REQUEST FOR PROPOSAL

For Day-Care Services in icddr,b

ABSTRACT
icddr,b is requesting sealed proposals from qualified firms for Day-Care services in Mohakhali, Dhaka 1212 within icddr,b premises.

icddr,b SCM
tender@icddrb.org

RFP: icddr,b/SCM/OTM/2022/14
Date: 16th September 2022

Price: 2,000/- per set
Letter of Invitation

Request for Proposals # icddr,b/SCM/OTM/2022/14

Dear Sir or Madam,

icddr,b is requesting sealed proposals from qualified firms who can provide Childcare services for icddr,b Day-care facility located in Mohakhali, Dhaka.

This RFP does not obligate icddr,b to execute a contract nor does it commit icddr,b to pay any costs incurred in the preparation and submission of the proposals. Furthermore, icddr,b reserves the right to reject any and all offers, if such action is considered to be in the best interest of icddr,b.

Please note that any corrigendum/addendum in the above tender document, if required, will be hosted in the website of icddr,b, website link https://www.icddrb.org/work-with-us/tender-notices.

Sincerely,

Mirza Muhammad Masud Rana
Senior Manager, Supply Chain Management
icddr,b
Day-Care Service for icddr,b

Contracting Entity:
icddr,b
68 Shaheed Tajuddin Ahmed Sharani
Mohakhali, Dhaka 1212
tender@icddrb.org

Pre-Bid Meeting Schedule:

**Date:** 21st September 2022, 11.30 am – 12.30 pm
**Place:** FM Conferences Room, Chiller Building 3rd Floor icddr,b;
68 Shaheed Tajuddin Ahmed Sharani, Mohakhali, Dhaka 1212

Interested bidders must confirm their interest to participate in the Pre-Bid meeting at least one day before the meeting at shuraiya@icddrb.org for prior approval and security clearances. icddr,b allows not more than two members from one organization.

In your confirmation email, please mention Pre-Bid meeting for Day Care Services, participant/s name, company name and address, NID/Passport number and mobile number. Please bring along your NID/Passport for access to icddr,b premises during Pre-bid meeting participation.

**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 16th September 2022.

**Bid Submission Location:**
According to time mentioned in offer deadline section (1.2); please submit your proposal into the tender box kept in below addressed location:
icddr,b; Chiller Building, First Floor (Through Hospital Gate Entry);
Mohakhali; Dhaka 1212
Day-Care Service for icddr,b

Contracting Entity:
icddr,b
68 Shaheed Tajuddin Ahmed Sharani
Mohakhali, Dhaka 1212
tender@icddrb.org

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icddr,b; Chiller Building, First Floor (Through Hospital Gate Entry);
Mohakhali; Dhaka 1212
Section 1. Instructions to Offerors

1.1. Introduction
icddr,b is requesting sealed proposals from qualified firms who can provide Childcare service for icddr,b Day-care facility located in Mohakhali, Dhaka.

This RFP does not obligate icddr,b to execute a contract nor does it commit icddr,b to pay any costs incurred in the preparation and submission of the proposals. Furthermore, icddr,b reserves the right to reject any and all offers, if such action is considered to be in the best interest of icddr,b.

Unless otherwise stated, the periods named in the RFP shall be consecutive calendar days.

1.2. Offer Deadline
Offerors shall submit their offers through Hard copy printed documents. Offers must be received no later than 06th October 2022 by 03:00pm addressing as follows:
Director, Supply Chain Management
icddr,b
68 Shaheed Tajuddin Ahmed Sharani; Mohakhali, Dhaka 1212

Offerors are responsible for ensuring that their offers are received in accordance with the instructions stated herein. Please note, proposal submission and opening are not to be conducted as "Public Opening".

1.3 Submission of Proposal
Tenderer will be required to deposit a Pay Order amounting BDT 2,000 (two thousand only) non-refundable in favour of "icddr,b" with the technical proposal. Without the pay order tender will be considered as non-responsive.

The tenderer must put his signature and seal stamp on each page of the tender, all relevant documents and work schedule, and complete the signature block at the end of the tender document and work schedule.

1.4 Lodgment of Tenders
The Bid process will be conducted through a TWO-envelope system. Separate technical proposal and financial proposal (containing price information) must be submitted through separate envelopes no later than the time and date specified above. Interested Bidders are requested to submit their bid in two separate sealed envelopes superscribed "Technical Proposal" and "Financial Proposal". Both sealed envelopes should be put in a third sealed envelope superscribed "REQUEST FOR PROPOSAL FOR DAY CARE SERVICES IN ICDDR,B".
The Financial bids of only those bidders who qualify in technical bid evaluation shall be opened by the committee. The financial bids of all those Contractors who have failed to qualify in the technical bid will not be opened under any circumstances.

