

Tender Schedule for Supply of Various Types of Seed & and Homestead Gardening materials for Green Skills Development Project at 8 Different FDMN Camps

ActionAid is an International Development Organisation working over 45 countries across the world with people living in poverty since 1972. One of the main working areas of ActionAid is to response in emergency and humanitarian crisis.

ActionAid Bangladesh (AAB) is actively supporting both the host community and FDMN camps in Cox's Bazar. We are in the process of procuring the necessary materials for the Green Skills Development Project, supported by WFP, in FDMN Camps 2E, 8W, 17, 22, 24, 25, 26, and 27 located in Ukhiya and Teknaf under Cox's Bazar district.

Scope of Tender:

ActionAid Bangladesh invites sealed quotation/tender for the supply of Seed and Homestead Gardening materials which details are mentioned in the attached Annexure:

- i. Seed for **Winter** (As per Annexure-A)
- ii. Homestead gardening materials and others for **Winter** (As per Annexure-B)

Language:

As determined by ActionAid Bangladesh the working language of this tender is English.

Contractor/Vendor/Supplier Contract:

Vendor/Supplier Name:	
Address:	
Contact No:	
Email:	

Financial Proposal for the Supply Materials:

Sl.	Category	Item name	Unit	Quantity	Rate (BDT)	Total (BDT)
1	Category -A	Seed for Winter : As per Annexure-A	Job	1		
2	Category -B	Homestead gardening materials and others for Winter : As per Annexure-B	Job	1		
Grand Total including VAT and all other costs: BDT						

The mentioned above rates are including VAT, TAX, transportation, and other related cost.

Require Documents/Papers:

To qualify the preliminary selection quotation must be accompanied with the following updated documents:

Name of Document	Yes/ No	Name of Document	Yes/ No
Trade License (updated)		VAT registration certificate (online)	
TIN Certificate		Acknowledgement/Certificate of recent Tax Return submission	
Bank Solvency Certificate		Related Work Experience Documents	
Company profile			

Schedule of Tender:

1. **Date of Tender publication in Daily Newspaper:** 13th August 2024.
2. **Tender Schedule collection:** 13th August 2024 to 19th August 2024 from 09:00 am to 05:00 pm on all working days.
3. **Last date of Tender Dropping:** 20th August 2024 within 11:00 AM.
4. **Tender Opening:** 20th August 2024 at 12:00 pm in AAB Cox's Bazar office. One representative from each supplier/contractors /bidder will be allowed to attend the tender opening event, if interested.
5. **Tentative Date of issuing work order:** 01st September 2024.
6. **Tentative Date of Starting Delivery:** 05th September 2024.

Terms & Conditions:

1. Before submitting the offer to ActionAid Bangladesh, bidders must carefully review the product specifications (as outlined in Annexure-A & B) and the requirement details. They should ensure the table (Financial Proposal for supplying different types of seeds and agricultural materials as detailed in the attached annexures) is completed accurately as per the schedule.
2. **Interested suppliers/vendors can submit proposal for either one or both categories.**
3. The supplied Seeds expire date must be covered at least one year after receiving it by AAB. And germination percentage should be included in the proposal.
4. ActionAid Bangladesh will request samples of seeds from the shortlisted suppliers/vendors to conduct germination tests through their own initiatives. A high percentage of successful germination may result in award of the contract.
5. **Security deposit/earnest money 5% of the Purchase Order value** to be deposited in favour of ActionAid Bangladesh by awarded vendor before signing the Purchase Order through Bank Draft/Pay Order. This Security Deposit to be returned after satisfactorily completion of the delivery.
6. Interested vendor / Contractors / Suppliers should submit hard copy quotation using company letter head pad in the Tender Box kept at the reception room/in front of the Security Desk of AAB Cox's Bazar office, House No: 752, Block: C, Ward: 11, Jhautola Masjid Road, Cox's Bazar-4700) **on or before 20th August 2024, 11:00 AM. Technical and Financial proposals sealed in one envelope to be submitted.** "Technical proposal & Financial Proposal for the work" to be written on the Envelop for technical proposal and Financial Proposal.
7. **Tender Schedule Collection:** Tender documents to be collected from 13-19 August 2024 on all working days from 09:00 am to 5:00 pm. Hardcopy tender documents are available for collection with the Security Guard at the entrance /main gate of ActionAid Bangladesh, Cox's Bazar Office, House: 752, Block: C, Ward: 11, Jhawtola Masjid Road, Opposite to Radiant Fish World, Cox's Bazar 4700. Softcopy of tender documents may be downloaded from ActionAid Bangladesh Website.
8. Only one organization/firm can participate in the bidding process under the same proprietorship or family. If found more than one organization under above condition, then both the organizations will be termed as non-responsive.

