*Version 1.0 /110621*

**INVITATION TO TENDER**

**Bangladesh Country Office**

**December 21, 2021**

**IFT/SCI/BDCO/FY-21/(Manual)/13**

**Vehicle spare parts and repair maintenance service under framework agreement**

**SUBMISSION DEADLINE : 02:00 PM ON JANUARY 11, 2022**

**PRE-SUBMISSION CLARIFICATION MEETING : 11:00 AM ON DECEMBER 29, 2021**

**Virtual pre-submission meeting through Zoom, Link of the meeting: Join Zoom Meeting**

**https://zoom.us/j/95130096556?pwd=cGNKOUdBd2Rld1N0QkJ6eVhiODhHQT09**

**Meeting ID: 951 3009 6556**

**Passcode: 846012**

**QUESTIONS / CLARIFICATIONS : MDRAFIQUL.ISLAM@SAVETHECHILDREN.ORG**

**FORMAT FOR SUBMISSION :** [**BIDDER RESPONSE DOCUMENT**](#_PART_3_–)

[**PART**](#_PART_1_–) **1 : INVITATION TO TENDER**

* + Introduction to SCI
  + Project Overview and Requirements
  + Award Criteria
  + Instructions & Key Information

[**PART 2 : CORE REQUIREMENTS AND SPECIFICATION**](#_PART_2_–)

Detailed description of SCI’s specific requirements (e.g. volumes, delivery dates / locations, product specifications etc).

[**PART 3 : BIDDER RESPONSE DOCUMENT**](#_PART_3_–)

Template to be used to submit response to this Invitation to Tender.

**PART 1 – INVITATION TO TENDER**

## **INTRODUCTION TO SAVE THE CHILDREN**

SCI is the world’s leading independent organisation for children. We save children’s lives; we fight for their rights; we help them fulfil their potential. We work together, with our partners, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

**Our Vision** – a world in which every child attains the right to survival, protection, development and participation.

**Our Mission** – to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

We do this through a range of initiatives and programmes, to:

* Provide lifesaving supplies & emotional support for children caught up in disasters (e.g. floods, famine & wars).
* Campaign for long term change to improve children’s lives.
* Improve children’s access to the food and healthcare they need to survive.
* Secure a good quality education for the children who need it most.
* Protect the world’s most vulnerable children, including those separated from their families because of war, natural disasters, extreme poverty or exploitation.
* Work with families to help them out of the poverty cycle so they can feed and support their children.

For more information on the work we undertake and recent achievements, visit our [website](http://www.savethechildren.net/).

## **PROJECT OVERVIEW**

|  |  |
| --- | --- |
| **Item** | **Description** |
| **Description of Goods / Services** | *Vehicle spare parts and repair maintenance service under framework agreement* |
| **Outcome of Tender**  *(CO to select one of the following options)* | ***Framework Agreement*** *(Fixed Price) – the successful supplier(s) will be awarded a ‘Framework Agreement’. Within the Framework Agreement the terms of supply (e.g. indemnities, liabilities, warranties etc.) shall be agreed, as will the conditions of supply (e.g. specifications, lead times etc.). The Framework Agreement does not commit SCI to any purchases or specific volumes. Any future purchases which will be completed under separate Purchase Orders which will be governed and linked to the original Framework Agreement.* |
| **Duration of Award** | *Initially for two years and further renewal of one year based on requirements and mutual understanding* |

Further detail on the specific requirements of the project (e.g. volumes, dates, specifications etc.) can be found in [Part 2](#_PART_2_–) (Core Requirements & Specifications) of this Tender Pack.

## **AWARD CRITERA**

SCI is committed to running a fair and transparent tender process, and ensuring that all bidders are treated and assessed equally during this tender process. Bidder responses will be evaluated against four weighted categories of criteria: Essential Criteria, Sustainability Criteria, Capability Criteria, and Commercial Criteria.

### **ESSENTIAL CRITERIA**

Criteria which bidders **must** meet in order to progress to the next round of evaluation. If a bidder does not meet any of the Essential Criteria, they will be excluded from the tender process immediately. These criteria are scored as ‘Pass’ / ‘Fail’.

