

## Tender Schedule for Pond Fencing Materials of Camp Coordination & Camp Management (CCCM)

ActionAid is an International Development Organisation working over 45 countries across the world with people living in poverty since 1972. One of the main working areas of ActionAid is to response in emergency and humanitarian crisis. Like other humanitarian response, ActionAid Bangladesh (AAB) is providing support in Host Communities & Rohingya Camps at Cox's Bazar.

Presently we are going to procure the below-mentioned materials for UNHCR Supported Camp Coordination & Camp Management (CCCM) Project activity in Teknaf, Cox's Bazar.

### Scope of Tender:

ActionAid Bangladesh invites sealed quotation/tender for the Pond Fencing Materials of CCCM following design. We invite suppliers to bid for the work according to the specifications & Delivery plan:

- I. Delivery Plan of pond Fencing Materials: Annexure-A

### Language:

As determined by ActionAid Bangladesh the working language of this tender is English.

### Contractor/Vendor/Supplier Contract:

Vendor/Supplier Name:	
Address:	
Contact No:	
Email:	

### Financial Proposal for the Pond Fencing Materials:

Sl.	Item name	Unit	Quantity	Rate (BDT)	Total (BDT)
1	<b>Borak Bamboo:</b> Roots point 4" dia, Head point 2.5"-3" dia, 30 feet long minimum, 0.5" thickness, Matured & Yellow Colour.	Pcs	2,000		
2	<b>Plastic Fence Net:</b> Height: 4 feet, Net Gap: 1 Inch, Material: Plastic, Surface Finish: Polished, Color: Red, Packaging Type: Roll	RFT	11,000		
3	<b>Nylon Rope:</b> 2mm	Kg	800		
<b>Grand Total including VAT and all other costs.: BDT</b>					

The mentioned above rates are including VAT, TAX, transportation, installation, and other related cost.

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### Require Documents/Papers:

To qualify the preliminary selection quotation must be accompanied with the following updated documents:

Name of Document	Yes/ No	Name of Document	Yes/ No
Trade License (updated)		VAT registration certificate (online)	
TIN Certificate		Income Tax Certificate (updated)	
Bank Solvency Certificate		Related Work Experience Documents	
Company profile			

### Schedule of Tender:

1. **Date of Tender publication in Daily Newspaper (Prothom Alo, Daily Star, Daily Cox's Bazar):** 18<sup>th</sup> October 2022.
2. **Tender Schedule collection:** 18<sup>th</sup> October 2022 to 22<sup>nd</sup> October 2022 from 09:00 am to 05:00 pm on all working days.
3. **Last date of Tender Dropping:** 23<sup>rd</sup> October 2022 within 01:00 PM.
4. **Tender Opening:** 23<sup>rd</sup> October 2022 at 02:00 pm in AAB Cox's Bazar office. One representative from each supplier/contractors /bidder will be allowed to attend the tender opening event, if interested.
5. **Tentative Date of issuing work order:** 31 October 2022.
6. **Tentative Date of Starting Delivery:** 06 November 2022.

### Terms & Conditions:

1. The Bidder must review the specifications of the products (as per Annexure-A) as well as required work and fill up table (**Financial Proposal for the Pond Fencing Materials**) mentioned in the schedule properly before submitting the offer to ActionAid Bangladesh.
2. **Security deposit/earnest money 5% of the Purchase Order value** to be deposited in favour of ActionAid Bangladesh by awarded vendor before signing the Purchase Order through Bank Draft/Pay Order. This Security Deposit to be returned after satisfactorily completion of the delivery
3. Interested vendor / Contractors / Suppliers should submit hard copy quotation using company letter head pad in the Tender Box kept at the reception room/in front of the Security Desk of AAB Cox's Bazar office, House No: 752, Block: C, Ward: 11, Jhautola Masjid Road, Cox's Bazar-4700) **on or before 23 October 2022, 1:00 pm. Technical and Financial proposals sealed in one envelope to be submitted.** "Technical proposal & Financial Proposal for the work" to be written on the Envelop for technical proposal and Financial Proposal.
4. Tender Schedule Collection: Tender documents to be collected from 18-22 October 2022 on all working days from 09:00 am to 5:00 pm. Hardcopy tender documents are available for collection with the Security Guard at the entrance /main gate of ActionAid Bangladesh, Cox's Bazar Office, House: 752, Block: C, Ward: 11, Jhawtola Masjid Road, Opposite to Radiant Fish World, Cox's Bazar 4700. Softcopy of tender documents can be downloaded from ActionAid Bangladesh Website which mentioned in the tender advertisement
5. Only one organization/firm can participate in the bidding process under the same proprietorship or family. If found more than one organization under above condition, then both the organizations will be termed as non-responsive.
6. Alternative offer is not acceptable. Any condition from the bidder will not be acceptable by AAB management.
7. Volume of work may increase/decrease and payable amount will be fixed up according to the changes
8. No tender will be accepted/considered after the submission deadline.

