



November 30, 2023

Price: 5,000/- per set

SUPPLY CHAIN MANAGEMENT (SCM)

REQUEST FOR PROPOSAL (RFP)
for

**Hiring C&F Agents for Customs Clearing &
Forwarding Services at Hazrat Shahjalal
International Airport, ICD Kamalapur Dhaka,
Chattogram and Mongla Sea Port
FOR THE YEAR 2024-2026**

RFP Ref. No. icddr,b/SCM/OTM/2023/08

Contracting Entity:

icddr,b
68 Shaheed Tajuddin Ahmed Sharani
Mohakhali, Dhaka 1212

LETTER OF INVITATION

Date: November 30, 2023

Request for Proposal Ref # icddr,b/SCM/OTM/2023/08

Dear Sir/Madam,

icddr,b seeks to hire C&F agents for logistics services, including customs clearance and transportation from various ports to multiple locations, including the icddr,b Warehouse in Dhaka, and different project locations across the country. This Request for Proposal outlines the expectations and timeline for the scope of work. The selected firm will possess the capacity and competencies for a full range of services, including experience in conducting customs clearing & forwarding and transportation for non-profit healthcare research organizations. The main commodities to be cleared, received, stored, and transported under the Contract include (but are not limited to): temperature-sensitive Pharmaceutical products, Rapid diagnostic test kits, Laboratory equipment and reagents, Medical consumable items, Nutritional supplements/supplies, Vehicles and motorcycles and Computers & Printers

icddr,b looks forward to working with the firms to attract a qualified and diverse set of service providers having a framework agreement to execute regular logistical services. icddr,b invites your company to submit Technical and Financial proposals for logistics services per the RFP document's guidelines.

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 RFP 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 Long Term Agreement with the Service Providers to enter into a contract for customs clearance and forwarding forwarding services. icddr,b seeks solutions that offer safe storage of import consignments, end-to-end customs and port clearance, transportation of medical equipment, chemicals, research materials, time and temperature-sensitive lab and diagnostics reagents and biological specimens are handled and delivered with unmatched attention, reliability, and care.

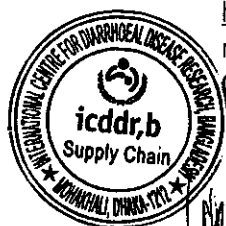
An overview of Service Requirements is listed below.

- Keep tracking of shipments upon receipt of shipment advice/prior information from icddr,b.
- Ensure safe storage of import shipments at the port warehouse upon pre-alert received from icddr,b.
- Ensure safe storage of perishable shipments in cool chain facilities at the airport.
- Arrange custom clearance of the shipments with necessary permission from the concerned offices.
- To arrange all kinds of documentation correction (i.e. IGM correction, ensuring IGM submission on time, consignee name correction, etc).
- To provide protection and identification of goods while in transit;
- Arrange required transportation and deliver the goods at designated places.
- Careful handling of shipments during loading and off-loading with proper attention.

The purpose of this Request for Proposal (RFP) is to identify professional service providers that are best suited to play these roles. Bidders are invited to submit proposals in response to this RFP in accordance with Section - A Instructions to Offerors, which will not be part of the contract.

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

- ### 2. Tender Document:
- Tender document will be available in the icddr,b website link <https://www.icddr.org/work-with-us/tender-notice> from December 01, 2023. Bidders are requested to submit the tender document (technical proposal) with a non-refundable Pay Order amounting to BDT 5,000 (five thousand) only in favor of "icddr,b". Without a pay order,



the tender will be considered non-responsive.

3. Pre-Proposal Meeting:

The pre-proposal meeting will be held on December 12, 2023, from 11:00 am to 12:00 pm in the FMS 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: December 12, 2023, from 11.00 am to 12.00 pm

Place: FMS Conference Room, Chiller Building 3rd 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 **December 24, 2023, by 3.00 PM** addressed to :

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.

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 QCBS (Quality and Cost Based Selection) as recommended by the Sourcing Evaluation Committee. The evaluation will be done based on the highest combined score obtained in the technical bid evaluation and the figures quoted in the financial bid.

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 RFP via email at tenderquery@icddr.org on **December 20, 2023** copy to SCM (email: easin.siddik@icddr.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.

RFP published	December 01, 2023
Pre-bid meeting	December 12, 2023
Proposal due date	December 24, 2023, by 3.00 PM
Contract award (estimated)	February 20, 2024



SECTION - B: GENERAL REQUIREMENTS

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>)
 - 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>)
 - Are listed in the United Nations Security designation list (http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml)
 - 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 RFP 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.



MANDATORY DOCUMENTS TO BE SUBMITTED WITH THE PROPOSAL
(Tick ☒ if attached)

1	Copy of updated Trade License	<input type="checkbox"/>
2	Valid C&F Agent License copy	<input type="checkbox"/>
3	Copy of registration or incorporation in the public registry, or equivalent document from the government office where the offeror is registered.	<input type="checkbox"/>
4	VAT Registration Certificate/ BIN Certificate	<input type="checkbox"/>
5	Copy of latest Income Tax Certificate / Acknowledgement	<input type="checkbox"/>
6	Current Bank Solvency Certificate/Statement in support of liquid assets/Audit report	<input type="checkbox"/>
7	Cover Letter (Annex – 1)	
8	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 RFP (Annex - 2)	<input type="checkbox"/>
9	Technical Proposal	<input type="checkbox"/>
10	Sealed and signed copy of bid document (Sign and Seal on each page)	<input type="checkbox"/>
11	10 (Ten) years working experience in the relevant field	<input type="checkbox"/>
12	Filled-up Information of the Bidder [Section - E]	<input type="checkbox"/>
13	Signed Vendor Self-Declaration Form [Section - F]	<input type="checkbox"/>
14	Declaration form stating that no client has any dispute/claim against the bidder [Section - G]	<input type="checkbox"/>
15	Signed Affidavit in Vendor's Letterhead to be submitted by Bidders, as proof of entering into a contract with icddr,b [Section - H]	<input type="checkbox"/>
16	Non-Discloser Agreement [Section - I]	<input type="checkbox"/>
17	Risk mitigation plan: Description of a risk management plan for an emergency such as a strike, political volatility, client emergency, pandemic restrictions, etc.	<input type="checkbox"/>
18	Any Other Document/Certificate related to your business portfolio	<input type="checkbox"/>
19	Document attached as per Section- C: Tender Evaluation Criteria	<input type="checkbox"/>
20	Pay Order amounting BDT 5,000 (five thousand) only in favor of "icddr,b"	<input type="checkbox"/>

Bidder's company name: _____

Address: _____

Name of the authorized person: _____

Designation: _____

Place, Date, Seal & Signature: _____



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 two contracts entered into during the past five years that are similar in nature to that which will arise from this RFP. 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 RFP**, which provides the background, describes the deliverables, and provides a deliverables schedule.

