



REQUEST FOR PROPOSAL

For Daycare Services in icddr,b

ABSTRACT

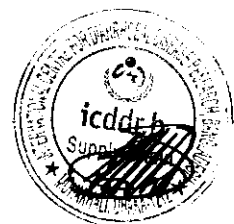
icddr,b is soliciting sealed proposals from the qualified firms for Daycare Services at its premises in Mohakhali, Dhaka 1212.

icddr,b SCM

For enquiries: [rfp@icddrb.org]

RFP: icddr,b/SCM/LTM/2023/934

Date: 15th May 2023



Letter of Invitation

Request for Proposals # icddr,b/SCM/LTM/2023/934

Dear Sir or Madam,

icddr,b seeks to hire a Service Provider for its Daycare located in Mohakhali, Dhaka. 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 managing Daycare facility.

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.

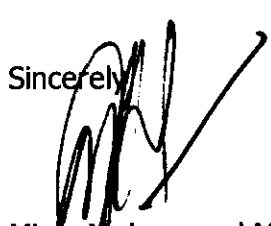
This RFP does not obligate icddr,b to execute a contract nor does it commit icddr,b to pay any costs incurred in the preparation and submission of the proposals. Furthermore, icddr,b reserves the right to reject any and all offers, if such action is considered to be in the best interest of icddr,b.

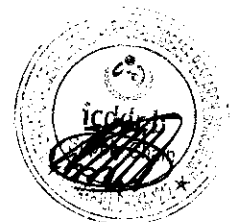
It is the Bidder's responsibility to ensure compliance with the submission process. If the documentation are not marked and submitted as per the instructions, icddr,b will neither assume responsibility for the bid's misplacement or premature opening nor guarantee the confidentiality of the Bid process.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

Sincerely,


Mirza Muhammad Masud Rana
Senior Manager, Supply Chain Management
icddr,b



Daycare Service for icddr,b

Contracting Entity:

icddr,b

68 Shaheed Tajuddin Ahmed Sharani

Mohakhali, Dhaka 1212

rfp@icddrb.org

Pre-Bid Meeting Schedule:

Date: 18th May 2023, 2.00 pm – 3.00 pm

Place: FM Conference Room, Chiller Building 3rd Floor icddr,b;
68 Shaheed Tajuddin Ahmed Sharani, Mohakhali, Dhaka
1212

Bidders who are interested in participating in the Pre-Bid meeting must confirm their interest at least one day prior to the meeting. They should send their confirmation to lutfur.rahman@icddrb.org for approval and security clearances. Please note that icddr,b allows a maximum of two members from each organization to attend the meeting.

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

Tender Document: Tender document will be available in the icddr,b website link <https://www.icddrb.org/work-with-us/tender-notices> from 16 May 2023 to 22 May 2023. Any corrigendum/addendum in the above RFP document, if needed, will be hosted in the same website of icddr,b.

Bid Submission Location:

According to time mentioned in offer deadline section (1.2); please submit your proposal in the below addressed location:

**icddr,b; Supply Chain Management Office, Chiller Building, First Floor
(Through Hospital Gate Entry);
Mohakhali; Dhaka 1212**



Section 1. Instructions to Bidders

1.1. Introduction

icddr,b is requesting sealed proposals from qualified bidders who can provide Childcare service for icddr,b Daycare facility located in Mohakhali, Dhaka.

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

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

1.2. Offer Deadline

Bidders shall submit their offers through **Hard copy printed documents**. Offers must be received **no later than 23rd May 2023 by 02:45pm** addressing as follows:

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

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

1.3 Submission of Proposal

The tenderer is required to affix their signature and official seal stamp on every page of the tender, as well as all relevant documents and the work schedule. Furthermore, they should fill out the signature block at the end of the tender document and work schedule.

1.4 Lodgment of Tenders

The Bid process will be conducted through a **TWO Envelope System**. Separate technical proposal and financial proposal (containing price information) must be submitted through separate envelopes no later than the time and date specified above. Interested Bidders are requested to submit their proposal in two separate sealed envelopes superscripted "Technical Proposal" and "Financial Proposal". Both sealed envelopes should be put in a third sealed envelope superscripted "REQUEST FOR PROPOSAL FOR DAYCARE SERVICES IN ICDDR,B".

