**Tender Application Form**

For

**Procurement of Winter Packages**

Of

Winter and COVID-19 Preventative Assistance in North, North-East and Southern Bangladesh.

Offer submission last date**:** 05 December 2021 at 2.00 pm.

Offer opening date:05 December 2021 at 2.30 pm.

Implemented by:

**Muslim Aid–UK Bangladesh Field Office**

House # 13 (5th Floor), Road # 27, Block# J, Banani, Dhaka-1213.

Phone: +88-02-41080662

Address: House-13 (4th & 5th floor), Road-27, Block-J, Banani, Dhaka-1213

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**Tender Application Form**

#### Tenderer Information Sheet

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| *Notes on Tenderer Information Sheet*  *This note is for information only to assist the procuring entity in the completion of the Form when preparing the Tender Document, but this note should not be included in the issued Tender Document.*  *The information to be filled in by Tenderers in the following pages will be used for purposes of verification of eligibility and qualification of the Tenderer as provided for in relevant Clauses of the Instructions to Tenderers. The Tenderer, if prequalified earlier, should complete updated information only.* |

|  |  |  |  |
| --- | --- | --- | --- |
| Invitation for Tender No: |  | Date |  |
| Tender Package No: |  |  |  |

**A. Individual Tenderer**

|  |  |  |
| --- | --- | --- |
| ***1. General Information of the Tenderer*** | | |
| 1.1 | Tenderer’s Legal Name |  |
| 1.2 | Tenderer’s legal address in Country of Registration |  |
| 1.3 | Tenderer’s legal status |  |
|  | Proprietorship |  |
|  | Partnership (Registered under the Partnership Act, 1932) |  |
|  | Limited Liability Concern (Registered under the Companies Act, 1913) |  |
|  | Others |  |
| 1.4 | Tenderer’s Year of Registration |  |
| 1.5 | Tenderer’s Authorised Representative Information |  |
|  | Name |  |
|  | Address |  |
|  | Telephone / Fax Numbers |  |
|  | e-mail address |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1.6 | Tenderer’s Value Added Tax (VAT) Registration Number | |  | | | |
| 1.7 | Tenderer’s Income Tax Identification Number (TIN) | |  | | | |
| 1.8 | Tenderer to attach copies of following documentation | | 1. Articles of Incorporation or Registration of firm. 2. Latest Income Tax Clearance Certificate 3. Latest VAT Clearance Certificate 4. Original letter naming the person authorised to sign on behalf of Tenderer 5. Copy of Legal authorization/certificate 6. Others *(to be completed by the Employer if required)* | | | |
| ***2. Qualification Information of the Tenderer*** | | | | | | |
| ***General and Specific Experience*** | | | | | | |
| 2.1 | Number of years of overall experience of the tenderer in the supply of goods and related services | | | |  | |
| 2.2 | Number of years of specific experience of the tenderer in the supply of goods and related services | | | |  | |
| 2.3 | Total monetary value of similar goods supplied in each of the last three years | | | |  | |
| 2.4 | Available liquid assets | | | |  | |
| 2.5 | Details of production capacity / equipment available | | | |  | |
| 2.6 | Major Supplies of similar type of goods over the last years. | | | |  | |
| 2.7 | Work performed as prime Contractor on works of a similar nature and volume over the last five years. Also list details of work underway or committed, including expected completion date | | | | | |
|  | Project Name | Name of Employer and contact person | | Type of work performed and year of completion | | Value of Contract  (Lakh Taka) |
|  | (a)  (b)  (c) |  | |  | |  |

|  |  |  |
| --- | --- | --- |
| ***3. Financial Information of the Tenderer*** | | |
| 3.1 | Financial reports or balance sheets or profit and loss statements or auditors’ reports or bank references for the last financial year with documents or a combination of these demonstrating availability of liquid assets. List below and attach copies (if possible) | |
| 3.2 | Evidence of access to financial resources to meet the qualification requirements, liquid assets, lines of credit, etc. List below and attach copies of supporting documents (if possible) | |
| 3.3 | Name, address, and telephone, telex, and facsimile numbers of banks that may provide references if contacted by the Employer | |
| 3.4 | Information on litigation in which the Tenderer is, or has been, involved: If possible | |
|  | (a) Any case within the last 3 years | |
| Cause of Dispute | Result of Settlement and amount involved |
|  |  |
|  |  |
| (b) Current cases in this financial year | |
| Cause of Dispute | Result of Settlement and amount involved |
|  |  |
|  |  |
| *Note: The above represents the minimum requirements. These may be added to buy the Purchaser on a case-by-case basis, as necessary.* | | |

