

Tender Schedule for Supply different types of Seed & and Homestead Gardening materials for Green Skills Development Project at 5 number of 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.

Like other humanitarian response, ActionAid Bangladesh (AAB) is providing support in Host Community & FDMN Camps at Cox's Bazar. Presently we are going to procure below mentioned materials for WFP supported Green Skills Development Project Activity at FDMN Camp- 22, 24, 25, 26 & 27 at Teknaf, Cox's Bazar.

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. Details of Seed for **Summer: Annexure-A**
- ii. Details of Homestead gardening materials and others for **Summer: 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	Details of Seed for Summer: Annexure-A	Job	1		
2	Category -B	Details of Homestead gardening materials and others for Summer: 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		Income Tax Certificate (updated)	
Bank Solvency Certificate		Related Work Experience Documents	
Company profile			

Schedule of Tender:

1. **Date of Tender publication in Daily Newspaper:** 12th February 2024.
2. **Tender Schedule collection:** 12th February 2024 to 17th February 2024 from 09:00 am to 05:00 pm on all working days.
3. **Last date of Tender Dropping:** 18th February 2024 within 11:00 AM.
4. **Tender Opening:** 18th February 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:** 29th February 2024.
6. **Tentative Date of Starting Delivery:** 07th March 2024

Terms & Conditions:

1. The Bidder must review the specifications of the products (**as per Annexure-A & B**) as well as required work and fill up table (**Financial Proposal for supplying different types of materials as per attached annexures**) mentioned in the schedule properly before submitting the offer to ActionAid Bangladesh.
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 18th February 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 12-17 February 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- 22, 24, 25, 26 & 27** at 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: 120 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: Teknaf, Cox's Bazar
Green Skills Development Project
Summer 2024 Inputs Package

Details of Seed for Summer: Annexure-A (Total 5,010 Package)

Annexure-A

J) Summer Seed Package								
Sl	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 (20 grams)	20 grams	5,010	5,010	Package		
2	Wax/Ash Gourd	Bari Chalkumra/Sufola-1 (20 grams)	20 grams					
3	Bitter Gourd	Mehman (20 grams)	20 grams					
4	Ridge Gourd	Bari Jhinga-1, Bari Jhinga-2, Porag, (10 grams)	10 grams					
5	Snake gourd	BARI snake gourd-1, BRAC variety/ Sufola-1, Lal teer variety: Tista (20 grams)	20 grams					
* Each item of package should be included in a master packate. (master packate made by cloth)								
Grand Total of Summer Seed Package(including VAT, TAX and other related cost)								

Delivery Plan of Seed Package for Summer: Annexure-A						
Total Package of Summer = 5,010 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 (20 grams)	5010	Package		Thursday, March 7, 2024
2	Wax/Ash Gourd	Bari Chalkumra/Sufola-1 (20 grams)				
3	Bitter Gourd	Mehman (20 grams)				
4	Ridge Gourd	Bari Jhinga-1, Bari Jhinga-2, Porag, (10 grams)				
5	Snake gourd	BARI snake gourd-1, BRAC variety/ Sufola-1,Lal teer variety: Tista(20 grams)				

Md. Salauddin Shikder
Officer - Admin & Logistics
ActionAid Bangladesh

ActionAid Bangladesh

Location: Teknaf, Cox's Bazar
Green Skills Development Project
Summer 2024 Inputs Package

Details of Homestead gardening materials and others for Summer: Annexure-B (Total 5,010 Package)

Annexure-B

II) Summer Homestead gardening materials and others:


Sl	Name of crop/Item	Name of variety/ Specifications	Per Package/ Households of Quantity	Total Households	Total Quantity	Unit	Unit Cost	Total Cost
1	Organic Manure (ready packet)	Ready nutrient content packet (Per Households- 20 kg) (Per Packet size=5kg)	20	5,010	100,200	KG		
2	Plastic Sack bag	Material: Polypropylene Plastic Capacity: 50kg Size: Length- 44 inches X Width- 24 inches; Color: white Five sacks required for one HH to cover five types of seeds and risk minimize. No soil to be provided, only vermicompost. (Per Households=5 Pcs Bag)	5	5,010	25,050	Pcs		
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	5,010	50,100	Pcs		
4	Plastic/Naylon Net	Materials: Naylon No bottom cutting, Must be straight (1 Bundle= 75 feet*5.5 feet) (Per Households=2 Bundle)	2	5,010	10,020	Bundle		
5	Naylon Rope	Materials: Plastic Thickness: 2mm (Per Households= 0.5 kg)	0.5	5,010	2,505	KG		
6	Watering Can	Made by Plastic Capacity: 6 Litter Dimension (LxWxH): 38.5X19X25.5 cm Product Type: Gardening Jar and Two-handed operation makes pouring easie. Nozzle detachable and spiral fitting . As per sample Picture (Per Households= 1 Pcs)	1	5,010	5,010	Pcs		
Grand Total of Summer Homestead gardening materials and others(including VAT, TAX and other related cost)								



