

REQUEST FOR PROPOSAL

For Day-Care Service in icddr,b


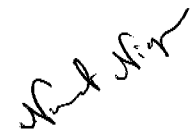

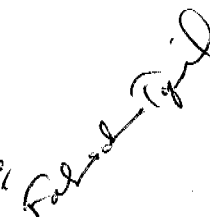

ABSTRACT

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

icddr,b SCM
supplychain@icddrb.org

RFP: icddr,b/SCM/OTM/2018/10

Date: 11th May 2018

Letter of Invitation

Request for Proposals # icddr/SCM/OTM/2018/10

Dear Sir or Madam,

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

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

Sincerely,



S.M.A. Mahfuz
Acting Sr. Manager, Procurement
Supply Chain & Facilities Management
icddr,b

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Day-Care Service for icddr,b

Contracting Entity:

icddr,b

68 Shaheed Tajuddin Ahmed Sharani

Mohakhali, Dhaka 1212

supplychain@icddrb.org

Pre-Bid Meeting Schedule:

Date: 17th May 2018, 11.00 am – 12.30 pm

Place: FM Conferences Room, Chiller Building 3rd Floor

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

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

** In your confirmation email, please mention Pre-Bid meeting 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.

Bid Submission Location:

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

icddr,b; Chiller Building, Ground Floor (Through Hospital Gate Entry);

Mohakhali; Dhaka 1212

Section 1. Instructions to Offerors

1.1. Introduction

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

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

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

1.2. Offer Deadline

Offerors shall submit their offers through Hard copy printed documents. Offers must be received **no later than 24th May 2018 COB** addressing as follows:

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

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

Instructions for the Submission of Proposal

Separate technical and cost proposals must be submitted through separate envelopes no later than the time and date specified in 1.2. The proposals must be submitted to the point of place designated in page 2.

The Offeror must submit the proposal with up to 05 sections (50 page maximum limit).

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

1.3. Requirements

To be determined responsive, an offer must include all of documents and sections included in 1.3.A and 1.3.B.

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A. General Requirements

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

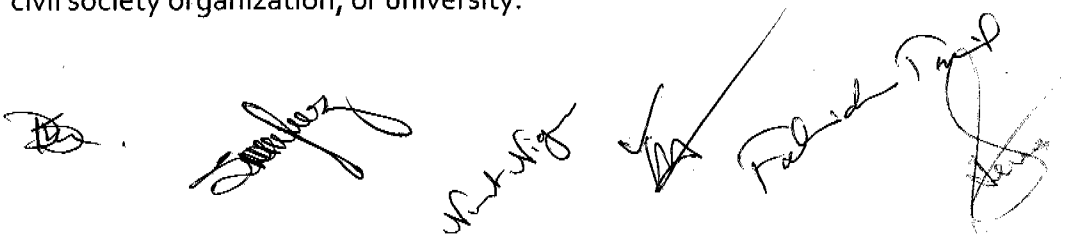
- Have active exclusions in the System for Award Management (SAM) (<https://www.sam.gov>)
- Appear on the Specially Designated Nationals (SDN) and Blocked Persons List maintained by the U.S. Treasury for the Office of Foreign Assets Control, sometimes referred to as the "OFAC List" (<http://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx>)
- 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 organizations has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a contract under any fund;

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

- (a) "*corrupt practice*" means offering, giving, or promising to give, directly or indirectly, to any officer or employee of a Procuring Entity or other Recipient/governmental/private authority or individual a gratuity in any form, an employment or any other thing or service of value, as an inducement with respect to an act or decision of, or method followed by, a Procuring Entity in connection with the procurement proceeding;
- (b) "*fraudulent practice*" means a misrepresentation or omission of facts in order to influence a procurement proceeding or the execution of a contract to the detriment of the Client,
- (c) "*collusive practice*" means a scheme or arrangement among two and more organizations/consortiums with or without the knowledge of the Client (prior to or after proposal submission) designed to establish proposal prices at artificial, non-competitive levels and to deprive the Client of the benefits of free, open and genuine competition; and
- (d) "*Coercive practice*" means harming or threatening to harm, directly or indirectly, persons or their property to influence the procurement proceedings, or affect the execution of a contract.

