

## Tender Schedule

**Subject:** Tender for Hiring individual consultant/Firm/Organization for conducting Gender Equality (GE) Analysis at Community Level, (Gender-Responsive Inclusive Vocational Education and Training (GRIVET) Project under GAC).

Tender Circulation Date: 11<sup>th</sup> November 2024

Schedule collecting Date: 11<sup>th</sup> November 2024 to 21<sup>st</sup> November 2024 within 04.30 PM from UCEP Administration department of Head Office.

Last date of Tender submission: 24<sup>th</sup> November 2024 (within 02:00 PM).

Tender Opening date: 24<sup>th</sup> November 2024 (At 02:30 PM) at UCEP head office in front of the available vendors present at that time.

**Service Delivery Location:** UCEP Bangladesh, Plot no: 2&3, Mirpur-2, Dhaka-1216

### **Documents required for tender submission:**

Qualified Consulting Firms/Organizations are requested to collect schedule from Administration Department, UCEP Head office, Plot no: 2&3, Mirpur-2, Dhaka-1216. Schedule price amount is TK 1000.00 (One Thousand Taka only). **A pay order is essential in favor of “UCEP Bangladesh” @ 2.5% of the quoted price as earnest money for the work. (Earnest Money Refundable)**

### **Required Documents are as follows:**

- Copy of updated Trade License
- Copy of updated VAT Registration/BIN Registration Certificate
- Copy of Updated TIN Certificate and Last tax return submission documents
- Latest Company Profile
- Bank Solvency certificate
- Authorization certificate (if any)
- Quoted Price-BDT
- Quotation must be submitted in the vendor's official letter head pad
- Technical and Financial Proposal must be submitted in separated sealed envelope.
- Relevant working experience certificates and work order
- And others relevant documents as require.

### **Other terms and conditions:**

- Relevant working experienced individual consultant/firms/organization will be given privilege to do the work.
- Interested consultancy firms/organization are requested to submit the technical and financial proposal separately.
- Financial proposal will be considered only for Technically qualified proposal for next step.
- UCEP Bangladesh authority reserves the rights to cancel all the proposals or accept any proposal without showing any reason.
- Mentionable that no proposal will be allowed after 02.00 PM of 24<sup>th</sup> November 2024.
- Vendor must be signed in each and every page with seal of submitted tender documents.
- For any further clarification, please communicate with Mr. Md. Bapparaz, Senior Officer Administration, UCEP Bangladesh, Mobile: 01783733617.
- For any Technical requirement, please communicate with Md. Shafiqur Rahman, Senior Specialist, Employment, Inclusion and safeguarding. (8801711-112455)
- **Please submit the Pay order in a separate envelop with the financial proposal.**
- For details, please follow the attached ToR.

