

REQUEST FOR PROPOSALS

RFP Reference: CO/BD10/ED/2024/025

Date: 24 June 2024

Subject of RFP: Hiring service provider/consulting firm/organization to support in coordination and facilitation of trainings on evacuation shelter management in different sub-districts of Patuakhali, Bangladesh

International Organization for Migration kindly requests your proposals for the provision of the goods, works and/or services described in the RFP submission form below.

When preparing your Proposals, please be guided by the RFP information below. It is your responsibility to ensure that your proposals are submitted on or before the deadline. Proposals received after the submission deadline, for whatever reason, will not be considered for evaluation.

RFP INFORMATION

Deadline for the submission of quotation	06th July 2024 on or before 11:59 PM																		
Method of submission	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> Email</p> <p>Bid submission address: smbgdiomtenders@iom.int</p> <ul style="list-style-type: none"> ▪ File Format: PDF/ Docs ▪ Max. File Size per transmission: 10 MB ▪ Mandatory subject of email: RFQ: CO/BD10/ED/2024/025: Evacuation shelter management in Patuakhali ▪ Multiple emails must be clearly identified by indicating in the subject line “email no X of Y”, and the final “email no. Y of Y.” <p>Do not keep anybody in the CC of the email sent as submission of bid.</p>																		
Cost of preparation of Proposals	IOM shall not be responsible for any costs associated with a vendor’s preparation and submission of Proposals, regardless of the outcome or the manner of conducting the selection process.																		
Contractual Terms	Any Purchase Order/ Contract Agreement that will be issued as a result of this RFP shall be subject to the IOM standard terms for provision of goods/ services/ transportation/ medical services available at https://www.iom.int/do-business-us-procurement or IOM standard contract templates.																		
Proposal validity period	The Proposals shall remain valid for 60 days from the deadline for the submission.																		
Price	Proposals shall be for the goods, works and/or services stated in the Specification/TOR/SOW and it must be included VAT as per Govt rules.																		
Partial quotations	<input type="checkbox"/> Permitted <input checked="" type="checkbox"/> Not permitted																		
Clarifications	Contact person for correspondence, notifications and clarifications Contact person: Mr. Atandra Abrar Ahmed ; E-mail: atahmed@iom.int																		
Eligibility/ Preliminary Screening	Bidders shall have the legal capacity to enter into a binding contract with IOM and to deliver in the country, or through an authorized representative. Also need to submit Copy of trade license, BIN, TIN and other relevant document with Bidder’s Declaration of conformity and UN Supplier Code of Conduct attached with RFQ.																		
Evaluation method	<p><input checked="" type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer.</p> <p>Technical Proposal Evaluation: Pass/ Fail</p> <table border="1"> <thead> <tr> <th>SL</th> <th>Requirements</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Organization profile with Client list (minimum 3 Years of experience and proof of relevant work experiences such as working with Cyclone Shelter Management Committees)</td> <td>Pass/ Fail</td> </tr> <tr> <td>2.</td> <td>Understanding of the assignment</td> <td>Pass/ Fail</td> </tr> <tr> <td>3.</td> <td>Methodology</td> <td>Pass/ Fail</td> </tr> <tr> <td>4.</td> <td>Workplan</td> <td>Pass/ Fail</td> </tr> <tr> <td>5.</td> <td>Team Composition with CV</td> <td>Pass/ Fail</td> </tr> </tbody> </table> <p>Financial Proposal Evaluation: Financial evaluation will be conducted only among the bidders those are technically responsive. Bidders should offer their price</p>	SL	Requirements	Score	1.	Organization profile with Client list (minimum 3 Years of experience and proof of relevant work experiences such as working with Cyclone Shelter Management Committees)	Pass/ Fail	2.	Understanding of the assignment	Pass/ Fail	3.	Methodology	Pass/ Fail	4.	Workplan	Pass/ Fail	5.	Team Composition with CV	Pass/ Fail
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3.	Methodology	Pass/ Fail																	
4.	Workplan	Pass/ Fail																	
5.	Team Composition with CV	Pass/ Fail																	

	inclusive of VAT and associated costs (delivery). You are requested to mention the costing per training along with service charges and such in the financial proposal. As because the number of trainings might change based on consultation with the Government.
Right not to accept any quotation	IOM is not bound to accept any proposal, nor award a contract or purchase order
Expected date for contract/PO award.	14th July 2024
Payment Terms	<ol style="list-style-type: none"> 1. Payment will be made through bank transfer after successful delivery of required goods/ services. 2. MUSOK 6.3 & online VAT Challan should be attached by selected vendor during submission of invoice.