9. Alternative offer is not acceptable. Any condition from the bidder will not be acceptable by AAB management.
10. Volume of work may maybe increase/decreased and payable amount will be fixed up according to the changes.
11. No tender will be accepted/considered after the submission deadline.
12. Carrying, loading, unloading & Packing: Offered rate will be included with the cost of carrying, loading, unloading and installation etc.
13. **Specification / Details of Items:** Bidder need to mention details specification based on / equivalent with the requirement with brand, sizes, thickness, materials, model, country of origin etc. that you will deliver. These detailed specifications etc to be included in the technical proposal (where applicable)
14. Bidders need to mention warranty period of the supplied items (where applicable).
15. All items must comply with the standards and measured as specified.
16. Selected Bidder (s) will submit sample of each item before issuing Work Order if required.
17. Selection criteria: The evaluation criteria for both the technical and the financial reviews will be established in the RFP (Request for Proposal) stressing the key areas of importance that will be considered in the evaluation. In addition, the ratio between technical proposal and financial proposal factors is 60/40 weighting (technical /financial). Proposals will be evaluated, ranked, and awarded based on a definition of "best value" considering both technical and financial factors.
18. **Seed and other Materials delivery location:** Materials should be supplied to **FDMN Camp- 2E, 8W, 17, 22, 24, 25, 26 & 27** at Ukhiya & Teknaf, Cox's Bazar as per **materials delivery plan (Annexure- A & B)**. Detailed delivery schedule/plan will be provided with the Work order.
19. Updated Trade license, Income Tax Certificate or income tax return submission acknowledgement for income year 2023-2024, e-TIN Certificate, e-VAT registration certificate, Bank solvency certificate should be provided along with the quotation.
20. Tax & VAT will be deducted at the time of payment as per the government rules. The quoted price will be inclusive of VAT and all other costs related with this procurement.
21. Incomplete bid will be rejected on site.
22. Offer Validity: 90 days from the date of tender submission.
23. **Payment mode:** Payment will be proceeded after completion and handover of delivery challan. Payment shall be made through bank transfer (BEFTN) or A/C Payee Cheque within 04 weeks after completion acknowledgement of the above-mentioned items in good condition and receiving of relevant documents.
24. The assigned person of ActionAid Bangladesh will monitor the quality, quantity and progress of work. Based on his endorsement ActionAid will process the payment.
25. Compliance of using green materials & green manufacturing environment is highly appreciated.
26. Bidder shall agree to the core labour standard & abolition of child labour, respect legislation of country on women rights & gender equity and will not employ/engage child labour in his organization.
27. ActionAid Bangladesh is not bound to accept the lowest bidder.
28. ActionAid Bangladesh has the right to accept/cancel of any /all tenders without showing any clarification whatsoever.

Quotation/Tender Basis:

- If vendor have any additional request and conditions, this must be stipulated in a separate letter accompanying the bid.
- Bids shall be made in writing calculated in BDT only and clearly stated on the table mentioned above.
- Applicant shall attach a detailed timetable for carrying out the delivery and propose ways and means to realize the delivery. For supplying goods /materials, the final handover date should be mentioned.

- ActionAid Bangladesh is not liable for any damage to the applicant person or property in the event that something should occur.
- ActionAid Bangladesh strongly recommends that all applicants take extra precaution when visiting/delivering supplies or doing the construction work. If any legal issue is raised, the contractor/vendor will be responsible to respond and address. In such cases ActionAid Bangladesh will be not liable.

