SUPPLY CHAIN MANAGEMENT (SCM)

Invitation to Bid (ITB) for Sourcing Freight Forwarder for Microbiota Directed Food (MDF) Shipment to West Africa

ITB Ref. No. icddr,b/SCM/OTM/2024/05

Contracting Entity:

icddr,b
68 Shaheed Tajuddin Ahmed Sharani
Mohakhali, Dhaka 1212
LETTER OF INVITATION

Date: May 30, 2024

Request for Proposal Ref # icddr,b/SCM/OTM/2024/05

Dear Sir/Madam,

Researchers from 2 countries of West Africa (Niger and Burkina Faso) have proposed to conduct randomized controlled trials in their respective countries to assess the effectiveness of the microbiome-directed food (MDF) for treatment of uncomplicated acute malnutrition among children of 6-23 months of age. The acceptability and utilization of MDF will be assessed in a preliminary acceptability study before the proposed effectiveness trial. The number of sachets required for acceptability trial would be 7,200 packets for Niger and 9,500 packets for Burkina Faso. icddr,b has already supplied the sachets required for the acceptability study.

Now to conduct effectiveness trials, the required number of sachets would be 710,589 packets for Niger and 600,600 packets for Burkina Faso. Under a new grant from BMGF, the therapeutic food intervention (MDF) for this trial will be developed by icddr,b. Industrial manufacturing will be managed by a local food manufacturing company under the direct supervision of icddr,b. Shipping of the packets to Niger and Burkina Faso will be managed by icddr,b in collaboration with an internationally renowned shipping company. Hence, icddr,b is looking for a competent freight forwarding company for the shipment of MDF sachets in Niger and Burkina Faso.

The Bid process will be conducted through a TWO ENVELOPE SYSTEM. Interested bidders are requested to submit their Technical Proposal separately from their Financial Proposal. Mixing of the technical and financial proposals shall lead to disqualification. Therefore, Bidders are requested to carefully read the following sections of the ITB document, where detailed submission instructions are provided.

It is the Bidder's responsibility to ensure compliance with the submission process. If the documentation or emails are not marked and submitted as per the instructions, icddr,b will neither assume responsibility for the bid's misplacement or premature opening nor guarantee the confidentiality of the Bid process. Incorrect submissions will result in the proposal being declared invalid.

icddr,b shall not accept bids after the closing deadline; as such, no late submissions will be accepted or recorded. Please note bid opening session is not a public opening.

icddr,b looks forward to receiving your proposals, and thank you in advance for your interest in icddr,b procurement opportunities. This letter should not be construed as an offer to contract with your company/institution.

Sincerely,

Mirza Muhammad Masud Rana
Sr. Manager, Supply Chain Management, icddr,b
SECTION – A: INSTRUCTIONS TO OFFERORS

1. **Introduction**

icddr,b is a Bangladesh-based international health research institute that strives to solve key public health problems through high-quality scientific research and innovation. Policy-makers and practitioners utilized our evidence and expertise to improve health outcomes and prevent premature death and disability worldwide. Established more than 60 years ago, we continue to provide life-saving services to the people of Bangladesh and nurture the next generation of global health leaders.

Overview of icddr,b:
icddr,b is an international health research institute. Based in Dhaka, Bangladesh, we are committed to solving public health problems through innovative scientific research – including laboratory-based, clinical, epidemiological, and health systems research. By developing, testing, and assessing the implementation of interventions specifically designed for resource-poor settings, we aim to improve the health and wellbeing of people living in the world’s poorest nations.

icddr,b intends to enter into an Agreement with the Service Providers to enter into a contract for freight forwarding services. icddr,b seeks solutions that offer safe storage of import consignments, end-to-end customs and port clearance, transportation of MDF shipment.

An overview of Service Requirements is listed below.

**MDF Shipment:**

**Phase 1:** 375,000 sachets to Niger & 155,000 sachets to Burkina Faso
- Net weight: 34,500.00 kg  
- Net weight: 14,260.00 kg

Expected shipment: August 2024

**Phase 2:** 182,794 sachets to Niger & 250,050 sachets to Burkina Faso
- Net weight: 16817.05 kg  
- Net weight: 23004.6 Kg

Expected shipment: January 2025

**Phase 3:** 152,795 sachets to Niger
- Net weight: 23004.6 Kg

Expected shipment: May 2025

**Phase 4:** 195,550 sachets to Burkina Faso
- Net weight: 23004.6 Kg

Expected shipment: July 2025

150 Sachet=1 Carton

The stated quantity and shipment schedule may vary based on practical situation.
The purpose of this Invitation to Bid (ITB) is to identify professional service providers that are best suited to play these roles. Bidders are invited to submit proposals in response to this ITB in accordance with Section - A Instructions to Offerors, which will not be part of the contract. Unless otherwise stated, the periods named in the ITB shall be consecutive calendar days.

2. **Tender Document:** Tender document will be available in the icddr,b website link [https://www.icddrb.org/work-with-us/tender-notices](https://www.icddrb.org/work-with-us/tender-notices) from May 30, 2024.

3. **Pre-Proposal Meeting:**
The pre-proposal meeting will be held on June 05, 2024, from 11:00 am to 12:00 pm in the SCM Conference Room, Chiller Building 1st floor, Mohakhali, icddr,b. Interested bidders shall accompany NID/Passport to get access into icddr,b premises for attending Pre-bid meetings and submission of proposals.

**Date:** June 05, 2024, from 11.00 am to 12.00 pm

**Place:** SCM Conference Room, Chiller Building 1st Floor, Mohakhali, Dhaka

**Bid Submission Location:**
According to the time specified in Section A.4; please submit your proposal at the location below:
icddr,b; Chiller Building, Ground Floor (Entry through Hospital Gate); Mohakhali; Dhaka 1212

4. **Submission Deadline:**
Offerors shall submit their offers in the tender box located on the Chiller Building Ground Floor. Offers must be received no later than **JUNE 13, 2024, by 3.00 PM** addressed to:
Offerors are responsible for ensuring that their offers are received in accordance with the instructions stated herein.

5. **Instructions for the Submission of Proposal:**

The Bid process will be conducted through a **TWO-envelope system.** Separate technical and cost proposals (containing price information) must be submitted through separate envelopes no later than the time and date specified above.

The Financial proposals shall only be opened by the committee of the bidders who qualify in technical bid evaluation. The financial bids of all those bidders who have failed to qualify in the technical bid will not be opened under any circumstances.

