



Social Assistance and Rehabilitation for the Physically Vulnerable  
(SARPV)

**TENDER/SARPV/2023-003**

Package-001  
Invitation for Tender - Frame Work  
agreement



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

Date: 09/06/2023

To: Potential Supplier/Service Provider /Transportation Service.

Dear Concern,

**Subject: Request for Quotation for Frame Work agreement on Transportation services.**

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

Please be guided strictly by the following instructions:

1. Carefully attach all the mentioned documents.

Please submit the filled SARPV RFP Form with all the supporting documents in a sealed envelope marked "Request for Quotation for Framework Agreement on Transportation Services".

2. Located in the below addresses.

**Tender Box: 01**

SARPV Disability Complex  
Rabar Dam Road, Link Road, Cox's Bazar

3. The deadline for submission of the proposal on 25 June 2023 before 2.30 PM.

4. Please do not submit more than one proposal. Submitting more than one proposal may cause the cancellation of canceling all of your proposals.

5. Only shortlisted or qualified applicants shall be considered for enlistment.

6. Only a hard copy of the submission will be accepted.

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

8. 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.

9. If you have any special queries, please attend the pre-bid meeting to set clarified on 20 June 2023.

Sincerely,

Essential documents need to submit by the supplier-

**a. Essential/Mandatory Documents:**

**Documents Required Evaluation Criteria:**

SL#	Required Documents
1	Unit Price in BDT inclusive of Vat, Tax & other costs in the company/organization letterhead pad.
2	Company profile with details information
3	Up-to-date Trade License and TIN (Tax Identification Number) certificate & other documents to prove the legal status of the company
4	Copy of Business Identification Number (BIN) or VAT registration
5	Copy of National ID Card for Proprietor/ Managing Director/Key Person
6	List of clients served with their Contact person's Name, Designation, Office address, telephone/mobile number & E-mail address.
7	Audit Report for last 02 years (For Limited Company only) or last one Years Bank Statement (other than Limited Company) to meet the turnover and Bank Solvency.
8	Copy of Reverent Purchase Order(s) or Frame Work Agreement Copy to meet the work experience, length of service, and client
9	Certificate of Incorporation (Limited Company only)
10	List of Office locations with Contact Person.
11	Sign Copy of full Tender Documents including seal & signature.
12	Other relevant documents related to Eligibility and Capability Criteria

**1. Method of Tender Evaluation**

**b. Technical Evaluation Criterion: (60% weightage):**

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

**1. Organization Profile-5 %**

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

**2. Total quantity of Transport /Vehicle available under the company ownership -Points (3 points for-01 vehicle)-15%.**

**3. Relevant work experience and length of Service: 15%**

- For the experience of 1-2 years- 7.5 points,
- For the experience of 2-3 years- 10 points,
- For experience of more than 03 years - 15 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. Financial Statement & Turnover: 15%

For Statement: Score 15(Period,1 Year-January 2022 to December 2022)

Bank Solvency- Score is 5

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

### c. 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 is SARPV compelled to hire the lowest bidder.**

### d. 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 contract can be awarded to one or multiple suppliers based on the highest score achieved in the combined evaluation of technical and financial scores.

### 3. Terms & Conditions:

**A. Description of Services:** SARPV is inviting proposals for supplying Vehicle Services to SARPV as and when required basis as per the mentioned scope of services.

**B. Proposal:** Both Company profiles with required documents and the financial offer shall be submitted in a sealed envelope indicating the transportation services in Cox's Bazar in bold font on the top of the envelope as RFP for FWA.

**C. Introduction and Objectives:** SARPV is frequently receiving a number of small and mid-range requests for transportation services for its various project under Cox's Bazar Office and field/project office. We are going to outsource these services to meet the requirement of our projects. However, to accommodate these requests, we want to make a Frame Work Agreement with potential and qualified suppliers for the next year.

**D. Service Locations:** The services shall be conducted from the Cox's Bazar to Various Rohingya camp in Ukhiya & Teknaf as per the delivery location and schedule of the Purchase Order.

**E. Duration:** The framework agreement will be initially for ONE year. 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.

**F. Price and offer validity:** Prices for this offer should be valid for a period of ONE Year from the date of Agreement Signing. The prices must be inclusive of VAT and all other relevant costs.