1. Bidder accepts Save the Children’s ‘Terms and Conditions of Purchase’ and that any business awarded to the bidder will be completed under the Terms and Conditions included in Section 5 of this pack.
2. The Bidder and its staff (and any sub-contractors used) agree to comply with SCI and the IAPG’s policies listed in Section 5 of this pack throughout this tender process, and during any future works should the bidder be awarded a contract.
3. The bidder confirms they are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the United States of America or the European Union and accepts that SCI will undertake independent checks to validate this.
4. Legal establishment for a minimum of five years: From Registrar of Joint Stock Companies and Firms (RJSC), Bangladesh or equivalent authorities.
5. The Bidder confirms it is fully qualified, licenses and registered to trade with Save the Children (including compliance with all relevant local Country legislation).
6. This includes the Bidder submitting the following requirements (where applicable):
   * Legitimate business address
   * Tax registration number & certificate
   * Business registration certificate
   * Trading license
7. Minimum 5 years of overall experience for providing Vehicle Repair & Maintenance Service to renowned companies.
8. Required to serve 10 corporate customers in last 5 years, among 3 customers should be UN organization/International NGO/Diplomat Mission/ Development partners or reputed organization (MNC/Bank/Financial Institution).
9. Audit report of last 3 financial years of the organization or bank statement of last year is mandatory (other than limited company).
10. Yearly Turnover: Minimum 20 million in BDT

**3.2 SUSTAINABILITY CRITERIA (10%)**

Criteria used to evaluate the impact a supplier has on the environment, local economy and community. Bids will be evaluated against the same pre-agreed Criteria.

|  |  |
| --- | --- |
| EVALUATION CRITERIA | SUGGESTED SCORING |
| The Bidder is registered / has its primary operations in close proximity to the programming location. | 10/10 - bidder is registered (or has its primary operations) in the same town / city / community or very close proximity.  5/10 - bidder is registered (or has its primary operations in) the same region / governorate / district.  0/10 - bidder is registered (or has its primary operations) elsewhere. |

### **3.3 CAPABILITY CRITERIA (50%)**

Criteria used to evaluate the bidders ability, skill and experience in relation to the requirements. Bids will be evaluated against the same pre-agreed Criteria.

|  |  |  |
| --- | --- | --- |
| SL | Criteria | Assigned Score |
| 1 | Organization Profile :  a) Management Team & Structures  b) Minimum 5 years Business Experience In the area of  Workshop or Automobiles servicing (Updated Trade License, TIN and VAT registration, Certificate of Incorporation & other documentation etc.)  c) Strength of Human Resource ( Technical Expertise for workshop Maintenance)  i) Total number of Employees  ii) Total Number of Technical Employees  iii) Number of Technical Employees with relevant vendor certifications & their names  d) Availability of equipment’s and logistic supports  i) List of Equipment and Machineries  ii) MIS ( Automation/ Software)  iii) Other logistic support | 25 |
| 2 | Experience with Specific Jobs:  a) Minimum 5 years’ experience for Vehicle repair and  Maintenance  b) Experience with INGO/NGO/Development organizations c) Experience with MNC/Bank/NBFI etc.  d) Experience with Other National Organizations  e) Experience with different type of vehicles (Sedan  Car/Microbus/Jeep/Pick-up etc.)  f) Experience with Branded vehicles  (Toyota/Nissan/Honda/Mitsubishi etc.) | 25 |
| 3 | Backward Linkage Facility (Spare Parts Availability) | 15 |
| 4 | Effective Communication Network & Emergency Response strategy | 20 |
| 5 | Financial Capability/ Credit facility to pay the bill in  advance/working capital etc (supporting documents; Audit report last 3 years) | 15 |
|  | **Total** | **100** |