The bidder/s will be selected based on LCS (Least Cost Selection) method among the technically qualified bidders as recommended by the Sourcing Evaluation Committee.

Please note, that technical proposals must not make any reference to pricing data in order that the technical evaluation may be made strictly on the basis of technical merit.

To be determined responsive, an offer must include all of the documents and sections included in Section – B, Clause 2, and Section – C, Clause 1.

Participants have the option to bid for the entire package or specific partial lots. icddr,b reserves the right to award the entire requirement and may consider partial and lot-wise proposals.

6. **Communication**

icddr,b requests that no icddr,b staff are contacted during this process. Bidders may be contacted only to clarify questions concerning the ITB via email at tenderquery@icddrb.org on **June 04, 2024** copy to SCM (email: ammamun@icddrb.org). The clarification will be shared with all participants of the pre-proposal meeting via email. Please be advised local working hours are 08.30 AM to 05.00 PM, please allow us up to two working days for a response. Where the inquiry may have an impact on other bidders within the process, icddr,b will notify all other Bidders to maintain a fair and transparent process.

7. **Key Activities and Dates:**

The following calendar summarizes important dates in the solicitation process. Offerors must strictly follow these deadlines. The dates above may be modified at the sole discretion of icddr,b.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>ITB published</td>
<td>May 30, 2024</td>
</tr>
<tr>
<td>Pre-bid meeting</td>
<td>June 05, 2024, from 11.00 am to 12.00 pm</td>
</tr>
<tr>
<td>Proposal due date</td>
<td>June 13, 2024, by 3.00 PM</td>
</tr>
<tr>
<td>Contract award</td>
<td>July 03, 2024</td>
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<tr>
<td>(estimated)</td>
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</table>
1. icddr,b shall not enter into a contract with any individual or organizations that have the following characteristics:
   - Have active exclusions in the System for Award Management (SAM) ([https://www.sam.gov](https://www.sam.gov))
   - Appear on the Specially Designated Nationals (SDN) and Blocked Persons List maintained by the U.S. Treasury for the Office of Foreign Assets Control, sometimes referred to as the “OFAC List” ([http://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx](http://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx))
   - If, at any time, the organization has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a contract under any fund;

icddr,b defines, for the purposes of this provision, the terms set forth below as follows:

(a) "corrupt practice” means offering, giving, or promising to give, directly or indirectly, to any officer or employee of a Procuring Entity or other Recipient/governmental/private authority or individual a gratuity in any form, employment, or any other thing or service of value, as an inducement with respect to an act or decision of, or method followed by, a Procuring Entity in connection with the procurement proceeding;

(b) "fraudulent practice” means a misrepresentation or omission of facts in order to influence a procurement proceeding or the execution of a contract to the detriment of the Client,

(c) "collusive practice” means a scheme or arrangement among two or more organizations/consortiums with or without the knowledge of the Client (prior to or after proposal submission) designed to establish proposal prices at artificial, non-competitive levels and to deprive the Client of the benefits of free, open and genuine competition; and

(d) "Coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence the procurement proceedings, or affect the execution of a contract.

icddr,b will use an online screening service (if required) to check the background of the participants.

icddr,b anticipates issuing a contract to a Bangladeshi registered company or organization, provided it is legally registered and recognized under the laws of Bangladesh and is in compliance with all applicable civil, fiscal, and other applicable regulations.

Companies and organizations that submit proposals in response to this ITB must meet the following requirements:

I. Companies or organizations, must be legally registered under the laws of Bangladesh upon award of the contract.

II. Firms operated as commercial companies or other organizations or enterprises in which foreign governments or their agents or agencies have a controlling interest are not eligible as suppliers of commodities and services.
### DOCUMENTS TO BE SUBMITTED WITH THE PROPOSAL
(Tick √ if attached)

<table>
<thead>
<tr>
<th>SL.</th>
<th>Description of the Attached Document</th>
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<tbody>
<tr>
<td>1</td>
<td>Copy of updated Trade License</td>
<td></td>
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<tr>
<td>2</td>
<td>Valid BAAFA Membership copy</td>
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<tr>
<td>3</td>
<td>Copy of registration or incorporation in the public registry, or equivalent document from the government office where the offeror is registered.</td>
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<tr>
<td>4</td>
<td>VAT Registration Certificate/ BIN Certificate</td>
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<td>5</td>
<td>Copy of latest Income Tax Certificate / Acknowledgement</td>
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<tr>
<td>6</td>
<td>Bank Solvency Certificate issued within the last 3 (three) months, Bank Statement of the past 6 (six) months, or Audit Report supporting the availability of a minimum liquidity of BDT 25.00 (twenty) Lac</td>
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<td>7</td>
<td>Cover Letter (Annex – 1)</td>
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<td>8</td>
<td>Details of at least three contracts entered into during the past five years which are similar in nature to that which will arise from this ITB (Annex - 2)</td>
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<td>9</td>
<td>Technical Proposal</td>
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<td>10</td>
<td>Sealed and signed copy of bid document (Sign and Seal on each page)</td>
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<td>11</td>
<td>5 (Five) years working experience in the relevant field</td>
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<td>12</td>
<td>Filled-up Information of the Bidder [Section - E]</td>
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<td>13</td>
<td>Signed Vendor Self-Declaration Form [Section - F]</td>
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<tr>
<td>14</td>
<td>Declaration form stating that no client has any dispute/claim against the bidder [Section - G]</td>
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<tr>
<td>15</td>
<td>Signed Affidavit in Vendor’s Letterhead to be submitted by Bidders, as proof of entering into a contract with icdrr,b [Section - H]</td>
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<tr>
<td>16</td>
<td>Non-Discloser Agreement [Section - I]</td>
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<td>17</td>
<td>Risk mitigation plan: Description of a risk management plan for an emergency such as a strike, political volatility, client emergency, pandemic restrictions, etc.</td>
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<tr>
<td>18</td>
<td>Any Other Document/Certificate related to your business portfolio</td>
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<tr>
<td>19</td>
<td>Document attached as per Section- C: Tender Evaluation Criteria</td>
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Bidder’s company name: 
Address: 
Name of the authorized person: 
Designation: 
Place, Date, Seal & Signature: 

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2. REQUIRED WITH PROPOSAL DOCUMENTS

(a) Cover Letter
The proposer’s cover letter shall include the following information:
- Name of the organization/agency
- Type of organization/agency
- Address
- Telephone/Mobile/Fax and Email
- Tax/VAT/Trade registration information
- Submitted Bid Security Information
- Other required documents that shall be included as attachments to the cover letter

3. CONTENT OF THE PROPOSALS
Each Proposal shall comprise the following documents:

Technical Proposal (Section- C). Bidders are requested to submit a Technical Proposal in the following Form, Section- C

All information must be provided as requested and all Forms must be completed for a Proposal to constitute a valid offer, which is a prerequisite for subsequent evaluation.