5. FINANCIAL PROPOSAL

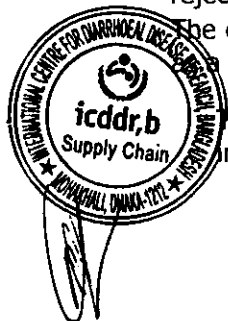
Bidders are requested to submit their Financial Proposal in a separate envelope duly marked on the top of the envelop.

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

Offerors' proposals must remain **valid for 180 calendar days** 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 RFP, 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.

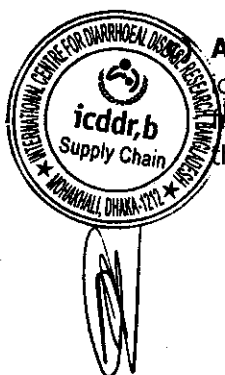
Furthermore, icddr,b reserves the right to conduct a competitive range and to limit the number of bidders in the competitive range to permit an efficient evaluation environment among the most highly-rated proposals.

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 RFP. 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.

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

icddr,b is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of article 16 of Act 21 issued by the Parliament of Bangladesh in 2022.

VAT on C&F Commission shall be paid as per the Bill of Entry of the relevant shipment. VAT on Other Services (as per contractual rates i.e. Transportation, Labour charge, Document collection fees, etc) shall be deducted at sources. Income Tax on C&F Commission will not be paid by icddr,b but owing to the high value of shipment if this amount is significant and more than one-fourth to the agent's commission in such cases icddr,b will consider paying the additional amount, if claimed. The document Processing fee shall be borne by icddr,b.

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 15% VAT 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:**

- ☐ Pay Order amounting to BDT 5,000 (five thousand) only in favor of "icddr,b"
- ☐ Updated Trade License of the firm /company
- ☐ Valid C&F Agent License 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
- ☐ Bidders must meet the SLA for Shipment clearance (declaration in letterhead pad)

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

- icddr,b will use the Combined Scoring Method which is 60%-40% distribution for technical and financial proposals, respectively.
- The minimum passing score for technical proposals is 42 (60%) points out of 70.
- 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:

SI #	Parameters	Weight
01	Experience and Past Performance <ul style="list-style-type: none"> • Experience (Years in the Market) in custom clearance: • Customer Served: List of Major Clients and Experience certificates from the clients • Number of deployed employees in operation: • Amount of shipments handled (number of shipments handled in past two years and their annual cumulative assessment value certified by Custom Authority)) 	20
02	Capacity - financial, management, and technical <ul style="list-style-type: none"> i) Business Hierarchy/Management Approach: Company structure and management system (supported by organization chart and related documents) ii) Warehouse facilities (location, storage capacity, Storage condition) if the bidder uses 3rd party warehouse, a copy of the agreement must be provided. iii) Timeline for clearance of shipment and time required from time to entry to port to finalize customs clearance formalities iv) Bidder's ability to perform provisional clearance of perishable shipment and the amount of authorized bond 	35



SI #	Parameters	Weight
	v) Specific performance recommendations from top 3 clients in the past recent 3 (three) years and contact number of the contract manager (to reference check, if needed) vi) Logistics equipment owned by the firm and suitability of such for the contracted services (list to be submitted) vii) Financial Capacity: Companies shall submit copies of audited accounts and/or Bank certificates certifying the value of the transactions of the past one year and the firm's financial credibility viii) Certificate with any professional bodies and accreditation of quality management system	
03	Safety & Security I) Warehouse Insurance: Support documents on warehouse insurance II) Vehicle/Transit Insurance (port to icddr,b): Support documents on vehicle insurance	5
	Total	60

3. Financial Evaluation (Price) – Total Weight 40

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

The bidder who has quoted the lowest price will be assigned a score of 40 in the financial bid.

The other bidders will be allotted a score relative to the score of the bidder with the lowest.

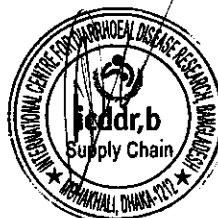
4. Combined Evaluation

The score of the technical proposal would be given 60% weightage, and the financial proposal would be given 40% weightage. The weighted combined score of the Technical bid and financial proposals shall be used to rank the bidders.

The highest scoring bidder is eligible for appointment of the Contract for "Hiring of C&F Agents" services. icddr,b reserves the right to appointment multiple bidders.

5. 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.



SECTION D: TERMS OF REFERENCE

1. Background and Objectives

The aim of this RFP is to contract one or more duly licensed and competent Service Providers for the provision of customs clearance and domestic freight forwarding services for operations of icddr,b on a Long-term Basis, namely:

- Customs clearance of imported perishable items, health, and non-health products upon request of icddr,b, including storing in a temporary storage warehouse during the customs clearance process;
- In-country transportation of imported/cleared goods to icddr,b warehouses, or distribution points to the regions.

For the purpose of this RFP the term "Customs Clearance and Forwarding Services" will be used as a reference to all types of services listed in the Scope of Services of this Terms of Reference.

The Services will be provided throughout the term of the Contract signed between icddr,b and the selected Service Provider. The Service Provider will abide by all applicable laws and international standards to ensure the Services are provided in a safe and professional manner.

The Bidders should quote for all the Services required under this RFP. Conditions for applying to parts or sub-parts of the Services under this RFP are not allowed. Hence, any Proposal submitted for parts or sub-parts of the Services shall not be considered. The evaluation of Financial Proposals will be made based on the total costs of Bidder's financial proposal. icddr,b reserves the right to select the overall most favorable solution at its discretion.

The annual volume of the above-mentioned services procured by the icddr,b during 2022 amounts to approximately 1200 shipments arriving to the country. Although there is no precise prediction, the volume of services in the years to come is expected to remain at comparatively similar levels. The vast majority of consignments received come via Shahjalal International Airport. However, any agreement resulting from this RFP carries with it no guarantee of future business levels. The Long-Term Agreement (LTA) is for an initial duration of 3 (three) years, potentially extendable for the period of 2 (two) additional years, at the discretion of icddr,b, subject to satisfactory performance of the Service Provider.

2. Overview of Services

The Service Provider shall provide on a priority basis the following services (in full or partial):

2.1 As and when requested by icddr,b, perform full customs clearance, permit acquisition, and any other related services from the points of entry in Bangladesh (Shahjalal International Airport, Chattogram Sea Port, ICD Dhaka, etc.) to the point of destination as specified in the forwarding information, Bill of Lading (B/L), Air Way Bill (AWB) or in writing by the icddr,b.

2.2 As and when requested by icddr,b, perform expediting, transport, forwarding, and related services from the point of entry in Bangladesh to the point of destination as specified in the forwarding information or in writing by the icddr,b.

2.3 Manage the entire supply chain and logistical functions from the point of entry to Bangladesh to the point of final destination. This will include all necessary equipment, handling



services, warehousing facilities, qualified personnel, expertise, and other means necessary to perform the transport, inventory management, forwarding, and related services in accordance with best commercial practice.

2.4 Manage the land transport of goods to/from the point of loading to the consignor as annotated on the waybill by the icddr,b.