The Tender should be typewritten and every correction and interlineations in the bid should be attested with full signature by the tenderer, failing which the bid will be treated as ineligible. Corrections done with correction fluid should also be duly attested.

All documents/papers should be numbered, signed and sealed by the Tenderer on each page.

Each page of the tender document should be signed and stamped by authorized representative of the contractor as a token of acceptance of the terms and conditions laid down by icddr,b.

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

** Please bring along your NID/Passport for access to icddr,b premises during Tender Submission.

1.5. Requirements
To be determined responsive, an offer must include all of documents and sections included in 1.5.A, 1.5.B and 1.5.C.

A. General Requirements
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)
- 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)
- If, at any time, the organizations 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, an 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 and 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 RFP must meet the following requirements:

I. Companies or organizations, whether for-profit or non-profit, 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 (including nonprofit organizations) in which foreign governments or their agents or agencies have a controlling interest are not eligible as suppliers of commodities and services.

B. Required Proposal Documents
a. Cover Letter
The offeror's cover letter shall include the following information:
I. Name of the company or organization
II. Type of company or organization
III. Address
IV. Telephone
V. E-mail
VI. Tax/VAT/Trade registration information
VII. Official bank account information
VIII. Other required documents that shall be included as attachments to the cover letter:

b. Registration Information:
Copy of registration or incorporation in the public registry, or equivalent document from the government office where the offeror is registered.
☐ Copy of company tax/VAT registration, or equivalent document.
☐ Copy of trade license, or equivalent document.
☐ Evidence of Responsibility Statement, whereby the offeror certifies that it has sufficient financial, technical, and managerial resources to complete the activity described in the scope of work, or the ability to obtain such resources.
☐ Applicable documents listed in 1.3.A.

A sample cover letter is provided in Annex 1 of this RFP.

C. Technical Proposal
The technical proposal shall comprise the following parts:
☐ Part 1: Approach to icddr,b scope and Detailed Work Plan. This part shall not be exceeding 10 pages.
☐ Part 2: Management, Key Personnel, and Staffing Plan. This part shall be between 3 to 5 pages long, but shall not exceed 5 pages. CVs for key personnel should be included in an annex to the technical proposal and will not count against the page limit.
☐ Part 3: Capabilities, Experience, and Past Performance. This part shall not exceed 5 pages. (Separate annexure for this may be given as supporting evidence)

Part 3 must include a description of the company and organization, with appropriate reference to any parent company and subsidiaries. Offerors must include details demonstrating their experience and technical ability in implementing the technical approach/methodology and the detailed work plan.

Additionally, offerors must include minimum two current performance references of similar engagement. Contact information must include at a minimum: name of point of contact who can speak to the offeror's performance, name and
address of the company for which the work was performed, and email and phone number of the point of contact.

icddr,b reserves the right to check additional references not provided by an Offeror.

The sections of the technical proposal stated above must respond to the detailed information set out in Section II of this RFP, which provides the background, describes the deliverables, and provides a deliverables schedule.

D. Cost Proposal
The cost proposal is used to determine which proposals represent the best value and serves as a basis of negotiation before award of a contract.

**Tender Assessment Criteria:** Selection of the successful Tenderer will be based on, but not necessary limited to, assessment of Tenders against the following Tender Assessment Criteria.

<table>
<thead>
<tr>
<th>SL. No.</th>
<th>Mandatory Qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Complete Legal Documents</td>
</tr>
<tr>
<td></td>
<td>• Updated Trade License of the firm/company</td>
</tr>
<tr>
<td></td>
<td>• Updated Income Tax assessment certificate</td>
</tr>
<tr>
<td></td>
<td>• VAT Registration certificate (Updated BIN)</td>
</tr>
<tr>
<td>2</td>
<td>Minimum Three Years' Experience for running day-care facility</td>
</tr>
<tr>
<td>3</td>
<td>Pay Order amounting BDT 2,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SL. No.</th>
<th>Technical Evaluation Criteria</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Methodology and Detailed Work Plan</td>
<td>40</td>
</tr>
<tr>
<td>1.1</td>
<td>Presentation of the document (indexing, page number, section separator, etc)</td>
<td>10</td>
</tr>
<tr>
<td>1.2</td>
<td>Detail operation plan</td>
<td>10</td>
</tr>
<tr>
<td>1.3</td>
<td>Reporting Plan</td>
<td>5</td>
</tr>
<tr>
<td>1.4</td>
<td>Service Contingency Plan</td>
<td>5</td>
</tr>
<tr>
<td>1.5</td>
<td>Development Plan</td>
<td>10</td>
</tr>
<tr>
<td>2.0</td>
<td>Management, Key Personnel, and Staffing Plan</td>
<td>30</td>
</tr>
<tr>
<td>2.1</td>
<td>Management Structure and Reporting</td>
<td>10</td>
</tr>
<tr>
<td>2.2</td>
<td>Qualification of all Personnel (including academic, professional and extra</td>
<td></td>
</tr>
</tbody>
</table>
Technical proposal review

