



REQUEST FOR PROPOSAL (RFP)

To Firms	DATE: 07 <sup>th</sup> of January 2018
	RFP REFERENCE: RFP/SCM/OTM/001/2019 SUPPLY OF LAMINATED ID CARD (NS-18-3570)

**Letter of Invitation**

Dear Sir or Madam,

icddr,b is looking for potential firm for Laminating and printing Health ID Card. Details of the work are described in Terms of References (TOR) as provided with bid document.

icddr,b is not bound to accept the lowest tender response and reserves the right to accept or reject any or all of the tenders without assigning any reason whatsoever.

**Deadline for application submission:**

**13<sup>th</sup> of January, 2019, BST 12:00 pm**

**Prebid Meeting:**

**9<sup>th</sup> of January, 2019 ; BST 11:00 am; Chiller Building, icddr,b**

**Proposal addressed to:**

Director, SC&FM  
icddr,b  
68 Shaheed Tajuddin Ahmed Sharani  
Mohakhali, Dhaka 1212

**Bid Submission Location:**

Hardcopy submitted icddr,b; Chiller Building, Ground Floor (Through Hospital Gate Entry); Mohakhali; Dhaka 1212.

**Submission Method:**

Hardcopy document with **one stage two envelop system**. Technical and financial proposal must be separate. **Mixing of technical-financial proposal would lead to non-qualification.**

This tender 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.

Sincerely,

Sr. Manager, Procurement  
Supply Chain & Facilities Management,  
icddr,b



## **TERMS OF REFERENCE (TOR): SUPPLY OF HEALTH ID CARD INCLUDING PRINTING AND LAMINATING**

### **1. Background:**

Maternal and Child Health Division of icddr,b has been working with the Ministry of Health and Family Welfare for strengthening Routine Health Information System (RHIS) in Bangladesh. RHIS activity primarily focuses on automating service delivery process of government's community workers and first-line service providers in rural areas. It is expected that automated service delivery process ensure appropriate data are available on time for decision making at all levels of health care delivery system. Tracking individuals at different service delivery points have been a key to ensure continuum of care, avoid duplications, and reducing data collection related workloads. Health ID card with unique health ID number for each of the individuals is likely to be the option for tracking a registered individual across continuum of care. Currently, the project is implementing the automated systems in five districts, for which we require supplies of health ID cards with lamination. icddr,b will provide soft copy (in PDF version) of the health ID cards and bidder will require printing and laminating those as per our requirement.

### **2. Quote of Rates:**

The bidder must **quote the rates** using the information in this document, including bill of quantities schedule at Annex A. The rate for all the items should be quoted both in figures and in words. icddr,b reserves the right to offer all the items or in part as considered necessary in the circumstances. No claim of rate increase during the contract period will be entertained. **Unit price** for all the items in the schedule should be included all **VAT, TAX and other incidental charges**. Any overwriting or erasing shall have to be initialed by the bidder. Incomplete bid will not be considered. Rate should be quoted in **Taka** only. And most importantly, icddr,b is not bound to accept the lowest bid response and reserves the right to accept or reject any or all of the bids without assigning any reason whatsoever.

### **3. Performance Security:**

Successful awarded bidder has to be deposited performance security an amount of Tk.1,00,000/- (Taka one lac) only which shall be returned without interest after 30 days from date of contract expiry/completion the supply of job/goods.

### **4. Dual Supervision:**

Materials, and completed works shall be examined/tested, weighed, counted and measured as the case may be by the persons authorized by the icddr,b and the supplier.

### **5. Quality of Works:**

The successful bidder will provide the best quality materials/works as per the requirements of icddr,b. Any materials/works found below the standard, fixed by the supplier shall be rejected and the rejected work should be done by the supplier without delay at his own cost. Repetition of attempts to do sub-standard work will make the contract liable to termination.

### **6. Bidder's eligibility:**

The bidder should have minimum 3 years relevant experience, valid trade license, Vat registration certificate, updated tax clearance certificate, quality & experience technical person and work force, financial strength to execute the work, relevant equipments to tools to do the work etc.

*Dr. M. R. M.*

7. Selection Criteria:

EVALUATION CRITERIA		REMARKS	SCORE
<b>PRELIMINARY EXAMINATION BASED ON ELIGIBILITY CRITERIA</b>		<b>Responsive bidder(s) will be considered for further evaluation (Updated Trade License, VAT &amp; Tax certificate)</b>	<b>Marks</b>
<b>TECHNICAL EVALUATION</b>	Technical proposal review	<ul style="list-style-type: none"> <li>• Past Experience -20</li> <li>• Understanding the Requirement-20</li> <li>• Sample (paper &amp; laminating pouch) - 5</li> </ul>	45
	<b>Facilities</b>	<b>Having relevant equipment/tools (Computer, printier, laminating machine, store facilities, manpower etc)</b>	<b>10</b>
	Financial Strenght	Bank solvency/credit facilities with bank minimum 10 lacs within last 6 month	5
<b>FINANCIAL EVALUATION</b>		<b>Price offer</b>	<b>40</b>

**Bid Document Preparation:**

**Technical Bid offer (Envelope 1):**

**Forwarding:** The technical bid Bidder shall start with a forwarding letter towards Director Supply chain, icddr,b.

**Legal Documents:** The legal documents i.e. updated Trade license, TIN, Vat Registration Certificate, Certificate of Incorporation (if available) etc shall be submitted in this part. The company profile of the bidder can also be submitted with the legal papers.