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



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

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

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

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

Interested bidders shall accompany NID/Passport to get access into icddr,b premises for attending Pre-bid meeting and Tender Submission.

1.5. Requirements

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

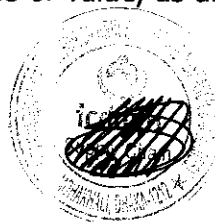
A. General Requirements

icddr,b shall not enter into a contract with any individual or organizations that have the following characteristics:

- i. Have active exclusions in the System for Award Management (SAM) (<https://www.sam.gov>)
- ii. 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>)
- iii. Are listed in the United Nations Security designation list (http://www.un.org/sc/committees/1267/qa_sanctions_list.shtml)
- iv. If, at any time, the organizations has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a contract under any fund;

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

- (a) "*corrupt practice*" means offering, giving, or promising to give, directly or indirectly, to any officer or employee of a Procuring Entity or other Recipient/governmental/private authority or individual a gratuity in any form, an employment or any other thing or service of value, as an inducement with



respect to an act or decision of, or method followed by, a Procuring Entity in connection with the procurement proceeding;

- (b) "*fraudulent practice*" means a misrepresentation or omission of facts in order to influence a procurement proceeding or the execution of a contract to the detriment of the Client,
- (c) "*collusive practice*" means a scheme or arrangement among two and more organizations/consortiums with or without the knowledge of the Client (prior to or after proposal submission) designed to establish proposal prices at artificial, non-competitive levels and to deprive the Client of the benefits of free, open and genuine competition; and
- (d) "*Coercive practice*" means harming or threatening to harm, directly or indirectly, persons or their property to influence the procurement proceedings, or affect the execution of a contract.

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

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

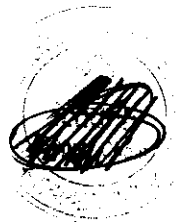
- i. Companies or organizations, whether for-profit or non-profit, must be legally registered under the laws of Bangladesh upon award of the contract.
- ii. Firms operated as commercial companies or other organizations or enterprises (including nonprofit organizations) in which foreign governments or their agents or agencies have a controlling interest are not eligible as suppliers of commodities and services.

B. Required Proposal Documents

a. Cover Letter

The Bidder's cover letter shall include the following information:

- i. Name of the company or organization
- ii. Type of company or organization
- iii. Address
- iv. Telephone and Email
- v. Tax/VAT/Trade registration information
- vi. Official bank account information
- vii. Other required documents that shall be included as attachments to the cover letter:



b. Registration Information:

Copy of registration or incorporation in the public registry, or equivalent document from the government office where the Bidder is registered.

- i. Copy of updated Tax clearance.
- ii. Updated BIN/VAT registration document
- iii. Copy of Updated Trade License or equivalent document.
- iv. Evidence of Responsibility Statement, whereby the Bidder certifies that it has sufficient financial, technical, and managerial resources to complete the activity described in the scope of work, or the ability to obtain such resources.
- v. Applicable documents listed in 1.3.A.

A sample cover letter is provided in Annexure-A of this RFP.

C. Technical Proposal

The technical proposal shall comprise the following parts:

Part 1: Approach to icddr,b scope and Detailed Work Plan. This part shall not be exceeding 10 pages.

Part 2: Management, Key Personnel, and Staffing Plan. This part shall be between 3 to 5 pages long, but shall not exceed 5 pages. CVs for key personnel should be included in an annexure to the technical proposal and will not count against the page limit.

Part 3: Capabilities, Experience, and Past Performance. This part shall not exceed 5 pages. (Separate annexure for this may be given as supporting evidence)

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

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

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

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

D. Financial Proposal

The cost proposal is used to determine which proposals represent the best value and



serves as a basis of negotiation before award of a contract. Template of Financial Proposal is given in Annexure-B.

