up to 02:00 pm</b>
Procurement focal point:	Ranjan Falia, Field SCM Coordinator World Vision Bangladesh Tel : +88 01711888423 Email: RanjanFalia@wvi.org
WVB Contact regarding Technical Specification:	<b>Premalata Halder</b> Program Officer Barishal AP World Vision Bangladesh
Price of Each RFP:	Free of Cost
Address for RFP Submission: Manner of Submission:	<b>wvb_scm@wvi.org</b> 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 (of the items as per ToR attached)
b.	Submitted proposal and offer is valid for 1 (one) year (Up to December 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>Proposal submission manner:</b>	Missing of RfP reference number in the subject line of the email or on top of the sealed envelop is subject to disqualification and WVB is not liable for that.
<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>	<p>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.</p> <p>All prospective Offerors that have received the Solicitation Documents will be notified in writing of all amendments to the Solicitation Documents.</p> <p>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.</p>
<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 passages in which case, for purposes of interpretation of the Proposal, the English translation shall govern.
<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 with 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 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</p>

	subsequently be made responsive by the Offeror by correction of the non-conformity.
<b>Evaluation and comparison of proposals</b>	Financial evaluation will be done only of those who meet all the technical evaluation criteria mentioned in the ToR.
<b>Evaluation Criteria</b>	In broad head Proposal evaluation criteria shall be as follows: <ol style="list-style-type: none"> <li>1. Legal documents</li> <li>2. The Trainer(s) should be Female and age not less than 18 to a maximum of 45 (As per NID/Birth Certificate).</li> <li>3. The vendor/service provider should comply with WVB Safeguarding Behavioral Protocol.</li> <li>4. Price</li> <li>5. 5. Other evidence</li> </ol>
<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 **90 days / 1 year / 2 years** 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 dropped in the tender box at **WVB Office** or 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 will 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 Supplier Code of Conduct 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).

#### **Annexure – II : Items/Services required**

SI	Item Description	UoM	Qty.	Unit Price in BDT	Total Price in BDT
1	Martial Art Dress with Belt as per specification given under "Deliverable Table"	Set	20		
2	Martial Art Training Floor Mat as per specification given under "Deliverable Table"	Each	1		
3	Martial Art Training Class Duration : 2 Hours per day Number of Location : 1 Location Number of Participants : 20 person in each group (20 Person x 1 Location = 20 Person) Total number of class : 9 Class per month x 6 Month x 1 Location = 54 Class	Class	54		
<b>Grand Total =</b>					
<b>Amount in words :</b>					

**Please Check the Box (Yes/No, if yes kindly provide proper evidence that will be treated for evaluation purpose):**

SI	Question (s)	Yes / No (if yes kindly provide proper evidence)
1	Do your institute have an updated Trade License	
2	Do you have Female Trainer age not less than 18 Years to a maximum of 45 Years?	
3	Do you have a sufficient number of Female Trainers?	
4	Do your Female Trainers are Certified in this area of Martial Art	

<b>5</b>	Do your Female Trainers are Awardee in National/International level in this area of Martial Art	
<b>6</b>	Provide a list (as a separate attachment) of all of the customers for relevant solutions/service (WVB may ask the referrers/customers about your service quality)	

**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.**

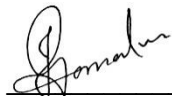
Name & Signature of the Offeror: \_\_\_\_\_

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

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

Thank you for your cooperation.

Regards



\_\_\_\_\_  
**Johnny Jenas Gonsalves**  
 Field SCM Coordinator  
 World Vision Bangladesh

#### **Annex / Download Link**

- 1. Terms of Reference\_Martial Arts\_Barishal AP**
- 2. Kata**
- 3. Evaluation criteria**
- 4. Supplier Code of Conduct with Sworn Statement and Vendor's Primary Information**