Recent References (Annex - 2)
Each Bidder must provide details of at least Three contracts entered into during the past five years that are similar in nature to that which will arise from this ITB. The information in Annex - 2 must include as a minimum:
- Client name, location, and date of the project;
- Description of goods provided and works or services performed;
- Contract value;
- Contact details for references.

4. TECHNICAL PROPOSALS (Section- C)
Each of the technical proposals shall contain as per Section C. icddr,b reserves the right to check additional references not provided by an Offeror.

The sections of the technical proposals stated above must respond to the detailed information set out in Section - D of this ITB, which provides the background, describes the deliverables, and provides a deliverables schedule.

5. FINANCIAL PROPOSAL
Bidders are requested to submit their Financial Proposal in a separate envelope duly marked on the top of the envelop.
All Financial Offers must be established and submitted net of any direct taxes. icddr,b is not bound to accept the lowest priced offer from any Bidder, nor give any reason for rejecting a proposal.
The cost proposal will be used to determine which proposals represent the best value and serve as a basis for negotiation before the award of a contract.

The price of the contract to be awarded will be an all-inclusive fixed-price contract. All cost information must be expressed in Bangladeshi Taka.
icddr,b reserves the right to request additional cost information if the evaluation committee has concerns about the reasonableness, realism, or completeness of an offeror’s proposed cost.

No cost information or any prices, whether for deliverables or line items, can be included in the technical proposal. **Cost information must only be shown in the financial proposal.**

The currency of this contract will be Bangladeshi Taka and financial proposals shall be submitted in BDT.

6. **Validity Period**
   Tenderers’ proposals must remain **valid for 12 Months** after the proposal deadline.

7. **Terms of Contract**
   This is a Request for Proposal only and in no way obligates icddr,b to award a contract. In the event of contract negotiations, any resulting contract will be subject to negotiation.

8. **Liquidated Damage**
   icddr,b shall apply Liquidated Damages for the damages and/or risks caused to icddr,b resulting from the Contractor’s delays or breach of its obligations as per the Contract. The payment or deduction of such liquidated damages shall not relieve the Contractor from any of its other obligations or liabilities pursuant to any current contract or purchase order.

9. **Evaluation and Basis for Award**
   An award will be made to the offeror whose proposal(s) is determined to be responsive to this solicitation document, meets the eligibility criteria stated in this ITB, meets the technical, management/personnel, and corporate capability requirements, and is determined to represent the best value to icddr,b.

   a) **Negotiations**
      icddr,b will award any contract/sub-agreement solely based on the original offers received. However, icddr,b reserves the right to conduct discussions, negotiations, and/or request clarifications before awarding a contract/sub-agreement.

      Furthermore, icddr,b reserves the right to conduct a competitive range and to limit the number of bidders in the competitive range to permit an efficient evaluation environment among the most highly-rated proposals.

   b) **Contract Award:**
      icddr,b will select the proposal for primary negotiation which obtains the highest combining score based upon the evaluation criteria stated in this ITB. The contract/sub-agreement may be awarded following negotiations by issuing a Notification of Intent (NoI) which will be followed by an official Sub-Award Agreement signing.

   c) **Award Notification**
      icddr,b will only notify the Bidder(s) that has/have been awarded the Contract(s) resulting from this solicitation process; icddr,b may, but is not required to, notify the other Bidders of the outcome of this solicitation process.
10. **Performance Security:**

The successful awarded bidder has to be deposited performance security of equivalent BDT 200,000.00 (two lac) only in favour of “icddr,b” through Pay Order/Bank Guarantee within Seven (7) days from the date of acceptance of the Notification of Intent (NOI). The Performance Security is valid until a date of twenty-eight (28) days beyond the date of completion of the Service Provider’s performance obligations under the Contract. If under any circumstances, the date of completion of the Service Provider's performance obligations under the Contract is to be extended, the Performance Security shall correspondingly be extended for the extended period. The Performance Security shall be returned without interest after thirty (30) days from the date of expiry of this Agreement.

11. **Invoice & Payment:**

The payment of monies under this clause shall not be taken as evidence against, or as an admission by icddr,b that the Services have been executed following the Contract or the value thereof, but shall be taken to be paid on account only.

A Contractor providing Services under a Standing Offer Arrangement shall provide to the Ordering Officer a Tax Compliant Invoice showing the value of the Services completed.

icddr,b shall pay the service provider on a fortnightly/monthly basis based on the submission of the invoice. icddr,b shall make payments within thirty (30) days of receipt of invoice through BEFTN that are correct and in order for payment verified by the service receiver. Failure by icddr,b to pay the amount by the due date will not be grounds to vitiate or avoid the contract.

**Payment:**

Bill in duplicate for the delivered cargo supported by original Bill of Entry, Delivery Challan and Payment Receipts, copy of AWB / Bill of Lading / Truck Receipts, and Authorization Letter should be submitted for payment.

**Duty and Taxes**

The Service Provider is required to submit the original Mushak-6.3 (Challan) along with the invoice and produce a copy of the Treasury Challan claiming the percentage of VAT as per government rule has been paid in favour of icddr,b. In such cases, icddr,b will not deduct VAT at source. Any change in the VAT rate payable by the Agent under the contract as determined by the Bangladesh Government National Board of Revenue (NBR) during the contract period, will be paid by icddr,b. Furthermore, icddr,b will deduct Tax at source from the invoice.

All proposals shall be submitted net of any direct taxes and any other taxes and duties unless otherwise specified.
SECTION - C: TENDER EVALUATION CRITERIA

1. **Mandatory Criteria:**
   - Updated Trade License of the firm /company
   - Valid BAAFA Membership copy
   - Copy of registration or incorporation in the public registry, or equivalent document from the government office where the offeror is registered.
   - Latest Income Tax Certificate/ Acknowledgement
   - Updated Vat Registration Copy (BIN Copy)
   - 10 (Ten) years of relevant working experience in the relevant field

2. This ITB will use the Least Cost Selection (LCS) method among the technically qualified bidders for Tender Award.
   - 100 Marks will be assigned for technical evaluation.
   - The minimum passing score for technical proposals is 70 points out of 100.
   - icddr,b reserves the right to award one or more bidders based on the merit of the bidders’ proposals.