Disqualification of Applicants:

- If they are guilty of serious misinterpretation/misrepresentations of facts in supplying information.
If they are in situations of conflict of interest (with prior relationship to project or family or business relationship to parties in ActionAid Bangladesh). If contractor/vendor declared the conflict of interest with a separate note with the tender document this clause will be not applicable.
- If they have been reported for/under litigation for child abuse.
- If they will not follow the terms and conditions mentioned above.

Bid Evaluation:

The Procurement Panel will check the tenders to ensure that they contain no amendment to the terms or any other (calculation) errors. To assist in the examination, evaluation and comparison of bids, the Procurement Panel may, at its discretion, request support/clarification from the ActionAid Bangladesh staff or consultant. In addition of Require Documents/Papers mentioned in the above Procurement Panel may take into account other criteria, including, but not limited to record of past performance, integrity, community rapport etc, when assigning companies to the designated short list.

Acceptance of Successful Quotation/Tender:

Taking into consideration selection criteria, ActionAid Bangladesh will make the final decision of the awarded Contractor/supplier/vendor. ActionAid Bangladesh will then send an email of acceptance / telephone call (whichever is feasible) to the successful applicant. After submitted documentation from the selected firm has been verified (if any), the firm will then be obliged to sign the Contract/Purchase Order for the stated amount. Any amendment to the awarded tender will be documented as an “Annexure” to the contract and will be determined by ActionAid Bangladesh.

Contact: For any of related information contractor/vendor/supplier may communicate with ActionAid Bangladesh through email ID: aab.mail@actionaid.org.

Read, Understood and Signed By:

Name of Authorized Person :

Name of Firm/Company :

Signature :

Date :

Company Seal :

ActionAid Bangladesh

Location: Cox's Bazar
Green Skills Development Project
Winter 2024 Inputs Package

Details of Seed for Winter: Annexure-A (Total 10,000 Package)								
Winter Seed Package: I								
SI	Name of crop/Item	Name of variety/ Specifications	Per Package/ Households of Quantity	Total Households	Total Package of Quantity	Unit	Unit Cost	Total Cost
1	Bottle Gourd	Khet law (10 grams) Brand: Lalteer or equivalent	10 grams	10,000	10,000	Package		
2	Sweet Gourd	Baromasi (10 grams) Brand: Lalteer or equivalent	10 grams					
3	Cuntry Bean	IPSA-2 (20 grams) Brand: Lalteer or equivalent	20 grams					
4	Cucumber	Baromasi (10 grams) Brand: Lalteer or equivalent	10 grams					
* Each item of package should be included in a master packate. (master packate made by cloth)								
Winter Seed Package (Sub Total: I)								
Details of Homestead gardening materials and others for winter: Annexure-B (Total 10,000 Package)								
Winter Homestead gardening materials and others: II								
SI	Name of crop/Item	Name of variety/ Specifications	Per Package/ Households of Quantity	Total Households	Total Qty	Unit	Unit Cost	Total Cost
1	Organic Manure (ready packet)	Ready nutrient content packet (Per Households- 20 kg) (Per Packet size=20kg)	20	10000	200,000	KG		
3	Bamboo- Muli	Measurement: Length - 17 Ft to 20 ft Circumference: 3.5 Inches to 4 inches Matured and insect free as per selected sample. (Per Households= 10 pcs muli bamboo) 10 pcs muli bamboo to be tied with rope	10	10000	100,000	Pcs		
5	Naylon Rope	Materials: Plastic Thickness: 2mm (Per Households= 0.5 kg)	0.5	10000	5,000	KG		
4	Plastic/Naylon Net	Materials: Naylon No bottom cutting, Must be straight (1 Bundle= 75 feet*5.5 feet) (Per Households=2 Bundle)	2	5000	10,000	Bundle		
Winter Homestead gardening materials and others (Sub Total: II)								
Grand Total Including VAT & All Others Cost (I + II)								

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Cox's Bazar 4700.

