

Tender Schedule for Hotel Accommodation, training venues, and food for meetings/workshops Long-term Agreement of ActionAid Bangladesh Cox's Bazar Operations

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 Communities & Rohingya Camps at Cox's Bazar.

Presently we are going to a long-term Agreement with the Hotel Accommodation, training venues, and food for meetings/workshops for ActionAid Bangladesh Cox's Bazar Operations.

Scope of Tender:

ActionAid Bangladesh invites sealed quotation/tender for the Hotel Accommodation, training venues, and food for meetings/workshops of ActionAid Bangladesh Cox's Bazar Operations following design. We invite suppliers to bid for the Food & Catering Services:

- I. Hotel Accommodation, training venues, and food for meetings/workshops:
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 Hotel Accommodation, training venues, and food for meetings/workshops:

Submit the Financial Proposal per unit on Annexure-A

The mentioned rates must be including VAT, TAX, transportation, Packing, and another 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			

ActionAid

Established in UK in 1972
In Bangladesh since 1983
Incorporated in The Hague
The Netherlands (registration
number 27264198)

ActionAid Bangladesh

Head Office : House SE (C) 5/B, Road
136 Gulshan 1, Dhaka 1212, Bangladesh
Cox's Bazar Office : House 752, Block C
Ward 11, Jhawtala Mosque Road
Cox's Bazar 4700

Landline : +88 (02) 5504485 1-7 (Head Office)
: +880 34163251 (CXB)
Fax : +88 (02) 55044858, 9896167
Email : aab.mail@actionaid.org
Website : www.actionaid.org/bangladesh

Schedule of Tender:

1. **Date of Tender publication in Daily Newspaper & Online Portal (Prothom Alo, Daily Cox's Bazar & BDJOBS): 12th March 2025.**
2. **Tender Schedule collection: 12th March 2025 to 22nd March 2025 from 09:00 AM to 04:00 PM** on all working days.
3. **Last date of Tender Dropping: 23rd March 2025 within 11:00 AM.**
4. **Tender Opening: 23rd March 2025 at 02:00 PM** in AAB Cox's Bazar office. One representative from each supplier/contractor/bidder will be allowed to attend the tender opening event, if interested.
5. **Tentative Date of issuing work order:** As required.
6. **Tentative Date of Starting Delivery:** As per delivery plan.

Terms & Conditions:

1. The Bidder must review the specifications of the products and services (as per Annexure-A) as well as required work and fill up the table (**Financial Proposal for the Hotel Accommodation and Catering Services**) mentioned in the schedule properly before submitting the offer to ActionAid Bangladesh.
2. The duration of the framework agreement will be 12 months.
3. The successful bidder shall ensure the **Hotel Accommodation and Catering Services** within the mentioned time upon receiving the Purchase Order from AAB.
4. Vendor/Supplier should deliver the **Hotel Accommodation and Catering Services**.
5. **Vendor/Supplier must submit documentation demonstrating a rating of three, four, or five stars.**
6. If the price of any listed materials increases 10% or above in the market from quoted/agreed price new price will be fixed up with both parties mutual understanding and in a rational way.
7. 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 23rd March 2025, 11:00 AM. Technical and Financial proposals are sealed in one envelope to be submitted.** "Technical proposal & Financial Proposal for the **Hotel Accommodation, training venues, and food for meetings/workshops**" to be written on the Envelop for technical proposal and Financial Proposal.
8. Tender Schedule Collection: Tender documents to be collected from 12th March 2025-22nd March 2025 on all working days from 09:00 am to 4:00 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. Alternatively, a soft copy of the tender documents can be downloaded from the ActionAid Bangladesh website ([Tender Notice](#)).
9. 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.
10. Alternative offer is not acceptable. Any condition from the bidder will not be acceptable to AAB management.
11. Volume of work may increase/decrease and the payable amount will be fixed up according to the changes
12. No tender will be accepted/considered after the submission deadline.

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13. Carrying, loading, unloading & installation: Offered rate will be included with the cost of carrying, loading, unloading and installation etc.
14. 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)
15. Bidders need to mention the lifetime of the supplied items (where applicable).
16. All items must comply with the standards and the measured as specified.
17. Selected Bidder (s) will submit the sample of each item before completing the agreement if required.
18. 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.
19. Updated Trade license, Income Tax Certificate, e-TIN Certificate, e-VAT registration certificate, Bank solvency certificate should be provided along with the quotation.
20. 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 to this procurement.
21. Incomplete bids will be rejected on-site.
22. Payment mode: No advance or partial payment will proceed. Payment shall be made through bank transfer (BEFTN) or A/C Payee Cheque within 04 weeks after acknowledgment of the above-mentioned items in good condition and receiving of relevant documents.
23. Compliance with 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's 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 any /all tenders without showing any clarification whatsoever.

Quotation/Tender Basis:

- If the vendor has any additional requests 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 in 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's person or property in the event that something should occur.
- ActionAid Bangladesh strongly recommends that all applicants take extra precautions when visiting/delivering supplies. 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.

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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 the 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, 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 shortlist.

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 +8801550723426 (09:00 am to 04:00 pm on all working days) for assistance. procurement.aabcxb@actionaid.org.

Read, Understood and Signed By:

Name of Authorized Person :

Name of Firm/Company :

Signature :

Date :

Company Seal :

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Section: A (Financial proposal)							
Sl #	Description of Services	Unit Cost Including Vat, Tax and Service Charge (Peak: 1st December to 31st March)	Unit Cost Including Vat, Tax and Service Charge (Off Peak: 1st April to 30th November)	Unit Cost Including Vat, Tax and Service Charge (Round the Year)	Arrangement and Capacity of room/conference room	Other Facilities	Remarks
1	Deluxe Room for 1 person						
2	Deluxe Room for 2 persons						
3	Twin Bedroom						
4	Executive Room for 1 person						
5	Executive Room for 2 persons						
6	Executive Twin Room						
7	Superior Room for 1 person						
8	Superior Room for 2 persons						
9	Superior Twin Room						
10	Suite Room						
11	Additional Bed						
12	Conference Hall (AC) For up to 30 people in general				Theater Style:		
					Round Table:		
13	Conference Hall (AC) For up to 60 people in general				Theater Style:		
					Round Table:		
14	Conference Hall (AC) For up to 100 people in general				Theater Style:		
					Round Table:		

15	Conference Hall (AC)				Theater Style:		
	For up to 200 people in general				Round Table:		
16	Conference Hall (AC)				Theater Style:		
	For up to 500 people in general				Round Table:		
17	Multimedia with screen						
18	Sound System						
19	Note: Hotel authorities must provide details of their Food Menu with rate (AAB prefers a discounted rate) which will be considered to make a long-term agreement (LTA)						

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