**Details of technical evaluation criteria and scoring scheme:**

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| 01   | **Experience, Expertise, Reference & Reputation:** Assess the agent's experience in handling shipments to specific regions, especially challenging ones like West Africa. This include:  
  - Demonstrate Experience in handling shipments in West African region  
  - Strength of regional logistics (country office/ Required resources of the forwarder or their nominated agent)  
  - Ability to manage complex shipping requirements e.g. High Volume, Multiple Transit point, Temperature sensitive cargo, Remote Location.  
  - Check references and evaluate the agent's reputation in the industry based on the provided performance certificate. This involves reviewing customer testimonials, industry reviews, and past performance records (at least 3) to ensure reliability and trustworthiness. | 40 |
| 02   | **Service Quality:** Consider the quality of services offered, including timeliness, reliability, and customer service. This includes:  
  - Shipment Plan, Lead Time for shipment and Risk mitigation plan  
  - the agent's ability to provide accurate tracking, timely updates, and efficient handling of shipments.  
  - Dedicated Service Team | 40 |
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<th>SI #</th>
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<th>Weight</th>
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<tr>
<td></td>
<td>• Certificate with any professional bodies and accreditation of quality</td>
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<td></td>
<td>management system</td>
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<td>03</td>
<td><strong>Capacity and Resources</strong>: Evaluate the agent’s capacity to handle large</td>
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<td>or specialized shipments. This includes: (20 Marks)</td>
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<td></td>
<td>• Business Hierarchy/Management Approach: Company structure and management</td>
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<td>system (supported by organization chart and related documents)</td>
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<td></td>
<td>• Financial soundness</td>
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<td></td>
<td>• Infrastructure (Warehouse, Logistics support capacity)</td>
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Total 100

3. **Financial Evaluation (Price)**

The tender price submitted, including the total value and individual rates.

4. **Inspection of Business Premises:**

As a part of the offer assessment process, icddr,b's representative(s) may visit the prospective Service Provider's business premises to undertake an inspection and assess the suitability of the premises and capability of the firm. Failure to grant the icddr,b to its' premises, may result in an offer not being considered further.
1. Background and Objectives

Researchers from 2 countries of West Africa (Niger and Burkina Faso) have proposed to conduct randomized controlled trials in their respective countries to assess the effectiveness of the microbiome-directed food (MDF) for treatment of uncomplicated acute malnutrition among children of 6-23 months of age. The acceptability and utilization of MDF will be assessed in a preliminary acceptability study before the proposed effectiveness trial. The number of sachets required for acceptability trial would be 7,200 packets for Niger and 9,500 packets for Burkina Faso. icddr,b has already supplied the sachets required for the acceptability study.

Now to conduct effectiveness trials, the required number of sachets would be 710,589 packets for Niger and 600,600 packets for Burkina Faso. Under a new grant from BMGF, the therapeutic food intervention (MDF) for this trial will be developed by icddr,b. Industrial manufacturing will be managed by a local food manufacturing company under the direct supervision of icddr,b. Shipping of the packets to Niger and Burkina Faso will be managed by icddr,b in collaboration with an internationally renowned shipping company.

2. Overview of Services

MDF Shipment: MDF is Research Food samples composed of chickpea flour, soy flour, peanut paste, sugar, canola oil, palm oil green banana powder, amino acid powder, micronutrients.

**Shipment Details:**

**Phase 1:** 375,000 sachets to Niger & 155,000 sachets to Burkina Faso

- Net weight: 34,500.00 kg
- Net weight: 14,260.00 kg

Expected shipment: August 2024

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Expected shipment: May 2025

**Phase 4:** 195,550 sachets to Burkina Faso

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Expected shipment: July 2025

150 Sachet=1 Carton

**Other Details of Shipment:**

- **Place of Pickup:** Nanakhi, Sandipur, Sonargaon, Narayanganj, Bangladesh.
- **Loading Port:** Hazrat Shahjalal International Airport, Dhaka, Bangladesh
- **Destination Port-1:** Diori Hamani International Airport, NIGER
3. SCOPE OF SERVICES
The service provider shall provide Door to Port Service i.e. pick up the goods from Nanakhi, Sandipur, Sonargaon, Narayanganj, Bangladesh and send the goods to destination port as mentioned above through air shipment. The transition of the goods have to be smooth, seamless and damage free. The service provider shall take the following responsibilities:

1. Loading goods at pick up point
2. Transport to Dhaka Airport
3. Arrange Customs Clearance from Dhaka Airport
4. Loading to the carrier at Dhaka Airport
5. Arrange Carrier for Shipment of the goods to the nominated port
6. Ensure safe storage of the goods at each transit points (if any)
7. Timely dispatch HWAB to the beneficiary at the destination port.

5. Contract Period: The contract will be for a period of 12 months from the date of awarding/signing the contract and subject to the performance of the successful bidder, the option exists to extend the contract for further periods at the sole discretion of icddr,b. The additional periods will be with the mutually agreed rates and terms & conditions.

6. Provision for contract extension: To continue the clearing and forwarding activities, the duration of the contract may be extended up to another year subject to the necessity of the project. In such an extension, a revised contract is to be signed by both the party with the same rate and terms & conditions.

7. Health and safety: The Service Provider will ensure that staff working for icddr,b shipment shall comply with the health and safety requirements of icddr,b. Service Provider will indemnify
icddr,b against any liability, cost losses, or expenses icddr,b may sustain if the Service Provider fails to do so.

8. **Monitoring**: A continuous monitoring system shall be available so that the user team can track the shipment real-time at any point of shipment process.

9. **Code of conduct**: The Service Provider must behave gently with the officers and staff of icddr,b, and the representative of the Supplier. If the allegation is raised and subsequently proved that the Freight forwarder showed arrogant or rude behavior, then the contract may be terminated without giving any notice.

If any clarification/explanation is needed for any clause of this document, the clarification/explanation given by icddr,b will be treated as final.

10. **Force Majeure**: If during the period of clearing the goods, any situation arises viz. natural catastrophes such as cyclone, hurricane, tsunami, storm surge, floods, earthquake, landslides, fires, epidemics, quarantine restrictions or freight embargoes, war, invasion, rebellion, terrorism, revolution, insurrection, military or usurped power, civil war, riot, strike, lockout, sabotage, etc. which is termed as “Force Majeure” and which is beyond the Service Provider’s control and which could not be foreseen before entering into the Contract, in such case the Freight forwarder will not be liable for Demurrage etc. for delay. However, in these cases, a certificate from the appropriate authority is to be taken to get relieved of the contractual obligation.

icddr,b, in the urgent necessity, may clear goods of any consignment by own management without issuing a work order to the Service Provider, and in such case, no objection from the Service Provider will be acceptable.