Mandatory Qualification		
SL. No.		
1	Complete Legal Documents	Yes/NO
	<ul style="list-style-type: none"> Updated Trade License of the firm /company Updated Income Tax assessment certificate VAT Registration certificate (Updated BIN) 	
2	Minimum Five Years' Experience for running daycare facility	Yes/NO

Technical Evaluation Criteria		
SL. No.		Score
1.0	Methodology and Detailed Work Plan	50
1.1	Understanding of scope, objectives and completeness of response i.e. Presentation of the document, indexing, page number, section separator, etc)	15
	Deliverables: Describe how your success throughout the process will be measured?	
1.2	Detail operation plan	10
1.3	Reporting Plan	10
1.4	Service Contingency Plan	10
1.5	Development Plan	5
2.0	Management, Key Personnel, and Staffing Plan	25
2.1	Management Structure and Reporting	10
2.2	Qualification of all Personnel (including academic, professional and extra curriculum)	10
2.3	Staff Shifting Plan	5
3.0	Corporate Capabilities, Experience, and Past Performance	25
3.1	Number of Years in the Business	5
3.2	Number of children managed by last three years	5
3.3	Reference and Client list for last three years with two performance certificates.	10



The price of the contract to be awarded will be an all-inclusive **Fixed Rate Contract**. The currency of this contract will be Bangladeshi Taka and cost proposals shall be submitted **in BDT**.

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

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

1.6. Evaluation and Basis for Award

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

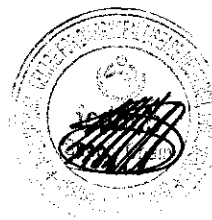
The proposals will be evaluated following on a Quality and Cost Based Selection (QCBS). This RFP will apply Quality-Cost ratio 60:40.

After initial qualification icddr,b will conduct site visit. The scope of the site visit will include but not limited to Verify information, Evaluate Implementation plan, Evaluate Resource management, Assessment of Physical Infrastructure. Bidder must qualify standards in order to be evaluated for financial evaluation.

For this RFP, the Technical Proposal has a total score of 60 points. Proposers must score a minimum of 42 points (i.e. 70%) to be considered technically compliant and in order, for the Financial Proposals to be opened. The Financial Proposal has a total score of 40 points.

1.7 Source of Funding, Authorized Geographic Code, and Source and Origin

Any contract resulting from this RFP will be financed by icddr,b core fund and will be subject to icddr,b Rules and regulations.



1.8 Chronological List of Proposal Events:

The following calendar summarizes important dates in the solicitation process. Bidders must strictly follow these deadlines.

RFP published	15th May, 2023
Pre-bid Meeting	18th May, 2023
Proposal Due Date	23rd May, 2023
Contract Award (Estimated)	31st May, 2023

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

1.9. Contract Award:

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

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

Probation period of this contract will be six (6) month. Given satisfactory performance and after successful completion of the probation period, contract will be continued with the service provider for a further period.

1.10 Contract period:

The contract will be initially for 2 years. The Probation period will be for six (6) months. Contract will be effective after satisfactorily completion of probation period. After Key performance indicators will be developed based on which the services will be evaluated and if satisfactory, the contract will be extended further at the sole discretion of icddr,b.

1.11 Offer Validity:

Bidder's proposals must remain valid for 180 calendar days after the proposal deadline.

1.12 Performance Security:

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

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



of validity. The BG shall be further renewed subject to renewal of the contract by the icddr,b.

1.13 Liquidated Damages:

In event that the Service Provider is unable to meet conditions for the Agreement in particularly quality and timelines, icddr,b reserves the right to impose liquidated damage to the Service Provider up to a maximum ten (10) percent of the contract value. If the awardee is unable to comply with the Contract within agreed timeline, in addition to the Liquidated Damages, the Purchaser reserves the right to cancel the contract and forfeit the contract performance security.

1.14 Invoice & Payment:

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

icddr,b shall pay the service provider on monthly basis based on the submission of invoice. icddr,b shall make payments within thirty (30) days of receipt of invoice that are correct and in order for payment verified by service receiver. Failure by icddr,b to pay the amount payable at the due time will not be grounds to vitiate or avoid the Contract. Any pre-payment option is not allowed.

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

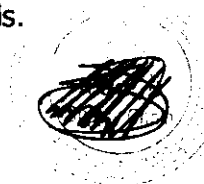
The Bidder shall ensure that the Tender is inclusive of all taxes, VAT, fees, duties, royalties, premiums, costs, charges and the like which will be due and payable to any person or authority under the Contract.

