
QUOTATION SCHEDULE

LONG TERM AGREEMENT FOR HOTEL ACCOMMODATION, VENUE & FOOD

Ref: RFQ/UPB/UP COUNTRY PROGRAM-41/FY-2024/05

Date: 17 October 2024

To,

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Subject: Request for Quotation for Long Term Agreement for Accommodation, Venue & Food at Dhaka.

United Purpose is inviting RFQ for services as per the Annexure-1 of this RFQ.

RFQ DATA SHEET

Official Address of procuring Entity	United Purpose Office House# 26 (3 rd floor), Road# 28, Block – K, Banani, Dhaka-1213
Expected date of Delivery	As and when required
Delivery location	Vendor’s own location at following places: <ol style="list-style-type: none"> 1. Dhaka 2. Chattagram 3. Jamalpur 4. Gopalganj 5. Dinajpur 6. Rangpur 7. Feni 8. Noakhali
Preferred Currency of Quotation	BDT
Tax / Value Added Tax on Price Quotation	Price should be including VAT & Tax.
Deadline and address for the Submission of Tender	<p>06 November 2024 by 12:00 pm</p> <p><u>Submission Methods:</u> Submission may in any one of the following options within deadline:</p> <ol style="list-style-type: none"> 1. <u>Hard Copy:</u> Vendors/ bidders will drop their Quotation(s) in the tender box kept at United Purpose office at House# 26 (3rd floor), Road# 28, Block – K, Banani, Dhaka-1213. Quotation to be submitted in original Letter head pad in sealed envelope with required description addressing to “United Purpose”. 2. <u>Online:</u> PDF copy to be emailed to below email address:

	<p><u>upb.procurement@united-purpose.org</u></p> <p>Online submission: Date and time of email submission shall be considered as the final time of submission of tender. If there are different dates on the attached copies, those shall be ignored. Any delay in email submission shall result disqualification and rejection.</p> <p>Hard Copies Submission: The tender box shall be closed right at closing time. The hard copies shall be rejected if the documents are dated after the submission date or before the tender publication date.</p>
Schedule and address for the Tender Opening	<p>Tender shall be opened in presence of the present bidders during the opening time.</p> <p>Date: 06 November 2024</p> <p>Time: 12:30 pm (Local Time)</p> <p>Address: United Purpose office at House# 26 (3rd floor), Road# 28, Block – K, Banani, Dhaka-1213.</p>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	English / Bangla
Eligibility of Tenderer	<p>a. Minimum 2 years' experience in similar business</p> <p>b. Must have own office in Bangladesh (supporting document to be provided)</p> <p>c. Valid Trade License</p> <p>d. Valid VAT Registration</p> <p>e. TIN Certificate</p> <p>f. Updated TAX return certificate (50% TAX rate will be higher in case of failure to submit TAX return certificate with bill)</p>
Documents to be submitted	<ol style="list-style-type: none"> 1. Covering letter 2. Financial offer 3. Valid Trade License 4. Valid VAT Certificate 5. Valid TIN 6. Certificate of hotel rating (if any) 7. Bank Solvency certificate 8. Client List 9. Updated Proof of Income tax return submission
Period of Validity of offer	90 days from the date of submission
Partial Offer	Accepted
Alternative offer	Not accepted
Joint Venture, Consortium and Sub-contracting	Not accepted
Payment Terms	Within 30 days after delivery and acceptance of services
Tender security	Not applicable
Evaluation Criteria	Full compliance to requirements and lowest price. Full acceptance of the General Terms and Conditions.
Agreement	Agreement shall be signed with the Bidders offer best value for money

Type of Contract to be Signed	1 year Agreement
Special conditions of Contract	Cancellation of Agreement if any clause of the contract is breached during the agreement period
Conditions for Release of Payment	Passing Inspection Acceptance and Certified by the United Purpose Specialist. Written Acceptance of Goods / Service based on full compliance with RFQ requirements.
Annexes / Attachment to this RFQ	Annex-1: Form for Submission of Quotation. Annex-2: General Terms and Conditions.
Other applicable terms and conditions	<p><u>Anti-Bribery & Corruption:</u> Vendors must immediately report any suspicions of fraud or dishonesty in confidence to the Authority of UP.</p> <p><u>Code of Conduct:</u> Vendor shall uphold State Labor Laws and Regulations in relation to Workers Right, Child Labor, Woman & Disable persons Right and Environmental issues.</p> <p><u>Money Laundering & Terrorist Financing activities:</u> Vendor shall comply with Govt. rules regarding Money laundering & terrorist financing activities in all respects;</p> <p><u>Load/unloading and delivery cost:</u> Vendor will be responsible for loading, unloading & deliver the goods to designated place at their own cost.</p> <p><u>Payment Mode:</u> Payment shall be made through A/C Cheque or Bank transfer in favor of vendor company name upon submission of invoice/bill with challan and other necessary documents after completing the Goods / Service according to the provided specification's and conditions.</p> <p><u>Others:</u> UP reserves the right to change any, partial item, quantity or any changes of the RFQ.</p> <p><u>Vendor Enlistment:</u> Submission of quotation shall result enlistment of vendor in UPB's database.</p>
Contact Person for Inquiries (Written inquiries only)	Name: Ruksat-E-Noor Designation: Admin & Logistics Officer Email: Ruksat.Noor@united-purpose.org