If it is indispensible to clear goods of any consignment by the Agent or the representative of the Agent with their management due to the terms and conditions of the International Turnkey Contract, in that case, no objection from the Service Provider will be entertained.

11. **Rights to Accept or Reject Offer**: icddr,b shall be under no obligation to accept the lowest or any other quotation received in response to this tender inquiry and shall be entitled to reject any or all offers including those received late or incomplete offers without assigning any reason whatsoever. icddr,b reserves all the rights to reject any price list wholly or partially without assigning any reason.

12. **Conflict of Interest**: Bidders must provide disclosure of any past, present, or future relationships with any parties associated with the issuance, review, or management of this solicitation and anticipated award. Failure to provide full and open disclosure may result in icddr,b having to re-evaluate the selection of a potential Bidder.

13. **Applicable Law**: The Contract shall be governed by and construed in accordance with the laws of the People’s Republic of Bangladesh.

14. **Termination Clause**:
a. Either party may terminate this agreement by giving 1 (One) months prior notice in writing in the event that the other party defaults in the performance or observance of any terms or undertaking stipulated in this agreement.

b. icddr,b may, terminate the Contract in whole or part by 1 (One) months giving written notice to the bidder:

c. icddr,b may, terminate the Contract, if the bidder fails to provide any or all of the services within the period(s) specified in the Contract

d. icddr,b may terminate the Contract if the bidder fails to perform any obligation(s) under the Contract

e. icddr,b may, terminate the Contract, if the bidder, in the judgment of the icddr,b has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

15. Indemnity: The bidder shall indemnify the icddr,b against all actions, suits, claims, and demands brought or made against it in respect of anything done or committed to be done by the bidder in execution of or in connection with the work of this contract and against any loss or damage to the icddr,b or its user in consequence to any action or suit being brought against the bidder for anything done or committed to be done in the execution of this contract. The bidder will abide by the safety measures prevalent in Bangladesh and will free the icddr,b from all demands or responsibilities arising from accidents or loss of life, the cause of which is the bidder’s negligence. The bidder will pay all indemnities arising from such incidents without any extra cost to icddr,b and will not hold the icddr,b responsible or obligated. icddr,b may at its discretion and entirely at the cost of the bidder defend such suit, either jointly with the bidder or single in the case the latter chooses not to defend the case.

16. Child Labour: icddr,b expects its suppliers not to employ children, in whole or in part, during the contract execution and to abide by the minimum age of employment permitted by the law of the country.

17. Health and Safety: icddr,b expects its suppliers to ensure, so far as is reasonably practicable, that: (a) the workplaces, machinery, equipment, and processes under their control are safe and without risk to health; (b) the chemical, physical and biological substances and agents under their control are without risk to health when the appropriate measures of protection are taken; and (c) where necessary, adequate protective clothing and protective equipment are provided to prevent, so far as is reasonably practicable, risk of accidents or of adverse effects to health.

18. Human Rights: icddr,b expects its suppliers to support and respect the protection of internationally proclaimed human rights and to ensure that they are not complicit in human rights abuses.

19. Environmental: icddr,b expects its suppliers to have an effective environmental policy and to comply with existing legislation and regulations regarding the protection of the environmental. Suppliers should wherever possible support a precautionary approach to environmental matters, undertake initiatives to promote greater environmental responsibility, and encourage the diffusion of environmentally friendly technologies implementing sound life-cycle practices.
20. **Resolution of Disputes:** All disagreements, disputes, and differences that may arise between the icddr,b and the successful Bidders/Suppliers that cannot be resolved through mutual negotiations shall be referred to an Arbitrator appointed in accordance with the provisions of relevant Bangladesh Law. The venue of the proceedings and arbitration shall be icddr,b, Mohakhali, Dhaka.

21. **Reserved Rights:** All Tender responses become the property of icddr,b, and icddr,b reserves the right in its sole discretion to: Disqualify any offer based on Bidder's failure to follow solicitation instructions. Waive any deviations by Bidders from the requirements of this solicitation that in icddr,b's opinion are considered not to be material defects requiring rejection or qualification; or where such a waiver will promote increased competition. Extend the time for submission of all ITB responses after notification to all Bidders. Terminate or modify the ITB process at any time and re-issue the ITB to whomever icddr,b deems appropriate. Issue an award based on the initial evaluation of offers and keep the bidder under performance rating. Award only part of the activities in the solicitation or issue multiple awards based on solicitation activities.

icddr,b will not compensate bidders for preparation of their response to this Tender. Issuing this Tender is not a guarantee that icddr,b will award a contract/purchase order.

Keep in mind that cost, while an important factor, will not be the sole determining factor. Unusual low quotes that are obviously out of line with other bidders or are significantly lower than market standard will raise concern. The lowest bid will not automatically be awarded preferential consideration.

Failure to respond to any requirements as outlined in the ITB or failure to enclose copies of the required documents may disqualify the bid.

The engagement of a successful bidder through a contract is an integral part of this procurement process. The contract will be made based on the terms and conditions of the ITB, if applicable. Order/intent/notification will be placed to the successful bidder followed by establishing the contract. The order and this ITB terms & conditions will be treated as a contract until a formal contract is signed by both parties.

22. **Disclaimer:** The purpose of this ITB document is to provide Bidder with information to assist in the formulation of their proposals. This ITB document does not claim to contain all the information each Bidder may require. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability, and completeness of the information in this ITB document and where necessary obtain independent advice. The Bidder is expected to examine all instructions, forms, terms and conditions, and technical specifications in the Bidding document. Submission of a bid not responsive to the Bidding Document in every respect will be at the bidder's risk and may result in the rejection of its bid without any further reference to the bidder.

icddr,b makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this ITB document. icddr,b may in its absolute discretion, but without being under any obligation to do so, update, amend, or supplement the information in this ITB document.

The Bidder acknowledges that failure to respond to any requirements outlined in the ITB, or failure to enclose copies of the required documents, may disqualify the bid.
This Request for Proposal (ITB) is not an offer but rather an invitation to the bidders to submit their quotation following the information and guidelines described herein.

23. **Right of Negotiation**: icddr,b shall have the sole right to negotiate any terms and conditions stated in this ITB or in the proposed quotation with the competitive bidders before awarding the final contract or even during the execution of contract based on market information.