Delivery Plan of Seed Package for Winter: Annexure-A						
Total Package of Winter = 10,000 Package						
Sl. No	Quantity (Package)	Specifications	Quantity	Unit	Responsible Person & Mobile Number	Delivery Time Before 8:30AM & Delivery Deadline (Within)
1	Bottle Gourd	Khet law (10 grams)	10,000	Package		Thursday, September 5, 2024
2	Sweet Gourd	Baromasi (10 grams)				
3	Cuntry Bean	IPSA-2 (20 grams)				
4	Cucumber	Baromasi (10 grams)				

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Delivery Plan of Homestead gardening materials except Muli Bamboo for Winter: Annexure-B						
Total Package of winter = 10,000 Package						
Sl. No	Quantity (Package)	Specifications	Quantity	Unit	Responsible Person & Mobile Number	Delivery Time Before 8:30AM & Delivery Deadline (Within)
2	Organic Manure (ready packet)	Ready nutrient content packet (Per Households- 20 kg) (Per Packet size=20kg)	100000	Kg		Thursday, September 5, 2024
			50000	Kg		Monday, September 16, 2024
			50000	Kg		Sunday, September 22, 2024
5	Naylon Rope	Materials: Plastic Thickness: 2mm (Per Households= 0.5 kg)	2500	Kg		Thursday, September 5, 2024
			1250	Kg		Monday, September 16, 2024
			1250	Kg		Sunday, September 22, 2024
4	Plastic/Naylon Net	Materials: Naylon No bottom cutting, Must be straight (1 Bundle= 75 feet*5.5 feet) (Per Households=2 Bundle)	5000	Bundle		Thursday, September 5, 2024
			3000	Bundle		Monday, September 16, 2024
			2000	Bundle		Sunday, September 22, 2024

Delivery Plan of Muli-bamboo supply for winter: Annexure-B						
Total Package of Winter = 10000 Package						
Sl. No	Quantity (Package)	Location	Responsible Person	Mobile	Delivery Time(Before)	Delivery Deadline (Within)
1	250	Camp- 22(Block -C,Sub- Block- C2, Nurturing Youth Volunteers Center)			8:30 AM	Thursday ,September 05,2024
2	250	Camp- 26 (Block- H, Sub Block -H5 ,Beside the SHED Office, Mochoni)			8:30 AM	Thursday ,September 05,2024
3	250	Camp- 24 (Block-E6 ,Sub Block-A3, (LPG Distribution point)			8:30 AM	Thursday ,September 05,2024
4	250	Camp- 22(Block -C,Sub- Block- C2, Nurturing Youth Volunteers Center)			8:30 AM	Sunday ,September 08,2024
5	250	Camp- 26 (Block- H, Sub Block -H5 ,Beside the SHED Office, Mochoni)			8:30 AM	Sunday ,September 08,2024
6	250	Camp- 24 (Block-E6 ,Sub Block-A3, (LPG Distribution point)			8:30 AM	Sunday ,September 08,2024
7	250	Camp- 22(Block -C,Sub- Block- C2, Nurturing Youth Volunteers Center)			8:30 AM	Monday ,September 09,2024
8	250	Camp- 26 (Block-C, Sub Block-C5, Beside the APBN Check Post, Shal Bagan			8:30 AM	Monday ,September 09,2024
9	250	Camp- 24 (Block-E6 ,Sub Block-A3, (LPG Distribution point)			8:30 AM	Monday ,September 09,2024
10	250	Camp- 22(Block -C,Sub- Block- C2, Nurturing Youth Volunteers Center)			8:30 AM	Tuesday ,September 10,2024
11	250	Camp- 26 (Block-C, Sub Block-C5, Beside the APBN Check Post, Shal Bagan			8:30 AM	Tuesday ,September 10,2024
12	254	Camp- 24 (Block-E6 ,Sub Block-A3, (LPG Distribution point)			8:30 AM	Tuesday ,September 10,2024
13	250	Camp- 26 (Block-I ,Sub Block-I 5 , Behind Nuruly Para Masjid)			8:30 AM	Wednesday, September 11,2024
14	250	Camp-27 (Britishpara road, Block#A, Sub-Block A7, Football Field)			8:30 AM	Wednesday, September 11,2024
15	250	Camp- 25(Block -D2,Sub- Block-A02, LPG distribution point)			8:30 AM	Wednesday, September 11,2024
16	250	Camp- 26 (Block-I ,Sub Block-I 5 , Behind Nuruly Para Masjid)			8:30 AM	Thursday ,September 12,2024
17	250	Camp-27 (Nurturing youth volunteers and Green skills development office. B4)			8:30 AM	Thursday ,September 12,2024
18	243	Camp- 25(Block -D2,Sub- Block-A02, LPG distribution point)			8:30 AM	Thursday ,September 12,2024
19	250	Camp-27 (Nurturing youth volunteers and Green skills development office. B4)			8:30 AM	Sunday,September 15,2024
20	253	Camp 27 (Block C, Sub-Block C14, Nature Park)			8:30 AM	Sunday,September 15,2024

