

## **Invitation for Tender– Hardware Supply Services**



**Social Assistance and Rehabilitation for the Physically Vulnerable (SARPV)**

House no. 274/4 (4<sup>th</sup> floor), South Monipur (60 feet road),  
Mirpur, Dhaka-1216, Bangladesh.

**RFQ: SARPV/BPRM/PR:3/040**

Date: 24<sup>TH</sup> February 2023

To: Potential Supplier/Service Provider /Hardware services.

Dear Sir/Madam,

**Subject: Request for Quotation for Hardware Supplies for Assistive Device Raw Materials.**

SARPV office is seeking RFQ on company letterhead/pad from Bona fide business entities/firms/companies for Hardware Services in Chakaria, Cox's Bazar District. Interested, expert & experienced service-providing agents or companies or shops are requested to go as per the following instructions and submit quotations accordingly.

Please be guided strictly with the following instructions:

1. Carefully attach all the mentioned documents.
2. Please submit the filled SARPV RFQ Form with all the supporting documents in a sealed envelope marked "Request for Quotation for Hardware Supply Services" located in the below addresses.

**Tender Box:01**

**SARPV Regional Office**

**Bhora Muhuri, Chiringa, Chakaria, Cox's Bazar, Tender Box -01.**

**3. Deadline for submission of proposal on 05<sup>TH</sup> March, 2023 before 3.00 PM.**

4. Please do not submit more than one proposal. Submitting more than one proposal may cause of canceling all of your proposals.
5. Please note, if your company is enlisted in SARPV, you will be entitled of doing business with any of the SARPV Offices in Bangladesh.
6. Only shortlisted or qualified applicants shall be considered for enlistment.
7. Only a hard copy of the submission will be accepted.
8. Product need to delivered on the mentioned location: **Bhora Muhuri, Chiringa, Chakaria, Cox's Bazar.**
9. You are requested to read the whole document with proper understanding. On completion of reading and upon agreeing to comply with all of our terms and condition you are requested to put your company seal and authorized signature on the bottom of each page and submit with the proposal.
10. If you have any specific queries, please attend the pre-bid meeting to set clarified or send your question to [rpc.sarpv@gmail.com](mailto:rpc.sarpv@gmail.com)/[log.dhnlp@sarpv.org.bd](mailto:log.dhnlp@sarpv.org.bd) on or before 2nd March of 2023.

Sincerely,  
Gobindo Kumar Nandi  
Logistics Officer-PRM

## I. Method of Tender Evaluation

### a. Technical Evaluation Criterion: (20% weightage):

The RFQ Evaluation shall be carried out based on the following criteria:

1. **Valid Trade License & BIN-05 Marks (Only the updated vendor will get full marks-2023)**
2. **Updated Vat Return Acknowledgement Slip-Copy:5%.**
3. **Relevant work experience and length of Service: 10%**
  - For the experience of 2-3 years- 10 points.
  - For the experience of 1-2 years- 7.5 points.
  - For the experience of less than 01 years – 5 Points.(Experience needs to be proved by trade License/ Work Order/Agreement copy, Work Completion Note (WCN)/ Partners Certificate)

### b. Financial Offer: (80% weight)

Qualified The Lowest financial offer will get the highest score and the successive higher bidders will get the inversely proportionate marks in comparison to the lowest bidders' score. The weightage of the financial score is 80%. The total marks achieved out of 100 will be converted to 80.

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

### c. Combined Evaluation:

**1<sup>st</sup> Phase:** The sum of the total score achieved from Technical (20%) and financial evaluation (80%) 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.

**2<sup>nd</sup> 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 20% and financial evaluation will be considered at 80% and 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 contract can be awarded to one or multiple hardware service providers based on the highest score achieved in the combined evaluation of technical and financial scores.

The procurement will be carried out as the combined evaluation.

### **Summary of Documents need to provide to participate:**

1. Valid Trade License copy.
2. Valid TIN & BIN copy.
3. Vat Registration Acknowledgement slip.
4. Relevant Work Experience Copy (PO, Agreement or any other documents that proves experience)
5. Annexure A: RFQ receiving Copy. (Price Schedule).
6. Tender Schedule Receiving Copy.
7. Quotation/offer on supplier pad with seal & sign.
8. Organization Profile with business location & others details.

**2. PRICE SCHEDULE:**  
**Annexure: A-Price Schedule - (RFQ)**

**2.3 Details of goods/ services**

SL	Items	Quantity	Unit	To be filled by vendors/ suppliers			
				Unit price	Total price	Country manufactured in	Remarks
1	Flywood-18mm Thick	20	Piece				
2	Flywood-12mm Thick	11	Piece				
3	Fome,Shoan fome(1 inch Thick)	46	Piece				
4	Wheel,2.5 Inch	120	Piece				
5	Nails,2 Inch	13	K.G				
6	Balcro,2 Inch	202	Feet				
7	Timber,Gamary wood 2inch Thick	110	Feet				
8	Colour,Yellow,Red, Silver,(1pound)	48	Pound				
9	Camlo,1.5mm Thick	124.5	Piece				
10	Glue,Diamond gum 3 liter can	101.3	Litre				
11	PP Sheet,3,4,5 mm	33	Feet				
12	Pop Band,6 inch Galaxy medicare ( Indian)	70	Piece				

