*Version 1.0 /110621*

**INVITATION TO TENDER**

**Bangladesh Country Office**

**August 05, 2022**

**IFT/SCI/BDCO/FY-22/(Manual)/06**

**Suchana Final Evaluation as per ToR**

**SUBMISSION DEADLINE: 03:30 PM ON AUGUST 25, 2022**

**PRE-SUBMISSION CLARIFICATION MEETING: 3:30 PM (BST) ON AUGUST 11, 2022**

**Pre-submission meeting will be held at SCI office as well as virtual through Zoom**

[**https://zoom.us/j/95629292996?pwd=NFNQd2VmTGI2cFFpNEx0WlllUGRydz09**](https://zoom.us/j/95629292996?pwd=NFNQd2VmTGI2cFFpNEx0WlllUGRydz09)

**Meeting ID: 956 2929 2996**

**Passcode: 594192**

**QUESTIONS / CLARIFICATIONS: ASHRAFUL.ALAM@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**

Suchana – “Ending the Cycle of Undernutrition in Bangladesh” is a multi-sectoral nutrition programme, which aims to achieve significant reduction in stunting (additional 6% in 3 years period) amongst children under two years of age in Sylhet and Moulvibazar districts under Sylhet division in Bangladesh. A central focus of the programme is delivering and demonstrating a sustainable multi-sectoral approach to tackling undernutrition at scale at district level and, in parallel, catalysing support across government and other stakeholders for a coordinated, multi-sectoral approach to undernutrition at the national level. The programme therefore aims not just to develop a scalable model but contribute to replication of good practices throughout the life of the programme. The Suchana programme adopts an integrated approach combining the nutrition specific and nutrition sensitive interventions to prevent chronic malnutrition within the critical 1,000 days from conception until a child reaches its second birthday. The programme’s multi-sectoral approach includes interventions to improve poor people’s access to essential health and nutrition services, to raise poor people’s incomes so they can afford a nutritious diet and empower women and girls, so they are able to implement optimal nutrition practices at home. There are five pillars in the Suchana programme and generation of evidence (through impact survey, annual surveys, and other assessments) is one of the five pillars, which prioritize the quality, and timely generation of evidence showing Suchana performance is crucial to inform advocacy and scale-up.

The Programme is jointly funded by the FCDO and EU from August 2015- June 2023. It is implemented by a consortium of international and national NGOs led by Save the Children Bangladesh (SCiBD). The other partners are World Fish (WF), International Development Enterprises (iDE), Helen Keller International (HKI), Centre for Natural Resource Studies (CNRS), Friends in Village Development Bangladesh (FIVDB) and Rangpur Dinajpur Rural Services (RDRS).

|  |  |
| --- | --- |
| **Item** | **Description** |
| **Description of Goods / Services** | ***Suchana Final Evaluation as per ToR*** |
| **Outcome of Tender** | ***Contract*** *– the successful supplier(s) will be awarded a ‘Contract’ which will commit SCI to purchase the specified quantity of goods / services as defined in the contract at the agreed rates.* |
| **Duration of Award** | *As per ToR* |

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’.

**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 (*As per ToR)*.

### **3.3 CAPABILITY CRITERIA [INCLUDING ORAL PRESENTATION] (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 (*As per ToR)*.

### **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 (*As per ToR)*.

## **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 | August 05, 2022 |
| Pre-Submission Clarification Meeting | August 11, 2022 ***[3:30 PM BST]*** |
| Deadline for questions from Bidders | August 21, 2022 |
| Deadline for Bid Submission | August 25, 2022 ***[3:30 PM BST]*** |
| Bid Clarifications | August 10 - 21, 2022 |
| Award Contact | September 01, 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:

**Electronic Submission via ProSave**

* Submit your response in accordance with the guidance provided in the below document:



**Paper Submission**

* Two paper copies submitted on headed paper to: **House CWN (A) 35, Road 43, Gulshan 2, Dhaka 1212, Bangladesh; Attention- Senior Manager, Procurement & Supply Chain.**
* Bids should be submitted in sealed envelope addressed to **Tender Box-01**
* The envelope should clearly indicate the Invitation to tender reference number **IFT/SCI/BDCO/FY-22/(Manual)/06.**
* All supporting documentation should be labelled
* **Technical & Financial proposal should be submitted in the separate envelope.**

**Electronic Submission**

* **Email should be sent to --- ‘’**[**Dhaka.procurement@savethechildren.org**](mailto:Dhaka.procurement@savethechildren.org)**’’**
* **Technical & Financial proposal should be submitted in the separate folder.**

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

Your bid must be received, no later than **August 25, 2022 (3:30 PM Bangladesh Standard Time)**

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 |
| Ashraful Alam | ashraful.aam@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 proposal for Suchana Final Evaluation as per ToR (as attached).

1. **SPECIFICATIONS**

Detail specification of the job described in the ToR. Bidder should be submitted Technical & Financial proposal in the separate envelope.

1. **ADDITIONAL INFORMATION**
2. Scope of Work (SOW): for Suchana Final Evaluation as per ToR (as attached).
3. Office Locations: Gulshan, Dhaka (Save the children Country office)
4. Duration: As per ToR (as attached).
5. Price and offer validity: Prices should be inclusive of VAT and offered should be valid during the contract period.
6. The following practice will be followed for payment: Payment will be made as per ToR

* **First instalment:** 40% after submission of the inception report, data collection tools (English and Bangla, field plan and supervision support plan for quality data collection or the data quality control plan meeting requirements, field testing report, etc.), anthropometric standardization report.
* **Final instalment:** 60% after submission of the final report with all final annexes (*data file, syntax, final training package, etc.*)

1. ***VAT and Tax shall be deducted as per rules of GoB. Please clearly mentioned whether your offer includes VAT & TAX of Bangladesh***
2. 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 job and other related works
3. The invoice will incorporate any penalties that need to be enforced, based on the terms and conditions stated in this document.
4. Penalty Clause: SAVE THE CHILDREN may deduct 0.1 % 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.

# **PART 3 – BIDDER RESPONSE DOCUMENT**

1. **INTRODUCTION**

This document **MUST BE USED** by Bidders wishing to submit a bid. It is linked into 4 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 4 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 Inter-Agency Procurement Group (IAPG’s) policies listed in Section 4 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 UK/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*** | *Need to share proof of document* |
| ***Tax Registration Number & Certificate*** | *Need to share proof of document* |
| ***Business Registration Certificate*** | *Need to share proof of document* |
| ***Trading License*** |  |
| ***5*** | Legal establishment for a minimum of 08 years: Registrar form concern regulatory authorities | **Yes / No** | **Comments** |
|  | *Need to share proof of document* |
| ***6*** | Organizations must provide information and documentary evidence to establish that they have minimum of 08 years overall experience in similar service/job | **Yes / No** | **Comments / Attachments** |
|  | *Need to share proof of document* |
| ***7*** | Required to serve 10 customers in last 10 years, among customers 5 should be from UN organization/International NGO/Diplomat Mission/ MNC/GoB. | **Yes / No** | **Comments / Attachments** |
|  | *Need to share proof of document* |
| ***8*** | Yearly Turnover: Minimum BDT 50 million (supporting documents need to submit i.e. Audit Report/Financial Statement/Annual Report/Payment Certificate/Contract)  *Currency conversion rate will be considered 1 USD= 87.74 BDT*. | **Yes / No** | **Comments / Attachments** |
|  | *Need to share proof of document* |

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

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** | | |
| ***1*** | **Organizational capacity**  Sound and proven experience of conducting nutrition, food security related large-scale research/evaluations, particularly utilisation and learning focused evaluations. Track record of previously completed assignments with International NGO /UN Organization/ Development partners / Government/MNC, publication of research/evaluation/study findings in international journals  Minimum 2 Work orders of BDT 20 million/equivalent each within last 08 years  (Additional supporting documents need to submit proving the experience in similar field, i.e. SoW/ToR/Report) Currency conversion rate will be considered 1 USD= 87.74 BDT.  *(Note – the Bidder must ensure that for any client references shared, the nominated client is happy to be contacted / visit by Save the Children)*  ***[Assign Score: 10 points]*** | **Client Name** | **Contact Details (Name & Email)** | **Project Description** |
|  |  |  |
| 2) |  |  |
| ***2*** | **Understanding of the Assignment**  Overall methodology, sample size, sampling design and distribution, overall work management, timeliness, field plan, data collection steps, quality control and supervision process, standardization of measurement tools, addressing qualitative & quantitative aspects of the survey  ***[Assign Score: 10 points]*** | **Bidder Response** | | **Attachment(s)** |
|  | |  |
| ***3*** | **Experience of Team Leader & Team Composition**  Background, qualification of TL & other members, analysis team, statistical background, nutritional background, experience of analysing anthropometric data, large scale dataset capabilities - to be reflected in curriculum vitae of all team member  ***[Assign Score: 10 points]*** | **Bidder Response** | | **Comments** |
|  | |  |
| ***4*** | **Report Outline, Analytical Approach, Presentation**  Overall outline of report, statistical tests, articulation of the proposal, approach to present implications, comparison with previous survey results, inferential statistics/logistic models on outcome variable  ***[Assign Score: 05 points]*** | **Bidder Response** | | **Comments** |
|  | |  |
| ***5*** | **Use of Innovative and Advanced Techniques**  Capacity of offering innovative technology, advanced techniques in areas of data collection, analysis, presentations, quality control, performance observations  ***[Assign Score: 05 points]*** | **Bidder Response** | | **Attachment(s)** |
|  | |  |

***TOTAL ASSIGN SCORE: 40 POINTS.***

**Note:** *To be potential candidate to conduct the assessment, the bidder must score at least 60% in technical proposal (24 out of 40). Technically competent firm/agency will be selected for further screening through oral presentation that will carry 10% score.*

## **Oral Presentation 10%**

|  |  |
| --- | --- |
| **EVALUATION CRITERIA** | **SUGGESTED SCORING** |
| **Oral Presentation *(only technically qualified firm/agency)***  Present the overall study approach, sampling, field planning and related aspects by the proposed team leader, and responding to technical queries from the Presentation Board Members | **10 Points** |

## **SUSTAINABILITY CRITERIA 10 %**

|  |  |
| --- | --- |
| **EVALUATION CRITERIA** | **SUGGESTED SCORING** |
| 1. Use of local resources 2. The bidder has their own Sustainability Policy (or Policies). | Each criteria carry 5 points.  **Total 10 Points.** |

## **SECTION 3 – COMMERCIAL QUESTIONS (40%)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **GOOD / SERVICE** | **SPECIFICATION** | **QUANTITY** | **UNIT PRICE** | **TOTAL PRICE** |
| Financial proposal  (Reference section 12. Schedule of Payment and 15. Selection Criteria Guidance) | As per ToR | 1 Job |  |  |
| **OTHER COMMERCIAL CONSIDERATIONS** | | | | |
| **Duration for which pricing can be fixed** | |  | | |

## 

## **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 1 – Essential Criteria | | |  | | |
| 2. | Section 2 – Capability & Sustainability Questions | | |  | | |
| 3. | Section 3 – 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 and registration number & certificate (where applicable) | | | |  |
|  | | Copy of business registration certificate regulatory authorities | | | |  |
|  | | Information and documentary evidence to establish that they have minimum of 08 years overall experience in similar service/job | | | |  |
|  | | Required to serve 10 customers in last 10 years, among customers 5 should be from UN organization/International NGO/Diplomat Mission/ MNC. | | | |  |
|  | | Proof of Yearly Turnover: Minimum 50 million in BDT/equivalent | | | |  |
| **Capability Criteria Evidence** | | Completed Bidder Response Document | | | |  |
|  | | Minimum 2 Work order of BDT 20 million each for similar type of job within last 05 years | | | |  |
|  | | Understanding of the Assignment | | | |  |
|  | | Experience of Team Leader & Team Composition | | | |  |
|  | | Report Outline, Analytical Approach, Presentation | | | |  |
|  | | Use of Innovative and Advanced Techniques | | | |  |
|  | | The bidder has their own Sustainability Policy (or Policies). | | | |  |
| **Commercial Criteria Evidence** | | Completed Bidder Response Document | | | |  |
|  | | | | | | |
| **We, the Bidder, hereby confirm we compliance with the following policies and requirements:** | | | | | | |
| **Policy** | | | **Policy / Document** | | **Signature** | |
| ToR - Suchana Final Evaluation | | |  | |  | |
| Consultant EOI Form | | |  | |  | |
| 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: | ……………………………………………….. |