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9. Carrying, loading, unloading & installation: Offered rate will be included with the cost of carrying, loading, unloading and installation etc.
10. Specification / Details of Items: Bidder need to mention details specification based on / equivalent with the requirement with brand, sizes, thickness, materials, model, country of origin etc. that you will deliver. These detailed specifications etc to be included in the technical proposal (where applicable)
11. Bidders need to mention warranty period of the supplied items (where applicable).
12. All items must comply with the standards and measured as specified.
13. Selected Bidder (s) will submit sample of each item before issuing Work Order if required.
14. Selection criteria: The evaluation criteria for both the technical and the financial reviews will be established in the RFP (Request for Proposal) stressing the key areas of importance that will be considered in the evaluation. In addition, the ratio between technical proposal and financial proposal factors is 60/40 weighting (technical /financial). Proposals will be evaluated, ranked, and awarded based on a definition of “best value” considering both technical and financial factors.
15. Materials will be delivered at Rohingya Refugee Camp-21, 26, 27 & Nayapara Registered Camp. Detailed delivery schedule and work plan will be provided with the Work order.
16. Updated Trade license, Income Tax Certificate, e-TIN Certificate, e-VAT registration certificate, Bank solvency certificate should be provided along with the quotation.
17. Tax & VAT will be deducted at the time of payment as per the government rules. The quoted price will be inclusive of VAT and all other costs related with this procurement.
18. Incomplete bid will be rejected on site.
19. Offer Validity: 60 days from the date of tender submission.
20. Payment mode: No advance or partial payment will proceed. Payment shall be made through bank transfer (BEFTN) or A/C Payee Cheque within 04 weeks after acknowledgement of the above-mentioned items in good condition and receiving of relevant documents.
21. Compliance of using green materials & green manufacturing environment is highly appreciated.
22. Bidder shall agree to the core labour standard & abolition of child labour, respect legislation of country on women rights & gender equity and will not employ/engage child labour in his organization
23. ActionAid Bangladesh is not bound to accept the lowest bidder.
24. ActionAid Bangladesh has the right to accept/cancel of any /all tenders without showing any clarification whatsoever.

**Quotation/Tender Basis:**

- If vendor have any additional request and conditions, this must be stipulated in a separate letter accompanying the bid.
- Bids shall be made in writing calculated in BDT only and clearly stated on the table mentioned above.
- Applicant shall attach a detailed timetable for carrying out the delivery and propose ways and means to realize the delivery. For supplying goods /materials, the final handover date should be mentioned.
- ActionAid Bangladesh is not liable for any damage to the applicant person or property in the event that something should occur.
- ActionAid Bangladesh strongly recommends that all applicants take extra precaution when visiting/delivering supplies or doing the construction work. If any legal issue is raised, the contractor/vendor will be responsible to respond and address. In such cases ActionAid Bangladesh will be not liable.

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**Disqualification of Applicants:**

- If they are guilty of serious misinterpretation/misrepresentations of facts in supplying information.  
If they are in situations of conflict of interest (with prior relationship to project or family or business relationship to parties in ActionAid Bangladesh). If contractor/vendor declared the conflict of interest with a separate note with the tender document this clause will be not applicable.
- If they have been reported for/under litigation for child abuse.
- If they will not follow the terms and conditions mentioned above.

**Bid Evaluation:**

The Procurement Panel will check the tenders to ensure that they contain no amendment to the terms or any other (calculation) errors. To assist in the examination, evaluation and comparison of bids, the Procurement Panel may, at its discretion, request support/clarification from the ActionAid Bangladesh staff or consultant. In addition of Require Documents/Papers mentioned in the above Procurement Panel may take into account other criteria, including, but not limited to record of past performance, integrity, community rapport etc, when assigning companies to the designated short list.

**Acceptance of Successful Quotation/Tender:**

Taking into consideration selection criteria, ActionAid Bangladesh will make the final decision of the awarded Contractor/supplier/vendor. ActionAid Bangladesh will then send an email of acceptance / telephone call (whichever is feasible) to the successful applicant. After submitted documentation from the selected firm has been verified (if any), the firm will then be obliged to sign the Contract/Purchase Order for the stated amount. Any amendment to the awarded tender will be documented as an "Annexure" to the contract and will be determined by ActionAid Bangladesh.

**Contact:** For any of related information contractor/vendor/supplier may communicate with ActionAid Bangladesh through email ID: [aab.mail@actionaid.org](mailto:aab.mail@actionaid.org).

**Read, Understood and Signed By:**

**Name of Authorized Person** :

**Name of Firm/Company** :

**Signature** :

**Date** :

**Company Seal** :

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Annexure-A

**Pond Fencing Materials**

SL	Item Name	Specification	Design
1	<b>Borak Bamboo</b>	Roots point 4" dia, Head point 2.5"-3" dia, 30 feet long minimum, 0.5" thickness, Matured & Yellow Colour.	
2	<b>Plastic Fence Net</b>	Height: 4 feet, Net Gap: 1 Inch, Material: Plastic, Surface Finish: Polished, Color: Red, Packaging Type: Roll	
3	<b>Nylon Rope</b>	2mm	

**Delivery Plan of Pond Fencing**

SL	Item Name	Unit	Delivery Location				Total
			Camp-21	Camp-26	Camp-27	NRC	
1	Borak Bamboo	Pcs	100	800	500	600	<b>2000</b>
2	Plastic Fence Net	RFT	500	4500	2500	3500	<b>11000</b>
3	Nylon Rope	Kg	50	300	200	250	<b>800</b>