2.5 Additional Services:

i. Auction/Disposal of unserviceable items imported under duty-free facility:

The service provider may be required to obtain the required permission from the customs authority for the auction sale of unserviceable items imported under the duty-free facility and the disposal of unserviceable items/equipment with the approval of relevant authorities. Subsequently, the service provider is expected to submit the sale proceeds to the government exchequer to complete the entire disposal process.

ii. Personal effects of the Expatriates:

Aside from icddr,b shipments, the Service Provider may be called upon for the customs clearance and transportation (if necessary) of personal effects of icddr,b staff, for the purpose of relocation or otherwise.

2.6 All written communication shall be performed in English, be it communication by email or letter.

3. SCOPE OF SERVICES

A. QUALIFICATIONS

The Service Provider is required to meet the following requirements:

General requirements

- a. Accreditation/Affiliation with a fully licensed Customs Broker from the Government of Bangladesh is required.
- b. The Service Provider shall perform the mentioned services ensuring the icddr,b in securing the timely exemption of import duties and Goods and Service taxes for icddr,b goods shipped to Bangladesh.
- c. The expertise of the Service Provider will be heavily relied upon in order to prevent icddr,b consignments from being unnecessarily flagged, delayed, detained, and/or penalized by relevant Government Authorities. Previous management and experience in the importation of similar types of humanitarian cargo is required.
- d. The Service Provider shall perform the mentioned services under the Contract as and when requested by icddr,b on a priority basis throughout the contractual period.
- e. The Service Provider shall provide the necessary equipment, facilities, qualified personnel, expertise, and other means necessary to perform the customs clearance, warehousing, and transportation services in accordance with the best commercial practice.



- f. The Service Provider shall advise on better conditions or options available to icddr,b, such information may be attributable to tariffs, carriers, etc.
- g. The Service Provider must be knowledgeable of international conventions and local laws with regard to the carriage of goods by air and by land.

Custom clearance services

- a) Availability of licenses from relevant Customs Authorities of the Republic of Bangladesh and proven capacity to fulfill customs clearing and forwarding.
- b) Availability of at least 10 (ten) years of experience in the provision of customs clearance services (CVs and other relevant documents are to be enclosed to the Proposal).
- c) Availability of sufficient and qualified staff (human resources) to ensure required quality control, storage, loading/unloading, management, and keeping of records of the stored and distributed goods and materials (the list of personnel, job descriptions, and CVs of staff are to be enclosed to the Proposal).
- d) Availability of at least 3 (three) contracts (preferably long-term agreement) of similar nature and volumes and for the duration of a minimum of 1 (one) year with UN Agencies or International Organizations in the last 3 (three) years.

Services required

Domestic Freight forwarding (transportation) services

- a. Availability of appropriate transport pool, and machinery for transportation of goods from the port of entry to final destination required by icddr,b. Otherwise, the Service Provider should have an effective agreement with a transportation company for transportation services. The respective evidence documents are to be enclosed in the Proposal.
- b. The Service Provider or its transportation company is expected to have the necessary Government permits and licenses to formally operate in the transportation sector in the Republic of Bangladesh.

List of goods: The main commodities to be cleared, received, stored, and transported under the Contract include (but are not limited to):

- Pharmaceutical Temp Sensitive products,
- Rapid diagnostic test kits
- Laboratory equipment and reagents,
- Medical consumable items
- Nutritional supplements/supplies
- Vehicles and motorcycles
- Computers & Printers
- Emergency supplies
- General Supplies.

Operational procedure

- a. icddr,b shall provide the Service Provider with relevant shipping documents, a copy of Delivery Instruction/Invoice/Packing List/AWB/BL, or a part thereof, giving a description and particulars of the goods, point of origin, the terms of delivery, and special handling instructions and other pertinent details. The said document shall indicate the expected



delivery date by the Supplier or the arrival of the shipment so that the Service Provider can coordinate the receipt of goods. The omission of any of the foregoing information shall not diminish the Service Provider's obligation under this arrangement.

- b. The Service Provider shall check all consignments received and verify the completeness and conformity to shipping documents and any other instructions provided by icddr,b with regard to the number of packing units, packing, marking, and documentation. Any discrepancies shall be notified to the concerned icddr,b office immediately.
- c. The Service Provider shall have the supplies cleared in the shortest possible time in alignment with KPIs. Starting from the date of receipt of documents, the Service Provider shall have his full attention and dedicated staff for icddr,b consignment, in order to avoid delays and demurrage.
- d. The Service Provider shall inform icddr,b when goods are cleared for on-forwarding or collection, as per the instructions provided by icddr,b.

Management and Liaison with icddr,b

- a. The Service Provider shall have representation for management of the assignment described under this Terms of Reference through an office located in Bangladesh territory.
- b. The Service Provider shall nominate a professional, reliable contact person or persons who will be responsible for the performance of the obligations and to liaise with icddr,b, or other consignees directly.
- c. icddr,b reserves the right to request the Service Provider at any time during the term of this arrangement to assign additional personnel or to replace any of the contractor's designated staff dealing with icddr,b's shipments, and the Service Provider shall promptly comply with such request.
- d. The Service Provider shall provide the names and CVs of the designated staff working on icddr,b's account.

Cargo Handling Equipment

The Service Provider will have or be able to make arrangements for sufficient and adequate cargo handling equipment, such as forklifts, hand pallet trucks, trolleys, etc.

B. CUSTOMS CLEARANCE SERVICES

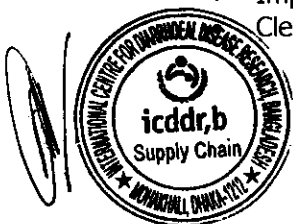
The Service Provider shall perform the following:

- a. Full clearing services when and as requested by icddr,b in its capacity as an accredited clearing and forwarding company. This includes all customs-related formalities required for the importation of all goods incoming from outside Bangladesh and consigned to icddr,b or icddr,b's Donors/Partners.

The scope of such services shall include the following:

- Sea, Air, and Land imports, including:
- Imports clearance

Clearance for special consignments, including those requiring cold chain



- b. As and when requested by icddr,b, perform transport, freight forwarding, and related services from the port of entry and/or warehouse to the point of destination.
- c. Manage the entire transport chain and logistics functions from the port of entry/warehouse to the point of destination, including all elements of the modes of transport necessary up to and including the delivery to the pre-defined final destination. This will include all necessary equipment, facilities, qualified personnel, expertise, and other means necessary to perform the transport, freight forwarding, and related services in accordance with the best commercial practice.
- d. The Service Provider shall exercise due diligence to detect any unaccustomed or unusual shipment of goods, such as possible duplicate shipments, sudden increase or decrease in volume, etc. Such occurrence shall be communicated to icddr,b immediately upon detection.
- e. The Service Provider shall monitor and follow all shipments until released to the consignee at the ultimate delivery point as stipulated in the transport document. If any shipment deviation, i.e. delays, short shipments damages during transit, etc, the Service Provider shall promptly notify icddr,b, the consignee, and the parties of such deviation and provide information or suggestions on further plan of action.
- f. Be responsible for the receipt, storage, handling, and customs clearance of shipments at the points of entry, ensuring that cargo is cleared correctly and in a timely manner while avoiding any actions that may result in potential delays or increased costs.
- g. Additional points of entry may be added during the course of this contract: a) Mongla Sea Port, b) Benapole Land Port.
- h. For each shipment, icddr,b shall provide shipping documents giving a description, a copy of the Purchase Order (PO) and relevant supporting documentation for customs compliance, such as invoices, packing lists, certificates of origin, bills of lading, air waybills, duty and tax exemption certificates, the name and address of the recipient, terms of delivery, and method of transport (sea, road, rail and air), shipping marks, special handling instructions and other pertinent details.
- i. The omission of any of the foregoing information shall not diminish the Service provider's responsibilities under this Contract.
- j. The shipping documents shall indicate the expected location and delivery date allowing for coordination of the delivery of goods (if needed) upon receipt of documents.
- k. The Service Provider shall prepare all necessary customs documentation based on icddr,b standard instructions, particulars in the shipping documents, and all laws and regulations as dictated by the nature of the goods.
- l. The Service Provider must perform all coordination duties necessary in connection with customs clearance and the handling and movement of cargo between the points, customs representatives, icddr,b representative, and air/sea/land freight operational units.
- m. The Service Provider shall ensure that the number of pieces, dimensions of each piece, the description of items, the packing, and the gross weight and markings are in accordance with information contained in the shipping documents submitted by icddr,b.



- n. icddr,b may request the Service Provider to release the shipments on the same working day on its arrival.
- o. If any loss, shortage, damage, or deterioration of the goods is found or detected, take delivery of the said goods only after obtaining the required certificate/report from the concerned authorities for insurance claim purposes and inform icddr,b in the matter forthwith.
- p. The Service Provider agrees to provide services on customs clearance of goods, subject to the request of icddr,b, and provision of power of attorney and necessary shipment documents for each consignment.
- q. The Service Provider arranges technical facilities and extra human resources (as required) for the loading/unloading of goods with relevant third-party service providers in the ports of entry.
- r. The Service Provider should provide detailed information regarding temporary or permanent storage facilities it may have within the territory of Shahjalal International Airport and Chattogram Sea Port and its capabilities to store icddr,b goods until the end of customs clearance procedures.
- s. The Service Provider ensures timely and duly payment related to customs clearance, entry authorization, and certification of the goods in accordance with the national legislation requirements on behalf of icddr,b and submits to icddr,b original invoices for reimbursement. Payments must be done in accordance with established rates (officially certified) of the customs office and other third-party service providers rendering port ground services.

C. DOMESTIC FREIGHT FORWARDING (TRANSPORTATION OF GOODS) FROM PORTS OF ENTRY TO FINAL DESTINATION

The Service Provider is required to meet the following requirements:

- i. Required to provide transportation of shipments arriving in Bangladesh to in-land locations. The icddr,b does not guarantee any minimum volume of shipments to be handled;
- ii. Upon receipt of the shipping documents from icddr,b stating the date, final destination, and any special handling or packing instructions, organize transportation services as needed once the shipment has cleared customs;
- iii. Upon delivery of consignments to the warehouse, the acknowledgment report to be provided shall contain:
 - a. The quantity both in packing units and pieces and the description of goods received and the date received;
 - b. The name of the supplier and condition of the goods received, including details as to whether the packaging of the goods was damaged;
 - c. The name and signature of the authorized icddr,b representative. The Service Provider must include a copy of such acknowledgment report with all documentation provided in support of the invoiced claim submitted;
 - d. Additional information might be added upon request of icddr,b.
- iv. Perform expediting from icddr,b's assigned suppliers, to ensure goods are picked up and transported without delay;
- v. Ensure that all consignments are dispatched without delay and reach their destination within the normal time period acceptable for the particular route and mode of transport



involved. By nature of the perishable and emergent cargo to be moved for icddr,b, time is often of the essence;

- vi. For emergency shipments, 24 hours/7 days a week support shall be required, to ensure immediate dispatch upon readiness of goods;
- vii. In the event that goods are loaded with damage, this is to be annotated on the waybill, and icddr,b is to be notified immediately. Upon delivery of consignments the authorized recipient is to acknowledge:
 - a. The quantity and type of goods received and the date received;
 - b. The condition of the goods received, including details as to whether either the goods' packaging was damaged prior to receipt by the recipient or icddr,b;
 - c. The name and signature of the authorized representative. The Service Provider must include a copy of such acknowledgment receipt with all documentation provided in support of the invoiced claim;
- viii. Transportation is to be done with respective transport means corresponding to the nature/category/volume of goods to ensure cost-efficiency. For example; perishable goods are to be transported using a refrigerated van to maintain their quality.
- ix. Provide the necessary equipment and personnel required for loading/offloading, stuffing/unstuffing of containers, and other means necessary to perform the Services.
- x. Timely inform icddr,b about the successful delivery of goods to the assigned destination and provide duly signed waybill/acceptance certificate (whatever is applicable) proving receipt of goods by the assigned end-user. The copies of such documents should be sent to icddr,b together with the invoice on a weekly basis.
- xi. The Service Provider maintains liability insurance for all transported goods during transportation in an adequate amount to cover the risk of their theft, loss, and damage. In the event that any of the icddr,b resources is damaged, stolen, lost or otherwise forfeited, the Service Provider shall provide icddr,b with a comprehensive report, including a police report, where appropriate, and any other evidence giving full details of the events leading to such damage, loss or forfeiture, and shall reimburse icddr,b for any value lost immediately upon request by icddr,b.
- xii. The unloading period is deemed to be included in the Services. In very exceptional cases, icddr,b may require the Service Provider's freight carrier to detain the unloading of goods at the final delivery points. In such a case, detention costs will be paid at a rate agreed between icddr,b, and the Service Provider during contract negotiations. The detention period is deemed to constitute 24 (twenty-four) hours from the moment of delivery of goods to the final destination. Any detention costs will be communicated to the Service Provider, being approved by icddr,b in advance and recorded in Goods Delivery documents
- xiii. Delivery locations are stated in this document. However, they may vary based on the program needs of icddr,b.

The Service Provider will be required to serve all destinations of icddr,b need with transportation of goods:



Insurance coverage and Claims Handling

To ensure the appropriate insurance coverage of icddr,b goods in transit, the following requirements apply to the Service Provider:

- i. Ensure that all trucks are fully insured (All Risk Insurance) to the value of the Vehicle and cargo contained therein against normal risks (fire, theft, and third-party liability) at its own expense and without any liability to icddr,b in whatsoever way. The Service Provider is to provide proof (a certificate from the insurance company) of the insurance coverage;
- ii. Ensure that all staff employed to fulfill the services on behalf of icddr,b, is insured in accordance with the laws of Bangladesh and with no liability to icddr,b;
- iii. Claims – shall offer assistance to icddr,b and/or the icddr,b designated Insurance Company in lodging and pursuing claims for loss or damage in transit with the relevant parties, protecting the interests of icddr,b at all times and ensuring that settlements are effected without delay, in accordance with relevant regulations, subject to inherent delays of the relevant legal systems.