(Bidders obtaining 60% marks in the technical evaluation shall be considered for financial evaluation.)

<table>
<thead>
<tr>
<th>Financial Evaluation</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Proposal</td>
<td>100</td>
</tr>
<tr>
<td>The tender price submitted, including the total value and individual rates</td>
<td></td>
</tr>
</tbody>
</table>

The price of the contract to be awarded will be an all-inclusive Fixed Rate Contract. All cost information must be expressed in Bangladeshi Taka.

The cost proposal shall also include a budget narrative that explains the basis for the estimate of every cost element or line item. Supporting information must be provided in sufficient detail to allow for a complete analysis of each cost element or line item. icddr,b reserves the right to request additional cost information if the evaluation committee has concerns of the reasonableness, realism, or completeness of an offeror’s proposed cost.

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

The currency of this contract will be Bangladeshi Taka and cost proposals shall be submitted in BDT.
Inspection of Bidder’s Business Premises
As a part of the tender assessment process, the icddr,b’s representative(s) may visit the Bidders business premises to undertake an inspection and assess the suitability of the premises and equipment for the work or services that will be required to be undertaken under the contract. Failure to grant the icddr,b access to it’s’ premises, may result in a tender not being considered further.

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

This RFP will use Quality-Cost Based method for proposal evaluation.

Offeror who do not obtain **60% score on technical evaluation**, will not be considered eligible for financial evaluation.

The proportion of Technical & Financial score for evaluation will be **60/40 out of a total of 100**.

1.7 Source of Funding, Authorized Geographic Code, and Source and Origin
Any contract resulting from this RFP will be financed by icddr,b core fund and will be subject to icddr,b Rules and regulations.

1.8 Chronological List of Proposal Events
The following calendar summarizes important dates in the solicitation process. Offerors must strictly follow these deadlines.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP published</td>
<td>16 September 2022</td>
</tr>
<tr>
<td>Pre-bid Meeting</td>
<td>21 September 2022</td>
</tr>
<tr>
<td>Proposal Due Date</td>
<td>06 October 2022</td>
</tr>
<tr>
<td>Contract Award (Estimated)</td>
<td>30th November 2022</td>
</tr>
</tbody>
</table>

The dates above may be modified at the sole discretion of icddr,b.

1.9. Contract Award
icddr,b will select the proposal for primary negotiation which obtain highest combing score based upon the evaluation criteria stated in this RFP.

1.10 Validity Period
Offerors’ proposals must remain **valid for 180 calendar days** after the proposal
1.11 Terms of Contract
This is a request for proposals 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.

1.12 Contract award
The contract may be awarded following negotiations by issuing a NOI (Notice of Indent) which will be followed by a legal contract signing.

1.13 Performance Security
The Successful tenderer will be required to deposit security money 5% (five) of awarded annual contract/awarded value in the form of pay order/ Bank Guarantee obtainable from any scheduled bank in Bangladesh. The security money shall be claimed by the supplier in writing within 30 days from the date of contract expiry and will be returned to the supplier without interest.

The successful tenderer may choose to deposit the prescribed Security Deposit by way of Bank Guarantee (BG) issued by a Scheduled Bank in Bangladesh. The Bank Guarantee should be valid until a date of twenty-eight (28) days beyond the date of completion of the Service Provider's performance obligations under the Contract. The Bank guarantee should also contain a claim period of three months from the last date of validity. The BG shall be further renewed subject to renewal of the contract by the icddr,b.

1.14 Penalty clause
In event that the offeror is unable to meet conditions for the contract in particularly quality & timelines, Purchaser reserves the right to penalize the awardee subject to a maximum of 0.25% of contract value.

If the awardee is unable to comply with the Contract within agreed timeline, in addition to the Liquidated Damages, the Purchaser reserves the right to cancel the contract and forfeit the contract performance security.