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

icddr,b anticipates issuing a contract to a Bangladeshi registered company or organization, provided it is legally registered and recognized under the laws of Bangladesh and is in compliance with all applicable civil, fiscal, and other applicable regulations. Such a company or organization could include a private firm, non-profit, civil society organization, or university.

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

I. Companies or organizations, whether for-profit or non-profit, must be legally registered under the laws of Bangladesh upon award of the contract.

II. Firms operated as commercial companies or other organizations or enterprises (including nonprofit organizations) in which foreign governments or their agents or agencies have a controlling interest are not eligible as suppliers of commodities and services.

B. Required Proposal Documents

a. Cover Letter

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

- I. Name of the company or organization
- II. Type of company or organization
- III. Address
- IV. Telephone
- V. Fax
- VI. E-mail
- VII. Tax/VAT/Trade registration information
- VIII. Official bank account information
- IX. Other required documents that shall be included as attachments to the cover letter:

b. Registration Information:

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

- Copy of company tax/VAT registration, or equivalent document.
- Copy of trade license, or equivalent document.
- Evidence of Responsibility Statement, whereby the offeror certifies that it has sufficient financial, technical, and managerial resources to complete the activity described in the scope of work, or the ability to obtain such resources.
- Applicable documents listed in 1.3.A.

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

C. Technical Proposal

The technical proposal shall comprise the following parts:

- Part 1: Approach to icddr,b scope and Detailed Work Plan. This part shall not be exceeding 10 pages.
- Part 2: Management, Key Personnel, and Staffing Plan. This part shall be

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between 3 to 5 pages long, but shall not exceed 5 pages. CVs for key personnel should be included in an annex to the technical proposal and will not count against the page limit.

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

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

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

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

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

D. Cost Proposal

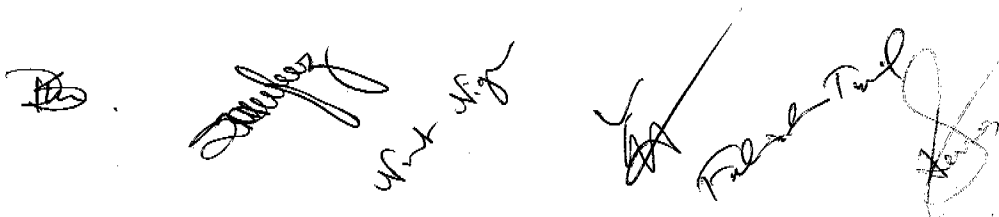
The cost proposal is used to determine which proposals represent the best value and serves as a basis of negotiation before award of a contract.

The price of the contract to be awarded will be an all-inclusive **Fixed Rate Contract**. All cost information must be expressed in Bangladeshi Taka. **See Annex-2** for a sample cost structure.

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

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

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

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1.4. 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.

1.5. Chronological List of Proposal Events:

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

RFP published	11 th May, 2018
Pre-bid Meeting	17 th May, 2018
Proposal Due Date	24 th May, 2018
Contract Award (Estimated)	30 th June, 2018

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

1.6. Contract Award:

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

1.7. Validity Period

Offerors' proposals must remain **valid for 180 calendar days** after the proposal deadline.

1.8. Terms of Contract

This is a request for proposals only and in no way obligates icddr,b to award a contract. In the event of contract negotiations, any resulting contract will be subject to negotiation.

1.9. Contract award

The contract may be awarded following negotiations by issuing a NOI (Notice of Intent) which will be followed by an official PO (Purchase Order) and a legal contract signing.

1.10. Penalty clause

In event that the offeror is unable to meet conditions for the Purchase Order and contract in particularly quality & timelines, Purchaser reserves the right to penalize the awardee at the rate of 10% of the awarded contract value.

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

1.11. Evaluation and Basis for Award

An award will be made to the offeror whose proposal is determined to be responsive to this solicitation document, meets the eligibility criteria stated in this RFP, meets the

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technical, management/personnel, and corporate capability requirements, and is determined to represent the best value to icddr,b.