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

1.15 Negotiations

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

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



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

1.16 Adherence to icddr,b's Code of Conduct, Security, Safety Rules, and Other Applicable Policies:

The Service Provider shall ensure that its personnel adhere to the icddr,b's code of conduct and must abide by icddr,b's policies and procedures, including the Security Policy, Sexual Harassment Policy, Safeguarding Policy, and icddr,b's Code of Conduct policy. The work relationship between icddr,b and the Service Provider will be based upon mutual respect for each other. In the event of violation of any policy of icddr,b and/or the code of conduct [mentioned in icddr,b website: <https://www.icddrb.org/about-us/governance/policies> by the Service Provider, icddr,b shall have the right to terminate the Agreement forthwith.



Section 2: Scope of Work (SoW)

icddr,b manages it's Daycare at its own premise with currently around 30 children ranging from five months to four years. icddr,b management is planning to outsource of the same service considering the following conditions:

- 2.1 The service provider has to follow icddr,b policy and procedures and branding guidelines.
- 2.2 The Service Provider shall inform icddr,b management about any logistics/infrastructure requirements for smooth functioning of the daycare. The Service Provider shall supply services to look after the overall daycare operations and meet parents' and management's expectations as per the standard set and revised by icddr,b time to time according to early childhood development (ECD) standards.
- 2.3 The service provider is required to focus on the following areas:
 - a. **Physical:** This involves physical health, wellbeing, and basic movement skills. The daycare activities for infants that promote physical development should aim to enhance their large and small muscle control, fitness, and coordination.
 - b. **Social-Emotional Development:** Social-Emotional Development focus on teaching the child how to create and maintain relationships with others, as well as managing feelings or emotions.
 - c. **Learning:** As each child has a different learning style, activities in the daycare should be designed to develop their individual approach to learning, whether it is hands-on, auditory or visual.
 - d. **Thinking:** The development of thinking skills is crucial, as it equips children with the ability to solve problems and make decisions. Activities should be provided in the daycare to allow children to engage in problem-solving and decision-making activities.
 - e. **Communication:** Activities that concentrate on communication skills will enable children to learn how to communicate effectively with others, such as asking and answering questions, responding to situations, and improving their writing skills. Sufficient activities should be available in the daycare to enhance the children's communication abilities.
 - f. **Feeding Technique:** Every child is unique, and it's important to approach feeding with sensitivity, patience, and respect for their individual needs and preferences.
- 2.4 The daycare center will run by the Service Provider and supervised by icddr,b management. The selected Service Provider will provide trained human resources for icddr,b daycare center. All the employees will be accountable to and report to the Owner of the Service Provider about the day to day operational issues/ curriculum details or related issues. All the employees will

be under the payroll of the Service Provider. icddr,b management (General Services Unit (GSU), Human Resources (HR) or other relevant office) will provide consultations, guidance, suggestions and approval for the operations of the daycare.

- 2.5 Personal hygiene: Caregivers should serve as role models by practicing good hygiene habits and teaching children about proper hygiene practices. Service provider shall ensure a clean and safe environment for children.
- 2.6 All the payments to the workers must be made by the service provider through Bank transactions only. Cash payment is strictly prohibited. Agreement with the service provider, which does not make payment to its workers through bank is liable to be terminated.
- 2.7 The Agency is also required to issue pay slips to all its employees every month.
- 2.8 While submitting the invoice for the next month, the services provider must file a certificate certifying the following:
 - ✓ Wages of workers were credited to their bank accounts on _____ (date). Further details of payment with bank account No. & wage sheet to be submitted.
 - ✓ Apart from the above details, below pro-forma is also to be submitted by the service provider to icddr,b
 - a) Employee Name
 - b) NID No.
 - c) Bank A/C No.
 - d) No. of days
 - g) Total Amount Paid
 - h) Remarks:
- 2.9 The Service Provider should ensure to maintain required number of manpower and also arrange a pool of reserve staff/supervisor. In case any staff/supervisor absences from the duty, the reliever of equal status shall be provided by the service provider from an existing pool of staff. If the service provider fails to provide alternate/ substitute, wages will not be paid for that staff for that particular period and an equal amount will be deducted from that month's bill, subject to a maximum of 5 % of that month's bill.
- 2.10 To ensure positive interactions with the icddr,b's staff and end users, it is imperative that the Service Provider's employees undergo thorough training and demonstrate appropriate behavioral competencies. It is strictly prohibited to engage in any form of misconduct towards the icddr,b's officers and end users, and such behavior will not be tolerated.
- 2.11 icddr,b reserves the right to ask the Service Provider to withdraw his staff for any reason whatsoever by oral or written notice. The Service Provider shall replace that staff / worker immediately after getting information/notice from icddr,b.