Md. Salauddin Shikder
Officer - Admin & Logistics
ActionAid Bangladesh

Delivery Plan of Homestead gardening materials except Muli Bamboo for Summer: Annexure-B						
Total Package of Summer = 5,010 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=5kg)	50000	Kg		Thursday, March 7, 2024
			25000	Kg		Sunday, March 10, 2024
			25200	Kg		Tuesday, March 12, 2024
3	Plastic Sack bag	Material: Polypropylene Plastic Capacity: 50kg Size: Length- 44 inches X Width- 24 inches; Color: white Five sacks required for one HH to cover five types of seeds and risk minimize. No soil to be provided, only vermicompost. (Per Households=5 Pcs Bag)	10000	Pcs		Thursday, March 7, 2024
			7500	Pcs		Sunday, March 10, 2024
			7550	Pcs		Tuesday, March 12, 2024
4	Plastic/Naylon Net	Materials: Nylon No bottom cutting, Must be straight (1 Bundle= 75 feet*5.5 feet) (Per Households=2 Bundle)	4000	Bundle		Thursday, March 7, 2024
			3000	Bundle		Sunday, March 10, 2024
			3020	Bundle		Tuesday, March 12, 2024
5	Naylon Rope	Materials: Plastic Thickness: 2mm (Per Households= 0.5 kg)	1000	Kg		Thursday, March 7, 2024
			750	Kg		Sunday, March 10, 2024
			755	Kg		Tuesday, March 12, 2024
6	Watering Can	Made by Plastic Capacity: 6 Litter Dimension (LxWxH): 38.5X19X25.5 cm (Per Households= 1 Pcs)	5010	Pcs		Thursday, March 7, 2024

Delivery Plan of Muli-bamboo supply for Summer: Annexure-B						
Total Package of Summer = 5010 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	Sunday, March 10,2024
2	250	Camp- 26 (Block- H, Sub Block -H5, Beside the SHED Office, Mochoni)			8:30 AM	Sunday, March 10,2024
3	250	Camp- 24 (Block-E6 ,Sub Block-A3, (LPG Distribution point)			8:30 AM	Sunday, March 10,2024
4	250	Camp- 22(Block -C,Sub- Block- C2, Nurturing Youth Volunteers Center)			8:30 AM	Monday, March 11,2024
5	260	Camp- 26 (Block- H, Sub Block -H5 ,Beside the SHED Office, Mochoni)			8:30 AM	Monday, March 11,2024
6	250	Camp- 24 (Block-E6 ,Sub Block-A3, (LPG Distribution point)			8:30 AM	Monday, March 11,2024
7	250	Camp- 22(Block -C,Sub- Block- C2, Nurturing Youth Volunteers Center)			8:30 AM	Tuesday, March 12,2024
8	250	Camp- 26 (Block-C, Sub Block-C5, Beside the APBN Check Post			8:30 AM	Tuesday, March 12,2024
9	250	Camp- 24 (Block-E6 ,Sub Block-A3, (LPG Distribution point)			8:30 AM	Tuesday, March 12,2024
10	250	Camp- 22(Block -C,Sub- Block- C2, Nurturing Youth Volunteers Center)			8:30 AM	Wednesday, March 13,2024
11	250	Camp- 26 (Block-C, Sub Block-C5, Beside the APBN Check Post			8:30 AM	Wednesday, March 13,2024
12	250	Camp- 24 (Block-E6 ,Sub Block-A3, (LPG Distribution point)			8:30 AM	Wednesday, March 13,2024
13	250	Camp- 26 (Block-I ,Sub Block-I 5 , Behind Nuruly Para Masjid)			8:30 AM	Thursday, March 14,2024
14	250	Camp-27 (Britishpara road, Block#A, Sub-Block A7, Football Field)			8:30 AM	Thursday, March 14,2024
15	250	Camp- 25(Block -D2,Sub- Block-A02, LPG distribution point)			8:30 AM	Thursday, March 14,2024
16	250	Camp- 26 (Block-I ,Sub Block-I 5 , Behind Nuruly Para Masjid)			8:30 AM	Monday, March 18,2024
17	250	Camp-27(Nurturing youth volunteers and Green skills development office B4)			8:30 AM	Monday, March 18,2024
18	250	Camp- 25(Block -D2,Sub- Block-A02, LPG distribution point)			8:30 AM	Monday, March 18,2024
19	250	Camp-27 (Nurturing youth volunteers and Green skills development office. B4)			8:30 AM	Tuesday, March 19,2024
20	250	Camp 27 (Block C, Sub-Block C14, Nature Park)			8:30 AM	Wednesday, March 20,2024
Total	5010	Bundle				


 Md. Salauddin Shikder
 Officer - Admin & Logistics
 ActionAid Bangladesh