### **3.4 COMMERIAL CRITERIA (40%)**

Criteria used to evaluate the commercial competitiveness of a bid. Bids will be evaluated against the same pre-agreed Criteria.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Description | Avenza 2009 | X corolla 2005 | Toyota GLI 2008 | Kia Sportage 2014 | Parado/Kluzer 2004 &2005 | Pajero 2004 &2005 | Nativa 2003 | P/U L-200 Hilux P/up 2009 | Outlander- 2008 | Hiace-15 seater/7 seater Noah/11 seater hiace | Service Charge for parts replacement |
| Fuel pump |  |  |  |  |  |  |  |  |  |  |  |
| Timing Chain |  |  |  |  |  |  |  |  |  |  |  |
| Timing belt |  |  |  |  |  |  |  |  |  |  |  |
| Timing adjuster bearing |  |  |  |  |  |  |  |  |  |  |  |
| Engine oil |  |  |  |  |  |  |  |  |  |  |  |
| Oil filter |  |  |  |  |  |  |  |  |  |  |  |
| Air filter |  |  |  |  |  |  |  |  |  |  |  |
| Spark Plug |  |  |  |  |  |  |  |  |  |  |  |
| Ignition coil |  |  |  |  |  |  |  |  |  |  |  |
| Fan belt |  |  |  |  |  |  |  |  |  |  |  |
| Cross bearing |  |  |  |  |  |  |  |  |  |  |  |
| Boll joint |  |  |  |  |  |  |  |  |  |  |  |
| Raken joint |  |  |  |  |  |  |  |  |  |  |  |
| Tie rod |  |  |  |  |  |  |  |  |  |  |  |
| Link rod |  |  |  |  |  |  |  |  |  |  |  |
| Shock Absorber |  |  |  |  |  |  |  |  |  |  |  |
| Raken boot caver |  |  |  |  |  |  |  |  |  |  |  |
| Self-stator |  |  |  |  |  |  |  |  |  |  |  |
| Drum turning |  |  |  |  |  |  |  |  |  |  |  |
| Brake shoe |  |  |  |  |  |  |  |  |  |  |  |
| Brake Pad |  |  |  |  |  |  |  |  |  |  |  |
| Brake Bucket |  |  |  |  |  |  |  |  |  |  |  |
| Hobs bearing |  |  |  |  |  |  |  |  |  |  |  |
| Brake oil |  |  |  |  |  |  |  |  |  |  |  |
| Power oil |  |  |  |  |  |  |  |  |  |  |  |
| Auto transmission fluid |  |  |  |  |  |  |  |  |  |  |  |
| Radiator |  |  |  |  |  |  |  |  |  |  |  |
| Fan Motor |  |  |  |  |  |  |  |  |  |  |  |
| Hoes pipe (Radiator) |  |  |  |  |  |  |  |  |  |  |  |
| Cooling water |  |  |  |  |  |  |  |  |  |  |  |
| Fuel pump |  |  |  |  |  |  |  |  |  |  |  |
| Fuel filter |  |  |  |  |  |  |  |  |  |  |  |
| Fuel Injector |  |  |  |  |  |  |  |  |  |  |  |
| AC compressor |  |  |  |  |  |  |  |  |  |  |  |
| AC Cooling Chamber |  |  |  |  |  |  |  |  |  |  |  |
| AC Condenser |  |  |  |  |  |  |  |  |  |  |  |
| CV joint |  |  |  |  |  |  |  |  |  |  |  |
| Plug wire |  |  |  |  |  |  |  |  |  |  |  |
| CV joint boot Cover |  |  |  |  |  |  |  |  |  |  |  |
| Manual gear oil |  |  |  |  |  |  |  |  |  |  |  |
| Clutch plate |  |  |  |  |  |  |  |  |  |  |  |
| Pressure plate |  |  |  |  |  |  |  |  |  |  |  |
| Fly wheel |  |  |  |  |  |  |  |  |  |  |  |
| Pilot Bearing |  |  |  |  |  |  |  |  |  |  |  |
| Releases bearing |  |  |  |  |  |  |  |  |  |  |  |
| Clutch cylinder |  |  |  |  |  |  |  |  |  |  |  |
| slip Cylinder |  |  |  |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **Discount on spare parts (%)** |  |
| **Discount on service charge (%)** |  |

***\*\* Bidders are requested to share the additional spare parts price list for the above mentioned brand and model.***

## **VETTING**

Successful bidders must be successfully vetted. This involves checking bidders and key personnel against Global Watch Lists, Enhanced Due Diligence Lists and Politically Exposed Persons Lists.