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

Mandatory Qualification		
SL. No.		
1	Complete Legal Documents	Yes/NO
2	Minimum Two Years' Experience for running day-care facility	Yes/NO

Technical Evaluation Criteria		
SL. No.		Score
1.0	Methodology and Detailed Work Plan	40
1.1	Presentation of the document (indexing, page number, section separator, etc)	10
1.2	Detail operation plan	10
1.3	Reporting Plan	10
1.4	Service Contingency Plan	5
1.5	Development Plan	5
2.0	Management, Key Personnel, and Staffing Plan	30
2.1	Management Structure and Reporting	10
2.2	Qualification of Personnel	
2.2.1	Qualification of Teacher	5
2.2.2	Qualification of Nanny	5
2.3	Staff Shifting Plan	10
3.0	Corporate Capabilities, Experience, and Past Performance	30
3.1	Number of Years in the Business	5
3.2	Number of children managed by past three years	5
3.3	Client list for past three years with two performance certificates.	10
3.4	Minimum service Deployment timeline from awarding	10

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

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

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1.12. Invoice & Payment:

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

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

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

Failure by icddr,b to pay the amount by the due date will not be grounds to vitiate or avoid the contract.

1.13. Negotiations

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

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

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

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Section 2: Scope

- icddr,b manages its Day Care at its own premise with currently around 35 to 40 children ranging from five months to four years. Management is planning to initiate outsourcing of the same service considering the following conditions :
- The daycare center has to follow icddr,b policy and procedures and branding guidelines.
- The daycare center will run by the Service Provider and supervised by icddr,b management. The selected Service Provider will provide trained human resources for icddr,b daycare center. All the employees will be accountable to and report to the Owner of the Service Provider about the day to day operational issues/ curriculum details or related issues. All the employees will be under the payroll of the Service Provider. icddr,b management (scientists at Child Development Unit, HR or other relevant office) will provide consultations, guidance, suggestions and approval for the operations of the day care.
- Service Provider will ensure the standard medical health check-up from the designated hospital/s for all of its employees before their appointment and submit the relevant medical fitness reports to icddr,b.
- The Service Provider shall inform icddr,b management about any logistics/infrastructure requirements for smooth functioning of the day care The Service Provider shall supply services to look after the overall day care 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.
- The Service Provider shall be responsible to establish necessary Standard Operating Procedures (SOPs) to ensure smooth operations of the day care center which shall be approved by icddr,b management..
- The human resources provided must be female qualified employees.
- icddr,b shall reimburse the cost as per monthly basis based on the submission of invoice The center will be operative from 8 am to 5 pm on working days only. icddr,b is usually closed in weekends and government holidays.
- Quarterly meeting and special meetings based on the needs of the Daycare issues will be arranged among the Service Provider of the contract organization and Child Development Unit scientists at icddr,b, for smooth operation .
- The Service Provider will immediately inform icddr,b management regarding any unexpected situation (illness or accident of any child). icddr,b staff clinic will be in-charge of treating the ill children.
- Service provider will ensure at least six months service of a particular care giver so that children can cope easily and to avoid frequent turn over

- The contract will be initially for 6 months. Key performance indicators will be developed based on which the services will be evaluated and if satisfactory, the contract will be extended on yearly basis.

Expected Competencies:

1. Care Giver: Class eight pass, at least 1 year relevant experience
2. Teacher: Minimum Graduate, at least 3 years relevant experience

Service provider need to provide in the prescribed format:

1. CVs of potential human resources
2. At least two reference certificates from existing customers/company
3. Proposed ratio for care giver
4. Proposed operational plan
5. Proposed infrastructure required considering the number of children
6. Proposed cost for the service

Infrastructure:

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

Current population in icddr,b day care facility :

Child Age	Present	Waiting	Total
5 months to 12 months	9	17	26
13 months to 24 months	11	-	11
25 months to 48 months	11	7	18
Sub total	31	24	55

Annex 1:

Sample Cover Letter

[Offeror: Insert date]

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

Reference: Request for Proposals # icddrb/SCM/OTM/2018/10

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

Dear Sir:

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

Name of Organization: _____

Type of Organization: _____

Taxpayer Identification Number: _____

VAT Number: _____

Address: _____

Telephone: _____

E-mail: _____

As required by section 1, 1.3, we confirm that our proposal, including the cost proposal will remain valid for 180 calendar days after the proposal deadline.