Management, Performance, and Reporting of the Contract

The Service Provider is expected to abide by and deliver according to the requirements stated in this document, and in the event of non-performance the following apply:

- i. Failure to provide customs clearances and/or commence transportation of goods to the required destination(s) within a time frame agreed at the time of issuance and receipt of all necessary shipping and icddr,b documentation, icddr,b without prejudice reserves the right to seek the appropriate services elsewhere. All costs incurred in excess of normal charges shall be debited to the account of the Service Provider;
- ii. icddr,b reserves the right to require the Service Provider to discontinue providing services through any agent or subcontractor who, in the opinion of icddr,b, is unfit or unsuitable to perform the services. Such agent or subcontractor shall be promptly replaced in consultation with icddr,b, and all costs or additional expenses, if any, resulting from the withdrawal or replacement of the agent or subcontractor cases shall be at the Service provider's expense;
- iii. The Service Provider shall be responsible for damage to and/or loss of cargo while in transit (in the Service Provider's care) prior to delivery, or while in storage under the custody of the Service Provider, the liability shall be the Service Provider's sole responsibility;
- iv. icddr,b will designate personnel responsible for requesting the services and supervising the Service Provider, including certification of invoices and final evaluation of work.

Affiliates, Agents, and Subcontractors of the Service Provider

icddr,b acknowledges the potential need for the Service Provider to work with affiliates, agents, and subcontractors, to be able to meet all service requirements in all the stated areas of this document. For this purpose, the following apply:

- i. The Service Provider will be expected to provide the services through its existing offices and/or affiliates, agents, or subcontractor at the location of the port of entry specified



- ii. In the event that the Service Provider provides the services through its affiliates, agents, or subcontractor in the location of the air/sea port of entry specified above, all services provided shall be deemed to have been provided by the Service Provider, and the Service Provider shall remain responsible for the actions of its affiliates, agents or subcontractors performance under the Contract;
- iii. The Service Provider shall be responsible for all matters related to the operation of its network of offices, affiliates, agents, or subcontractors.

6. Service Provider's Responsibilities and Obligations:

- 6.1. The tenderer shall quote the C&F commission rate for clearing goods in Hazrat Shahjalal International Airport, ICD Kamalapur, and Chittagong Sea Port. The responsibility of the agent is to release the import consignment and deliver it to icddr,b's central warehouse in Mohakhali, Dhaka, or its designated places.
 - 6.2. The following costs will not be included in the quoted price:
 - a. Customs Duty.
 - b. Value Added Tax (VAT).
 - c. AIT and other levies (if any).
 - d. Legitimate port charges include port rent, handling, movement, Gang Booking, DO etc, and associated costs of the competent authority.
 - e. Legitimate charges related to the freight forwarder, shipping/air lines.
 - 6.3. The Service Provider shall release the consignment by paying the port charge, port demurrage, container charge, container demurrage charge, and due charge for the Shipping agent and freight forwarder. Later these charges will be reimbursed from the concerned authority upon submission of the bill. It is worthwhile to mention that the demurrage charge will depend on the fixation of liability. As per distribution of responsibility, if the demurrage is imposed in full or in part due to the negligence or failure of the Service Provider, then the corresponding amount will be deducted from the invoice of the Service Provider. Service Provider (s) will be selected based on the Quality & Cost Based Selection among the responsive proposers after evaluating the tenders by the Sourcing Evaluation Committee of icddr,b.
- 7. Contract Period:** The contract will be for a period of 36 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.
- 8. 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 satisfactory service of the Service Provider and that there is no major objection against them. In such an extension, a revised contract is to be signed by both the party with the same rate and terms & conditions.
- 8.1. Any conflict arising between the Service Provider and the concerned association (e.g. C&F Agent's association) during the clearing of imported goods shall be resolved by the Service Provider without delaying the clearance activities. The Service Provider shall be obliged to pay all sorts of charges that may result from the conflict.



- 8.2. If the Service Provider fails to provide the service within the contracting period, the Performance Security will be forfeited.
- 8.3. Service Provider shall not be allowed to Sub-Contract their contractual obligation in full or in part to any other party or any other C&F service provider. In order to ensure an end-to-end logistics solution C&F agent will be allowed to hire transport from third parties. In such cases, an agreement should be in place between the agent and transport service providers.
- 8.4. Service Level Agreement (SLA) as specified in the below table for handling the different types of shipment in days to be followed strictly by the successful agent. In case of any deviation, that should be properly reported in written form to the consignee for notification and approval.

Type of Shipment (in nos. of working days)			
Mode of Shipment	Highly Perishable (-20C/Class 9 category) shipment	Perishable (+2/8C category) shipment	Non-Perishable shipment
AIR	1 day	2 days	3 days
SEA	N/A	N/A	5 days
ICD KAMALAPUR, Dhaka	N/A	N/A	5 days

Emergency shipment: Shipments are in emergent nature should be custom cleared on case to case basis as per icddr,b requirement

- 8.5. Any loss or break down to the imported goods resulting from the negligence/ not taking proper measures or mishandling by the Service Provider will be deducted from their invoice(s) or the Performance Security.
- 8.6. Before the arrival of goods or on the day of arrival of goods, the Service Provider shall collect complete shipping documents from the supply chain office and shall clear the goods within specified free time.
- 8.7. The collection of documents between 9:00 am to 5:00 pm each working day from a specified collection point (generally at icddr,b's Mohakhali campus in Dhaka), and subsequent delivery to the addressee within the specified time frame;
- 8.8. Shipping documents shall be collected twice, at 9.00 am and 4.30 pm from icddr,b Mohakhali campus, Dhaka.
- 8.9. To keep tracking the shipment once receipt of prior information from icddr,b.
- 8.10. Ensure safe storage of perishable shipments in cool chain facilities at the airport upon their arrival in Dhaka.
- 8.11. Advance identification of icddr,b's shipment and make sure shipment has landed/stored in right location/warehouse/shed.
- 8.12. Arrange customs clearance of the goods with necessary permission from the concerned offices.
- 8.13. Arrange all kinds of documents to be corrected (i.e. IGM correction, ensuring IGM submission on time, consignee name correction, etc), if needed.
- 8.14. To provide protection and identification while in transit;