**Applicable VAT and Tax will be deducted at source as per Government rules.**

**G. Maintenance:** The Service Provider will arrange regular servicing and maintenance of the cars or vehicles with prior consent by SARPV management for smooth operation. Any maintenance, repairing, and cleaning work should be done during the weekends upon mutual agreement between both parties. The Service Provider will also be responsible for the temporary replacement of a car or vehicle if there is maintenance work (for monthly rent). The Service Provider will be responsible for the emplacement of all

parts and equipment, including but not limited to tires, battery or any other parts of the car required to maintain suitable operation of the vehicle. In case of unsatisfactory service or unsatisfactory performance of supplied vehicle, the Service Provider will be responsible for replacing the vehicle immediately.

H. SARPV shall not accept responsibility for any traffic fine offence incurred.

I. Speed limits must be adhered to according to the rule of the road or as indicated. Unless otherwise indicated speed limits are applicable to Rental vehicles:

- Urban and populated areas - 50 km/h.
- Open tarred road - 80 Km/h.
- Gravel road - 40 Km/h.

J. **Necessary Documents and Instruments:** All the vehicles provided by the Service Provider to SARPV must carry the following updated documents and materials:

- Registration Certificate of the vehicle.
- Valid Fitness Certificate, Tax Token, Route Permit, Valid Insurance, Valid Driver's License.
- Vehicle Log Book
- First Aid Medicine Box, Fire Extinguisher (Dry Powder minimum 1 Kg)
- Seat belts for all the seats of driver & passengers.
- Additional Small Fans, Spare Tires and jack and wheel spanners available.

K. Service provider will arrange their vehicle parking by own management. Vehicle mileage should be counted from the service receiving point.

L. **Drivers:** Vendor should have mentioned the driver's information as required:

(a) For long-term rentals (Monthly basis), the Service Provider shall assign drivers to SARPV for its exclusive use for the duration of the rental.

(b) Driver's Qualification:

i. Valid driving license as professional driver.

ii. Minimum 5 (Five) years working experience as professional driver

iii. Assigned drivers shall be nominated in writing by the Service Provider and approved by SARPV, and the Service Provider will replace the driver at any time if not judged suitable by SARPV.

(c) Assigned and approved drivers must adhere at all times to the travel security.

(d) Assigned drivers for long term (Monthly) rental will work for five days (05 days) a week with 10 hours a day which includes maximum two hours (02 hours) to be used as a lunch or rest break. Such assigned drivers will be given two days off during the week. Total 22 days will be service provide by the service provider for monthly basis vehicle in case when the driver works more than 22 days in a month.

(e) The Service Provider will be fully responsible for all drivers' contractual obligations, including salaries, benefits and bonuses and other facilities.

(f) The Service Provider will provide vehicle which is use fuel, no any gas cylinder keeps in vehicle.

(g) Driver Aged at least 21 years, trained, competent and sufficiently experience to drive the type of vehicle being used.

**M. 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.

**N. Losses/Damage:** The service provider will bear any losses occurring in loss of goods or property/Damage /theft during the transportation and those losses will adjust their upcoming invoice or pay in the form of a pay Order in favor of SARPV.

**O. 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 corittract, 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.

**P. Payment Terms:** The payment will be made on CHEQUE in favor of 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.
- No partial 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.

**Q. Bid Submission Details: Sealed quotation mentioning on top of the envelope "Request for Proposal for Framework Agreement for Transportation Services" to be submitted into the "Tender Box-1" kept at SARPV, Link Road Office Office by 25 June 2023.**

**R. 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.

**S.** 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.

**T.** Fully prohibited unauthorized drug carrying the vehicle; if any incident occurs, all responsibilities go to the service provider.