The vetting of bidders will be completed after the award decision and prior to any contract being signed, or orders placed. If any information provided by the Bidder throughout the tender process is proved to be incorrect during the vetting process (or at any other point), SCI may withdraw their award decision.

## **BIDDER INSTRUCTIONS**

### **6.1 TIMESCALES**

|  |  |
| --- | --- |
| Activity | Date |
| Issue Invitation to Tender | December 21, 2021 |
| Pre-Submission Clarification Meeting | December 29, 2021 |
| Deadline for questions from Bidders | December 29, 2021 |
| Deadline for Bid Submission | January 11, 2022 |
| Bid Clarifications | January 20, 2022 |
| Award Contact | January 25, 2022 |

The above dates are for indicative purposes only and are subject to change.

### **6.2 SUBMISSION FORMAT & BIDDER RESPONSE DOCUMENT**

Bidders wishing to submit a bid **must use the Bidder Response Document template in** [**Part 3**](#_PART_3_–) **of this Tender Pack**. Any bids received using different formats, or incomplete bids, will not be accepted.

This document allows bidders to submit all the required information and be evaluated fairly and equally against the Essential, Capability and Commercial Criteria. Bidders may also be required to submit supporting documentation. Further instructions can be found within the document in Part 3 of this pack.

Bids can be submitted by either:

**Paper Submission**

* Two paper copies submitted on headed paper to: **House CWN (A) 35, Road 43, Gulshan 2, Dhaka 1212, Bangladesh**
* Bids should be submitted in a single sealed envelope addressed to **Tender Box-01.**
* The envelope should clearly indicate the Invitation to tender reference number **IFT/SCI/BDCO/FY-21/(Manual)/13.**
* All supporting documentation should be labelled and grouped together (individual envelopes, stapled etc), and then included in a single sealed envelope as per the above.

### **6.4 CLOSING DATE FOR BID SUBMISSION**

Your bid must be received, no later than **02:00 PM of January 11, 2022.**

Bids must remain valid and open for consideration for a period of no less than 60 days.

### **6.5 KEY CONTACTS**

All questions relating to the tender should be sent via email to:

|  |  |
| --- | --- |
| Name | Email Address |
| Md. Rafiqul Islam | mdrafiqul.islam@savethechildren.org |
| Prasenjit Acharjee | prasenjit.acharjee@savethechildren.org |

Please be advised local working hours are 8:30 AM to 4:30 PM. Please allow up to 02 working days for a response.

Where the enquiry may have an impact on other bidders within the process, Save the Children will notify all other Bidders to maintain a fair and transparent process.

# **PART 2 – CORE REQUIREMENTS & SPECIFICATIONS**

1. **SPECIFIC REQUIREMENTS**

Save the Children International is inviting offer for Vehicle Repair & Maintenance service to Bangladesh Country Office as and when required basis which have completed their warranty period.

1. **SPECIFICATIONS**

Detail specification of the items described in the financial proposal part with Brand and model of the vehicle. Bidder will quote the spare parts list and service charge list separately in their proposal.

1. **ADDITIONAL INFORMATION**

1. Description of Service: Save the Children International is inviting offer for Vehicle Repair & Maintenance service to Bangladesh Country Office as and when required basis which have completed their warranty period.

2. Scope of Work (SOW): Repair and Maintenance Services for the Save the Children Vehicles and Its Spare parts.

3. Office Locations: Gulshan, Dhaka (Save the children Country office)

4. Duration: The framework agreement will be initially for two (2) years with the possibility of renewal for next year based on satisfactory performance evaluation of each year. Contract may be terminated earlier for unsatisfactory performance or extend for another period based on the satisfactory performance and mutual understanding of both parties.

5. Spare parts & Service Centre: The vendor must ensure supply and installation of the spare parts as and when required basis for maintenance of the vehicle. A standard Price List for the frequently required spare parts should be included in the offer as per BOQ and in addition supplier can mentioned the price of other spare which will be required during the agreement period.