- 8.15. Arrange required Transportation including Truck/Van/Freezer Van etc. for delivering the goods at the designated location.
- 8.16. Arrange sufficient labour and equipment for handling the shipment during loading and unloading.
- 8.17. To deliver the goods at the user location for Bulk shipments (above 100 kg).
- 8.18. If any items are found to be damaged or short-landed, then the Service Provider shall immediately notify icddr,b Supply Chain; shipping company; custom authority; port authority with all necessary documents of the consignment and shall appoint a Surveyor and shall arrange for joint survey if necessary. All the costs in connection with the Survey and appointment of the surveyor will be borne by the Supplier/ icddr,b. Initially, the Service Provider will incur all such expenditures and they will claim the same amount with supporting documents during the submission of the commission bill.
- 8.19. Any item found short or damaged from any consignment at the port or at the time of delivery should be recoverable from the C&F agent at the local market price unless proved by a short landing certificate/survey report etc.
- 8.20. If any shipment is not cleared as per SLA (Service Level Agreement), the responsible Service Provider will not be entitled to C&F Commission for that shipment along with the demurrage charge applied to the port authority.
- 8.21. In the event of failure of delivery within the stipulated time line according to SLA, due to unavoidable circumstances which are beyond the control of either party, shall be notified icddr,b at logistics@icddrb.org address with proper evidence.
- 8.22. The appointed C&F agent shall regularly collect shipping documents, Delivery orders, and all other relevant documents from Hazrat Shajalal International Airport / ICD Kamalapur /Chittagong seaport in connection and shall submit the same to the concerned authority for necessary action. C&F agent shall inspect carefully the Bill of lading, Airway bill, Invoice, and other documents in connection with the imported goods through these ports and shall take prompt action for correction if any inconsistency is found.
- 8.23. The appointed C&F agent shall always be alert/careful for the imported goods. So that if the shipping documents are not found timely, the Service Provider shall be active in clearing goods as quickly as possible following the rules of Chittagong Seaport, ICD Kamalapur, and Hazrat Shahjalal International Airport.
- 8.24. In the event of any deviation between Invoice/shipping documents and landed cargo, the Service Provider must inform icddr,b before clearance. Any deviation will not be acceptable without prior notification. The contract will be unconditionally terminated if it is evidenced that the C&F agent attempts to manipulate shipping documents. Custom-certified Invoice, copy of Air Way Bill (air shipment), Bill of Lading (sea shipment), Truck receipt (road shipment), and Bill of Entry shall be submitted during the delivery of the shipment at icddr,b. Without complete sets of documents, goods received acknowledgment will not be provided. In exceptional cases, like for perishable goods, delivery shall be done on the same day of releasing and relevant papers need to be submitted to the concerned office within the next working day.



8.25. 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 fortnightly.

8.26. C&F agent will have to deliver the cleared shipment within office hours and shall inform icddr,b's Authorised Officer within 3:30 pm. In case of perishable/emergency shipment, the Service Provider shall communicate to the concerned officer of icddr,b regarding late-hour delivery.

8.27. In case of late-hour release of normal cargo from customs and port, the Service Provider would require storing the shipment overnight in their warehouse. Relevant costs for overnight storage would be borne by the Service Provider.

8.28. Despite prior notification, if icddr,b is reluctant to take delivery of the released shipment, transport retention, and warehouse retention charges (if any) may be borne by the icddr,b. In such a case, the agent must notify and obtain prior approval from icddr,b.

9. Health and safety: The Service Provider will ensure that staff working at the icddr,b premises 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.

10. Reporting: A daily report shall be generated from the Service Provider on the updated status of the customs clearance for the live shipments on a standard template/web platform provided by icddr,b.

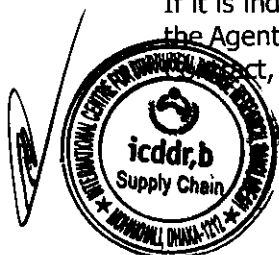
11. Code of conduct: The Service Provider must behave gently with the officers and staff of icddr,b, and the representative of the Supplier. If the allegation is raised and subsequently proved that the C&F agent showed arrogant or rude behavior, then the contract may be terminated without giving any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

12. 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 C&F agent 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 indispensable 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.



13. 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.

14. 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.

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

16. Termination Clause:

- a. Either party may terminate this agreement by giving 3 (three) 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 3 (three) 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.

17. 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.

18. 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.



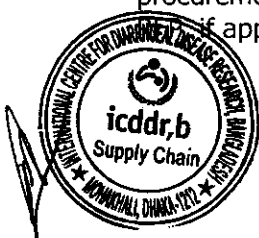
- 19. Health and Safety:** icddr,b expects its suppliers to ensure, so far as is reasonably practicable, that: (a) the workplaces, machinery, equipment, and processes under their control are safe and without risk to health; (b) the chemical, physical and biological substances and agents under their control 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.
- 20. 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.
- 21. 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 environment. 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.
- 22. 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.
- 23. 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 RFP responses after notification to all Bidders. Terminate or modify the RFP process at any time and re-issue the RFP 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 RFP 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 RFP, if applicable. Order/intent/notification will be placed to the successful bidder followed by



establishing the contract. The order and this RFP terms & conditions will be treated as a contract until a formal contract is signed by both parties.

- 24. Disclaimer:** The purpose of this RFP document is to provide Bidder with information to assist in the formulation of their proposals. This RFP 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 RFP 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 RFP 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 RFP document.

The Bidder acknowledges that failure to respond to any requirements outlined in the RFP, or failure to enclose copies of the required documents, may disqualify the bid.

This Request for Proposal (RFP) is not an offer but rather an invitation to the bidders to submit their quotation following the information and guidelines described herein.

- 25. Right of Negotiation:** icddr,b shall have the sole right to negotiate any terms and conditions stated in this RFP or in the proposed quotation with the competitive bidders before awarding the final contract.
- 26. Confidentiality:** The terms and conditions of this RFP, 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 RFP at any time, before ordering, without assigning any reason.

27. 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 RFP, the Bidder makes the following representations and warranties to icddr,b as at the Submission Deadline:

- 27.1. 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 for the procurement of the services requested under this RFP.



- 27.2. 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.
- 27.3. 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 RFP, 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.
- 27.4. 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.
- 27.5. 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.icddr.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 RFP and the following annexure are binding parts of this procurement. The authorized signatory of the bidder shall have to sign all documents including this RFP.



SECTION - E: INFORMATION OF THE BIDDER

1	Name of the Organization/Company (In block letters):			
2	Office Address:	<input type="checkbox"/> Street: <input type="checkbox"/> P.O.: <input type="checkbox"/> District/City: <input type="checkbox"/> Post Code: <input type="checkbox"/> Telephone: <input type="checkbox"/> Cell: <input type="checkbox"/> E-Mail:		
3	Primary Contact Person	Name	:	
Phone no		:		
E-mail		:		
4	Secondary Contact Person	Name	:	
Phone no		:		
E-mail		:		

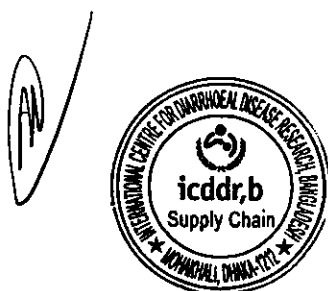
Bidder's company name: _____

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.

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).

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 Prevent 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.

8. Protection of Community Rights

As a supplier to icddr,b you are expected to:

- Respect the local community and seek to prevent and mitigate the adverse impact on the local community.
- 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.