**Technical Evaluation:** In this section bidder shall submit relevant documents for all technical criteria mentioned above.

- **Past Experience:** Here the bidder shall submit work experience of similar work (like supply of ID card supply in bulk quantity). Provide document shall contain work order, successful work completion certificate, contact details of the buying organization with key responsible stakeholders, work volume and completion period.  
Two supporting document shall be sufficient for the purpose.
- **Understanding the Requirement:** Here the bidder shall submit a proposal (within 200 word) detail work plan. The proposal shall contain plan for Manpower engagement, resource to be used, production plan, production layout, sorting & distribution plan, storage capacity etc.
- **Sample:** Bidder must submit the sample in sealed envelope in two fold not mentioning bidder's name on the inner envelope of 120 gem paper and laminating pouch with bid document.
- **Facilities:** Here the bidders shall focus on their existing facilities, equipment, tools, production facility etc.
- **Financial Strength:** Here the bidder shall submit document to project their financial strength. Annual financial audit report/ bank statement etc financial documents can be submitted in this part.

**Bid Document:** This particular bid document (including NDA, Annexure-B) shall be signed and sealed (by company authorized person) and submitted with technical bid offer.

**Financial Offer (Envelope-2):** Here the bidders shall submit only the price offer along with a cover letter in this section



**8. Evaluation of Bids:**

Evaluation of the bids will be made based on QCBS (quality and cost based scoring) process as per evaluation criterion. Price negotiation may be held with responsive bidder(s), if required by icddr,b for value for money proposition. Icddr,b may physically verify suppliers or supplier's beneficiary's sites with prior reminder.

**9. Quantity of works**

The total quantity mentioned in the BOQ in **Annex- A** might be varied during the execution of working period. In that case the contractor will be bound to do the works in his quoted approved rates within the contract period. Payment would be made as per actual supply commenced on the basis of scheduled delivery date as mentioned in work order.

**10. Contract Period:**

The contract will be for 1 (one) year effective from the date of awarding/signing the contract. Subject to the performance of the successful tenderer, the option exists to extend the contract by additional year(s) at the sole discretion of icddr,b. The additional years will be upon mutual contract between the vendor and icddr,b.

**11. Negotiation:**

The procuring entity reserves the right to negotiate price, services, leadtime etc with the responsive bidders to obtain best value for money. Negotiations may be held with the selected bidder prior to the award of the contract and negotiation process shall be documented properly.

**12. Packing/Packages:**

Successful bidder shall be required to pack the Health ID Card according to area i.e. Khana, Mahollah, Village, Post Office/Union, Thana and District and accordingly bind the card by bubble band and/or cotton and packages accordingly mentioning above information on packet so that concerned person will find the card easily while distributing. Relevant cost must be included with offered price and no separate price will be charged in this regard. Specifications of ID card and distribution plan is appended below:

Name of Item	Specifications
Supply of Health ID card including printing and laminating	1) Laminating Paper-150 mic 2) Size: 70X100 mm 3) Paper: 120 gsm (Pretext Premium ) 4) Print: Black 5) Bindle : 50 H/H per Bundle 6) Binding: Two Part Rubber and metal cotton binding 7) Carton: Per Village Per carton 8) Distribution Plan: Per HID, Per village and per upazila (Supply hard and soft copy) 9) Summary Sheet: Union and Upazila (Supply hard and soft copy)

**13. Quality & Test:**

Bidder shall at all times be open to examination, inspection and testing of the goods/services provided to icddr,b by the authorized representative of icddr,b. icddr,b shall check and verify the delivery made by the supplier in conformity with the technical specifications and notify the supplier of any defects found. icddr,b may reject the supplies by giving due notice to the supplier if the goods are found to be defective or otherwise not in accordance with the specifications. Goods rejected, shall be replaced by the supplier/supplier within 02 days at his own cost.

*Handwritten signature*



#### 14. Price

- i. Purchaser agrees to pay the Supplier the price as specified in the Purchase Order.
- ii. Unless the Purchase Order stipulates otherwise, the Price is inclusive of:
  - a. all charges for packaging, packing, insurance and delivery of the Goods in accordance with the Purchase Order;
  - b. the cost of Services and any items used or supplied to perform the Services; and all taxes, customs duty, VAT, levies etc.

#### 15. Payment Terms:

Payment will be made to in favour of bidder through Bank Transfer via BEFTN only as provided by the supplier as per provide template. **Partial payment may accepted by the icddr,b.** Final bill will be settled within 30 days after handed over the project/complete the supplies as well as submission of bill certified by the concerned authority of icddr,b. Payment will be made through BEFTN providing bank details by the supplier.