6. Price and offer validity: Prices for service offered should be valid for a period of two (2) years. Two months prior to the end of each contract year a new revised price list will be provided by the vendor, which will be benchmarked with the market by Save the Children

The bidder must quote the rate for all the Services Price related to the Vehicle Repair and Maintenance and spare parts items of each model/brand using the information in this document, additionally they are instructed to include separate spare list for separate Brand/Model with price list. No claim of rate increase during the contract period will be entertained (For Service part). Unit price for all the items in the schedule should include all taxes, VAT and other charges. Incomplete offer will not be considered. Rate should be quoted in BDT (Bangladeshi Taka) only. VAT can be mentioned separately.

7. Warranty: Vendor should provide warranty for delivered spare parts (where applicable) which should be mentioned separately along with offer.

8. Compensation for Accidents and Damages: From the start date of the contract, SAVE THE CHILDREN will not be responsible for any kind of injury/accident or death of any staff of contractor while executing the repairing and maintenance works of SCI vehicles and other related works

9. Payments: The successful service provider will be required to submit invoices in triplicate for the work completed. Payment will be made using an account payee cheque but only after thorough examination of the invoice and certification from SCI authority. Under no circumstances will SAVE THE CHILDREN entertain any request for cash payment or partial payment for the invoice. Wherever applicable, tax as prescribed by Taxation Authority, will be deducted from the invoice. A/C Payee cheque or EFT (Electronic Fund Transfer) on behalf of vendor within 45 days upon satisfactorily goods/service received and submission of correct invoice along with necessary documents.

The invoice will incorporate any penalties that need to be enforced, based on the terms and conditions stated in this document.

Any work that is beyond the work schedule should be submitted in writing to SAVE THE CHILDREN for prior approval.

10. Penalty Clause: SAVE THE CHILDREN may deduct 0.5 % per day for delay delivery of services and maximum penalty will be upto 10 % of the work order value (PO Value) from the invoice when the successful tenderer does not carry out the work within the time stipulated in the work orders/contract.

11. Service Request: Once notified of any vehicle Repair and Maintenance issue by Save the Children, vendor will respond and investigate. The vendor will advise the estimated cost of after each investigation/Assessment of the vehicle to Save the Children contact person and only proceed with the execution once s/he approves or issue Purchase Order. The issue will only be considered resolved once the Save the Children contact person inspects the work and is satisfied of the working condition of the vehicle.

12. Contact Person: Save the Children will assign a primary and a secondary contact person (commercial and technical) to coordinate services. Similarly, the vendor will have to assign a primary and a secondary contact person to coordinate delivery and support as per agreement.

13. Termination: SAVE THE CHILDREN reserves the right to terminate the contract at any time for any reason whatsoever by giving the successful service provider one month notice in writing. If the successful service provider wishes to terminate the contract, then they are to provide two months’ notice in advance to SAVE THE CHILDREN. SAVE THE CHILDREN decision is final in case of any dispute that arises in connection with these termination arrangements.

For any Fraud case / Terrorism found or bridge of contract, save the children will terminate the contract/Agreement within 7 days’ Notice to the service provider and Outstanding payment will be settle within next 15 (fifteen) working days subject to the submit all the relevant documents.

14. VAT and TAX will be deducted as per Govt. rules.

15. Save The Children Responsibility:

a) Access to the specified areas within the specified time following SAVE THE CHILDREN security rules and regulations.

b) Access to water and electricity without charging the successful tenderer

15. Bidder’s Responsibility:

Repairing and maintenance of vehicle will be supervised, examined, counted and measured as the case may be, by the persons authorized by SAVE THE CHILDREN Any work found below the standards fixed by SAVE THE CHILDREN will not be accepted. Any parts broken or damaged during the work shall be replaced by the service provider at his own cost or the cost will be deducted from his invoice or security deposit (if any).

During the repairing and maintenance period the service provider will be responsible for any additional damage/ Malfunctions of SCI Vehicles and repair his/ her own cost, if any vehicle lost from the service provider premises then service provider will be bear vehicle cost / replacement cost of that vehicle (s).

If any changes any spare parts price during the contract period, then service provider will be notify to SCI concern person in writing (Mail/ Letter).

