



Social Assistance and Rehabilitation for the Physically Vulnerable (SARPV)

TENDER/SARPV/2024-2025/004

Package-004

Invitation for Tender

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

Md. Ali Hosain
Sr. Admin & Finance officer
IDI Project, SARPV
Cox's Bazar.

Invitation for Tender

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 27 April 2025 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/2024-2025/004; Package-004." DO NOT OPEN BEFORE 2:30 PM, 27 APRIL, 2025"**

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



Md. Ali Hosain.
Admin & Finance officer
DI Project, SARPV
Cox's Bazar.

Annexure:

Annex-A: General Instructions & TOR

Annex-B: Necessary documents

Annex-C: Evaluation Method

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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/2024-2025/004; Package-004."
DO NOT OPEN BEFORE 2:30 PM, 27 APRIL, 2025**

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

Tender Box: 03

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 27 April 2025 before 2.30 PM. Late Quotations will not be accepted.
4. **Expected delivery date:** 30 APRIL-2025
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 be considered disqualification as a potential bidder.

17. Price and offer validity: Prices for this offer should be valid for a period of up to 31st October 2025.

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


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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.

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.

Activity	Date
Tender Notice Publication	20 th April 2025
Deadline for Bid Submission	27 th April 2025
Bid Clarifications & Physical Verification	28 th April 2025 (If need)
SBA Validation	N/A.
Award Contact	29 th April 2025
Go Live	29 th April 2025

Please note that the above timings/dates are being shared for indicative purposes only and are subject to change. However, SARPV 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:** will be initially up-to October 2025. 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 April 23, 2025, 03 pm at SARPV Complex, Voramuhuri, Chakaria, Cox's Bazar.

Meeting link: P&O materials purchase

Video call link: <https://meet.google.com/wzm-kfqk-tcu>



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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) 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.


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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%.

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-July 2023 to July 2024 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 or online verification 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



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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.

01. List of Materials (Total 8 items)			
SL	Product Description & Model	Details	Unit of measurement
1	Camlo- 1m X1 mm	3 mm camlo, good quality, skin friendly.	Pcs
2	Glue (Super glue-tube)	Super glue tube , to use for eva, sole, shoes etc.	Pcs
3	Bar Joint -(Tamarakh Joint)	To use for ankle joint, made by pp, with screw p-cs & dummy.	pcs
4	Rod (GI pipe 3/4)	GI pipe ¾- Good quality.	feet
5	Foot Piece -(Signle axis Prothothecs Foot)	Single Axis foot with two holes 10-4 / mm heel good quality , long durability idt ISO Standard.	Pcs
6	Foot Piece -(Low profile)	Materials -PO foam, high quality.	pcs
7	Stokenet soft -(Strumfhose collant-Lady stockinet)	Good quality, high elasticity, skin color	Pair
8	Rubber sole -Suspension belt (Elastic belt)	Limb suspension trousers, high quality, Effective transfemoral, prosthesis suspension	Pcs

02. List of Equipment's (Total 12 items)			
SL	Product Description & Model	Details	Unit of measurement
1	Grinding Machine (Hand grinding Machine Rechargeable-	Specifications Brand Bosch Material Metal Product Dimensions 35.8L x 26W x 11H Centimeters Style Heavy Duty Power Source Battery Powered Colour Blue Item Weight 2.1 Kilograms Voltage 18 Volts Wattage 1000 Watts Maximum Rotational Speed 9000 RPM Horsepower 1000 Watts Manufacturer Bosch, Robert Bosch Power Tools GmbH Country of Origin Germany Model number 06019J40K1	Pcs
2	Jigsaw (Jigsaw - Rechargeable)-	Specifications Stroke rate: 1450-3100 spm, Cutting depth: Wood: 70 Aluminium: 10mm Non alloy steel: 6mm Rated Power: 500w Package Dimensions : 30.4 x 22 x 8.4 cm Weight 2.1 kilograms Manufacturer : Bosch Made in China	Pcs
3	Heat gun (Heat gun Rechargeable)	Specification: Material: Plastic, Color: Blue Item Dimension: 240mm x 50mm x 210mm ; Working temperature: 60 – 550°C °C ; Airflow: 350 – 550 l/min ; Heat-up time: 1 min ; Cord Length: 2 m ; Safe to Use: This heat gun comes with an overheat protection that makes it safe to use Package	Pcs

		Contents: 1-Piece Baretool and Reducing Nozzle 6 months on product 1800w input power creates sufficient airflow and temperature for all finishing/fixing applications	
4	Allen key set	ss. high quality , a set Specifications: 0.7mm / 0.9mm / 1.3mm / 1.5mm / 2.0mm / 2.5mm / 3.0mm.	pcs
5	T allen key	Professional 5mm-shank HEX L-key with a Handle.	Pcs
6	Universal Pliers	Universal pliers are made for removing, grasping, and bending the k-wires as well as pins in the surgeries.	Pcs
7	Cutting Pliers	Size: 8"/200mm, • Material: Cr-V, • Teflon coating	Pcs
8	Draw Knife	Draw Knife Wooden/plastic Handle, HRC 30 Durable, Tungsten Steel, Curved High Sharpness Draw, Shave Knife for Log Wood Furniture, 8-12in.	Pcs
9	Scarpa	Local item.	Pcs
10	Knife Blade	For p&O use.	Pcs
11	Blade box	Good quality, ss.	Pcs
12	Envile-Small	Solid iron.	Pcs

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.



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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



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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.

SARPV



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IDI Project, SARPV
Cox's Bazar.

Annex-F



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/ BIN No:	
Bank Account Name			
Bank Account Name			
Bank Account Number			
Bank Routing Number			
Bank Name			

Comments (if any):

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IDI Project, SARPV
Cox's Bazar

Signature of the vendor/ supplier

FINANCIAL OFFER TEMPLATE

Price Schedule for Goods and Related Services

RFQ NO: TENDER/SARPV/2024-2025/004

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

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



Md. Ali Hosain
Sr. Admin & Finance officer
IDI Project, SARPV
Cox's Bazar