**B. Price Schedule for Winter Package with specification**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No** | **Description and Specification** | | | **Unit** | **Estimate Price per Unit** | **Total Amount** |
| **P-01** | **Winter Package:01 General** | | |  |  |  |
| 1 | Blanket : (Size 7ft x 5ft.; weight 1,000 gm-1,200gm) | | | 3,278 |  |  |
| 2 | Child clothes (Sweater) | | | 3,278 |  |  |
| 3 | Monkey Cap for child | | | 3,278 |  |  |
| 4 | Woolen socks for older people | | | 3,278 |  |  |
| 5 | Vaseline (Size: medium; weight 100gm) |  |  | 3,278 |  |  |
| 6 | Supplying distribution Bag with MA logo (both side) | | | 3,278 |  |  |
|  | Sub-total = P-01 | | |  |  |  |
| **P-02** | **Winter Package: 02 for School Children**  **Age group: : 7-9, 10-13, 14-17** | | | 1,373 |  |  |
| 1 | Hudi (Sweater/ jacket ) with logo | | | 1,373 |  |  |
| 2 | Socks cotton (thick) | | | 1,373 |  |  |
| 3 | Vaseline (Size: medium; weight 100gm) | | |  |  |  |
| 4 | Face mask (re-usable) cotton 2part with MA logo | | | 6,865 |  |  |
| 5 | Monkey Cap | | | 1,373 |  |  |
| 6 | Sanitary napkin (Senora with belt) | | | 1,373 |  |  |
| 7 | Supplying distribution Bag with MA logo (both side) | | | 1,373 |  |  |
|  | Sub-total = P-02 | | |  |  |  |
| **P-03** | **Hygiene kits Package: General** | | |  |  |  |
| 1 | Sanitary napkin 15 pcs per pack (Senora with belt) | | | 6,556 |  |  |
| 2 | Face mask (re-usable) cotton 2part with MA logo | | | 32,780 |  |  |
| 3 | Toilet soap (75gm each-Lux/Keya/Tibet), | | | 16,390 |  |  |
| 4 | 1kg detergent powder (Tibbot/ Keya) | | | 3,278 |  |  |
|  | Sub-total = P-03 | | |  |  |  |
| **NB: All the item price included transportation, VAT, TAX and other relevent cost** | | | | | | |
| Total (P-01+P-02+P-03) = | | | | | |  |

**Terms & Conditions:**

1. **The last date for submission of your bidding document is 05 December 2021 within 2.00 pm** at Muslim Aid - UK Bangladesh Field Office (MABFO), House-13 (5th floor), Road-27, Block-J, Banani, Dhaka-1213. The tender box shall be opened on the same date at 2.30 pm in presence of the bidders.
2. Vendor have to purchasg e schedule of the tender @1000Tk/schedule (in cash or through bank account: Account name: Muslim Aid-UK Bangladesh Field Office, account #20501020202091900, Islami Bank Bangladesh Limited local office, Motejhil, Dhaka) and receipt should be attached with the schedule.
3. **Earnest Money will be 2.5 % (refundable) of the total quoted amount in the form of pay order/bank draft in favor of Muslim Aid – UK Bangladesh Field Office**. The security money (bank draft or pay order) must be enclosed with the original notice documents, without security money the notice shall be rejected outright.
4. Delivery to be made at the location of MAIT Rangpur-300 packages, Panchbibi of Joypurhat-340 packages, Gongachara of Rangpur-300 packages, Saidpur of Nilphamari-365 packages, 5 upazillas of Thakurgaon-600 packages, Tentulia of Panchagar-323 packages, Kurigram Sadar-1373 packages, Ulipur of Kurigram-350 packages, Satkhira-300 packages, Kulaura of Moulvibazar-400 packages. Before the delivery vendor/supplier should confirmed specific place of the delivery locations through communication with MABFO (Admin & Procurement Officer). Mentioned targeted packages should be ensured by the supplier to the selected locations within **15 days** after received the purchase order/ work order.
5. Muslim Aid will be deducted VAT & Tax from the bill as per Government rules.
6. Payment will be made within 15 working days after full delivery of all winter packages/ Materials/Items as per requirement through A/C payee cheque in favor of company (Supplier) name.
7. If MABFO rejects any supplied package/package items, in that case supplier must take back the rejected package/package items and should be replaced the number of commodities as per direction of MABFO without raising any question and making delay.
8. **Supplier must submit a sample of all packages including all items during submission of tender**

Muslim Aid - UK Bangladesh Field Office reserves the right to accept or reject any or all offers without any reasons and is not bound to accept the lowest bidder.

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