# **PART 3 – BIDDER RESPONSE DOCUMENT**

1. **INTRODUCTION**

This document **MUST BE USED** by Bidders wishing to submit a bid. It is linked into 5 sections detailed below:

* [Section 1 – Essential Criteria](#_SECTION_2:_ESSENTIAL)
* [Section 2 – Capability & Sustainability Questions](#_SECTION_3_–)
* [Section 3 – Commercial Questions](#_SECTION_4_–)
* [Section 4 – Bidder Submission Checklist](#_SECTION_5_–)

**The Bidder is required to sign a copy of the Check list in Section 4 as part of their submission**.

1. **INSTRUCTIONS**

Within each section there are instructions providing guidance to the bidder on what information is required. This guidance details the **MINIMUM** requirements expected by SCI. If a Bidder wishes to add further information, this is acceptable but the additional information should be limited to only items that are relevant to the tender.

* For the avoidance of doubt, bidders are required to complete all items within the Bidder Response Document unless clear instruction is provided otherwise.
* If a Bidder does not complete the entire Bidder Response document, their submission may be declared void.
* If a Bidder is unable to complete any element of the Bidder Response Document, they should contact Save the Children through the using the contact details provided for guidance.

By submitting a response, the bidder confirms that all information provided can be relied upon for validity and accuracy.

## **SECTION 1 - ESSENTIAL CRITERIA**

***INSTRUCTIONS – Bidders are required to complete all sections of the below table.***

|  |  |  |  |
| --- | --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** | |
| ***1*** | Bidder accepts Save the Children’s ‘Terms and Conditions of Purchase’ and that any business awarded to the bidder will be completed under the Terms and Conditions included in Section 5 of this pack. | **Yes / No** | **Comments / Attachments** |
|  |  |
| ***2*** | The Bidder and its staff (and any sub-contractors used) agree to comply with SCI and the IAPG’s policies listed in Section 5 of this pack throughout this tender process, and during any future works should the bidder be awarded a contract. | **Yes / No** | **Comments** |
|  |  |
| ***3*** | The bidder confirms they are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the United States of America or the European Union and accepts that SCI will undertake independent checks to validate this. | **Yes / No** | **Comments** |
|  |  |
| ***4*** | The Bidder confirms it is fully qualified, licenses and registered to trade with Save the Children (including compliance with all relevant local Country legislation).  This includes the Bidder submitting the following requirements (where applicable):   * Legitimate business address * Tax registration number & certificate * Business registration certificate * Trading license | **Yes / No** | **Comments** |
|  |  |
| **Requirement** | **Bidder Response / Attachments** |
| ***Legitimate Business Address*** |  |
| ***Tax Registration Number & Certificate*** |  |
| ***Business Registration Certificate*** |  |
| ***Trading License*** |  |
| ***5*** | Legal establishment for a minimum of five years: From Registrar of Joint Stock Companies and Firms (RJSC), Bangladesh or equivalent authorities. | **Yes / No** | **Comments** |
|  |  |
| ***6*** | Minimum 5 years of overall experience for providing Vehicle Repair & Maintenance Service to renowned companies. | **Yes / No** | **Comments / Attachments** |
|  |  |
| ***7*** | Required to serve 10 corporate customers in last 5 years, among 3 customers should be UN organization/International NGO/Diplomat Mission/ Development partners or reputed organization (MNC/Bank/Financial Institution). | **Yes / No** | **Comments / Attachments** |
|  |  |
| ***8*** | Audit report of last 3 financial years of the organization or bank statement of last year is mandatory (other than limited company). | **Yes / No** | **Comments / Attachments** |
|  |  |
| 9 | Yearly Turnover: Minimum 20 million in BDT | **Yes / No** | **Comments / Attachments** |
|  |  |