**Please find the attached sheet for the supporting documents.**

1. ANNEX-A Price Schedule
2. ANNEX-B TOR-Vehicle Rental
3. ANNEX-C Technical Evaluation Part
4. ANNEX-D General instruction to service providers
5. ANNEX-E Vendor Registration Form

SARPV

**PRICE SCHEDULE-1:**

**Services/Assignment: Framework Agreement for Providing Transportation Services as per the below table:**

SL #	Items Description	Quantity	Starting Point	Destination Point	Unit Cost (Per Metric Ton)
1	<b>Transportation Service</b> (WSB++, WSB+, RUSF, RUTF) & Vegetable oil	800 MT (approximate)	Cox's Bazar, Warehouse	Ukhiya /Kutupalang different camps	
			Lambashia (Maduchara HUB)	Ukhiya/ Kutupalang different camps.	
2	<b>Loading cost</b> (WSB++, WSB+, RUSF, RUTF) & Vegetable oil		Cox's Bazar Warehouse		
			WFP Warehouse, Lambashia (Maduchara HUB)		
3	<b>Unloading (WSB++, WSB+, RUSF, RUTF) &amp; Vegetable oil</b>		SARPV Ukhiya warehouse		
			Ukhiya/ Kutupalang different camps		
			Ukhiya Office		
			SARPV Project Warehouse, Ukhiya.		

**Bidding Option: Including vat & tax, fuel, driver, road cost, any kinds of traffic cost, and maintenance cost. SARPV will provide only per metric ton transportation and loading-unloading cost. Other costs will bear the respective suppliers.**

**Vehicle types required - three types (3, 5, & 10 Metric ton capacity): According to required needs to supply different capacity trucks. In general use 3 or 5-metric-ton trucks.**

**PRICE SCHEDULE-2**

**Services/Assignment: Framework Agreement for Providing Rent A-Car Services as per the below table:**

Vehicle Description & Model	Expected Need Details	Starting Point	Destination	Unit Cost (Per day/Trip)
Truck (3 metric ton)	As per need	Ukhiya	Different camps or approved by SARPV management.	
Truck (3 metric ton)	As per need	Cox's Bazar	Ukhiya/ any camp	
Truck (5 metric ton)	As per need	Cox's Bazar	Ukhiya/ any camp	
Truck (5 metric ton)	As per need	Ukhiya/any camp	Cox's Bazar	

Truck includes all the related costs. Including the driver, fuel, maintenance, VAT & TAX etc.

**1) Details required from the Service provider are as follows:**

**A. Vehicles:**

- I) Vehicles should be registered with BRTA- Bangladesh Road Transport Authority.
- II) Vehicles should not have pending cases with the traffic police or any other entities (i.e. Transport association).
- III) Vehicle should be fit for transportation and always deliver in good condition truck.
- IV) The service provider will be responsible for the unfitness truck delivery and will be responsible for providing an immediate replacement in case of complaints/misconduct.

**B. Drivers:**

The following conditions for drives with the vehicle must be ensured:

- I) Drivers should have valid professional driving licenses.
- II) Drivers should have their NID photocopy.
- III) Driver should have the valid mandatory documents of the truck.
- IV) Driver must follow the traffic rules/regulations and follow the recommended speed limit.

**3) Scope of Work:**

The service provider selected should provide vehicle rental services to SARPV project on-call basis (Upon request by SARPV)

- I) The Office will communicate by (email)/ WhatsApp/SMS with the service provider (a day before), sharing the requirement of vehicles for the next day/week. After receiving requests from the SARPV office, the service provider should share the details of the requested vehicles and drivers
- II) The service provider should be able to replace the vehicle in case of any incident/breakdown on the road.
- III) An estimated 90-120 metric food will be transported monthly during the normal situation.

**4) Payment**

No Advance Payment will be made to the service provider. The service provider shall submit the monthly invoice by the end of each month. Payment shall be made as per SARPV payment **within 30 days** from receipt of the invoice (Payment Could be late based on fund shortage).

**5) Term of Agreement**

The term of the contract awarded to the successful service provider shall be valid for one year, extendable with mutual consent for another year from the date of the signing of the contract.



## Technical Evaluation Part for FWA

SL#	Particular	Declare		Documents requirement (if answer yes)
		Yes	No	
1	Business profile of the firm/company			Documents required
2	Valid Business registration certificate			Documents required
3	Submission of valid trade license covering 2022 and 2023 if already available; As well as proof of being in the business by submitting related trade license copies for the past two years			Documents required
4	A valid copy of VAT and Tax certificate			Documents required
5	Bank Solvency Certificate			Documents required
6	Proven track record in supplying to other reputable clients in Bangladesh (list of organizations, copies of minimum contracts/purchase orders, as well as contact details from clients, list of clients or reference letters from clients, or documents of service contract with NGO/INGO/Govt. covering the period 2019-2021/2022).			Documents required
7	How many trucks are there in the name of you or your company? Please mention the number of vehicles.			Documents required
<b>Acknowledged by Supplier with seal</b>				

**GENERAL INSTRUCTION TO SERVICE PROVIDERS****1. Description of Services**

SARPV requests prospective service providers to submit quotations for the provision of Vehicle hire services for SARPV Cox's Bazar Operation on a Long-term Agreement basis with an initial duration of one (1) year, potentially extendable next year, subject to satisfactory performance and availability of funds. The successful bidders will be requested to maintain their quoted prices for the duration of the agreement.

