

Tender Schedule for Supply different types of Visibility Materials for Nurturing of Youth Project at 15 number of different FDMN Camps

Ref: AAB-CXB-OT-NY-20/25

ActionAid is an International Development Organisation working over 45 countries across the world with people living in poverty since 1972. One of the main working areas of ActionAid is to response in emergency and humanitarian crisis.

Like other humanitarian response, ActionAid Bangladesh (AAB) is providing support in Host Community & FDMN Camps at Cox's Bazar. Presently we are going to procure below mentioned materials for WFP supported Nurturing of Youth Project Activity at FDMN Camp- 09, 10, 11, 12, 13, 14, 15, 16, 19, 21, 22, 24, 25, 26 & 27 at Ukhiya, Teknaf, Cox's Bazar.

Scope of Tender:

ActionAid Bangladesh invites sealed quotation/tender for the supply of visibility materials which details are mentioned in the attached Annexure:

- i. Details of visibility materials: **Annexure-A**

Language:

As determined by ActionAid Bangladesh the working language of this tender is English.

Contractor/Vendor/Supplier Contract:

Vendor/Supplier Name:	
Address:	
Contact No:	
Email:	

Financial Proposal for the Supply Materials:

Sl.	Item name	Unit	Quantity	Rate (BDT)	Total (BDT)
1	Details of visibility materials: Annexure-A	Job	1		
Grand Total including VAT and all other costs: BDT					

The mentioned above rates are including VAT, TAX, transportation, and other related cost.

Require Documents/Papers:

To qualify the preliminary selection quotation must be accompanied with the following updated documents:

Name of Document	Yes/ No	Name of Document	Yes/ No
Trade License (updated)		VAT registration certificate (online)	
TIN Certificate		Income Tax Certificate (updated)	
Bank Solvency Certificate		Related Work Experience Documents	
Company profile			

Schedule of Tender:

1. **Date of Tender publication in Daily Newspaper:** 13th May 2025.
2. **Tender Schedule collection:** 13th May 2025 to 18th May 2025 from 09:00 am to 05:00 pm on all working days.
3. **Last date of Tender Dropping:** 19th May 2025 within 11:00 AM.
4. **Tender Opening:** 19th May 2025 at 12:00 pm in AAB Cox's Bazar office. One representative from each supplier/contractors /bidder will be allowed to attend the tender opening event, if interested.
5. **Tentative Date of issuing work order:** 28th May 2025.
6. **Tentative Date of Starting Delivery:** 18th June 2025.

Terms & Conditions:

1. The Bidder must review the specifications of the products (**as per Annexure-A**) as well as required work and fill up table (**Financial Proposal for supplying different types of materials as per attached annexure**) mentioned in the schedule properly before submitting the offer to ActionAid Bangladesh.
2. **Security deposit/earnest money 5% of the Purchase Order value** to be deposited in favour of ActionAid Bangladesh by awarded vendor before signing the Purchase Order through Bank Draft/Pay Order. This Security Deposit to be returned after satisfactorily completion of the delivery.
3. Interested vendor / Contractors / Suppliers should submit hard copy quotation using company letter head pad in the Tender Box kept at the reception room/in front of the Security Desk of AAB Cox's Bazar office, House No: 752, Block: C, Ward: 11, Jhautola Masjid Road, Cox's Bazar-4700) **on or before 19th May 2025, 11:00 AM. Technical and Financial proposals sealed in one envelope to be submitted.** "Technical proposal & Financial Proposal for the work" to be written on the Envelop for technical proposal and Financial Proposal.
4. **Tender Schedule Collection:** Tender documents to be collected from **13-18 May 2025** on all working days from 09:00 am to 5:00 pm. Hardcopy tender documents are available for collection with the Security Guard at the entrance /main gate of ActionAid Bangladesh, Cox's Bazar Office, House: 752, Block: C, Ward: 11, Jhawtola Masjid Road, Opposite to Radiant Fish World, Cox's Bazar 4700. Softcopy of tender documents may be downloaded from ActionAid Bangladesh Website.
5. Only one organization/firm can participate in the bidding process under the same proprietorship or family. If found more than one organization under above condition, then both the organizations will be termed as non-responsive.
6. Alternative offer is not acceptable. Any condition from the bidder will not be acceptable by AAB management.
7. Volume of work may maybe increase/decreased and payable amount will be fixed up according to the changes.
8. No tender will be accepted/considered after the submission deadline.