## **SECTION 2 – CAPABILITY & SUSTAINABILITY QUESTIONS**

***Instructions – Bidders are required to complete all sections of the below table.***

|  |  |  |  |
| --- | --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** | |
| ***1*** | Organization Profile:  a) Management Team & Structures  b) Minimum 5 years Business Experience In the area of  Workshop or Automobiles servicing (Updated Trade License, TIN and VAT registration, Certificate of Incorporation & other documentation etc.)  c) Strength of Human Resource (Technical Expertise for workshop Maintenance)  i) Total number of Employees  ii) Total Number of Technical Employees  iii) Number of Technical Employees with relevant vendor certifications & their names  d) Availability of equipment’s and logistic supports  i) List of Equipment and Machineries  ii) MIS (Automation/ Software)  iii) Other logistic support | **Bidder Response** | **Attachment(s)** |
|  |  |
| ***2*** | Experience with Specific Jobs:  a) Minimum 5 years’ experience for Vehicle repair and Maintenance  b) Experience with INGO/NGO/Development organizations c) Experience with MNC/Bank/NBFI etc.  d) Experience with Other National Organizations  e) Experience with different type of vehicles (Sedan  Car/Microbus/Jeep/Pick-up etc.)  f) Experience with Branded vehicles  (Toyota/Nissan/Honda/Mitsubishi etc.) | **Bidder Response** | **Attachment(s)** |
|  |  |
| ***3*** | Backward Linkage Facility (Spare Parts Availability) | **Bidder Response** | **Comments** |
|  |  |
| ***4*** | Effective Communication Network & Emergency Response strategy | **Bidder Response** | **Comments** |
|  |  |
| ***5*** | Financial Capability/ Credit facility to pay the bill in advance/working capital etc (supporting documents; Audit report last 3 years) | **Bidder Response** | **Attachment(s)** |
|  |  |

**SUSTAINABILITY CRITERIA**

|  |  |
| --- | --- |
| EVALUATION CRITERIA | SUGGESTED SCORING |
| The Bidder is registered / has its primary operations in close proximity to the programming location. | 10/10 - bidder is registered (or has its primary operations) in the same town / city / community or very close proximity.  5/10 - bidder is registered (or has its primary operations in) the same region / governorate / district.  0/10 - bidder is registered (or has its primary operations) elsewhere. |

## **SECTION 3 – COMMERCIAL QUESTIONS**

**\*\*\* Bidder will provide unit price of each item in BDT as per below table including VAT and TAX. \*\*\***

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Description | Avenza 2009 | X corolla 2005 | Toyota GLI 2008 | Kia Sportage 2014 | Parado/Kluzer 2004 &2005 | Pajero 2004 &2005 | Nativa 2003 | P/U L-200 Hilux P/up 2009 | Outlander- 2008 | Hiace-15 seater/7 seater Noah/11 seater hiace | Service Charge for parts replacement |
| Fuel pump |  |  |  |  |  |  |  |  |  |  |  |
| Timing Chain |  |  |  |  |  |  |  |  |  |  |  |
| Timing belt |  |  |  |  |  |  |  |  |  |  |  |
| Timing adjuster bearing |  |  |  |  |  |  |  |  |  |  |  |
| Engine oil |  |  |  |  |  |  |  |  |  |  |  |
| Oil filter |  |  |  |  |  |  |  |  |  |  |  |
| Air filter |  |  |  |  |  |  |  |  |  |  |  |
| Spark Plug |  |  |  |  |  |  |  |  |  |  |  |
| Ignition coil |  |  |  |  |  |  |  |  |  |  |  |
| Fan belt |  |  |  |  |  |  |  |  |  |  |  |
| Cross bearing |  |  |  |  |  |  |  |  |  |  |  |
| Boll joint |  |  |  |  |  |  |  |  |  |  |  |
| Raken joint |  |  |  |  |  |  |  |  |  |  |  |
| Tie rod |  |  |  |  |  |  |  |  |  |  |  |
| Link rod |  |  |  |  |  |  |  |  |  |  |  |
| Shock Absorber |  |  |  |  |  |  |  |  |  |  |  |
| Raken boot caver |  |  |  |  |  |  |  |  |  |  |  |
| Self-stator |  |  |  |  |  |  |  |  |  |  |  |
| Drum turning |  |  |  |  |  |  |  |  |  |  |  |
| Brake shoe |  |  |  |  |  |  |  |  |  |  |  |
| Brake Pad |  |  |  |  |  |  |  |  |  |  |  |
| Brake Bucket |  |  |  |  |  |  |  |  |  |  |  |
| Hobs bearing |  |  |  |  |  |  |  |  |  |  |  |
| Brake oil |  |  |  |  |  |  |  |  |  |  |  |
| Power oil |  |  |  |  |  |  |  |  |  |  |  |
| Auto transmission fluid |  |  |  |  |  |  |  |  |  |  |  |
| Radiator |  |  |  |  |  |  |  |  |  |  |  |
| Fan Motor |  |  |  |  |  |  |  |  |  |  |  |
| Hoes pipe (Radiator) |  |  |  |  |  |  |  |  |  |  |  |
| Cooling water |  |  |  |  |  |  |  |  |  |  |  |
| Fuel pump |  |  |  |  |  |  |  |  |  |  |  |
| Fuel filter |  |  |  |  |  |  |  |  |  |  |  |
| Fuel Injector |  |  |  |  |  |  |  |  |  |  |  |
| AC compressor |  |  |  |  |  |  |  |  |  |  |  |
| AC cooling chamber |  |  |  |  |  |  |  |  |  |  |  |
| AC Condenser |  |  |  |  |  |  |  |  |  |  |  |
| CV joint |  |  |  |  |  |  |  |  |  |  |  |
| Plug wire |  |  |  |  |  |  |  |  |  |  |  |
| CV joint boot Cover |  |  |  |  |  |  |  |  |  |  |  |
| Manual gear oil |  |  |  |  |  |  |  |  |  |  |  |
| Clutch plate |  |  |  |  |  |  |  |  |  |  |  |
| Pressure plate |  |  |  |  |  |  |  |  |  |  |  |
| Fly wheel |  |  |  |  |  |  |  |  |  |  |  |
| Pilot Bearing |  |  |  |  |  |  |  |  |  |  |  |
| Releases bearing |  |  |  |  |  |  |  |  |  |  |  |
| Clutch cylinder |  |  |  |  |  |  |  |  |  |  |  |
| slip Cylinder |  |  |  |  |  |  |  |  |  |  |  |