**2. 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 (Annex E) to establish their eligibility together with the Quotation.

**3. 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.

**4. 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.

**5. 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.

**6. SARPV's Right to Accept any Quotation and to Reject any or all Quotations.**

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.

**7. Requirements****7.1 Quotation Documents**

The following Quotation Documents are to be submitted by the Service Providers:

1. ANNEX-A Price Schedule
2. ANNEX-B TOR-Vehicle Rental
3. ANNEX-C Technical Evaluation Part
4. ANNEX-D General instruction to service providers
5. ANNEX-E Vendor Registration Form

Service Providers are required to use the forms provided as Annexes in this document.

**7.2 Quotation Form**

The RFP-Price schedule (Annex A), RFP-TOR Annex B), and other required documents shall be duly signed and accomplished and typewritten or written in indelible ink. Any correction made to the prices, rates, or to

any other information shall be rewritten in indelible ink and initialed by the person signing the Quotation Form.

The language of the Quotation shall be in English, and prices shall be quoted in BDT.

Prices quoted by the Service Provider shall be fixed during the Service Provider's performance of the contract and not subject to price escalation and variation on any account unless otherwise approved by SARPV. A submitted quotation with an adjustable price quotation will be treated as non-responsive and will be rejected.

### **7.3 Validity of Quotation Price**

The Quotation shall remain valid for a minimum period of 60 calendar days after the deadline for submission.

In exceptional circumstances, prior to the expiry of the period of validity of quotations, SARPV may request that the Service Providers extend the period of validity for a specified additional period. The request and the response thereto shall be made in writing. A Service Provider agreeing to the request will not be required or permitted to modify its quotation.

### **8. Submission of Quotation Documents**

The quotation must be submitted in a sealed envelope. RFQ (Financial)-Annex-B should be submitted in a separate envelope, and all other documents should be submitted in another envelope.

Late Quotations will not be accepted.

### **9. 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.

### **10. 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.

### **11. Rejection of Quotations**

The quotation can be rejected for the following reasons:

- a) The Quotation is not present in accordance with this General Instruction.
- b) Document is not signed.
- c) The Service Provider is currently under the list of blacklisted Service Providers.
- d) 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.

### **12. Evaluation of Quotations**

SARPV shall evaluate and compare the Quotations based on the following:

- (a) Completeness and responsiveness of the documents
- (b) Compliance with technical specifications including delivery requirements (c) 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.

### **13. 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.

#### **14. 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.

#### **15. Delivery Site and Period of Delivery**

The delivery period shall be according to the food lifting plan or Purchase Order.

#### **16. Payment**

Payment shall be made only upon SARPV's acceptance of the Services and upon SARPV's receipt of the invoice describing the Services delivered.

#### **17. 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.

### **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.

### **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:**

**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.**

**Pre-bid meeting 20<sup>th</sup> June 2023 at SARPV Cox's Bazar office (SARPV Disability, Center Rabbar dam Road, Link Road, Cox's Bazar) At 11:00 AM.**

**Tender submission last date: 25<sup>th</sup> June 2023 at 02:30 PM. (SARPV Cox's Bazar Office)**

**Tender opening date and time: 25<sup>th</sup> June 2023 at 03:00 PM. (SARPV Cox's Bazar Office)**



Date:

SARPV, Cox's Bazar  
Vendor Registration Form

Name of the Vendor:		
Owner Name:		
Address:		
Contact No		Email ID:
Types of Business:		
TIN No		VAT No:
Bank Account Name	A large, semi-transparent watermark of the SARPV logo is centered over the bottom half of the form. It consists of the letters 'SARPV' in a light gray font, with a light red circle behind the 'P'.	
Bank Account Name		
Bank Account Number		
Bank Routing Number		
Bank Name		

Comments (if any):