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.

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: _____



SECTION - G: DECLARATION FORM STATING THAT NO CLIENT HAS ANY DISPUTE/CLAIM AGAINST THE BIDDER.

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 : _____



**SECTION - H: SIGNED AFFIDAVIT IN VENDOR'S LETTERHEAD TO BE SUBMITTED BY
BIDDERS, AS PROOF OF ENTERING INTO A CONTRACT WITH ICDDR,B**

(To be executed on the company's letterhead)

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:
RFP Reference No. **icddr,b/SCM/OTM/2023/08**, dated **November 30, 2023** 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 RFP Reference No. **icddr,b/SCM/OTM/2023/08** 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: _____



SECTION - J: GUIDE TO CREATING A FINANCIAL PROPOSAL FOR A FIXED PRICE CONTRACT

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 RFP. 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.

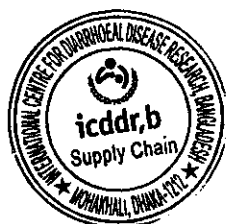
Under no circumstances any cost information can be included in the technical proposal. No cost information or any prices, whether for deliverables or line items, can be included in the technical proposal. Cost information must only be shown in the cost proposal.

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 RFP.



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 RFP.

List Names of Authorized signatories:

1. (Name & Designation):
2. (Name & Designation):

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.

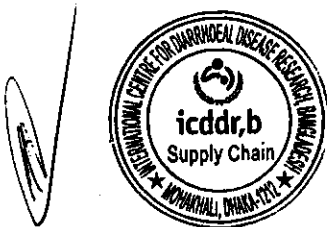
7. Acceptability of Contract Terms

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: _____



Annex - 1: Sample Cover Letter

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/2023/08

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 RFP. 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.

	Client Name, Location, and Date of Execution	Description of the Project and the Work Performed	Contract Value (Currency)	Contact Details for Reference Check
1				
2				
3				



Annex – 3: Cover Letter for Financial Proposal

Cover Letter for Financial Proposal

To: Director, Supply Chain Management
icddr,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.

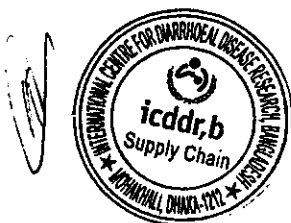
Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to the expiration of the validity period of the Proposal.

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: _____



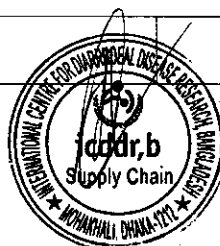
Annex – 4: Cost Breakdown

COST BREAKDOWN

Lot-A: Charges (Air/Sea/ICD/Mongla Port)

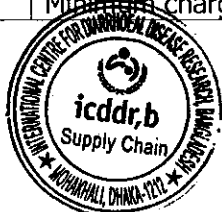
Sl. No.	Particulars	AIR DAC	SEA CTG	ICD KAMALAPUR
1	C&F Commission			
	Percentage of C&F commission (% on C&F Value)			
	Minimum Commission per shipment (TK.)			
	Maximum Commission per shipment (TK.)			
2	Additional Clearing Charges for Perishable Shipment/ DG shipment/ DG & Perishable Shipment			
3	Amendment of IGM (ASYCUDA system)			
4	Waiver of Section-82			
5	Carrying Charges: B			

A	From DAC to icddr,b:			
(i)	Per Kg basis			
	Minimum charge			
	1.0 MT full truckload			
	1.5 MT full truckload			
	2.0 MT full truckload			
	3.0 MT full truckload			
(ii)	Delivery of Temperature Controlled Shipment By -			
	Refrigerated Vehicle 2.0 MT			
	Refrigerated Vehicle 3.0 MT			
	Refrigerated Vehicle 5.0 MT			
(iii)	Weekend, Holiday and Special Permission Charges			
B	From Ctg Sea Port to icddr,b:			



	Per Kg basis			
	Per CBM basis			
	Minimum Charges			
	1.5 MT full truck load			
	3 MT full truck load			
	5 MT full truck load			
	20' Cover Van (12MT Truck Load)			
	20' Trailer			
	40' Trailer			
	20' Low bed trailer			
	40' Low bed trailer			
C	From Mongla Sea Port to icddr,b:			
	Per Kg basis			
	Per CBM basis			
	Minimum Charges			
	1.5 MT full truck load			
	3 MT full truck load			
	5 MT full truck load			
	20' Cover Van (12MT Truck Load)			
	20' Trailer			
	40' Trailer			
	20' Low bed trailer			
	40' Low bed trailer			

D	From ICD Kamalapur, Dhaka To icddr,b:			
	Per MT basis			
	Minimum Charges			
	3 MT full truck load			
	5 MT full truck load			
	20' Trailer			
	40' Trailer			
	20' Low bed trailer			
	40' Low bed trailer			
6	Loading and Unloading charges (1 Point only)			
	Per MT basis			
	Minimum charges			



	Fork Lift charges (Per shift of 4 hours)			
	20 MT Crane charges (Per shift of 8 hours)			
	40 MT Crane charges (Per shift of 8 hours)			
7	Transportation of Vehicle at icddr,b premises:			
	From Chittagong port to icddr,b premises by driving (Including Fuel and Driver cost)			
	From Chittagong port to icddr,b premises by Truck/Trailer			
	From Mongla port to icddr,b premises by driving (Including Fuel and Driver cost)			
	From Mongla port to icddr,b premises by Truck/Trailer			
	From ICD (Kamalapur) to icddr,b premises (Including Fuel and Driver Cost)			
8	Transport Retention charge			
	2 MT Truck Per day			
	3 MT Truck Per day			
	5 MT Truck Per day			
9	Warehouse Retention charge			
	Per day per MT basis			
	Per day per CBM basis			
10	HAWB Collection service charges			

NB: A full truckload will be billed as the maximum tonnage the truck can carry, irrespective of the actual weight of the cargo. Some bulkier items may fill the carrying capacity of the truck before reaching the maximum weight limit. Charges would be billed using the maximum weight limit.