24. **Confidentiality**: The terms and conditions of this ITB, and the information provided by icddr,b herein, are to be treated by Bidder as strictly confidential and proprietary. Such materials are to be used solely for the purpose of responding to this request. Access to such information shall not be granted to third parties except upon prior consent of icddr,b. The decision of icddr,b in awarding the Contract shall be final and binding on all the Bidders. icddr,b shall be at liberty to cancel or amend this ITB at any time, before ordering, without assigning any reason.

25. **Ethical Standards**

icddr,b requires that all Bidders observe the highest standard of ethics during the entire solicitation process and the duration of any contract that may be awarded as a result of this solicitation process. icddr,b also actively promotes the adoption by its suppliers of robust policies for the protection and safeguarding of children and the prevention and prohibition of sexual exploitation and sexual abuse.

By submitting its proposal in response to this ITB, the Bidder makes the following representations and warranties to icddr,b as at the Submission Deadline:

a) In respect of all aspects of the solicitation process, the Bidder has disclosed to icddr,b any situation that may constitute an actual or potential conflict of interest or could reasonably be perceived as a conflict of interest. In particular, the Bidder has disclosed to icddr,b if it or any of its affiliates is, or has been in the past, engaged by icddr,b to provide services for the preparation of the design, specifications, cost analysis/estimation, and other documents to be used for the procurement of the services requested under this ITB.

b) The Bidder has not unduly obtained, or attempted to unduly obtain, any confidential information in connection with the solicitation process and any contract that may be awarded as a result of this solicitation process.

c) No official of icddr,b has received from or on behalf of the Bidder or will be offered by or on behalf of the Bidder any direct or indirect benefit in connection with this ITB, including the award of the Contract to the Bidder. Such direct or indirect benefit includes but is not limited to, any gifts, favours, or hospitality.

d) The Bidder will (a) observe the highest standard of ethics; (b) use its best efforts to protect icddr,b against fraud, in the solicitation process and in the performance of any resulting contract; and (c) comply with the applicable provisions of icddr,b's Policy Prohibiting and Combatting Fraud and Corruption. In particular, the Bidder will not engage and will ensure that its personnel, agents, and sub-bidders do not engage in any corrupt, fraudulent, coercive, collusive, or obstructive conduct.

e) The Bidder will comply with all laws, ordinances, rules, and regulations bearing upon its participation in this solicitation. The Bidder shall ensure that its personnel adheres to the icddr,b's code of conduct and must abide by icddr,b's policies and procedures, including the
Whistleblowing policy, Sexual Harassment Policy, Safeguarding Policy, Conflict of Interest Policy, Gender Policy, and icddr,b's Code of Conduct policy. The working relationship between icddr,b, and the Service Provider will be based on mutual respect. In the event of a violation of any policy of icddr,b and/or the code of conduct [mentioned in icddr,b website: https://www.icddrb.org/about-us/governance/policies] by the Service Provider icddr,b shall have the right to terminate the Agreement forthwith.

Bidder shall submit a financial offer fulfilling the above requirements and ensure relevant/required documents are enclosed along with the offer. This ITB and the following annexure are binding parts of this procurement. The authorized signatory of the bidder shall have to sign all documents including this ITB.
## SECTION - E: INFORMATION OF THE BIDDER

<table>
<thead>
<tr>
<th>Sl.</th>
<th>Required Information</th>
<th>Put your information below</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name of the Organization/Company (In block letters):</td>
<td></td>
</tr>
</tbody>
</table>
| 2   | Office Address: | □ Street: ...........................
   |                  | □ P.O.: ................................
   |                  | □ District/City: ...................
   |                  | □ Post Code: ........................
   |                  | □ Telephone: ........................
   |                  | □ Cell: .............................
   |                  | □ E-Mail: ...........................
| 3   | Primary Contact Person | Name :  
   |                  | Phone no :  
   |                  | E-mail :  |
| 4   | Secondary Contact Person | Name :  
   |                  | Phone no :  
   |                  | E-mail :  |

Bidder’s company name:  
Address:  
Name of the authorized person:  
Designation:  
Place, Date, Seal & Signature:  
SECTION - F: VENDOR SELF-DECLARATION FORM

[Fundamental principles for doing business with icddr,b]

As part of our commitment to following the standard business principals being a supplier/vendor of icddr,b; we are committed to following comparable standards in our conduct, which we are contractually obliged to follow:

1. Compliance with law, anti-terrorism, and adherence to generally accepted Ethics Standards

As a supplier to icddr,b, you are expected to:
- Comply with local laws and regulations, including without limitation relevant Anti-Money Laundering legislation. Adhere to the international laws and regulations, if applicable or requested by icddr,b due to icddr,b’s contractual requirements/obligations with third parties.
- Operate in accordance with generally accepted Ethics principles and standards relating to social and environmental responsibility, including without limitation the laws/rules/principles relating to modern slavery, human trafficking, etc., and, if applicable or requested by icddr,b due to icddr,b’s contractual requirements/obligations with third parties, internationally recognized human rights including laws preventing modern slavery.
- Shall not do anything that is in contravention with the local anti-terrorism law (i.e. Anti-Terrorism Act 2009 and relevant Rules) and the international anti-terrorism laws/rules/ regulations if applicable or requested by icddr,b due to icddr,b’s contractual requirements/obligations with third parties

2. Anti-competition and economic and trade sanctions

As a supplier to icddr,b, you are expected to:
- Not engage in any activities that could reasonably be construed as being anti-competitive, abusive or unfair.
- Comply with laws and regulations governing the export or import of goods, products, and services, and those relating to economic and trade sanctions, and anti-boycott.

3. Protection of assets, information & good name

As a supplier to icddr,b, you are expected to:
- Contribute to safeguarding icddr,b’s assets from theft, misuse, or waste.
- Take necessary measures to protect, and keep icddr,b data and information that is available to us confidential.
- All competitor information is obtained and used legitimately and in compliance with all applicable laws and regulations. No attempt is made to divulge to icddr,b any information about its competitors. Likewise, icddr,b’s confidential information must not be shared with any third party unless expressly permitted by icddr,b.
- Avoid any investment, interest, or association (direct or indirect) that might reflect or be seen to reflect unfavorably on icddr,b’s good name and reputation or on your own.