Thank you and we look forward to receiving your proposals.

Issued by:

Procurement Unit of IOM, Bangladesh

Requirements (Specs/TOR/SOW)

The International Organization for Migration (IOM) is looking for qualified **service provider/consulting firm/organization to support in coordination and facilitation of trainings on evacuation shelter management in different sub-districts of Patuakhali, Bangladesh**. The Terms of Reference (ToR) is stated below:

1. Background and context of the action:

In Bangladesh, multi-purpose evacuation shelters (i.e. cyclone shelters and flood shelters) provide lifesaving, temporary accommodation to several people every year displaced by cyclones and flooding. To improve the available information on evacuation shelters in Bangladesh, their locations, conditions, capacity and characteristics, IOM alongside BDRCS, and Caritas Bangladesh, under the umbrella of the Displacement Management Cluster, has conducted a national evacuation shelter mapping and assessment. The assessment revealed the need for capacity building of shelter managers in charge of evacuation shelters. IOM has developed the Evacuation Shelter Management Guidelines to provide practical advice on how best to manage evacuation shelters in the context of Bangladesh and uphold the rights of persons displaced by disasters.

To address the gap and implement the best practices mentioned in the Guidelines, IOM has undertaken an initiative to deliver training to evacuation shelter managers in two areas – in flood prone Sylhet district and cyclone prone Patuakhali district. From the preliminary results of the national evacuation shelter assessment, it was found that there are approximately 273 evacuation shelters in the sub-districts of Kalapara and Rangabali of Patuakhali district. IOM aims to provide training to at least 2 persons from each of these shelters.

2. Objectives of the assignment:

The objective of this service contract is to provide logistical support for the training initiative at Patuakhali by arranging venues, refreshments, communicating with the invitees (as needed).

3. Key tasks/Scope of Work (SoW) for the service provider under this assignment:

In coordination with IOM, provide the following:

- Organize the venue for around 36 batches of training (the final number of batches to be determined based on assessments and consultations)
- Refreshments at approximately 36 batches of trainings.
 - Each training will be for 2 days.
 - Each training to comprise of approximately 20-24 participants.
 - Refreshments to include morning snacks, lunch, and afternoon snack.
- Support with delivering of invitations (when necessary) and follow-up with the invited participants.
- Disburse travel allowance to training participants as per IOM policy.

4. Deliverables:

- Organizing district and sub-district level consultations (if needed)
- Organizing the required number of trainings for shelter managers.

5. Methodology:

The following can be considered for the assigned tasks:

- a) Approach sub-district authorities with an invitation for a consultation on training for evacuation shelter managers, take a time and probable date and make arrangements accordingly in coordination with IOM.
- b) Send out invites to shelter managers and other relevant participants as directed by IOM and follow-up with participants as required.
- c) Prepare, organize and ensure proper training venue, materials, catering, and support for each training.
- d) Disburse travel allowance to participants of trainings and retrieve receipts as per IOM guidelines.
- e) Support the IOM assigned trainer facilitate trainings as required (taking attendance, conducting pre-post evaluations, taking quality pictures of the training).
- f) If needed, approach district authorities with an invitation for a consultation on training for evacuation shelter managers, take a time and probable date and make arrangements accordingly in coordination with IOM.

6. Important Considerations

The service provider should take into consideration, but not be limited to, the following:

- Service provider should consult with IOM in all stages before taking any decision. IOM will provide feedback and guidance when needed and will oversee the implementation process.
- The service provider will be responsible for certain external coordination and communication and those must be done in line with IOM policy.
- The service provider must comply with all IOM data protection principles.