## **SECTION 4 – BIDDER SUBMISSION CHECKLIST**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **We, the Bidder, hereby confirm we have completed all sections of the Bidder Response Document:** | | | | | | |
| **No** | **Section** | | | **Please Tick** | | |
| 1. | Section 2 – Essential Criteria | | |  | | |
| 2. | Section 3 – Capability & Sustainability Questions | | |  | | |
| 3. | Section 4 – Commercial Questions | | |  | | |
|  | | | | | | |
| **We, the Bidder, confirm we have uploaded all of the required information and supporting evidence:** | | | | | | |
| **Section** | | **Required Document / Evidence** | | | | **Please Tick** |
| **Essential Criteria Evidence** | | Proof of legitimate business address | | | |  |
|  | | Copy of tax registration number & certificate | | | |  |
|  | | Copy of business registration certificate | | | |  |
|  | |  | | | |  |
|  | |  | | | |  |
|  | |  | | | |  |
|  | |  | | | |  |
| **Capability Criteria Evidence** | | Completed Bidder Response Document | | | |  |
|  | | Supporting Financial Documents | | | |  |
|  | |  | | | |  |
|  | |  | | | |  |
|  | |  | | | |  |
|  | |  | | | |  |
| **Commercial Criteria Evidence** | | Completed Bidder Response Document | | | |  |
|  | |  | | | |  |
|  | |  | | | |  |
|  | |  | | | |  |
|  | | | | | | |
| **We, the Bidder, hereby confirm we compliance with the following policies and requirements:** | | | | | | |
| **Policy** | | | **Policy / Document** | | **Signature** | |
| Terms & Conditions of Bidding | | |  | |  | |
| Terms & Conditions of Purchase | | |  | |  | |
| Child Safeguarding Policy | | |  | |  | |
| Anti-Bribery & Corruption Policy | | |  | |  | |
| Human Trafficking & Modern Slavery Policy | | |  | |  | |
| Protection from Sexual Exploitation & Abuse | | |  | |  | |
| Anti-Harassment, Intimidation & Bullying Policy | | |  | |  | |
| IAPG Code of Conduct | | |  | |  | |

|  |  |
| --- | --- |
| We confirm that Save the Children may in its consideration of our offer, and subsequently, rely on the statements made herein. | |
| Signature: | ………………………………………………….. |
| Name: | ………………………………………………….. |
| Title: | ………………………………………………….. |
| Company: | ………………………………………………….. |
| Date: | ………………………………………………….. |