- 2.12 Service Provider will ensure the standard medical health check-up (CBC, Hepatitis B, TB) from the designated hospital/s for all of its employees before their appointment and submit the relevant medical fitness reports to icddr,b.
- 2.13 Service Provider will ensure that the deployed staff are free from skin diseases. A clearance from the dermatologist/physicians shall be produced before deployment of the staff.
- 2.14 The Service Provider shall be responsible to establish necessary Standard Operating Procedures (SOPs) to ensure smooth operations of the daycare center which shall be approved by icddr,b management.
- 1.15 The human resources provided must be female qualified employees.
- 2.16 The center will be operative from 8:00 am to 5:00 pm on working days only. icddr,b is usually closed in weekends and government holidays.
- 2.17 Quarterly meeting and special meetings based on the needs of the Daycare issues will be arranged among the Service Provider of the contract organization and GSU at icddr,b, for smooth operation .
- 2.18 The Service Provider will immediately inform icddr,b management regarding any unexpected situation (illness or accident of any child). icddr,b staff clinic will be in-charge of treating the ill children.
- 2.19 Service provider will ensure at least six months service of a particular care giver so that children can cope easily and to avoid frequent turn over

3. Expected Competencies:

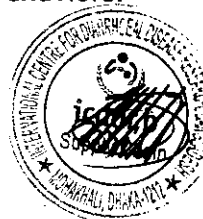
3.1 Education:

- i) Caregiver: SSC, at least 2 years relevant experience
- ii) Junior Teacher: Minimum Graduate, at least 2 years relevant experience
- iii) Senior Teacher: Minimum Graduate, at least 3 years relevant experience
- iv) Supervisor: Masters, at least 3 years relevant experience

3.2 Training:

Service Provider will ensure training on Behavioral skills and Child protection before deployed to icddr,b. The training will include the following but not limited to:

- i) Positive Behavior Guidance: Caregivers familiar with strategies to encourage and reinforce positive behaviors in children. This includes techniques such as praise, rewards, modeling, and encouragement to foster desired behaviors.
- ii) Behavior Observation and Assessment: Caregivers are trained to observe and assess children's behavior effectively. They are familiar to identify patterns, triggers, and underlying factors that may contribute to challenging behaviors.



iii)Self-Care and Stress Management: Caregivers are trained on self-care techniques and stress management strategies to prevent burnout and maintain their own emotions, stress and can provide optimal care for children.

3.3 Staff replacement: The replacement of caregivers, supervisors and teachers in daycare service requires approval from icddr, b. The Service Provider shall maintain consistency in staffing, ensure the qualifications of replacement caregivers, and minimize disruptions to the care provided to children.

icddr,b will oversee the performance of the replacement caregiver and provide necessary support and guidance during their temporary assignment. This may include monitoring the caregiver's interactions with children, ensuring adherence to policies and procedures, and addressing any concerns or issues that may arise.

3.3 Leave approval: The Service Provider will ensure caregivers, supervisors and teachers shall abide by the organization's leave policy and follow the established protocols for requesting and obtaining leave approval.

Cooperation and collaboration is crucial for daycare service providers to create a supportive and enriching environment for children. Collaborative efforts involve working together with icddr,b, parents, staff members, and external professionals.

3.4 Service provider need to provide in the prescribed format:

- i) CVs of the probable care givers, supervisors and teachers
- ii) Proposed ratio for care giver and kids 1:3
- iii) Standard Operating Procedures (SOP)

2.23 Infrastructure:

- a) icddr,b will provide all the infrastructure and arrange the interior of the Daycare as well as other necessary equipments like CCTV, fire extinguisher, drinking water filter, AC, etc.
- b) icddr,b will arrange a pre-bid session with premise visit for the interested service providers
- c) icddr,b will provide current statistic of the daycare



Annexure: A

Sample Cover Letter

[Bidder: Insert date]

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

Reference: Request for Proposals # icddr,b/SCM/LTM/2023/934

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

Dear Sir:

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

Name of Organization:

Type of Organization:

Taxpayer Identification Number:

VAT Number:

Address:

Telephone:

E-mail:

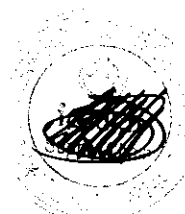
As required by section 1.10, we confirm that our proposal, including the cost proposal will remain valid for 180 calendar days after the proposal deadline.