9. Carrying, loading, unloading & Packing: Offered rate will be included with the cost of carrying, loading, unloading and installation etc.
10. **Specification / Details of Items:** Bidder need to mention details specification based on / equivalent with the requirement with brand, sizes, thickness, materials, model, country of origin etc. that you will deliver. These detailed specifications etc to be included in the technical proposal (where applicable)
11. Bidders need to mention warranty period of the supplied items (where applicable).
12. All items must comply with the standards and measured as specified.
13. Selected Bidder (s) will submit sample of each item before issuing Work Order if required.
14. Selection criteria: The evaluation criteria for both the technical and the financial reviews will be established in the RFP (Request for Proposal) stressing the key areas of importance that will be considered in the evaluation. In addition, the ratio between technical proposal and financial proposal factors is 60/40 weighting (technical /financial). Proposals will be evaluated, ranked, and awarded based on a definition of “best value” considering both technical and financial factors.
15. **Seed and other Materials delivery location:** Materials should be supplied to **FDMN Camp- 09, 10, 11, 12, 13, 14, 15, 16, 19, 21, 22, 24, 25, 26 & 27** at Ukhiya, Teknaf, Cox’s Bazar as per **materials delivery plan (Annexure- A)**. Detailed delivery schedule/plan will be provided with the Work order.
16. Updated Trade license, Income Tax Certificate or income tax return submission acknowledgement for income year 2024-2025
17. , e-TIN Certificate, e-VAT registration certificate, Bank solvency certificate should be provided along with the quotation.
18. Tax & VAT will be deducted at the time of payment as per the government rules. The quoted price will be inclusive of VAT and all other costs related with this procurement.
19. Incomplete bid will be rejected on site.
20. Offer Validity: 60 days from the date of tender submission.
21. **Payment mode:** Payment will be proceeded after completion and handover of delivery challan. Payment shall be made through bank transfer (BEFTN) or A/C Payee Cheque within 04 weeks after completion acknowledgement of the above-mentioned items in good condition and receiving of relevant documents.
22. The assigned person of ActionAid Bangladesh will monitor the quality, quantity and progress of work. Based on his endorsement ActionAid will process the payment.
23. Compliance of using green materials & green manufacturing environment is highly appreciated.
24. Bidder shall agree to the core labour standard & abolition of child labour, respect legislation of country on women rights & gender equity and will not employ/engage child labour in his organization.
25. ActionAid Bangladesh is not bound to accept the lowest bidder.
26. ActionAid Bangladesh has the right to accept/cancel of any /all tenders without showing any clarification whatsoever.

Quotation/Tender Basis:

- If vendor have any additional request and conditions, this must be stipulated in a separate letter accompanying the bid.
- Bids shall be made in writing calculated in BDT only and clearly stated on the table mentioned above.
- Applicant shall attach a detailed timetable for carrying out the delivery and propose ways and means to realize the delivery. For supplying goods /materials, the final handover date should be mentioned.
- ActionAid Bangladesh is not liable for any damage to the applicant person or property in the event that something should occur.
- ActionAid Bangladesh strongly recommends that all applicants take extra precaution when visiting/delivering supplies or doing the construction work. If any legal issue is raised, the

contractor/vendor will be responsible to respond and address. In such cases ActionAid Bangladesh will be not liable.

Disqualification of Applicants:

- If they are guilty of serious misinterpretation/misrepresentations of facts in supplying information.
If they are in situations of conflict of interest (with prior relationship to project or family or business relationship to parties in ActionAid Bangladesh). If contractor/vendor declared the conflict of interest with a separate note with the tender document this clause will be not applicable.
- If they have been reported for/under litigation for child abuse.
- If they will not follow the terms and conditions mentioned above.

Bid Evaluation:

The Procurement Panel will check the tenders to ensure that they contain no amendment to the terms or any other (calculation) errors. To assist in the examination, evaluation and comparison of bids, the Procurement Panel may, at its discretion, request support/clarification from the ActionAid Bangladesh staff or consultant. In addition of Require Documents/Papers mentioned in the above Procurement Panel may take into account other criteria, including, but not limited to record of past performance, integrity, community rapport etc, when assigning companies to the designated short list.

Acceptance of Successful Quotation/Tender:

Taking into consideration selection criteria, ActionAid Bangladesh will make the final decision of the awarded Contractor/supplier/vendor. ActionAid Bangladesh will then send an email of acceptance / telephone call (whichever is feasible) to the successful applicant. After submitted documentation from the selected firm has been verified (if any), the firm will then be obliged to sign the Contract/Purchase Order for the stated amount. Any amendment to the awarded tender will be documented as an "Annexure" to the contract and will be determined by ActionAid Bangladesh.

Contact: For any of related information contractor/vendor/supplier may communicate with ActionAid Bangladesh through email ID: aab.mail@actionaid.org.

Read, Understood and Signed By:

Name of Authorized Person :

Name of Firm/Company :

Signature :

Date :

Company Seal :

ActionAid Bangladesh

Location: Cox's Bazar
Nurturing of Youth Project

Details of visibility materials: Annexure-A					Ref:AAB-CXB-OT-NY-20/25	
SI	Name of Item	Specifications	Quantity	Unit	Unit Cost	Total Cost
1	Notebook	Size: 9" x 6.3" Cover Page: 600gsm (Both side Logo & Massage) Inner Page: 80gsm with line. Leaf: 75, Page:150; Binding: Duple Spiral; Cover Color: Red	5000	Pcs		
2	Ball Pen:	Oil-based gel ink 0.7 mm NS tip with TC ball Extra refilling opportunity Smooth and flawless writing Transparent body (Matador or equivalent)	5000	Pcs		
3	Cap:	Fabric: Cotton and mix Colour: Red Part: Six GSM: 200-220GSM Print: Three Logo Embroidery	5000	Pcs		
4	Light Vest:	Fabric: Polyester & Mix with net in inner side, GSM: 120-150GSM Colour: Deep Blue/Cream Closure Type: Zipper, Double layer Size:(M, L, XL, XXL) As per attached design Logo and Massage Print	5000	Pcs		
Grand Total including VAT, TAX and all other related cost						