Sl. No	Quantity (Package)	Location	Responsible Person	Mobile	Delivery Time(Before)	Delivery Deadline (Within)
21	250	Camp- 22(Block -C,Sub- Block- C2, Nurturing Youth Volunteers Center)			8:30 AM	Wednesday ,September 25,2024
22	250	Camp- 26 (Block- H, Sub Block -H5 ,Beside the SHED Office, Mochoni)			8:30 AM	Wednesday ,September 25,2024
23	250	Camp- 24 (Block-E6 ,Sub Block-A3, (LPG Distribution point)			8:30 AM	Wednesday ,September 25,2024
24	250	Camp- 22(Block -C,Sub- Block- C2, Nurturing Youth Volunteers Center)			8:30 AM	Thursday ,September 26,2024
25	250	Camp- 26 (Block- H, Sub Block -H5 ,Beside the SHED Office, Mochoni)			8:30 AM	Thursday ,September 26,2024
26	121	Camp-27 (Nurturing youth volunteers and Green skills development office. B4)			8:30 AM	Thursday ,September 26,2024
27	140	Camp- 24 (Block-E6 ,Sub Block-A3, (LPG Distribution point)			8:30 AM	Thursday ,September 26,2024
28	270	Camp- 22(Block -C,Sub- Block- C2, Nurturing Youth Volunteers Center)			8:30 AM	Sunday ,September 29,2024
29	250	Camp- 26 (Block-C, Sub Block-C5, Beside the APBN Check Post, Shal Bagan			8:30 AM	Sunday ,September 29,2024
30	250	Camp- 25(Block -D2,Sub- Block-A02, LPG distribution point)			8:30 AM	Sunday ,September 29,2024
31	250	Camp- 26 (Block-C, Sub Block-C5, Beside the APBN Check Post, Shal Bagan			8:30 AM	Monday ,September 30,2024
32	236	Camp- 25(Block -D2,Sub- Block-A02, LPG distribution point)			8:30 AM	Monday ,September 30,2024
33	250	Camp-8w (Place will be fixed after validation process)			8:30 AM	Monday ,September 30,2024
34	250	Camp-17 (Place will be fixed after validation process)			8:30 AM	Monday ,September 30,2024
35	189	Camp- 26 (Block- H, Sub Block -H5 ,Beside the SHED Office, Mochoni)			8:30 AM	Thesday ,October 01,2024
36	250	Camp-8w (Place will be fixed after validation process)			8:30 AM	Thesday ,October 01,2024
37	272	Camp-17 (Place will be fixed after validation process)			8:30 AM	Thesday ,October 01,2024
38	250	Camp-8w (Place will be fixed after validation process)			8:30 AM	Wednesday ,October 02,2024
39	250	Camp-2E (Place will be fixed after validation process)			8:30 AM	Wednesday ,October 02,2024
40	250	Camp-8w (Place will be fixed after validation process)			8:30 AM	Thursday ,October 03,2024
41	272	Camp-2E (Place will be fixed after validation process)			8:30 AM	Thursday ,October 03,2024
Total	10,000	Bundle				

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