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

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

Sincerely yours,

 Name, Designation & Signature

Annex 2:

Guide to Creating Proposal for a Fixed Rate Contract

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

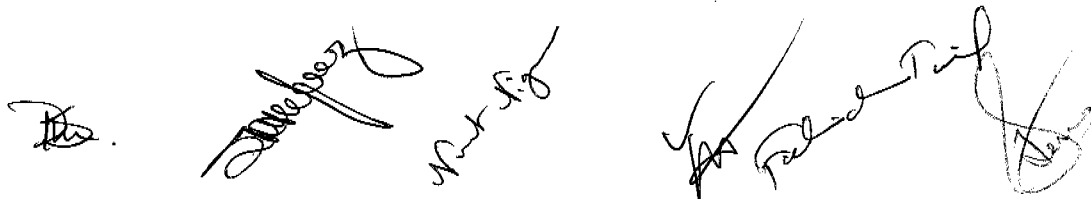
Step 1: Design the technical proposal:

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: For Financial Proposal - Determine the basic costs associated with each deliverable:

The cost proposal should provide the best estimate of the costs associated with each deliverable, which should include labor and all non-labor costs.

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Summary of Cost Proposal

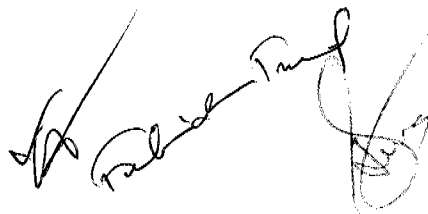
<i>Item</i>	Costs
	<i>In BDT</i>
Cost Per Child per Month including AIT:	
VAT Amount :	
Grand Total for One Child :	

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

Name and Title of Signatory: _____

Company Seal/stamp: _____






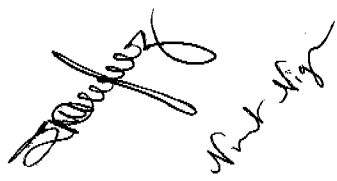
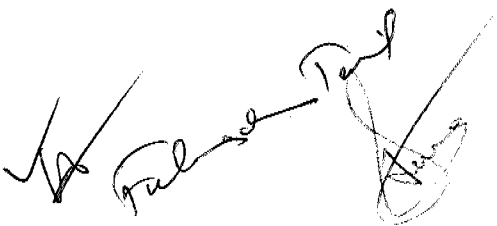
Cost Breakdown for Per Child Cost:

Staff Cost Head	Number of Person	Number of days	Total Cost
Staff Salary :			
Training & development :			
Other Expenses :			
Total Personal Cost :			

Breakdown of Staff Salary Expenses (Per Month)

N°	Description ¹	Unit	Unit Cost	Total Cost
1	Centre Supervisor			
2	Teacher			
3	Sr. Nanny			
4	Jr Nanny			
5	Employee Bonus			
6				
7				
8				
9	Grant Total			

All cost will be mentioned in BDT



Evidence of Responsibility Statement

1. Authorized Negotiators

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

List Names of Authorized signatories:

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

These individuals can be reached at:

Address :
Telephone/Fax :
Email address :

2. Adequate Financial Resources

Offeror will submit evidence to proof their adequate financial resources to manage this contract, as established by audited financial statements for last three years (OR equivalent) with the proposal.

3. Adequate Human Resources

Offeror will submit evidence to proof their adequate human resources to manage this contract.

4. Record of Performance, Integrity, and Business Ethics

Offeror should confirm that they have no allegations of lack of integrity or of questionable business ethics.

5. Equipment and Facilities

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

6. Cognizant Auditor

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

7. Acceptability of Contract Terms

Offeror should state its acceptance of the proposed contract terms.

8. Organization of Firm

Offeror should explain how their firm is organized on a corporate level and on practical

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implementation level, for example regionally or by technical practice.

Signature: _____

Name: _____

Title: _____

Date: _____

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