4. Preventive measures against sexual exploitation and abuse

As a supplier to icddr,b:
- You agree to abide by the contents of icddr,b Code of Conduct, including without limitation, the ones with regard to Prevention and Respond to Sexual Harassment, Exploitation and Abuse, and also agrees to comply with the icddr,b Safe-Guard Policy, Harassment Policy, including IT policy and Standard of Conduct as to Prevention of Sexual Exploitation and Abuse in the course of this agreement.
- You undertake that a breach of the icddr,b Safe-Guard Policy may provide grounds for appropriate necessary and reasonable measure/action, including termination of agreement and blacklisting for future transactions with icddr,b and could result in criminal prosecution, administrative penalties or other legal proceedings.

5. Employees’ Health Safety at Work

As a supplier to icddr,b, you are expected to:
- Provide for safe workplaces that comply with national & international labor standards; in case of waiver or exemption from any such standards/laws, the supplier shall have to provide evidence of such waiver or exemption.
- Provide a healthy and safe workplace to prevent accidents and injury arising out of, linked with, or occurring in the course of work or as a result of the employer’s operations.
- Ensure fair employment practices, and refrain from any form of unethical or illegal employment practices (such as harassment or physical assault, any form of slavery, servitude, and forced or compulsory labor including, but not limited to child-labor).

6. Human Rights

As a supplier to icddr,b you are expected to:
- Respect the rights of the indigenous people e.g. title to property and land. All negotiations with regard to their property or land, including the use of and transfers of it, adhere to local, and international laws if the international laws are applicable or requested by icddr,b to follow due to
▪ Not discriminate against employees on the grounds of their ethnicity, gender, sexual orientation, religion, ideology, disability, or age.
▪ Ensure that wages, working hours, vacation, and leave periods provided to employees and hired external contractors are in accordance with applicable laws and/or agreements.

6. Books and records
As a supplier to icddr,b, you are expected to:
▪ Maintain complete books and records that accurately reflect all business transactions and expenditures that are prepared in accordance with applicable laws and regulations.

7. Conflicts of interest
As a supplier to icddr,b, you are expected to:
▪ Avoid situations where our own interests conflict or could conflict, with the business interests of icddr,b.
▪ Notify Icddr,b without delay, if we become aware of a conflict of interest, including if an icddr,b employee has a financial interest in our company or is related to our company in any other way.

By signing this document, we confirming that all information and declaration we provided in this Supplier Declaration, all are true and correct.

Being the procuring entity, icddr,b reserves the right to request further investigation on our self-declarations, certifications or to take any other reasonable action as contractually agreed where there may be concerns.

Declaration signed by Bidder:
Bidder’s company name: :
Address: :
Name of the authorized person: :
Designation :
Place, Date, Seal & Signature :

icddr,b’s contractual requirements/obligations with third parties.

9. Standards towards our own Suppliers
As a supplier to icddr,b, you are expected to:
▪ Demand from our own suppliers and subcontractors to adhere to the principles set forth in this Supplier Declaration.
▪ Systematically include and follow up on these obligations in our business relationships with them.

10. Freedom of Association
As a supplier to icddr,b, you are expected to:
▪ Recognize and respect the rights of workers to freedom of association and collective bargaining. Workers will not be intimidated or harassed in the exercise of their right to join or refrain from joining any organization.

11. Environmental sustainability
As a supplier to icddr,b, you are expected to:
▪ Conduct our operations safely and minimize the environmental impact of our business activities.
▪ Comply with applicable environmental legislation and permits.
▪ Taken every possible action to reduce carbon footprint.
To,
Director, Supply Chain Management
icddr,b

Subject: Declaring that no client has any dispute/claim against us.

Dear Sir,
We hereby confirm that we are not blacklisted due to “poor performance” or “corrupt and fraudulent practices” or banned by Government department/ Public Sector.
We also confirm that we are not under any liquidation, court receivership, or similar proceedings or 'bankruptcy'.

Further, we also confirm that in case there is any change in the status of the declaration before the award of the contract, the same will be promptly informed to icddr,b by us.

Bidder’s company name: 

Address: 

Name of the authorized person: 

Designation: 

Place, Date, Seal & Signature: 

I,......................................................on behalf of .............................................(the bidder), having business address ...................................................... take an oath and solemnly declare/affirm that, we have the legal capacity to enter into a contract with Procuring Entity i.e. icddr,b, and have not been declared ineligible by any of the Procuring Entity’s under any Government/semi Government/autonomous bodies of Government of Bangladesh on charges of engaging in Corrupt, Fraudulent, Collusive or Coercive practices and I further declare that I am a Citizen of Bangladesh and the particulars furnished by me above are correct and that I have not concealed or misrepresented any facts.

Bidder’s company name: .................................................................

Address: ................................................................................

Name of the authorized person: ...........................................

Designation: ...........................................................................

Place, Date, Seal & Signature: .................................................
SECTION - I: NON-DISCLOSURE AGREEMENT

It is understood and agreed that the below-identified disclosure of confidential information may provide certain information that is and must be kept confidential. To ensure the protection of such information and to preserve any confidentiality necessary, it is agreed that
1. The Confidential Information to be disclosed can be described as and includes:
   ITB Reference No. icddr,b/SCM/OTM/2024/05, dated May 30, 2024 of icddr,b and its technical and business information relating to trade secrets, drawings and/or illustrations, existing and/or contemplated materials and services, research and development, production, costs, profit and margin information, finances and financial projections, users, clients, and current or future business plans and models, regardless of whether such information is designated as "Confidential Information" at the time of its disclosure.
2. The Recipient agrees not to disclose the confidential information obtained from the disclosure to anyone unless required to do so by law.
3. This Agreement states the entire agreement between the parties concerning the disclosure of Confidential Information. Any addition or modification to this Agreement must be made in writing and signed by the parties.
4. All materials/services in regard to ITB Reference No. icddr,b/SCM/OTM/2024/05 that will be received by the recipient undersigned from icddr,b shall be returned immediately after completion of the project.
5. If any of the provisions of this Agreement are found to be unenforceable, the remainder shall be enforced as fully as possible and the unenforceable provision(s) shall be deemed modified to the limited extent required to permit enforcement of the Agreement as a whole.

WHEREFORE, the parties acknowledge that they have read and understand this Agreement and voluntarily accept the duties and obligations set forth herein.

Recipient of Confidential Information:

Bidder’s company name: ________________________________
Address: ________________________________
Name of the authorized person: ________________________________
Designation: ________________________________
Place, Date, Seal & Signature: ________________________________
The purpose of this annex is to guide offerors in creating a budget for their cost proposal. Because the contract will be funded under a United States Government-funded project, all offeror’s budgets must conform to this standard format. It is thus recommended that offerors follow the steps described below.

