

Tender Schedule for Supply different types of Tailoring Materials for Promoting Women and Girls Empowerment through Enhancing Protection and Economic Resilience of Rohingya Women and Adolescent Girls in 3 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 & Rohingya Camps at Cox's Bazar. Presently we are going to procure below mentioned materials for UNWOMEN Supported Promoting Women and Girls' Empowerment through Enhancing Protection and Economic Resilience of Rohingya Women and Adolescent Girls in 3 Camps project activity at Rohingya Camp - 04, 04 extension & 18, Ukhiya, Cox's Bazar.

Scope of Tender:

ActionAid Bangladesh invites sealed quotation/tender for the supply materials of this following design. We invite suppliers to bid for the work specified in the attached design:

- I. Design of Jute & Handicraft Materials: Annexure-A
- II. Design of Embroidery Materials: Annexure-B
- III. Design of Handicraft and Stitching (Nakshi Katha) Materials: Annexure-C
- IV. Design of Tailoring and Dress Materials: Annexure-D

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.	Item name	Unit	Quantity	Rate (BDT)	Total (BDT)
1	Jute & Handicraft Materials: As per Annexure-A	Job	1		
2	Embroidery Materials: As per Annexure-B	Job	1		
3	Handicraft and Stitching (Nakshi Katha) Materials: As per Annexure-C	Job	1		
4	Tailoring and Dress Materials: As per Annexure-D	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:

- Date of Tender publication in Daily Newspaper:** 14th August 2022.
- Tender Schedule collection:** 14th August 2022 to 23rd August 2022 from 09:00 am to 05:00 pm on all working days.
- Last date of Tender Dropping:** 23rd August 2022 within 01:00 PM.
- Tender Opening:** 23rd August 2022 at 02:00 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.
- Tentative Date of issuing work order:** 06.09.2022.
- Tentative Date of Starting Delivery:** 11.09.2022.

Terms & Conditions:

- The Bidder must review the specifications of the products (**as per annexure-A, B, C & D**) 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. **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
3. 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 23rd August 2022, 1:00 pm. 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.
4. Tender Schedule Collection: Tender documents to be collected from 14-23 August 2022 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.
5. 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.
6. Alternative offer is not acceptable. Any condition from the bidder will not be acceptable by AAB management.
7. Volume of work may maybe increase/decreased and payable amount will be fixed up according to the changes
8. No tender will be accepted/considered after the submission deadline.
9. Carrying, loading, unloading & Packing: Offered rate will be included with the cost of carrying, loading, unloading and installation etc.
10. 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)
11. Bidders need to mention warranty period of the supplied items (where applicable).
12. All items must comply with the standards and measured as specified.
13. Selected Bidder (s) will submit sample of each item before issuing Work Order if required.
14. 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.
15. **Materials delivery location:** Materials should be supplied through two consignments to **Rohingya Camp- 4, Rohingya Camp-4 Extension & Rohingya Camp- 18**, Ukhiya, Cox's Bazar as per **materials delivery plan (Annexure- A, B, C & D)**. Detailed delivery schedule/plan will be provided with the Work order.
16. Updated Trade license, Income Tax Certificate, e-TIN Certificate, e-VAT registration certificate, Bank solvency certificate should be provided along with the quotation.
17. 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.
18. Incomplete bid will be rejected on site.
19. Offer Validity: 120 days from the date of tender submission.

20. **Payment mode:** Payment will be proceeded after completion and handover of each consignment. Payment shall be made through bank transfer (BEFTN) or A/C Payee Cheque within 04 weeks after completion of each consignment and acknowledgement of the above-mentioned items in good condition and receiving of relevant documents.
21. The assigned person of ActionAid Bangladesh will monitor the quality, quantity and progress of work. Based on his endorsement ActionAid will process the payment.
22. Compliance of using green materials & green manufacturing environment is highly appreciated.
23. 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
24. ActionAid Bangladesh is not bound to accept the lowest bidder.
25. 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

Design of Jute & Handicraft Materials: (Total 600 Package)