1.15 Invoice & Payment
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 make payments within thirty (30) days of receipt of claims that are correct and in order for payment verified by service receiver. Failure by icddr,b to pay the amount payable at the due time will not be grounds to vitiate or avoid the Contract. Any pre-payment option is not allowed.
The payment of monies pursuant to this clause shall not be taken as evidence against, or as an admission by icddr,b that the Services have been executed in accordance with the Contract or the value thereof, but shall be taken to be payment on account only.

The Bidder shall ensure that the Tender is inclusive of all taxes, VAT, fees, duties, royalties, premiums, costs, charges and the like which will be due and payable to any person or authority under the Contract.

Successful vendor shall submit Original Mushak-6.3 (Challan) with invoice and provide the copy of Treasury Challan subsequently (if VAT claim 15%). icddr,b will deduct VAT at source (except 15% rated VAT) during payment, if vendor put 15% rate at MUSHAK-6.3, vendor will be liable to provide Treasury Challan mentioning the name of icddr,b. icddr,b will deduct TAX at source from invoice. Any changes in the VAT rate by the National Board of Revenue (NBR) payable by the supplier shall be adjusted by icddr,b.

1.16 Negotiations
icddr,b will award any contract solely on the basis of the original offers received. However, icddr,b reserves the right to conduct discussions, negotiations and/or request clarifications prior to awarding a contract.

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

Highest-rated Offerors, as determined by the technical evaluation committee, may be asked to submit their best prices or technical responses during a competitive stage. At the sole discretion of icddr,b, offerors may be requested to conduct oral/visual presentations. If deemed an opportunity, icddr,b reserves the right to make separate awards per component or to make no award at all.

1.17 Adherence to icddr,b’s Code of Conduct, Security, Safety Rules, and Other Applicable Policies
The Service Provider shall ensure that its personnel adhere to the icddr,b’s code of conduct and must abide by icddr,b’s policies and procedures, including the Security Policy, Sexual Harassment Policy, Safeguarding Policy, and icddr,b’s Code of Conduct policy. The work relationship between icddr,b and the Service Provider will be based upon mutual respect for each other. In the event of 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.
Section 2: Scope

icddr,b manages it’s Day Care at its own premise with currently around 30 children ranging from five months to four years. Management is planning to initiate outsourcing of the same service considering the following conditions:

- The daycare center has to follow icddr,b policy and procedures and branding guidelines.
- The daycare center will run by the Service Provider and supervised by icddr,b management. The selected Service Provider will provide trained human resources for icddr,b daycare center. All the employees will be accountable to and report to the Owner of the Service Provider about the day to day operational issues/ curriculum details or related issues. All the employees will be under the payroll of the Service Provider. icddr,b management (General Services Unit (GSU), Human Resources (HR) or other relevant office) will provide consultations, guidance, suggestions and approval for the operations of the day care.
- icddr,b shall re-imburse the cost as per monthly basis based on the submission of invoice.
- All the payments to the workers must be made by the service provider through Bank transactions only. Cash payment is strictly prohibited. Agreement with the service provider, which does not make payment to its workers through bank is liable to be terminated.
- The Agency is also required to issue pay slips to all its employees every month.
- While submitting the bill for the next month, the services provider must file a certificate certifying the following:
  ✓ Wages of workers were credited to their bank accounts on __________ (date). Further details of payment with bank account No. & wage sheet to be submitted.
  ✓ Apart from the above details, below pro-forma is also to be submitted by the service provider to icddr,b
    a) Employee Name
    b) NID No.
    c) Bank A/C No.
    d) No. of days
    g) Total Amount Paid
    h) Remarks:
- The Service Provider should ensure to maintain required no. of manpower and also arrange a pool of reserve staff/supervisor. In case any
staff/supervisor absences from the duty, the reliever of equal status shall be provided by the service provider from an existing pool of staff. If the service provider fails to provide alternate/ substitute, wages will not be paid for that staff for that particular period and an equal amount will be deducted from that month’s bill, subject to a maximum of 5% of that month’s bill.

- Service Provider will ensure the standard medical health check-up from the designated hospital/s for all of its employees before their appointment and submit the relevant medical fitness reports to icddr,b.
- The Service Provider shall inform icddr,b management about any logistics/infrastructure requirements for smooth functioning of the day care center which shall be approved by icddr,b management.
- The human resources provided must be female qualified employees.
- The center will be operative from 8 am to 5 pm on working days only. icddr,b is usually closed in weekends and government holidays.
- Quarterly meeting and special meetings based on the needs of the Daycare issues will be arranged among the Service Provider of the contract organization and GSU at icddr,b, for smooth operation.
- The Service Provider will immediately inform icddr,b management regarding any unexpected situation (illness or accident of any child). icddr,b staff clinic will be in-charge of treating the ill children.
- Service provider will ensure at least six months service of a particular care giver so that children can cope easily and to avoid frequent turn over
- The contract will be initially for 2 years. Key performance indicators will be developed based on which the services will be evaluated and if satisfactory, the contract will be extended further at the sole discretion of icddr,b.