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

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

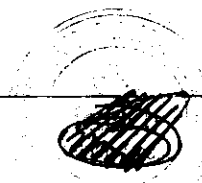
Sincerely yours,

Name, Designation & Signature



Evidence of Responsibility Statement

01	<p>Authorized Negotiators <i>[Proposers will confirm their official negotiator and signatory for who is authorized to represent the Proposer in the negotiation of this offer in response to this RFP.]</i></p>	<p>List Names of Authorized signatories: 1. (Name & Designation): 2. (Name & Designation):</p> <p>These individuals can be reached at: Address : Telephone/Cell : Email address :</p>
02	<p>Adequate Financial Resources <i>[Offeror will submit evidence to proof their adequate financial resources to manage this contract, as established by audited financial statements for last three years (OR equivalent) with the proposal.]</i></p>	
03	<p>Adequate Human Resources <i>[Proposers will submit evidence to prove their adequate human resources to manage this contract.]</i></p>	
04	<p>Record of Performance, Integrity, and Business Ethics <i>[Proposers should confirm that they have no allegations of lack of integrity or questionable business ethics.]</i></p>	
05	<p>Equipment and Facilities <i>[Proposers should state they have the necessary facilities and equipment to carry out the contract with specific details as appropriate per the contract SOW.]</i></p>	
06	<p>Eligibility to Receive Award <i>[Offeror should state that they are qualified and eligible to receive an award under applicable laws and regulation and that they are not included in any list maintained by the US Government of entities debarred, suspended or excluded for US Government awards and funding. The Contractor should state whether they have performed work of similar nature under similar mechanisms for USAID.]</i></p>	



07	Cognizant Auditor <i>[Proposers should provide the Name, address, and phone of their auditors – whether it is a government audit agency or an independent firm.]</i>	
08	Acceptability of Contract Terms <i>[Proposer should state its acceptance of the proposed contract terms.]</i>	
09	Organization of Firm <i>[Proposers should explain how their firm is organized on a corporate level and practical implementation level, for example regionally or by technical practice.]</i>	

Bidder's company name: : _____
 Address: : _____
 Name of the authorized person: : _____
 Designation : _____
 Place, Date, Seal & Signature : _____





ANNEXURE: B

FINANCIAL PROPOSAL

For Daycare Services in icddr,b

ABSTRACT

icddr,b is soliciting sealed proposals from the qualified firms for Daycare services at its premises in Mohakhali, Dhaka 1212

icddr,b SCM

For enquiries: [rfp@icddrb.org]

RFP: icddr,b/SCM/LTM/2023/934

Date: 15th May 2023





Guide to Creating Proposal for a Fixed Rate Contract

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

For Financial Proposal – Determine the basic costs associated with each deliverable: The cost proposal should provide the best estimate of cost 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 price, whether for deliverables or line items, can be included in the technical proposal. Cost information must only be shown in the Financial proposal.

Summary of Cost Proposal

Item	Costs
	In BDT
Service charge per Child per Month including AIT:	
VAT	
Total for per Child	

Authorized Signature [In full and initial]:-----

Name and Title of the Signatory:-----

Address::-----

Contact Number: Tel:/Cell:-----Email:-----

Company Seal/Stamp:-----



**Cost Breakdown for Per Child Cost:**

Staff Cost Head	Number of Person	Number of days	Total Cost
Staff Salary			
Training & Development [Yearly]	-----	-----	
Management fee [Monthly]	-----	-----	
Total Personal Cost:			

Breakdown of Staff Salary Expenses (Per Month):

SL #	Description	Unit	Unit Cost	Total Cost
1	Centre Supervisor			
2	Senior Teacher			
3	Junior Teacher			
4	Care Giver			
5	Employees Bonus			
6	Grand Total			

All cost will be mentioned in BDT

Authorized Signature [In full and initial]:-----

Name and Title of the Signatory:-----

Address::-----

Contact Number: Tel./Cell:-----Email:-----

Company Seal/Stamp:-----