Md. Salauddin Shikder
Senior Officer - Admin & Logistics
ActionAid Bangladesh

Visibilities Items for the Youth

[illegible]

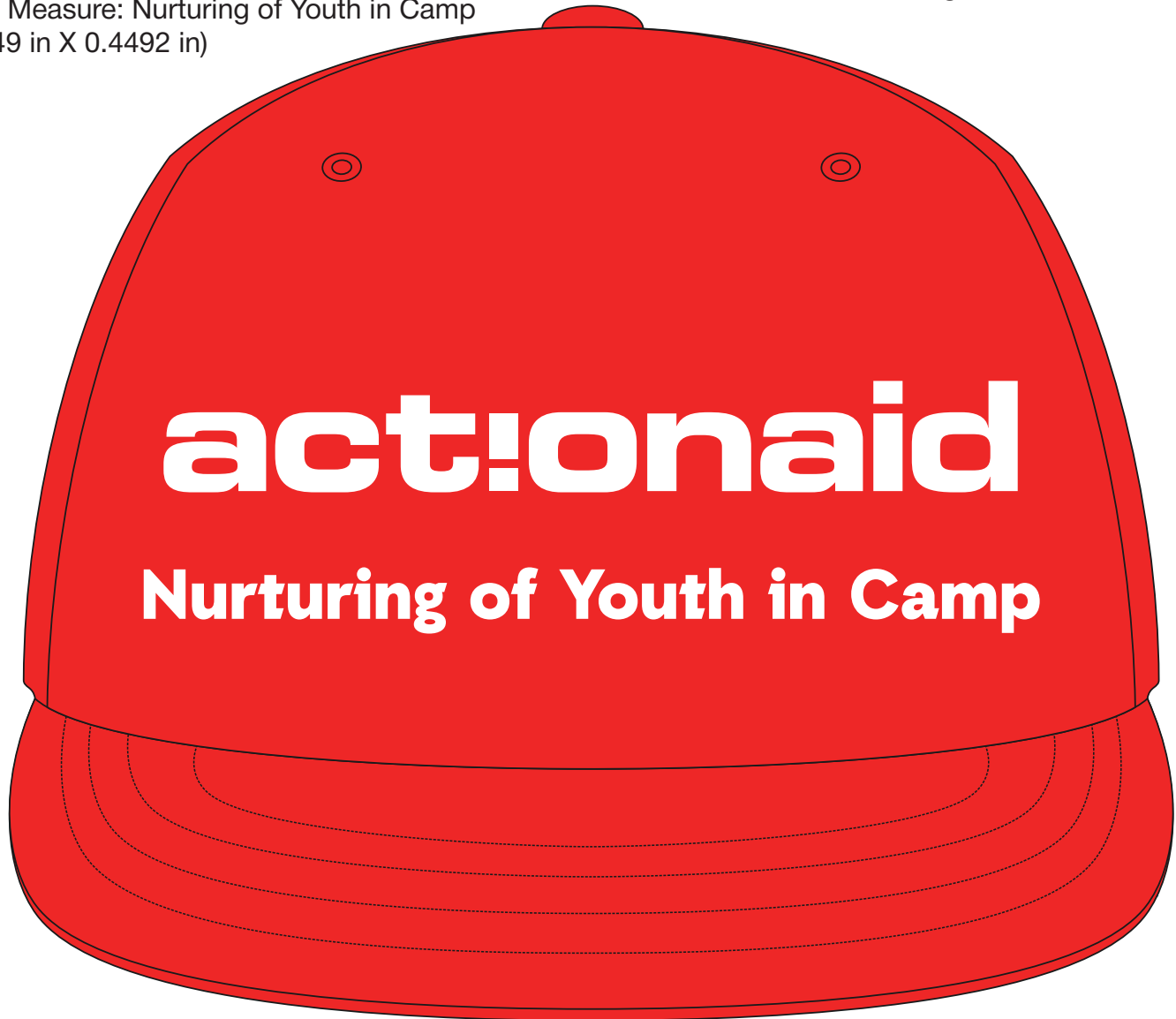
Nurturing of Youth in Camp

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Font: Auxilia-Black

Text's Measure: Nurturing of Youth in Camp
(5.3149 in X 0.4492 in)

Logo: 5.9506 in X 1.5617 in





Logo: 1.4722 in X 0.3864 in

Font: Auxilia-Black

Text: NURTURING OF YOUTH IN CAMP (2.5744 in X 2.0441 in)