

Terms of Reference (ToR)

Tools, Equipment and Consumables items purchases for UCEP Bangladesh

UCEP Bangladesh was established by Mr. Lindsay Allan Cheyne, a New Zealander in 1972. With the motto 'Help to Learn, Skills to Earn', UCEP Bangladesh is a non-governmental organization which provides Second Chance Education to out-of-school children and Decent Work to youth & adults through Technical Vocational Education & Training (TVET) and Skills Development. It has a special focus on Social Inclusion, therefore gives priority to females, children & youth from poor and underprivileged families.

UCEP Bangladesh works to bring more children and youth, who have dropped out of school, back to General and Technical Education, as well as engage families and communities to provide support to their children's education, training and employment. UCEP Bangladesh aims to build partnership with the government, employers, organizations and other stakeholders to foster the institutionalization and sustainability process of the efforts and promote the "Leave No One Behind" campaign by focusing on Social Inclusion.

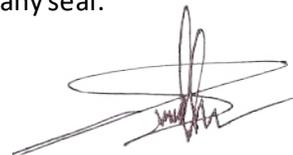
Underprivileged Children's Educational Programs (UCEP) Bangladesh is seeking offers from local Supplier company/vendor legally registered in Bangladesh and able to provide Tools, Equipment and Consumables items support as per specification to be used by the trainees of Electrical occupation of UCEP Bangladesh.

A. Required Qualifications

- 1) The Supplier company/vendor must have at least 1 year relevant working experience on similar field with renowned organizations.
- 2) The Supplier company/vendor must have authorization/dealership certificate of specific brand/product (for Consumable Materials)
- 3) The Supplier company/vendor must have updated valid trade license, VAT Registration Certificate, TIN Certificate to operate in Bangladesh.

General Instructions to Vendor/Suppliers:

1. Quotes are submitted at the sole risk and cost of the Vendor/Supplier. UCEP shall bear no responsibility to pay costs associated with preparation and submission of any Quote. All prices to be quoted in BDT.
2. Vendor/Suppliers are encouraged to submit best offer Quote.
3. UCEP reserves the right to conduct negotiations once a successful bid is identified, or to make an award without conducting negotiations based solely on the written proposals if it decides it is in its best interest to do so.
4. UCEP reserves the right to reject any elements of the cost proposal.
5. In addition, UCEP reserves the right not to make any award.
6. Documents should be submitted on a company memo which clearly states company name, registration number, address and telephone numbers.
7. Quotes must have authorized signature and company seal.



8. All correspondence in connection with the Quote and the Purchase Order is to be in English.
9. Awarded Vendor/Suppliers must submit **2.5% earnest money of total quoted price** in the form of pay order/bank guarantee issued from any schedule bank drawn in favor of UCEP Bangladesh for the period of successful goods delivery. The period will be counted from the date of the commissioning certificate/acceptance certificate to be issued by the UCEP Bangladesh on successful implementation and commissioning. Certificate of the proper commissioning issued by the UCEP Bangladesh shall be final and it cannot be called in question in any manner whatsoever.
10. If the successful Vendor/Supplier after award of the work order does not come forward to fulfill its obligations and fails to deliver, install, configure, implement and commission the item as per terms & conditions of this schedule, the **security deposit** shall be forfeited.

Contents of Offer:

Vendor/Suppliers are required to submit Technical and Financial Offer as two separate forms.

Failure to fully address each of these items will result in a lower score, or a rejection of the Offer.

- A. Company Profile and Responsibility of Vendor/Supplier - Company profile should contain company name, the year when the company was registered, company activity, number of employees, organizational chart, previous experience and completed projects that are relevant for this tender and financial documentation. Responsible Vendor/Supplier has the technical expertise, management capability, workload capacity, and financial resources to perform the work as evidenced by favorable past performance references. Vendor/Supplier must include information on financial resources, company size, management capability and workload capacity to perform the work. Lack of this information will result in rejection of the proposal.
- B. Full response to requirements stated in the Scope of Work and Technical Specifications.
- C. References: Vendor/Supplier must provide a minimum of two (2) references of past performances for similar services that have been provided including the value in local currency of the performed work.

B. Time Frame

- 1) Duration to complete the required work will be **(30) days**, starting from the date of contract signing/work order to the selected supplier or vendor.
- 2) Due to any unavoidable circumstances, if the work stops require to post-pond or need to delay for any program of UCEP Bangladesh or any other legal issues, time extension of the delayed works will be mutually decided by the supplier/vendor and UCEP Bangladesh upon written approval.

C. Inspection/Quality Check:

Inspection will be carried out by the concerned technical person before receiving the goods which will be ensured by the respective program of UCEP Bangladesh. Further, the final inspection will be done by the



concerned technical person after setting/installation and the inspection report will be attached with bills before checking for making payment. In this case, the selected vendor will provide the cooperation (if required)

D. Payment Terms

- 1) There is no provision for advance payment. However Partial payment against partial delivery shall be acceptable.
- 2) Payment will be made through A/C payee cheque in favor of supplier/vendor upon deduction of VAT & TAX as per Govt. rules.
- 3) Bill will be paid after successful completion of product delivery as per requirement.
- 4) All products must be delivered at UCEP designated locations at vendors own cost and all the product must be well packed as per required quality and quantity provided by UCEP Bangladesh
- 5) The supplier must provide Mushok/VAT 6.3 along with the bill as per Govt. rules.

E. Penalty

- 1) Quality must be maintained as per specification. There will be no compromise about the material & workmanship Quality. All the materials must be given as per scheduled specification.
- 2) Any kind of low quality or damage or date expired material will not be accepted by the UCEP Bangladesh.
- 3) Failure to deliver the service within PO mentioned time, a penalty will be claimed as per below mentioned ratio:
 - * 1% of total PO value for first 7 calendar days after delivery deadline period
 - * 2% of total PO value after second 7 calendar days
 - * WO will be void after one month from the delivery date (if the delivery is not accepted by UCEP Bangladesh)
- 4) If any low quality or damage material found within warranty period must be replaced by the supplier/vendor at his/her own cost.

F. Warranty

Product warranty must be mentioned clearly in both technical and financial proposal.

G. Safety & Security

- 1) UCEP Bangladesh is an educational institute, hence supplier / vendor must ensure the safety and security of the work. If any occurrence or damage happen at UCEP Bangladesh's premise during the work by the contracting firm, it should be re-construct by the contractor's own cost.
- 2) During the construction period for any kind of safety issue should be handle by the contractor. UCEP Bangladesh will not be held responsible for any accident, illness, loss or damage which may occur during the provision of the services or any claims, demands, suits, judgments, arising there from, including for any injury to the Contractor's employees, or to third parties, or any loss of, damage to, or destruction of property of third parties, arising out of or connected to the Contractor's work or performance under the Contract.
- 3) Supplier/vendor must handle all his/her material, equipment, manpower at his own risk and responsibility.



H. Responsibility of the Supplier / vendor

- 1) UCEP Bangladesh will provide the required quantity in details, vendor/Supplier will pack all the required items in standard way.
- 2) Supplier/vendor will deliver the materials at UCEP Bangladesh designated locations at their own cost
- 3) Supplier/vendor must ensure the quality of delivered materials as per approved sample
- 4) Supplier/vendor will provide all items sample to UCEP Bangladesh office along with quotation and must be approved by UCEP Bangladesh.

I. Requirements in Detail:

- Detail requirements can be found in attached Annex-A.

J. Place of Tools and equipment Delivery and Contact information

- 1) The location of the delivery of the tools and equipment's in below mentioned district level offices of UCEP Bangladesh including Head office, Plot 2 & 3, Mirpur 2, Dhaka 1216.

SI No	Name of the Technical School, UIST & Centre
1.	UCEP Mirpur Technical School, Dhaka
2.	UCEP Institute of Science & Technology, Dhaka
3.	KiK-UCEP Heasamuddin School, Dhaka
4.	UCEP Jatrabari Technical School, Dhaka
5.	UCEP Nolgola School, Dhaka
6.	AK Khan UCEP Kalurghat Technical School, Chottogram
7.	UCEP Ambagan Technical school, Chottogram
8.	UCEP Mabilia Rashidia school, Chottogram
9.	UCEP Pahartali School, Chottogram
10.	UCEP Mohsin Khulna Technical School, Khulna
11.	UCEP Barisal Technical School, Barisal
12.	UCEP Syed Bari Alekanda School, Barisal
13.	UCEP Rajshahi Technical School, Rajshahi
14.	UCEP Hafiz Mazumdar Sylhet Technical School, Sylhet
15.	UCEP Soliman Khan Chowduray School, Sylhet

Contact Information:

For bids/contract related issues, please contact:

Name: **Md Bapparaz**

Designation: **Officer-SCM,**

Email: **md.bapparaz@ucepbd.org**

Cell: **01783733617**

K. Required Documents

The supply/vendor of the works, and the execution of the project are the subject of this contract and must be therefore planned and undertaken in compliance with the technical and administrative directions



contained in this Terms of Reference.

The Vendor/Supplier shall submit the following documents:

- 1) A forwarding letter in official letterhead pad along with offer (technical and financial)
- 2) A time frame sheet along with work description
- 3) Company profile with client list/work experience/certification of achievements.
- 4) A copy of trade license (updated)
- 5) VAT registration
- 6) Income Tax certificates (updated)
- 7) Authorization/dealership certificate for quoted brand/products (for Consumable Materials)
- 8) Copy of UCEP Money receipt provided by UCEP Bangladesh

The shortlisted Vendor/Suppliers must present the actual documents, if asked by UCEP Bangladesh.

L. Evaluation of Bids

Evaluation Methodology

UCEP Bangladesh will initially open the Technical proposal and vendors who will meet technically requirements, will be eligible to participate in further process. Vendor's who failed to meet the technical requirements, their financial and tender proposal will be cancelled.

Evaluation Criteria Summary

Evaluation Criteria	Maximum points	Relative Value
Technical	60	60%
Financial	40	40%
Total	100	100%

M. Deadline and Submission

Expression of Interest documents can drop tender in **Tender Box, UCEP Head Office Plot #2 & 3, Mirpur-2, Dhaka-1216** no later than 23rd August 2021, before 2.00 PM clearly marked and address as follow:

Expression of Interest for "**Tools/PPE/Consumable Materials/Equipment's delivery**"

Manager Admin
UCEP Bangladesh
Plot 2 & 3, Mirpur 2, Dhaka 1216

UCEP Bangladesh reserves the right to accept or reject any or all the tenders without assigning any reason at any time.

Award Notification:

Only the successful bidder will be notified.