7. Qualifications of the service provider:

The proposed team from the Service provider should have following competence:

- Must have experience working in the sub-districts of Kalapara and Rangabali of Patuakhali district.
- Must have minimum 5 years' experience in organizing trainings related to disaster management.
- Ability to deliver according to a short timeline while maintaining the quality of the services.
- Have the human resources to provide the service at the quantity stipulated (organizing and supporting trainings to representatives of approximately 273 evacuation shelters) and within the timeframe.

- Ability to work within tight deadlines and willingness to accept and incorporate multiple feedbacks/comments.

8. Production Duration/ Timeline:

The assignment needs to be completed within 14 months from the date of contract signed.

1. Selection Criteria

Financial evaluation will be conducted only among the bidders those are technically responsive. Lowest Compliant offer will be selected for the assignment.

The Proposal should be written in **English**.

Any attempt for persuasion will be considered as a disqualification.

ONLY SHORTLISTED CONSULTANCY FIRMS WILL BE ASSESSED.

ORGANIZATIONS WILL BE RESPONSIBLE FOR ANY TAX OR VAT ISSUES IF APPLICABLE.



COMPANY PROFILE

(Please see attached Vendor Information Form- Annex 1)

BIDDER'S DECLARATION OF CONFORMITY¹

(Annex-2)

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I hereby represent and warrant that neither the vendor, nor any person having powers of representation, decision-making or control over it or any member of its administrative, management or supervisory body, has been the subject of a final judgement or final administrative decision for one of the following reasons: bankruptcy, insolvency or winding-up procedures; breach of obligations relating to the payment of taxes or social security contributions; grave professional misconduct, including misrepresentation, fraud; corruption; conduct related to a criminal organization; money laundering or terrorist financing; terrorist offences or offences linked to terrorist activities; child labor and other trafficking in human beings, any discriminatory or exploitative practice, or any practice that is inconsistent with the rights set forth in the Convention on the Rights of the Child or other prohibited practices; irregularity; creating or being a shell company.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor is financially sound and duly licensed.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor has adequate human resources, equipment, competence, expertise and skills necessary to complete the contract fully and satisfactorily, within the stipulated completion period and in accordance with the relevant terms and conditions.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor complies with all applicable laws, ordinances, rules and regulations.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor will in all circumstances act in the best interests of IOM.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that no official of IOM or any third party has received from, will be offered by, or will receive from the vendor any direct or indirect benefit arising from the contract.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor has not misrepresented or concealed any material facts during the contracting process.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor will respect the legal status, privileges and immunities of IOM as an intergovernmental organization.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that neither the vendor nor any persons having powers of representation, decision-making or control over the vendor or any member of its administrative, management or supervisory body are included in the most recent Consolidated United Nations Security Council Sanctions List (the "UN Sanctions List") or are the subject of any sanctions or other temporary suspension. The vendor will immediately disclose to IOM if it or they become subject to any sanction or temporary suspension.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor does not employ, provide resources to, support, contract or otherwise deal with any person, entity or other group associated with terrorism as per the UN Sanctions List and any other applicable anti-terrorism legislation.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that, the vendor will apply the highest ethical standards, the principles of efficiency and economy, equal opportunity, open competition and transparency, and will avoid any conflict of interest.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor undertakes to comply with the Code of Conduct, available at https://www.ungm.org/Public/CodeOfConduct .

<input type="checkbox"/>	<input type="checkbox"/>	It is the responsibility of the vendor to inform IOM immediately of any change to the information provided in this Declaration.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I certify that I am duly authorized to sign this Declaration and on behalf of the vendor I agree to abide by the terms of this Declaration for the duration of any contract entered into between the vendor and IOM.
<input type="checkbox"/>	<input type="checkbox"/>	IOM reserves the right to terminate any contract between IOM and the vendor, with immediate effect and without liability, in the event of any misrepresentation made by the vendor in this Declaration.

Signature: _____

Name:

Title:

Date:

¹ This form is mandatory to fill in and sign by every vendor who submits quotation.



UN Supplier Code of Conduct

(Please see Annex-3)