Annexure-A

Sl. No	Name of Item /works/Service	Specification	Sample Picture	Brand Name	Qty	Unit	Unit Rate (BDT)	Total Amount (BDT)
1	Soft Measurement Tape	Size: 60" (5 feet) Soft Tape Measure Double Scale Body Measure even any curve surface, circumferences Per Package 1 Pcs			600	Pcs		
2	Hand Needle	Size: 7 Per Package 1 Pata (Per Pata= 25 Pcs)			600	Pata		
3	Scissor	Size: 10" (Golden handled big) Materials: Iron Per Package 1 Pcs			600	Pcs		
4	Jute yarn- 12 gauge	Size: 12 gauge 3 ply পাটের সূতা-গেজ-১২ Per Package 8 kg			4800	Kg		
5	Printed Cloth	Bohor: 36 inches (২ হাত) GSM: 170-180 Different Print Per Package 30 Yards			18000	Yard		
6	Poplin Cotton cloth	Bohor: 36 inches (২ হাত) GSM: 150-200 Colours: Red, Orange & Green (Each color 10 yard) Per Package 30 Yards			18000	Yard		
7	Lora suta (লরা সূতা)	2 ply Colours: Red, Green, Yellow, Black, & Pink. (each color 200 gm) Per Package 1 kg			600	Kg		
8	Catim Suta (কাতিম সূতা)	Size: 24 no Different color Per Package 12 Pcs			7200	Pcs		
9	Round Frame	Size: 8 inch Materials: Wood Plastic Per Package 1 Pcs			600	Pcs		
10	Plastic Sack (প্লাস্টিকের বস্তা)	50 kg plastic sack (Plastic Sack for packaging materials)			600	Pcs		
Grand Total(Including VAT & All Other Relevant Cost)								

Materials Delivery Plan(Annexure-A)

Sl. No	Quantity (Package)	Location	Delivery Deadline (Within)
1	120	Rohingya Camp- 4	25-Sep-22
2	120	Rohingya Camp-4 Extension	
3	60	Rohingya Camp-18	
Total	300 Package		

Sl. No	Quantity (Package)	Location	Delivery Deadline (Within)
1	120	Rohingya Camp- 4	21-Dec-22
2	120	Rohingya Camp-4 Extension	
3	60	Rohingya Camp-18	
Total	300 Package		



Md. Salauddin Shikder
Senior Officer - Procurement &
ActionAid Bangladesh

ActionAid Bangladesh

Location: Cox's Bazar

Design of Embroidery Materils (Total 500 Package)

Annexure-B

Sl. No	Name of Item /works/Service	Specification	Sample Picture	Brand Name	Qty	Unit	Unit Rate (BDT)	Total Amount (BDT)
1	Soft Measurement Tape	Size: 60" (5 feet) Soft Tape Measure Double Scale Body Measure even any curve surface, circumferences Per Package 1 Pcs			500	Pcs		
2	Hand Needle	Size: 7 Per Package 1 Pata (Per Pata= 25 Pcs)			500	Pata		
3	Scissor	Size: 10" (Golden handled big) Materials: Iron Per Package 1 Pcs			500	Pcs		
4	Printed Cloth	Bohor: 36 inches (২ হাত) GSM: 170-180 Different print Per Package 40 Yards			20000	Yard		
5	Poplin Cotton cloth	Bohor: 36 inches (২ হাত) GSM: 150-200 Colours: Red, Orange, Black & Green (each color 10 yard) Per Package 40 Yards			20000	Yard		
6	Lora suta (লরা সূতা)	2 ply Colours: Red, Green, Yellow, Black, & Pink. (each color 200 gm) Per Package 1 kg			500	Kg		
7	Catim Suta (কতিম সূতা)	Size: 24 no Different color Per Package 12 Pcs			6000	Pcs		
8	Round Frame	Size: 8 inch Materials: Wood Plastic Per Package 1 Pcs			500	Pcs		
9	Plastic Sack (প্লাস্টিকের বস্তা)	50 kg plastic sack (Plastic Sack for packaging materials)			500	Pcs		
Grand Total(Including VAT & All Other Relevant Cost)								

Materials Delivery Plan(Annexure-B)

Sl. No	Quantity (Package)	Location	Delivery Deadline (Within)
1	100	Rohingya Camp- 4	25-Sep-22
2	100	Rohingya Camp-4 Extension	
3	50	Rohingya Camp-18	
Total	250 Package		

Sl. No	Quantity (Package)	Location	Delivery Deadline (Within)
1	100	Rohingya Camp- 4	21-Dec-22
2	100	Rohingya Camp-4 Extension	
3	50	Rohingya Camp-18	
Total	250 Package		

Requested by

Md. Salauddin Shikder
Senior Officer - Procurement & Logistics
ActionAid Bangladesh

ActionAid Bangladesh

Location: Cox's Bazar

Design of Handicraft and Stitching (Nakshi Katha) Materils (Total 840 Package)