Lot-B: Schedule of Rates for Truck & Covered Van

SL No.	Name of Route	Frequency Per Year Approx.	1.5 Ton	3 Ton	5 Ton
A. Covered Van			Rate		
1	icddr,b Mohakhali, Dhaka — Matlab Chandpur	15-20			
2	icddr,b Mohakhali, Dhaka — Matlab Chandpur-icddr,b Mohakhali, Dhaka(Round Trip)	10-12			
3	icddr,b Mohakhali, Dhaka — Chokoria, Cox's Bazar	02-03			
4	icddr,b Mohakhali, Dhaka — Darsana-icddr,b Mohakhali, Dhaka(Round Trip)	03-04			
5	icddr,b Mohakhali, Dhaka — Ullahpara, Sirajgonj	01-02			
6	icddr,b Mohakhali, Dhaka — Shahjadpur, Sirajgonj	01-02			
7	icddr,b Mohakhali, Dhaka — Mirjapur	02-03			
8	icddr,b Mohakhali, Dhaka — Bandarban	02-03			
9	Chittagong port— Bandarban	02-03			
10	Chittagong port— Teknaf	02-03			
11	icddr,b Mohakhali, Dhaka — Chatak, Sylhet	01-02			
12	icddr,b Mohakhali, Dhaka — Sylhet	01-02			
13	icddr,b Mohakhali, Dhaka — Hobigonj	01-02			
14	Chittagong — icddr,b Mohakhali,Dhaka	10-12			
15	Benapole — icddr,b Mohakhali,Dhaka	02-03			
16	icddr,b Mohakhali, Dhaka — Dhalpur, Kamalapur, Dhaka	08-10			
17	icddr,b Mohakhali, Dhaka — Rampura, Dhaka	05-06			
18	icddr,b Mohakhali, Dhaka — Rangpur	01-02			
19	icddr,b Mohakhali, Dhaka — Dhanmondi, Dhaka	05-06			
20	icddr,b Mohakhali, Dhaka — Uttara, Dhaka	05-06			
21	icddr,b Mohakhali, Dhaka — Dolikhal, Dhaka	05-06			
22	icddr,b Mohakhali, Dhaka - Rajshahi	01-02			



23	icddr,b Mohakhali, Dhaka - Bogra	01-02			
24	icddr,b Mohakhali, Dhaka - Chattogram	01-02			
25	icddr,b Mohakhali, Dhaka — Tejgaon/Gulshan area, Dhaka	05-06			
26	icddr,b Mohakhali, Dhaka— Tejgaon/ Gulshan area, Dhaka — icddr,b Mohakhali, Dhaka (Round Trip)	10-12			
27	icddr,b Mohakhali, Dhaka — Dubadia, Dakhinkhan, Dhaka	02-03			
28	icddr,b Mohakhali, Dhaka — Savar	02-03			
29	icddr,b Mohakhali, Dhaka — Rajendrapur, Gazipur	02-03			
30	icddr,b Mohakhali, Dhaka — Fulbaria, Mymensingh	02-03			
31	icddr,b Mohakhali, Dhaka — Trishal, Mymensingh	02-03			
32	icddr,b Mohakhali, Dhaka — Karimganj, Kishoregonj	01-02			
33	icddr,b Mohakhali, Dhaka — Bhuapur, Tangail	02-03			
34	icddr,b Mohakhali, Dhaka — Baluchar, Sylhet	01-02			
35	icddr,b Mohakhali, Dhaka — Rangamati	01-02			
36	icddr,b Mohakhali, Dhaka — Parbotipur, Dinajpur	02-03			
37	Chottogram Port — Parbotipur, Dinajpur	02-03			
38	Icddr,b Mohakhali— Teknaf/Ukhia	02-03			
39	Icddr,b to Teknaf/Ukhia-icddr,b (Round Trip)	01-02			

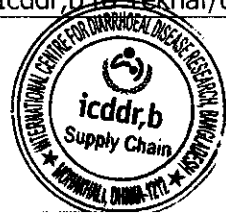
B. Open Truck

1	icddr,b Mohakhali, Dhaka — Matlab Chandpur	15-20			
2	icddr,b Mohakhali, Dhaka — Matlab Chandpur-icddr,b Mohakhali, Dhaka(Round Trip)	10-12			
3	icddr,b Mohakhali, Dhaka — Chokoria, Cox's Bazar	02-03			
4	icddr,b Mohakhali, Dhaka — Darsana-icddr,b Mohakhali, Dhaka(Round Trip)	03-04			
5	icddr,b Mohakhali, Dhaka — Ullahpara, Sirajgonj	01-02			

2



6	icddr,b Mohakhali, Dhaka — Shahjadpur, Sirajgonj	01-02			
7	icddr,b Mohakhali, Dhaka — Mirjapur	02-03			
8	icddr,b Mohakhali, Dhaka — Bandarban	02-03			
9	Chittagong port— Bandarban	02-03			
10	icddr,b Mohakhali, Dhaka — Chatak, Sylhet	01-02			
11	icddr,b Mohakhali, Dhaka — Sylhet	01-02			
12	icddr,b Mohakhali, Dhaka — Hobigonj	01-02			
13	Chittagong — icddr,b Mohakhali, Dhaka	10-12			
14	Benapole — icddr,b Mohakhali, Dhaka	02-03			
15	icddr,b Mohakhali, Dhaka — Dhalpur, Kamalapur, Dhaka	08-10			
16	icddr,b Mohakhali, Dhaka — Mirpur, Dhaka	05-06			
17	icddr,b Mohakhali, Dhaka — Tejgaon/Gulshan area, Dhaka	05-06			
18	icddr,b Mohakhali, Dhaka — Tejgaon/Gulshan area, Dhaka — icddr,b Mohakhali, Dhaka (Round Trip)	10-12			
19	icddr,b Mohakhali, Dhaka — Dubadia, Dakshinkhan, Dhaka	02-03			
20	icddr,b Mohakhali, Dhaka — Savar	02-03			
21	icddr,b Mohakhali, Dhaka — Rajendrapur, Gazipur	02-03			
22	icddr,b Mohakhali, Dhaka — Fulbaria, Mymensingh	02-03			
23	icddr,b Mohakhali, Dhaka — Trishal, Mymensingh	02-03			
24	icddr,b Mohakhali, Dhaka — Karimganj, Kishoregonj	01-02			
25	icddr,b Mohakhali, Dhaka — Bhuapur, Tangail	02-03			
26	icddr,b Mohakhali, Dhaka — Baluchar, Sylhet	01-02			
27	icddr,b Mohakhali, Dhaka — Rangamati	01-02			
28	icddr,b Mohakhali, Dhaka — Parbotipur, Dinajpur	02-03			
29	Chottogram Port — Parbotipur, Dinajpur	02-03			
30	Icddr, b to Teknaf/Ukhia	02-03			



31	icddr,b Mohakhali, Dhaka — Rangpur	01-02			
32	icddr,b Mohakhali, Dhaka — Dhanmondi, Dhaka	05-06			
33	icddr,b Mohakhali, Dhaka — • Uttara, Dhaka	05-06			
34	icddr,b Mohakhali, Dhaka — Dolikhal, Dhaka	05-06			
35	icddr,b Mohakhali, Dhaka - Rajshahi	01-02			
36	icddr,b Mohakhali, Dhaka - Bogra	01-02			
37	icddr,b Mohakhali, Dhaka - Chattogram	01-02			
38	Chittagong port— Teknaf	02-03			
39	Icddr,b to Teknaf/Ukhia-icddr,b (Round Trip)	01-02			
C. Packing Charges:			Per KG	Per CBM	
1	Packing with Standard Materials	At Actual Basis			

Note: The service provider might need to transport the goods/shipments to a project site different from the one specified above. In such cases where the destination differs from the mentioned location, charges will be applied based on mileage to the nearest listed location.

SIGNED:		DATE	
COMPANY NAME:			

