



**US Forest Service International Programs – implementing the Community Partnerships to Strengthen Sustainable Development (Compass)**

**Request for Quotation (RFQ) to select a residential training venue for the Compass Program in Cox’s Bazar or Chattogram area**

To : Vendors/Suppliers  
From : Compass Program  
Issued on : 12-12-2024  
Solicitation Number : RFQ-2024-008  
Subject : To select YCC residential training venue

Quotation/Proposal Submission Deadline: On or before 5 PM, 22 December 2024  
(Bangladesh Time)

**Inquiries:**

If you have any questions/inquiries, please email- [jrana@compass-bd.org](mailto:jrana@compass-bd.org) on or before 18 December 2024. No other communications and/or clarifications will be provided in writing.

**Quotes Submission Address:**

Please submit the quote and other documents directly to the below email:

To:

[compassprocurementbd@compass-bd.org](mailto:compassprocurementbd@compass-bd.org)

Attention: Head of Operations, Procurement and Logistics

**Compass Program**

Address:

Ventura Iconia

House # 37, Road # 11, Block # H

Banani, Dhaka-1213, Bangladesh

**Quotations Submit Guideline:**

- The price must include TAX. VAT should be identified separately as separate line item. Tax will be paid following Bangladesh Government rules and regulations and VAT will be paid through USAID VAT coupons issued by Government of Bangladesh.
- Please submit all quotes on the company letterhead. All quotes must be valid for a minimum of 30 days from the date of Quote submission.

**Required documents:**

- Financial Offer
- Copy of Valid Trade License/Company Registration Certificate
- Copy of Valid BIN Registration Certificate

- Copy of Valid e-TIN certificate
- Copy of last /current year's tax return
- Client List/document of experience
- Website link, photos, videos of venue and facilities

**Scope of Work for YCC residential Training Venue Cox's Bazar or Chattogram area**

Total number of Batch: 3 (three)

Each batch duration: 2 months

Expected start date of training:

- First batch: April 15, 2025
- Second batch: August 16, 2025
- Third batch: December 17, 2025
- (All expected start dates are subject to change in accordance with program needs)

Break time between two batches: 2 months

Venue locations: Cox's Bazar or Chattogram area

Particular/Type of units	Quantity	Number of months/days	Remarks
Accommodation: Number of Rooms for Participants. A total of 40 trainees including 20 male and 20 female	10 units (4 people per room)	6 (six) months	Number of units may be subject to change based on the size of the rooms
Number of Rooms for Compass Program	2 units (1/2 people per room)	6 (six) months	
Store facilities/Room	1 unit	6 (six) months	
Office Room/space for 5 person	1 unit	6 (six) months	
Conference room including multimedia projector, sound system. Capacity- 50 people	1 unit	6 (six) months	
Food for Participants and Trainer: Breakfast, Morning Snacks, Lunch, Evening Snacks, Dinner. For 42 persons= $42 \times 30 = 1260$ units per month	1260 units/per month	6 (six) months	Please suggest a food menu with prices accordingly

**Other requirements:**

- Internet support
- Generator backup in the conference and office space
- Secured facility with well-marked boundary
- Open space/playground/green space/ would be preferred

**Quote Guidelines and Instructions:**

Please submit all quotes on company letterhead. All quotes must be valid for a minimum of Thirty (30) days from the date of Quote submission.

**Selection Criteria:**

Compass Program will review and evaluate quotes submitted by the deadline according to the following criteria:

<b>Criteria</b>	<b>Weight</b>
Bid Submission a. Was the bid submitted on time? b. Legal documents; National ID/Passport, and Tax documents	Pass/Fail (if failed, Compass will not evaluate the proposal)
<b>Financial Proposal</b>	<b>60 Points</b>
<b>Technical Proposal: 40 points as per below:</b>	<b>40 Points</b>
a) Secured facility with well-marked boundary	10 points
b) Facility layout/venue plan (number of rooms, conference room, internet and generator facilities, open space, greenery, number of gates, etc.)	20 Points
c) Client List/document of experience	10 Points
<b>Total Weight</b>	<b>100 Points</b>

**Payment Terms:**

Payment will be made within 30 days after receiving the complete invoice and receipt of a Goods Receipt Note from the end user.

Please see the Annex's:

**Annex A: Quotation Submission Template**

**[Please use your Company letterhead to submit the Quotation]**

**Annex A: Quotation Submission Template**

<i>Reference (RFQ Number)</i>	
<i>RFQ Issue Date</i>	
<i>RFQ Closing Date</i>	

S.L	Description	Quantity	Unit Price (BDT)	Total amount (BDT)
Sub total amount				
VAT amount				
Total amount				

Please also provide the information below:

This bid is held valid through (days): \_\_\_\_\_

Quotation Submission Date:	
Company Name:	
Name & Title of Authorized Person:	
Signature:	