Annexure-C

Sl. No	Name of Item /works/Service	Specification	Sample Picture	Brand Name	Qty	Unit	Unit Rate (BDT)	Total Amount (BDT)
1	Soft Measurement Tape	Size: 60" (5 feet) Soft Tape Measure Double Scale Body Measure even any curve surface, circumferences Per Package 1 Pcs			840	Pcs		
2	Hand Needle	Size: 7 Per Package 1 Pata (Per Pata= 25 Pcs)			840	Pata		
3	Scissor (Golden handled big)	Size: 10" (Golden handled big) Materials: Iron Per Package 1 Pcs			840	Pcs		
4	Printed Cloth	Bohor: 36 inches (২ হাত) GSM: 170-180 Defferent print Per Package 40 Yards			33600	Yard		
5	Poplin Cotton cloth	Bohor: 36 inches (২ হাত) GSM: 150-200 Colours: Red, Orange, Black & Green (Each colour 10 yard) Per Package 40 Yards			33600	Yard		
6	Lora suta (লরা সূতা)	2 ply Colours: Red, Green, Yellow, Black, & Pink. (Each color 200 gm) Per Package 1 kg			840	Kg		
7	Catim Suta (কাতিম সূতা)	Size: 24 no Different colour Per Package 12 Pcs			10080	Pcs		
8	Round Frame	Size: 8 inch Materials: Wood Plastic Per Package 1 Pcs			840	Pcs		
9	White Colour Pencil	Woodeed Body Ink Color: White Per Package 2 Pcs			1680	Pcs		
10	Plastic Sack (প্লাস্টিকের বস্তা)	50 kg plastic sack (Plastic Sack for packaging materials)			840	Pcs		
Grand Total(Including VAT & All Other Relevant Cost)								

Materials Delivery Plan(Annexure-C)

Sl. No	Quantity (Package)	Location	Delivery Deadline (Within)
1	150	Rohingya Camp- 4	25-Sep-22
2	150	Rohingya Camp-4 Extension	
3	120	Rohingya Camp-18	
Total	420 Package		

Sl. No	Quantity (Package)	Location	Delivery Deadline (Within)
1	150	Rohingya Camp- 4	21-Dec-22
2	150	Rohingya Camp-4 Extension	
3	120	Rohingya Camp-18	
Total	420 Package		



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ActionAid Bangladesh

Location: Cox's Bazar

Design of Tailoring and Dress Materials: (Total 375 Package)

Annexure-D

Sl. No	Name of Item /works/Service	Specification	Sample Picture	Brand Name	Qty	Unit	Unit Rate (BDT)	Total Amount (BDT)
1	Soft Measurement Tape	Size: 60" (5 feet) Soft Tape Measure Double Scale Body Measure even any curve surface, circumferences Per Package 1 Pcs			375	Pcs		
2	Hand Niddle	Size: 7 Per Package 1 Pata (Per Pata= 25 Pcs)			375	Pata		
3	Scissor (Golden handled big)	Size: 10" (Golden handled big) Materials: Iron Per Package 1 Pcs			375	Pcs		
4	Printed Cloth	Bohor:36 Inches (২ হাত) GSM: 170-180 Different print Per Package 50 Yards			18750	Yard		
5	Poplin Cotton cloth	Bohor: 36inches (২ হাত) GSM: 150-200 Colours: Red, Orange, Black & Green each color 10 yard Per Package 40 Yards			15000	Yard		
6	Catim Suta (কতিম সূতা)	Size: 24 no Different color Per Package 12 Pcs			4500	Pcs		
7	Bobbin	Regular Size For Sewing Machine Per Package 5 Pcs			1875	Pcs		
8	Zipper	Size: 7" Per Package 12 Pcs			4500	Pcs		
9	White Colours Pencil	Woodeed Body Ink Color: White Per Package 2 Pcs			750	Pcs		
10	Round Frame	Size: 8 inch Materials: Wood Plastic Per Package 1 Pcs			375	Pcs		
11	Plastic Sack (প্লাস্টিকের বস্তা)	50 kg plastic sack (Plastic Sack for packaging materials)			375	Pcs		
Grand Total(Including VAT & All Other Relevant Cost)								

Materials Delivery Plan(Annexure-D)

Sl. No	Quantity (Package)	Location	Delivery Deadline (Within)
1	75	Rohingya Camp- 4	25-Sep-22
2	75	Rohingya Camp-4 Extension	
3	38	Rohingya Camp-18	
Total	188 Package		

Sl. No	Quantity (Package)	Location	Delivery Deadline (Within)
1	75	Rohingya Camp- 4	21-Dec-22
2	75	Rohingya Camp-4 Extension	
3	37	Rohingya Camp-18	
Total	187 Package		

Requested by



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