



Social Assistance and Rehabilitation for the Physically Vulnerable (SARPV)

TENDER/SARPV/2024-2025/002

Package-002

Invitation for Tender – Frame Work agreement.

SARPV

Social Assistance and Rehabilitation for the Physically Vulnerable (SARPV)
274/4 (3rd Floor), South Monipur (60 feet Road), Mirpur,
Dhaka-1216, Bangladesh.
www.sarpv.org

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Kazi Maksodul Alam
Regional Director Operation
SARPV
Chakaria, Cox's Bazar

Invitation for Tender – Frame Work agreement

Project title: Improving Disability inclusion in the Rohingya & Host communities' humanitarian response.

Country: Bangladesh

Title of Assignment: Supply of goods

Contract for

01. Prosthesis & Orthotics materials.
02. Prosthesis & Orthotic Equipment.

Dear Concern,

Social Assistance and Rehabilitation for the Physically Vulnerable (SARPV) is a not profit organization devoted to work for the most underprivileged and marginalized vulnerable groups of the society for their socioeconomic development to transform them as productive human resource with a dignified lifestyle. People with Disability are the prime focus of this organization. Along with the disability it is also intervening in various sensitive & significant issues like poverty eradication, inclusive education, health & nutrition, Human rights, humanitarian support, climate change and skill development for integrating the vulnerable groups to the mainstream of society those who are leading life with uncertainty in the society.

Should you be interested in implementing the tasks according to the General Instructions & Terms of Reference (ToR) attached herewith as Annex-A, we request you to submit a bid consisting of One (01) original copy of Technical Offer and One (01) original copy of Financial Offer to be arrived at the SARPV Complex, Vora Mohoree, Chakaria, Cox's Bazar within 18 September 2024 before 2.30 PM

Please submit your bid in the following manner:

Bids are to be submitted using the Two (02) –envelope procedure in One [01] envelope technical offer and in another one (01) envelope financial offer in the given format that includes price for your inputs.

The envelopes shall be addressed to **"SARPV Procurement Unit, Address: SARPV Complex, Vora Mohoree, Chakaria, Cox's Bazar"** and bear the remark **"CONFIDENTIAL, "TENDER/SARPV/2024-2025/002; Package-002."**
DO NOT OPEN BEFORE 2:30 PM, 18 SEPTEMBER, 2024"

If you have any further questions in this connection, please contact at procurement@sarpv.org.bd

The bids received shall be evaluated by the SARPV with regard to the technical content and to the price.

After the final technical evaluation, only the price offers of bids will be opened and evaluated. The technical offer has a weighting of **Technical (Technical Assessment): 60%, the price offer (Financial Offer): 40%**.

Sincerely,

Procurement Unit
SARPV

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Regional Director Operation
SARPV
Chakaria, Cox's Bazar

Annexure:

- Annex-A: General Instructions & TOR
- Annex-B: Necessary documents
- Annex-C: Evaluation Method
- Annex-D: Requirements/ Items list
- Annex-E: General terms & conditions
- Annex-F: Financial Offer template

Annex-A: General Instructions and TOR

1. **Submission of Bids/ Offers/ Proposal/ Quotation:** Proposals are to be submitted using the Two (02) – envelope procedure; in One [01] envelope technical offer and in another one (01) envelope financial offer in the given format.

The envelopes shall be addressed to

**SARPV Procurement Unit,
Address: SARPV Complex, Vora Mohoree, Chakaria, Cox's Bazar.**

and bear the remark

**CONFIDENTIAL
"TENDER/SARPV/2024-2025/002; Package-002."
DO NOT OPEN BEFORE 2:30 PM, 18 SEPTEMBER, 2024**

2. Bids/ proposals are to be submitted in the following address:

Tender Box: 02
Social Assistance and Rehabilitation for the Physically Vulnerable (SARPV) Address: SARPV Complex, Vora Mohoree, Chakaria, Cox's Bazar.

3. **Deadline:** Deadline of The deadline for submission of the proposal on **18 September 2024 before 2.30 PM. Late Quotations will not be accepted.**
4. **Expected delivery date: 01 october-2024**
5. **Items Delivery location:** SARPV Complex, Vora Mohoree, Chakaria, Cox's Bazar.
6. Please do not submit more than one proposal. Submitting more than one proposal may cause the cancellation of canceling all of your proposals.
7. **Language:** English
8. **Currency:** Bangladesh Taka (BDT).
9. **Payment terms:** No advance money will be paid if the contracted is awarded. Payment will be done within a month of satisfactory delivery of the product by Accounts payee cheque.
10. **Tender security: N/A.**
11. **Proposal type:** Only a hard copy of the submission will be accepted.
12. **Supplier selection:** SARPV may select and award single/multiple suppliers for framework agreements who meet the requirements as per the required criteria. The quotation that complies with all of the requirements and offers the lowest price and all other evaluation criteria indicated shall be selected. Any offer that does not meet the requirements shall be rejected. Under no circumstances is SARPV bound to award the contract to the lowest bidder. The qualified vendor is selected based on the eligible, technical, and financial evaluation.

Please note, if your company is enlisted in SARPV, you will be entitled of doing business with any of the SARPV Offices in Bangladesh.

Eligible Service Providers

Only Service Providers determined to be qualified shall be considered for award. The Service Provider shall fill up and submit the standard SARPV Vendor Registration Form to establish their eligibility together with the Quotation. Any direct or indirect relation between bidder and SARPV or associated will considered dis-qualification as a potential bidder.

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13. Cost of Preparing the Quotation

The Service Provider shall bear all costs associated with the preparation and submission of his Quotation and SARPV will not, in any case, be responsible and liable for the costs incurred.

14. Errors, omissions, inaccuracies, and clarifications.

The documents and forms requested for the purpose of soliciting Quotations shall form part of the Contract; hence care should be taken in completing these documents.

Service Providers shall not be entitled to base any claims on errors, omissions, or inaccuracies made in the Quotation Documents.

15. Confidentiality and Non-Disclosure

All information given in writing to or verbally shared with the Service Provider in connection with this General Instruction is to be treated as strictly confidential. The Service Provider shall not share or invoke such information to any third party without the prior written approval of SARPV. This obligation shall continue after the procurement process has been completed whether or not the Service Provider is successful.

16. Disqualification: Offer of any sort of persuasion on solicitation is strictly prohibited, and a similar attempt will result in disqualifying the supplier without any further evaluation.

SARPV reserves the right to accept or reject any Quotation to cancel the procurement process and reject all Quotations at any time prior to the award of the contract without thereby incurring any liability to the affected Service Provider/s or any obligation to inform the affected Service Provider/s of the ground for SARPV's action. Any direct or indirect relation between bidder and SARPV or associated will considered dis-qualification as a potential bidder.

17. Price and offer validity: Prices for this offer should be valid for a period of 16 months from the date of Agreement Signing. The prices must be inclusive of VAT, TAX and all other relevant costs (Transportation, Loading-Unloading, etc.). Applicable VAT and Tax will be deducted at source as per Government rules.

18. Opening of Quotations: At the indicated time and place, the opening of Quotations shall be carried out by SARPV Bids Opening Committee. SARPV reserves the right to conduct the opening of Quotations in public or not.

19. Acceptance of Quotations: SARPV is not bound to take an immediate decision on the acceptability or unacceptability of Quotations at the time of the tender box opening.

20. Rejection of Quotations: The quotation can be rejected for the following reasons:

- The Quotation is not present in accordance with this General Instruction.
- Document is not signed.
- The Service Provider is currently under the list of blacklisted Service Providers.
- The Service Provider's offer imposes certain basic conditions unacceptable to SARPV.

SARPV is not bound to accept any offer received and reserves the right to waive any minor defect in an offer, provided, however, that such minor defect (i) does not modify the substance of the offer and (ii) does not change the relative ranking of the Service Providers.

21. Evaluation of Quotations: SARPV shall evaluate and compare the Quotations based on the following:

- Completeness and responsiveness of the documents.
- Compliance with technical specifications including delivery requirements.
- Price: Arithmetical errors will be corrected on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the correction of the errors, its Quotation will be rejected. If there is a discrepancy between words and figures, the amount in words will prevail.

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22. Schedule:

The below table indicates the key dates for this Bid process. The issuing of this tender notice and Bid Pack represents the start of the Bid process.

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Activity	Date
Tender Notice Publication	03 nd September 2024
Deadline for Bid Submission	18 th September 2024
Bid Clarifications & Physical Verification	23-26 th September 2024
SBA Validation	N/A.
Award Contact	29 th September 2024
Go Live	1 st October 2024

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- Please note that the above timings/dates are being shared for indicative purposes only and are subject to change. However, HI commits to ensuring bidders are treated fairly, equally and have sufficient time made available to participate in this tender process.

23. Post Qualification: Prior to award, post-qualification will be carried out by SARPV to further determine the selected Service Provider's technical and financial capability to perform the contract. SARPV shall verify and validate any documents/information submitted and shall conduct an ocular inspection of the office, plant, and equipment.

24. Award of Contract: The Service Provider that submits the lowest evaluated Price is substantially responsive to the requirements of this General Instruction, and who has been determined to be qualified to perform the contract shall be selected and awarded the contract.

The required services may be awarded to multiple service providers who will be qualified.

SARPV shall notify the selected service provider through a Notice of Award. A Deed of Agreement will be signed between SARPV and the selected vendor with a detailing of services.

25. Duration and validity of the agreement: The framework agreement will be initially for 16 months. with the possibility of renewal for the following period of next year based on the budget availability, satisfactory performance of the service provider, and mutual understanding of both parties.

26. Maintenance: The Service Provider will arrange regular servicing and maintenance of Equipment with prior consent by SARPV management for smooth operation. Any maintenance, repairing should be done during the upon mutual agreement between both parties. The Provider will also be responsible for the temporary replacement of an Equipment if there is maintenance work.

- Materials and Equipment should be fit for transportation and always deliver in good condition.
- The service provider will be responsible for providing an immediate replacement in case of complaints/misconduct.

27. Purchase Order: PO will be issued on require basis. SARPV is not bound to issue the purchase order if SARPV doesn't have any requirement during the agreement period.

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28. Termination: Contract may be terminated earlier for unsatisfactory performance. SARPV reserves the right to terminate the contract at any time for any reason whatsoever by giving the successful service provider ONE months' notice in writing. If the successful service provider wishes to terminate the contract, then they are to provide two months' notice in advance to SARPV. SARPV decision is final in case of any dispute that arises in connection with these termination arrangements. Any persuasion and unprofessional conduct between the bidder and anyone associated with this procurement administration, goods receiving, quality checking will cause termination of the contract. If identified SARPV may ask for penalty from the supplier addition to termination of contract.

29. Payment Terms: The payment will be made on ACCOUNTS PAYEE CHEQUE in favor of the supplier upon successful supply within 30 days after satisfactory delivery of services, inspection, and necessary documents submitted to the Procurement department.

- No advance payment will be entertained.
- No Cash Payment.
- Payment process will start after the bill's submission to, SARPV and the date will count from the receiving date by the SARPV representative.

30. Settlement of Dispute: In the event of any dispute arising from the performance or interpretation of this Agreement, the parties will attempt to settle the dispute amicably. In the absence of an amicable agreement, any disputes, disputes, or claims arising out of or relating to this Agreement, or its interpretation or performance shall be decided by the court of Cox's Bazar, Bangladesh.

You are requested to read the whole document with proper understanding. Upon completion of reading and agreeing to comply with all of our terms and conditions, you are requested to put your company seal and authorized signature on the bottom of each page and submit the proposal.

If you have any special queries, please attend the pre-bid meeting to set clarified on September 10, 2024, 03 pm at SARPV Complex, Voramuhuri, Chakaria, Cox's Bazar.

Meeting link: <https://meet.google.com/jud-xpfs-ttv>

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Annex-B: Necessary documents

Documents Required Evaluation Criteria:

SL#	Required Documents
1	Company profile with details information
2	Registration documents (Trade liscence, Certificate of Incorporation etc) (Mandatory)
3	TIN (Tax Identification Number) certificate & Proof of latest Income tax Return Submission (Mandatory)
4	Business Identification Number (BIN) or VAT registration (Mandatory)
5	National ID Card for Proprietor/ Managing Director/Key Person
6	Bank Information with e-mail ID (Mandatory)
7	List of Office locations with Contact Person.
8	Audit Report for last 02 years
9	Bank Statement to meet the turnover and Bank Solvency.
10	List of clients (minimum 03) served with their Contact person's Name, Designation, Office address, telephone/mobile number & E-mail address. (Mandatory)
11	Copy of relevant Purchase Order(s) or Frame Work Agreement Copy to meet the work experience, length of service, and client (Mandatory)
12	Unit Price in BDT inclusive of Vat, Tax & other costs in the company/organization letterhead pad in the prescribed financial offer/ proposal format. (Mandatory)
13	Other relevant documents related to Eligibility and Capability Criteria

▪ Queries during offer preparation:

Queries regarding commercial, technical and procedural issues should be addressed in writing at procurement@sarpv.org.bd . Failure to comply with this provision may result in the Bid / Offer / EOI/Proposal being disqualified.

Annex-C: Evaluation Method

A. Technical Evaluation Criterion: (60% weightage)

1. Organization Profile-5%

- Limited company-05 points
- Partnership or joint venture- 4 points
- Proprietorship-3 points

2. Services center/Showroom for Prosthesis & Orthotics materials/Equipment available under the company ownership -15%.

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3. Relevant work experience and length of Service: 10%

- For the experience of 1-2 years- 5 points,
- For the experience of 2-3 years- 7 points,
- For experience of more than 03 years - 10 Points.

(Experience needs to be proved by trade License/ Work Order/Agreement copy, Work Completion Note (WCN)/ Partners Certificate)

4. Client List/Organization Reference: 10% [Each client 02 points]

International & National NGO's, UN /Diplomatic Mission/International organization, Banks & Financial Institutions, Multinational Organization, Reputed Group of Companies, Govt. Or Semi-Government Organization.

5. Audited Financial Statement & Turnover: 5%

For Statement: Score 4 (Period,1 Year-June 2022 to July 2023 or Year: 2024)

Bank Solvency- Score is 1

- BDT 5,00,000- BDT 10,00,000 Score is 2
- BDT 10,00,001- BDT 20,00,000 Score is 4

6. Physical Verification Sample Checking: 15%

B. Financial Offer: (40% weight)

Qualified The Lowest financial offer will get the highest score, and the successive higher bidders will get the inversely proportionate marks compared to the lowest bidders' score. The weightage of the financial score is 40%. The total marks achieved out of 100 will be converted to 60.

Special Note: Under no circumstance, SARPV compelled to hire the lowest bidder.

C. Combined Evaluation:

1st Phase: The sum of the total score achieved from Technical (60%) and financial evaluation (40%) will be the combined score, and the awarding decision will be taken based on this combined score out of 100. However, SARPV reserves the right to declare disqualified or not considered for any reason without mentioning any reason whatsoever. SARPV decision will be considered final for any awarding decision.

2nd Phase: The qualified bidders who meet the essential criteria are allowed for the Technical and financial proposals evaluation criteria. The Technical evaluation will be evaluated at 60%, the financial evaluation will be considered at 40%, and the scoring will be considered out of 100. Based on the offer value, the lowest bidder will get the highest score out of 100, and the successive highest bidders will get the lowest score proportionately.

Finally, the evaluation committee may physically verify the quality of the items/ equipment's of the highest score bidders. If the committee feels necessary, they can verify the quality of items of other bidders too. The contract can be awarded to one or multiple suppliers based on the highest score achieved in the combined evaluation of technical and financial scores.

Annex-D: Requirements/ Items list

- A. Description of Services:** SARPV is inviting proposals for supplying **Prosthesis & Orthotics raw materials & Equipment** to SARPV as and when required basis as per the mentioned scope of services. A supplier's can quoted for the 01. List of Materials items and 02. list of equipment or for one item among two.

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01. List of Materials (Total 24 items)			
SL	Product Description & Model	Details	Unit of Measurement (Uo)
1	Velcro Strap-double faced hoop and loop loaf strop.	25 yard/roll, Length 78 feet, Wide 1.5 Inch	
2	Camlo-EVA- 1m X1 mm	1.5 mm	
3	Glue (Diamond Gum)	N/A	
4	Polypropylene sheet (co polimer) – White color	(3 mm, 4 mm, 5mm, 6mm)- 3 feetX6 feet- Standard size	
5	Plaster of Paris (POP) – POP Cast	Bandage (4 Inch/6 Inch)	
6	Plaster of Paris (POP) – BK75	Powder -25 kg packet	
7	Buttons Rivet	Use for attach strap on the device (Packet, Size-10 mm)	
8	Rexin - Black	(Plain 1.5mm, Width 54 Inchi)	
9	Leather	Use for final finishing and belt making (thickness 1.5 mm)	
10	Bar Joint- up to 130 degree	Aluminum knee joint (Model S2003)	
11	Rod	(5mm & Round)	
12	Ribbon-use for shoe (Wrapping, Model: Grosgrain	use for shoe (Wrapping, Model: Grosgrain	
13	Rapping tap	For casting (Length 100 Metre, Roll package and white color)	
14	Foot Piece -SACH plus Foot with plastic kill (water proof).	Use for prosthetic limb.	
15	Below knee (BK)	for trans tibial prosthetic fabrication (Iron, Type: Functional Prosthetic, Body part: Leg)	
16	Top Pin	(TT, AD, PF fabrication use)	
17	Above Knee (AK)	kit for trans femoral prosthetic fabrication (Knee joint leg)	
18	Stockinet soft	Use for Draping device with PP sheet (Size: 2-6, Style: Elastic)	
19	EVA	5mm thick foam, Multicolor, Soft, (Use for Soft liner for prosthetic socket)	
20	Indelible Pencil	during casting for landmark, during rectify the mold (Castle document 9610, Variant color)	
21	Shoes use for prosthetic limb	(Soft, Various size)	
22	Skin color rexin-	Use for final finishing (Plain 1.5mm, Width 54 Inch)	
23	Sandal shoe	use for Patient When wear the device (Strap and soft)	
24	Rubber sole	for compensation (Thickness: 20 mm)	

2. list of Equipment's (Total 28 items)			
	Product Description & Model	Details	Unit of Measurement (Uo)
1	Oven: Infared over for heating for plastic sheet for Prosthosis and orthosis aids.	It having removal of metal plate and replaceable toflon sheet. It is usable for drawing technique. Microprocessor controlled temperature setting with digitigal display. The upper frame of the trolly is made of stainless steel and feature four cross beams which can be installed variably to allow the attachment of deep drawing frame. Interior dimension (WxDxH mm 1200x1100x500) Interior volume 1754.	
2	Suction Machine:	For draping of plastic of P&O device (Vacuum Pump, direct drive double stage fitted with very reliable electric motors and build suck back device, gas ballast free air displacement 250 Ltr/min. CFM 8.82. max vacuum 0.002 min hg at closed suction. Power 1 HP motors 1440 RPM single phase.	
3	Grinding Machine: For Device smoothness	Motor capacity 1 HP, one side 10, Grinding wheel and others side polisher, Signale phase 1400 to 2800 RPM. Sound level db/A:65-100.	
4	Hand Drill Machine	For assistive device hole	
5	Dust collector	For cleaning of Grinding machine (Motor capacity 1 HP. Signale phase, Volume flow: 1500 m ³ /H, Wind speed: 20-25 m/sec. Dust collector: 40cm. 100 mm devices for vacuum cleaner.	
6	Standing (Bench) drill Machine:	3/4 HP motors, 5/8 Co. R complete. Heavy duty made in steel body. Signale phase 1440 RPM. Drill bit chuck with key.	
7	Jigsaw.	For wood & plastic cutting (Js-750w, Power tool, Color-Variant color)	
8	Wood planner (Metal):	For plain wood- Power input-710 w, Load speed-16500 rpm.	
9	Hand grinder:	Angel grinder for pipe Cutting (Speed-12,000 rpm, voltage- 240 Capacity, Disc diameter: 100 mm)	
10	Oscillating Cutter	For plastic cutting (High speed, 8000-16000 OPM allows, 120 voltage).	
11	Swing machine:	Electric Leg machine for sewing	
12	Electric Heat gun:	For melting and hot air (Voltage:120V, 60 Hz, 11A, Output;1300 W)	
13	Metal Parallel Bar	walking handle (VSR-15)	
14	Air/Mobile compressor: (Metal) for air passing:	Automatic switch compressor, 4 CFM. 1 HP motors, heavy duty made in steel body. Single phase V Belt pulley. Push bottom and starter. Storage capacity 100 liter with air gun and hose pipe.	
15	Hammer:	Set-Iron and wood made (High carbon steel, 0.50 kg)	
16	Vice Grip Pliers (Length:	250 mm, Capacity: 48 mm)	

17	Steel Vernier Caliper. ML	Big size (Speed-1m/s, Measurement range: 150 MM)	
18	Surform blade	Round, flat, Semi round (250 mm length and 42 mm Width)	
19	Leather knife.	Thickness: 8 to 9 Oz about 1/8 Inch	
20	Tailor scissors.	Size: 9.5 Inchx242 mm stainless steel.	
21	Bandage cutting scissors	4 cm cutting edge, Stainless steel	
22	Screw driver	Wide: 2mm, Length: 75 mm, variant color)	
23	Mirror with stand:	5.5 feet X 2.00 feet.	
24	Steel Scales	Size 1, 2, 3, 4 & 5 feet.	
25	Metal Debarring tool	Wood/plastic, US 009 Model, 68.04 gram Easy to replace.	
26	Rubber Mixing Bowl- Bowl	Size-Small, Medium, Large, Black color, Flex.	
27	Table vise	Metal 5 inch, cast iron, Rotary type.	
28	Portable Rugged Cast Iron Envile.	Model: GZ-PEBx1-SOR/BOR, Weight: 120 kg, Black color, Aluminum, 136.5 x 79x 16 mm)	

Annex-E: Supplier's code of conducts

SARPV: The values enshrined in the SARPV, *respect for fundamental human rights, social justice and human dignity, and respect for the equal rights of men and women*, serve as overarching values to which suppliers of goods and services to the SARPV are expected to adhere.

SARPV Compact: The Global Compact is a voluntary international corporate citizenship network initiated to support the participation of both the private sector and other social actors to advance responsible corporate citizenship and universal social and environmental principles to meet the challenges of globalization. The SARPV strongly encourages all suppliers to actively participate in the Global Compact. And to that end, this Code of Conduct has been developed with recognition of the importance of the ten principles of the UN Global Compact and is viewed as an important means of integrating the Compact's principles into the operations of the SARPV. The Code of Conduct addresses the issues included in the Compact in the areas of human rights, labor, environment, and anti-corruption, and interpretation of the Code should be undertaken in a manner consistent with the Global Compact.

International Labor Conventions and Recommendations: The International Labor Standards (i.e., Conventions and Recommendations) as established by the tripartite SARPV specialized agency, the International Labor Organization (ILO), have served as the foundation on which much of this Code of Conduct is based. It is the SARPV's expectation that any supplier providing products or services to the SARPV will, in addition to the values of the UN Charter, adhere to the principles concerning International Labor Standards.

1. Scope of Application:

The provisions of this Code of Conduct set forth the SARPV's expectations for all suppliers that are registered with the SARPV or with whom it does business. The SARPV expects that these principles apply to suppliers and their employees, parent, subsidiary or affiliate entities, and subcontractors. The SARPV expects suppliers to ensure that this Code of Conduct is communicated to their employees, parent, subsidiary, and affiliated entities as well as any subcontractors, and that it is done in the local language and in a manner that is understood by all.

2. Continuous Improvement:

The provisions as set forth in this Code of Conduct provide the minimum standards expected of suppliers to the SARPV. The SARPV expects suppliers to strive to exceed both international and industry best practices. The SARPV also expects that its suppliers encourage and work with their own suppliers and subcontractors to ensure that they also strive to meet the principles of this Code of Conduct. The SARPV recognizes that reaching some of the standards established in this Code of Conduct is a dynamic rather than static process and encourages suppliers to continually improve their workplace conditions accordingly.

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3. Management, Monitoring, and Evaluation:

It is the expectation of the SARPV that suppliers, at a minimum, have established clear goals toward meeting the standards set forth in this Code of Conduct. The SARPV expects that its suppliers will establish and maintain appropriate management systems related to the content of this Code of Conduct and that they actively review, monitor, and modify their management processes and business operations to ensure they align with the principles set forth in this Code of Conduct. Supplier participants in the Global Compact are strongly encouraged to operationalize its principles and to communicate their progress annually to stakeholders. The SARPV may monitor that milestones have been set and management systems have been put in place to ensure that the principles set out in this Code of Conduct have been met and failure to do so may impact the future ability of a supplier to do business with the SARPV. To review the progress of suppliers and subcontractors in implementing the Code of Conduct, the SARPV may take various supporting initiatives, including requesting suppliers to commit to the Global Compact, to self-certify that they comply with the Code of Conduct and, in some cases, to conduct on-site evaluations and inspections of supplier facilities and those of their subcontractors.

Labor:

4. Freedom of Association and Collective Bargaining: The SARPV expects its suppliers to recognize the freely-exercised right of workers, without distinction, to organize, further and defend their interests and to bargain collectively, as well as to protect those workers from any action or other form of discrimination related to the exercise of their right to organize, to carry out trade union activities and to bargain collectively.

5. Forced or Compulsory Labor: The SARPV expects its suppliers to prohibit forced or compulsory labor in all its forms.

6. Child Labor: The SARPV expects its suppliers not to employ: (a) children below 14 years of age or, if higher than that age, the minimum age of employment permitted by the law of the country or countries where the performance, in whole or in part, of a contract, takes place, or the age of the end of compulsory schooling in that country or countries, whichever is higher; and (b) persons under the age of 18 for work that, by its nature or the circumstances in which it is carried out, is likely to harm the health, safety or morals of such persons.

7. Discrimination: The SARPV expects its suppliers to ensure equality of opportunity and treatment in respect of employment and occupation without discrimination on grounds of race, color, sex, religion, political opinion, national extraction or social origin, and such other ground as may be recognized under the national law of the country or countries where the performance, in whole or in part, of a contract, takes place.

8. Wages, Working Hours, and Other Conditions of Work: The SARPV expects its suppliers to ensure the payment of wages in legal tender, at regular intervals no longer than one month, in full and directly to the workers concerned. Suppliers should keep an appropriate record of such payments. Deductions from wages are permitted only under conditions and to the extent prescribed by the applicable law, regulations, or collective agreement, and suppliers should inform the workers concerned of such deductions at the time of each payment. The wages, hours of work, and other conditions of work provided by suppliers should be not less favorable than the best conditions prevailing locally (i.e., as contained in (i) collective agreements covering a substantial proportion of employers and workers; (ii) arbitration awards; or (iii) applicable laws or regulations), for work of the same character performed in the trade or industry concerned in the area where work is carried out.

9. Health and Safety: The SARPV 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.

Human Rights:

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10. Human Rights: The SARPV 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.

11. Harassment, Harsh or Inhumane Treatment: The SARPV expects its suppliers to create and maintain an environment that treats all employees with dignity and respect and will not use any threats of violence, sexual exploitation or abuse, verbal or psychological harassment or abuse. No harsh or inhumane treatment coercion or corporal punishment of any kind is tolerated, nor is there to be the threat of any such treatment.

12. Mines: The SARPV expects its suppliers not to engage in the sale or manufacture of anti-personnel mines or components utilized in the manufacture of anti-personnel mines.

Environment:

13. Environmental: The SARPV 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.

14. Chemical and Hazardous Materials: Chemical and other materials posing a hazard if released to the environment are to be identified and managed to ensure their safe handling, movement, storage, recycling or reuse and disposal.

15. Wastewater and Solid Waste: Wastewater and solid waste generated from operations, industrial processes and sanitation facilities are to be monitored, controlled and treated as required prior to discharge or disposal.

16. Air Emissions: Air emissions of volatile organic chemicals, aerosols, corrosives, particulates, ozone depleting chemicals and combustion by-products generated from operations are to be characterized, monitored, controlled and treated as required prior to discharge or disposal.

17. Minimize Waste, Maximize Recycling: Waste of all types, including water and energy, are to be reduced or eliminated at the source or by practices such as modifying production, maintenance and facility processes, materials substitution, conservation, recycling and re-using materials.

Ethical conduct:

18. Corruption: The SARPV expects its suppliers to adhere to the highest standards of moral and ethical conduct, to respect local laws, and not engage in any form of corrupt practices, including but not limited to extortion, fraud, or bribery.

19. Conflict of Interest: SARPV suppliers are expected to disclose to the SARPV any situation that may appear as a conflict of interest, and disclose to the SARPV if any SARPV official or professional under contract with the SARPV may have an interest of any kind in the supplier's business or any kind of economic ties with the supplier.

20. Gifts and Hospitality: The SARPV has a "zero tolerance" policy and does not accept any type of gift or any offer of hospitality. The SARPV will not accept any invitations to sporting or cultural events, offers of holidays or other recreational trips, transportation, or invitations to lunches or dinners. The SARPV expects its suppliers not to offer any benefit such as free goods or services, employment or sales opportunity to a SARPV staff member in order to facilitate the suppliers' business with the SARPV.

21. Post-employment restrictions: post-employment restrictions may apply to SARPV staff in service and former SARPV staff members who participated in the procurement process if such persons had prior professional dealings with suppliers. SARPV suppliers are expected to refrain from offering employment to any such person for a period of one year following separation from service.

K. m. alm
Kazi Maksodul Alam
Regional Director Operation
SARPV
Chakaria, Cox's Bazar

Non-adherence to these principles will be a factor in considering whether a supplier is deemed eligible to be registered as a SARPV supplier or to do business with the SARPV in accordance with applicable SARPV policies and procedures.

We encourage SARPV suppliers to improve their business practices in accordance with the principles set out in this Code of Conduct.

Contacts:

Any questions related to this Code of Conduct can be addressed to the Management - Procurement Department, SARPV.

K. m. Alam
Kazi Maksodul Alam
Regional Director Operation
SARPV
Chakaria, Cox's Bazar

SARPV

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Chakaria, Cox's Bazar

SARPV, Cox's Bazar
Vendor Registration Form

Name of the Vendor:		
Owner Name:		
Address:		
Contact No	Email ID:	
Types of Business:		
TIN No	VAT/ BIN No:	
Bank Account Name		
Bank Account Name		
Bank Account Number		
Bank Routing Number		
Bank Name		

Comments (if any):

K. M. Alam
 Kazi Maksodul Alam
 Regional Director Operations
 SARPV
 Chakaria, Cox's Bazar

Signature of the vendor/ supplier

FINANCIAL OFFER TEMPLATE
Price Schedule for Goods and Related Services

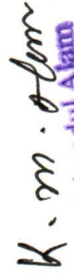
RFQ NO: TENDER/SARPV/2024-2025/002

Date: dd/mm/yy

Sl no	Item no	Item Name	Unit of Measurement	Unit Rate	Quantity	Rate or Price (Including tax) In figure
1	2	3	4	5	6	7= (5 X 6)
			SUB TOTAL			
			TOTAL			
Goods to be supplied to		[insert destination of Goods]				
Total Amount in Taka (in words)		[enter the Total Amount for the delivery of Goods and related services].				

Add: VAT & TAX as per govt. rules. @.....%

Signature of Quotationer with Seal	Date: dd/mm/yy
Name of Quotationer	


 Kazi Maksodul Alam
 Regional Director Operations
 SARPV
 Chakaria, Cox's Bazar