**Step 1: Design the technical proposal:**
Offerors should examine the market for the proposed activity and realistically assess how they can meet the needs as described in this ITB. Offerors should present and describe this assessment in their technical proposals.

**Step 2: Determine the basic costs associated with each deliverable:**
The cost proposal should provide the best estimate of the costs associated with each deliverable, which should include labor and all non-labor costs.

Under no circumstances any cost information can be included in the technical proposal. No cost information or any prices, whether for deliverables or line items, can be included in the technical proposal. Cost information must only be shown in the cost proposal.

**Step 3: Create a budget for the cost proposal:**
The budget period should follow the technical proposal period. A sample budget is shown on the following page.

**Sample Budget:**

Offerors should revise the budget line items accordingly in response to the technical and cost requirements of this ITB.
SECTION – K: EVIDENCE OF RESPONSIBILITY STATEMENT

1. Authorized Negotiators
The offeror will confirm their official negotiator and signatory for who is authorized to represent the offeror in the negotiation of this offer in response to this ITB.

<table>
<thead>
<tr>
<th>List Names of Authorized signatories:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. (Name &amp; Designation):</td>
</tr>
<tr>
<td>2. (Name &amp; Designation):</td>
</tr>
</tbody>
</table>

These individuals can be reached at:

- Address:
- Telephone/Cell:
- Email address:

2. Adequate Financial Resources
The offeror will submit evidence to prove their adequate financial resources to manage this contract, as established by audited financial statements for the last three years (OR equivalent) with the proposal.

3. Adequate Human Resources
The offeror will submit evidence to prove their adequate human resources to manage this contract.

4. Record of Performance, Integrity, and Business Ethics
Offerors should confirm that they have no allegations of lack of integrity or of questionable business ethics.

5. Equipment and Facilities
Offerors should state they have the necessary facilities and equipment to carry out the contract with specific details as appropriate per the contract SOW.

6. Cognizant Auditor
Offerors should provide the Name, address, and phone of their auditors – whether it is a government audit agency or an independent firm.

7. Acceptability of Contract Terms
The offeror should state its acceptance of the proposed contract terms.

8. Organization of Firm
Offerors should explain how their firm is organized on a corporate level and on a practical implementation level, for example regionally or by technical practice.

Bidder’s company name: _______________________________

Address: __________________________________________

Name of the authorized person: ________________________

Designation: _________________________________________

Place, Date, Seal & Signature: __________________________
Sample Cover Letter

[Offeror: Insert date]

Director, Supply Chain Management
icddr,b
68 Shaheed Tajuddin Ahmed Sharani
Mohakhali, Dhaka 1212
Bangladesh

Reference: Request for Proposal # icddrb/SCM/OTM/2024/05

Subject: [Offeror: Insert the name of your organization]’s technical and cost proposals

Dear Sir:

[Offeror: Insert the name of your organization] is pleased to submit its proposal in regard to the above-referenced Request for Proposal. For this purpose, we are pleased to provide the information furnished below:

Name of Organization: __________________________
Type of Organization: __________________________
Taxpayer Identification Number: __________________________
VAT Number: __________________________
Address: __________________________
Telephone: __________________________
Bid Security ref. and date __________________________
E-mail: __________________________

we confirm that our proposal, including the cost proposal, will remain valid for 180 calendar days after the proposal deadline.

Sincerely yours,

______________________
Signature
## Annex - 2: Recent References

### RECENT REFERENCES

**RELEVANT EXPERIENCE WITHIN THE PAST FIVE YEARS**

Each Bidder will provide, in the sample table below, the reference information of up to three (3) but at least two projects carried out by them which are of similar nature to that which will arise from this ITB. The information must include as a minimum:

- Client name, location, and date of execution;
- Description of the project and specifically the work done by the Bidder in the project; The Contract value;
- Contact details for checking references.

<table>
<thead>
<tr>
<th>#</th>
<th>Client Name, Location, and Date of Execution</th>
<th>Description of the Project and the Work Performed</th>
<th>Contract Value (Currency)</th>
<th>Contact Details for Reference Check</th>
</tr>
</thead>
<tbody>
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<td></td>
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</tbody>
</table>
Annex – 3: Cover Letter for Financial Proposal

Cover Letter for Financial Proposal

To:       Director, Supply Chain Management
icdr,b
68 Shaheed Tajuddin Ahmed Sharani, Mohakhali
Dhaka 1212

Dear Sir:

We, the undersigned, offer to provide consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures]. This amount is inclusive of all regulatory levies and VAT. The respective VAT amount is shown in a separate cost head in the cost proposal.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to the expiration of the validity period of the Proposal.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Bidder’s company name: ____________________________
Address: ____________________________
Name of the authorized person: ____________________________
Designation: ____________________________
Place, Date, Seal & Signature: ____________________________
Annex – 4: Financial offer: Cost Breakdown

**COST BREAKDOWN**

**Local Cost:**

1. **Transport Cost/Truck/Cover Van with following responsibilities:**
   i. Loading goods at pick up point
   ii. Transport from Factory warehouse to Dhaka Airport
   iii. Loading to the carrier at Dhaka Airport

2. **Customs Clearance cost at Dhaka airport/Shipments.**

3. **Attain CCIE Permission**

**Air Shipment Cost:**

4. **Air Freight cost in USD for per Kg of the shipment**
   The service provider shall provide breakdown/details of the cost calculation as a reference for proper understanding.

**Financial terms & Condition:**

A **Payment Term** : 30 days net credit

B **Currency** : The bidder shall provide their financial offer in currency USD. icddr,b shall make payment to the supplier in local currency BDT. The currency conversion rate will be as per Bangladesh Bank declared conversion rate at the date of submission of the invoice after successful handover of the Shipping Documents (AWB/HWAB) to the beneficiary.

C **VAT & AIT** : VAT & AIT shall be included in the offered price. The bidder shall submit mushok 6.3 with bill challan.

D **Offer Validity** : Offer shall remain valid for entire contract period of 12 months. If the service provider wants to change air freight rate they shall inform icddr,b 30 day in advance of the shipment. If icddr,b management do not accept the revised price then the contract will be terminated.

E **Negotiation** : Icddr,b reserves the right to negotiate the price offered at any point of the contract based on market information.

<table>
<thead>
<tr>
<th>SIGNED:</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPANY NAME:</td>
<td></td>
</tr>
</tbody>
</table>