13	Pop Powder, Galaxy medicare ( Indian)	42	K. G				
14	Botam Rebit, Small Aluminium	1003	Gram				
15	Top pin, Box( Camal Brand) Aluminium	16	Box				
16	Pipe, 20 feet long (Per pipe)	65	Feet				
17	Welding rod, 26 Inch long	125	Piece				
18	Top, (Rubber)	12	Piece				
19	Gas, Acetylene-702	4000	Mili				
20	Raksin, Black colour (Gauze/Feet)	10	Feet				
21	Scrow, Small 1 inch (Aluminium)	30	Piece				
22	Ring, Aluminium Medium size	4	Piece				
23	Biaring, Small Size	4	Piece				
24	Biaring set, Small	4	Piece				
25	Front wheel, Medium	7	Piece				
26	Bed, 3 inch fome	2	Piece				
27	Cock, 5mm (wooden)	2	Feet				
28	Tyre, Rubber (Medium)	4	Piece				

## Suppliers 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, labour, environment and anti-corruption and interpretation of the Code should be undertaken in a manner consistent with the Global Compact.

**International Labour Conventions and Recommendations:** The International Labour Standards (i.e., Conventions and Recommendations) as established by the tripartite SARPV specialized agency, the International Labour 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 Labour 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.

### 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.

### Labour:

**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 Labour:** The SARPV expects its suppliers to prohibit forced or compulsory labour in all its forms.

**6. Child Labour:** 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, colour, 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 favourable 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:**

**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.

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.



# REQUEST FOR QUOTATION

## 1. Background

SARPV is a non-profit organization that works across Bangladesh for vulnerable people and is requesting esteemed vendors/ suppliers to quote as per requirements and conditions below:

## 2. Request for Quotation (RFQ)

RFQ number	SARPV/BPRM/PR/3/40	Project name	DHNL P
RFQ Issue Date	24/02/2023	RFQ due date	5/3/2023

### 2.1 Specifications/Statement of Work (Complete Description of Goods/ Services Needed):

The vendor will be paid within 30 days receiving of the invoice subject to the successful completion of the work and/or delivery of the items. As agreed the payment will be transferred through provided company Bank account, the quotation should be provided in a sealed envelope to SARPV procurement department, located in the main entrance gate, and Tax & VAT will be deducted according to the rules of the Government of the Peoples Republic of Bangladesh. No transportation cost will be provided to vendor for delivering the items at delivery point.

### 2.2 Period of Performance

For Goods	Work will begin on 10/03/2023 and must be completed by 20/03/2023
For services	Items must be delivered by 20/03/2023

### 2.3 Details of goods/ services

SL	Items	Quantity	Unit	To be filled by vendors/ suppliers			
				Unit price	Total price	Country manufactured in	Remarks
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8	Colour,Yellow,Red, Silver,(1pound)	48	Pound				
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24	Biaring set,Small	4	Piece			
25	Front wheel,Medium	7	Piece			
26	Bed,3 inch fome	2	Piece			
27	Cock,5mm (wooden)	2	Feet			
28	Tyre,Rubber (Mediam)	4	Piece			
<b>Total: In words:</b>						

### 3. Delivery Instructions

Items number	Delivery Address
1 to 28(all items)	<b>Bhora Muhuri, Chiringa, Chakaria, Cox's Bazar</b>

### 4. Instructions for submitting quotes

**Quotes must be received no later than**

**5/3/2023**

**Time**

**3.00 PM**

\*\*\*Quotes received after the deadline will NOT be considered\*\*\*

Quotes must be submitted by email to:	<a href="#">No email submission is accepted</a>
Quotes may be delivered by mail or hand-delivered to the following address:	The Quote is to be submitted in a sealed envelope into the Procurement Drop Box located Inside SARPV Regional Complex ,Bhora Muhuri, Chiringa, Chakaria, Cox's Bazar
Quotes must be submitted in the following currency:	Bangladeshi Taka (BDT)
Quotes must be submitted in the following language:	English/ Bangla

### 5. Questions: If any question on RFQ

Questions must be received no later than

**2/3/2023**

For query email:

[log.dhnlp@sarpv.org.bd](mailto:log.dhnlp@sarpv.org.bd) & [rpc.sarpv@gmail.com](mailto:rpc.sarpv@gmail.com)

### 6. CERTIFICATION


#### TO BE COMPLETED BY VENDOR

I certify that the information provided is true and correct. The Offer is valid for minimum of (30) days.

Vendor Business name:	
Owner/ representative name:	
Contact mobile no:	
Email:	
Address:	
Signature with seal	Date:

NOTE: SARPV reserves the right to purchase any or all of the requested items/services, to adjust quantities if needed, or to make no purchase. SARPV will not pay for quote preparation costs

### 7. Issued By

Signature with seal		Date:	24th February of 2023
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