#### 16. Tax & VAT:

Tax shall be deducted at source from supplier's invoice. The successful bidder may be waived for VAT if supplier submits VAT challan (Mushok-11), otherwise VAT will be deducted at source from supplier's invoice. Any change in the VAT rate payable by the Service provider under the contract as determined by the Bangladesh Government National Board of Revenue (NBR) during the contract period, shall be paid by icddr,b via an adjustment of the relevant rates. The Service provider shall submit to icddr,b all requests for adjustment of the VAT rate with NBR circular for availing such adjustment from icddr,b.

#### 17. Penalty:

If Bidder does not carry out the supply/works within the time stipulated in the purchase orders or within the approved extended time or supplies proven poor quality materials or attempt to supply poor quality materials or repeating attempt of supply of poor quality materials (wherever applicable). Then liquidity damage shall be imposed 0.5% per day of the value of undelivered or poor quality goods & services but not more than 10% of the Purchase order value.

If the Supplier is unable to comply the specifications and delivery schedule as mentioned in the Purchase Order/NoI, the Purchaser reserves the right to cancel the Purchase Order and forfeit the performance security deposit and become black list with icddr,b.

18. No modification to scope of supply shall be permissible under any circumstances. However, any changes/ modification is required must be notified by written to icddr,b and icddr,b's decision is final in this regard.

19. icddr,b may in writing sent notice to bidder to terminate the Contract in whole or in part at any time, if the supplier:

- a. Fails to deliver Goods/Works and related services as per Delivery Schedule and Specifications.
- b. In the judgement of the icddr,b, has engaged in any corrupt, fraudulent, collusive or coercive practices in competing for or in delivery of goods and related services.
- c. Fails to perform any other obligation(s) under this Contract.

#### 20. Applicable Law:

The Contract shall be governed by and construed in accordance with the laws of the People's Republic of Bangladesh.

#### 21. Settlement of Disputes :

- a. Amicable settlement: icddr,b and the supplier shall use their best efforts to settle amicably all possible disputes arising out of or in connection with this Contract or its interpretation.

*Amr*



- b. Arbitration: If the parties are unable to reach a settlement as per Clause 22 (a) within twenty-eight (28) days of the first written correspondence on the matter of disagreement, then either party may give notice to the other party of its intention to commence arbitration. The arbitration shall be conducted in accordance with the Arbitration Act (Act No 1 of 2001) of Bangladesh as at present in force and the venue for the Arbitration will be icddr,b, Mohakahli, Dhaka and the decision of the arbitrator shall be final and binding on the parties.

**22. Contact Person:**

For any clarification, please contact with the following persons before Feb 23, 2017 during office hours:

Commercial issue:	Technical/Scope of work Issue:
Abdullah Muntasir Mamun Supply Chain, icddr,b Tel: 98827001-10, Extn # 4409 e-mail: <a href="mailto:ammamun@icddrb.org">ammamun@icddrb.org</a>	Mohammad Atiqur Rahman Maternal and Child Health Division, icddr,b Phone: +880-2-9840523-32   Extn: 3816 Email: <a href="mailto:atiqur.rahman@icddrb.org">atiqur.rahman@icddrb.org</a>

**Declaration:**

1. We do hereby accept the above terms and conditions of the tender document.
2. We also declare that we are liable to bear any cost regarding supply of inferior quality goods and its impact, if any.

Signature of bidder: .....

Full name of bidder : .....

Name of organization: .....

Address: .....

.....

*Handwritten signature*

RFP REFERENCE: RFP/SCM/OTM/001/2019

SUPPLY OF LAMINATED ID CARD (NS-18-3570)

Price offer for Supply of ID Card with lamination including printing and cutting

Sl.#	Description of item	Quantity	Unit Rate		Total amount
			In figure	in word	
01.	Supply of Health ID card including printing and laminating Specification: 1) Laminating Paper-150 mic 2) Size: 70X100 mm 3) Paper: 120 gsm (Pretex Premium ) 4) Print: Black 5) Bindle : 50 H/H per Bundle 6) Binding: Two Part Rubber and medal cotton binding 7) Carton: Per Village Per carton 8) Distribution Plan: Per HID, Per village and per upazila (Supply Hard and soft copy) 9) Summary Sheet: Union and Upazila (Supply Hard and soft copy)	35,00,000 each			

Total amount (in word): .....

Signature of bidder: .....

Full name of bidder: .....

Name of organization: .....

Address: .....

.....

Phone: ..... Fax: ..... E-mail: .....

*Handwritten signature*



Annex-B

**NON-DISCLOSURE AGREEMENT**

It is understood and agreed to that the below identified discloser 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:  
Request for Proposal (RFP) Reference No. RFP/SCM/OTM/001/2019 - Engagement of a firm for for Supply of Health ID Card including printing and liminating and its technical and business information relating to trade secrets, illustrations, existing and/or contemplated materials and services, procurement, 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 discloser 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. 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:

Name (Print or Type):

Signature & Seal:

Date:

Discloser of Confidential Information:

Name (Print of Type): International Centre for Diarrhoeal Disease Research, Bangladesh (icddr,b)

Signature & Seal:

Date: