**REQUEST FOR PROPOSAL (RFP)**

**Hiring External Evaluator For**

**conducting Final Project Evaluation**

Dear Sir/Madam:

We kindly request you to submit a proposal for “**Final Project Evaluation**”. Please be guided by the RFP and information attached below with annexures:

**General RFP Guidelines and Instructions:**

|  |  |
| --- | --- |
| RFP Name & Email Subject: | Final Project Evaluation of Integrated Rehabilitation & TVET Livelihood Project – Muslim Aid UK Bangladesh” |
| RFP Reference: | MABCO/G.Letter/Tender/2025/07-299 |
| RFP document collection: | \*RFP  \* Request for Technical Proposal  \* Request for Financial Proposal  \* Schedule |
| Proposal submission: | Separate Technical and Financial proposals shall be sent directly through Hard Copy be dropped into Tender box at the MABCO Office |
| Deadline for the submission of proposals: | must be delivered to the address below in the **Tender Box** at the reception **by 08 Aug 2025 4:30 p.m 4:30 p.m.** |
| Earnest Money Deposit (EMD) | Interested bidders are required to submit an Earnest Money Deposit (EMD) amounting to **2.5% of their total bid value** along with their proposal. Please see the financial proposal page 02. |

**MABCO reserves the right to accept or reject any or all the proposals in full or part with or without assigning any reason whatsoever.**

**Annexure- 1**

**INSTRUCTIONS TO BIDDERS**

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| Cost of proposal: | The Bidders shall bear all costs associated with the preparation and submission of the Proposal, the MABCO will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation. |
| Contents of solicitation documents: | Proposals must offer services for the total requirement. Proposals offering only part of the requirement will be rejected. The Bidders are expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents will be at the Bidder’s risk and  may affect the evaluation of the Proposal. |
| Clarification of solicitation documents: | A prospective Bidder requiring any clarification of the Solicitation Documents may notify the procuring MABCO entity in writing at Email [**bangladeshprocurement@muslimaid.org.bd**](mailto:bangladeshprocurement@muslimaid.org.bd) The procuring MABCO entity will respond in writing to any request for clarification of the Solicitation Documents that it receives earlier than one week prior to the deadline for the submission of Proposals. Written copies of the organization’s response (including an explanation of the query but without identifying the source of inquiry) will be sent to the respective Bidders that has received the Solicitation Documents. |
| Proposal currency | For national consultant all prices shall be quoted in BDT. |
| Financial Proposal | Must follow Financial Proposal Format |
| Submission of proposals | must be delivered to the address below in the **Tender Box** at the reception by **08 Aug 2025 within 4:30 p.m**  Muslim Aid-UK, Bangladesh Country Office.  House # 13, Road # 27, Block # J, Banani, Dhaka–1213, Bangladesh |

|  |  |
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| Technical Evaluation Criteria | The technical part of the proposals will be evaluated on the basis as detailed below:   * Compliance with the Terms of Reference (ToR), including use of the specified format. |
| Financial Evaluation Criteria | * Evaluation as per the bidding ranking, following the prescribed format. |
| Payment Terms | * Alignment with the requirements stated in the ToR. |

**MABCO reserves the right to accept or reject any or all the proposals in full or part with or without assigning any reason whatsoever.**

**Annexure- 2**

**GENERAL AND PARTICULAR TERMS AND CONDITIONS**

**A. General Terms and Conditions**

1. Technical and financial proposals must be submitted separately via email.
2. Payments will be made through BEFTN/AC Payee Cheque.
3. All fields in the form/ToR must be properly completed; incomplete proposals will be rejected.
4. The authority reserves the right to accept or reject any proposal, in whole or in part, or to amend provisions without prior notice.
5. Any attempt to influence staff or offer inducements will lead to immediate disqualification.
6. Proposals must be submitted by the deadline in the Tender Box
7. Descriptive literature or samples of offered items must be included and be in English.
8. Financial offers must be final, inclusive of all costs, taxes, VAT.
9. Bidders must have BIN/VAT registration and provide Mushak-6.3 if awarded.
10. The proposal and accompanying documents must be signed and stamped by the authorized person.
11. Late submissions will be rejected.
12. Environmental considerations are part of the evaluation criteria.
13. No business will be conducted with entities linked to terrorist groups; bidders must guarantee non-involvement.
14. Trade License, TIN, VAT registration, and business bank account details are mandatory.

**Declaration:**  
I/we agree to execute the work strictly in accordance with these terms and conditions if awarded the contract.

Name & Signature of the Bidder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date with Seal of the Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Annexure-3**

**VENDOR’S PRIMARY INFORMATION COLLECTION SHEET**

**Organization/Vendor's Name :**

|  |  |  |
| --- | --- | --- |
| **SL#** | **Description of Requirements** | **Information to be Provided here** |
| 1 | Name of Owners/Proprietor/CEO/ ED/ Head of Organization (Any One) |  |
| 2 | NID of Owners/Proprietor/CEO/ ED/ Head of Organization |  |
| 3 | Trade License No |  |
| 4 | Tax Identification Number (TIN) |  |
| 5 | VAT Registration Number |  |
| 6 | Address of Business Center |  |
| 7 | Contact Telephone/Mobile Number |  |
| 10 | Email Address: |  |
| 11 | Webpage Address (Optional) |  |
| 12 | Contact Person's Name |  |
| 13 | Bank Name |  |
| 14 | Name of Bank Branch |  |
| 15 | Bank Sorting Code (Optional) |  |
| 16 | Bank Account Name |  |
| 17 | Bank Account Number |  |
| 18 | Bank Routing Number/Swift Code |  |

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Information Submitted by: Signature