Expected Competencies:
1. Care Giver: Class eight pass, at least 2 years relevant experience
2. Junior Teacher: Minimum Graduate, at least 2 years relevant experience
3. Senior Teacher: Minimum Graduate, at least 3 years relevant experience

Service provider need to provide in the prescribed format:
1. CVs of potential human resources
2. Proposed ratio for care giver
3. Proposed operational plan
4. Proposed infrastructure required considering the number of children

**Infrastructure:**
- icddr,b will provide all the infrastructure and arrange the interior of the Daycare as well as other necessary equipments like CCTV, fire extinguisher, drinking water filter, AC, etc.
- icddr,b will arrange a pre-bid session with premise visit for the interested service providers
- icddr,b will provide current statistic of the day care
Annex 1:
Sample Cover Letter

[Offeror: Insert date]

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

Reference: Request for Proposals # icddrb/SCM/OTM/2022/14

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

Dear Sir:

[Offeror: Insert name of your organization] is pleased to submit its proposal in regard to the above-referenced request for proposals. 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: ____________________________________________________
E-mail: _______________________________________________________ 

As required by section 1.10, we confirm that our proposal, including the cost proposal will remain valid for 180 calendar days after the proposal deadline.

We are further pleased to provide the following annexes containing the information requested in the RFP:

i. Copy of registration or incorporation in the public registry, or equivalent document from the government office where the offeror is registered.
ii. Copy of company tax and VAT registration, or equivalent document.
iii. Copy of trade license, or equivalent document.

Sincerely yours,

Name, Designation & Signature
Evidence of Responsibility Statement

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

List Names of Authorized signatories:
1. (Name & Designation):
2. (Name & Designation):

These individuals can be reached at:

Address :
Telephone/Mobile :
Email address :

2. Adequate Financial Resources
Offeror will submit evidence to proof their adequate financial resources to manage this contract, as established by audited financial statements for last three years with the proposal.

3. Adequate Human Resources
Offeror will submit evidence to proof their adequate human resources to manage this contract.

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

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

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

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

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

Signature: ____________________________

Name: _______________________________

Title: _______________________________

Date: _______________________________
FINANCIAL PROPOSAL

For Day Care Services in icddr,b

Shuraiya Parvin Banu

ABSTRACT
icddr,b is requesting sealed proposals from qualified firms for Day-Care services in Mohakhali, Dhaka 1212 within icddr,b premises.

RFP: icddr,b/SCM/OTM/2022/14
Date: 16th September 2022
Guide to Creating Proposal for a Fixed Rate Contract

The purpose of this annex is to guide offerors in creating a budget for their cost proposal, it is important that all offerors budgets conform to this standard format. It is thus recommended that offerors follow the steps described below.

For Financial Proposal - 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 Financial proposal.
Summary of Cost Proposal

<table>
<thead>
<tr>
<th>Item</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><em>In BDT</em></td>
</tr>
<tr>
<td>Cost Per Child per Month including AIT:</td>
<td></td>
</tr>
<tr>
<td>VAT Amount:</td>
<td></td>
</tr>
<tr>
<td>Grand Total for One Child:</td>
<td></td>
</tr>
</tbody>
</table>

Authorized Signature [*In full and initials]*: ________________________________

Name and Title of Signatory: ________________________________________________

Company Seal/stamp: ______________________________________________________
Cost Breakdown for Per Child Cost:

<table>
<thead>
<tr>
<th>Staff Cost Head</th>
<th>Number Person</th>
<th>of Number days</th>
<th>of Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Salary</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Training &amp; development</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Expenses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Personal Cost</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Breakdown of Staff Salary Expenses (Per Month)

<table>
<thead>
<tr>
<th>No</th>
<th>Description</th>
<th>Unit</th>
<th>Unit Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Centre Supervisor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Senior Teacher</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Junior Teacher</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Care Giver</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Employee Bonus</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Grant Total</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

All cost will be mentioned in BDT

Authorized Signature [In full and initials]: __________________________

Name and Title of Signatory: __________________________

Company Seal/stamp: __________________________