Throughout this document, "Tenderer" means a Person who submits a Quotation; "RFQ", means the Document provided by the Procuring Entity to a Tenderer as a basis for preparation of its Quotation for Goods / Service to the Procuring Entity in response to the RFQ.

Goods / Service offered shall be reviewed based on completeness and compliance of the RFQ with the minimum specifications described.

The Quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by United Purpose. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on United Purpose's re-computation and correction of errors, its tender will be rejected.

At any time during the validity of the tender, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by United Purpose after it has received the work order. At the time of award of Work Order, United Purpose reserves the right to vary (increase or decrease) the quantity of Goods / Service by up to a maximum 50% of the total offer, without any change in the unit price or other terms and conditions. United Purpose also reserves the right to cancel the RFQ without showing any reason.

Any Work Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a tender implies that the vendor accepts without question the General Terms and Conditions of United Purpose herein attached as Annex 2.

United Purpose is not bound to accept any quotation, nor award a Work Order, nor be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

United Purpose **encourages every prospective bidder to** avoid and prevent conflicts of interest, by disclosing to United Purpose if you, or any of its affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this tender document.

United Purpose implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against United Purpose, as well as third parties involved in United Purpose activities. United Purpose expects its suppliers to adhere to the United Purpose Supplier Code of Conduct.

Thank you and we look forward to receiving your quotation.

Thanking You

Ruksat-E-Noor
Admin & Logistics Officer

Annexure-1

Quotation Format

SL	Particulars	Specification	Unit	Qty	Days/ Nights	Unit Price (BDT)	Total Price (BDT)	Remarks /Hotel Rating
A. VENUE								
A.1	Venue	A/C venue, Capacity for at least 30 participants and Training Venue with sitting arrangement maintain social distancing, Multimedia Projector with Screen, Facial Tissue, Cordless Microphone with sound system, Wi-Fi support, Whiteboard & Flip Chart Board with Stand. Have sufficient space for movement. With clean washroom facilities for males and female separately	Room	1	1			
A.2		A/C venue, Capacity for at least 50 participants and Training Venue with sitting arrangement maintain social distancing,	Room	1	1			

		Multimedia Projector with Screen, Facial Tissue, Cordless Microphone with sound system, Wi-Fi support, Whiteboard & Flip Chart Board with Stand. Have sufficient space for movement. With clean washroom facilities for males and female separately						
SUB Total without VAT (VENUE)								
VAT (VENUE)								
SUB Total with VAT (VENUE)								
B. ACCOMMODATION								
B.1	Accommodation	AC Single Occupancy Room	Room	1	1			
B.2		AC Twin Occupancy Room	Room	1	1			
B.3		AC Tripple Occupancy Room	Room	1	1			
SUB Total without VAT (ACCOMMODATION)								
VAT (ACCOMMODATION)								
SUB Total with VAT (ACCOMMODATION)								
C. FOOD								
C.1	Breakfast	Complimentary	nos	1	1			
C.2	Morning Snacks	Plain cake/Fruit cake- 1 pcs, Vegetables Pakura/ Vegetables Spring Roll /Egg Sandwich-1pcs, Apple/ Orange/Malta- 1 pcs, Tea / Coffee, Mineral Water 500 ml	nos	1	1			
C.3		Plain Rice, vorta- 1 types, Mixed Vegetable, Fish/Chicken Curry, Dal, Mineral Water 500 ml	nos	1	1			

C.4	Lunch & Dinner	Chicken (Cock) Biryani, Egg Curry, Salad, Rice Pudding, Soft Drink by Glass, Mineral Water 500 ml	nos	1	1			
C.5		Fried Rice, Fried Chicken, Chinese vegetable, Chili fish, Soft Drink by Glass, Mineral Water 500 ml	nos	1	1			
C.6		Polaou, Mutton Curry 2pcs, Mixed Vegetable, sweet curd, Soft Drink by Glass, Mineral Water 500 ml	nos	1	1			
C.7	Evening Snacks	Biscuits, Tea / Coffee, Mineral Water 500 ml,	nos	1	1			
C.8		Fruit Cake, Tea / Coffee, Mineral Water 500 ml,	nos	1	1			
C.9		Plain Cake, Tea / Coffee, Mineral Water 500 ml,	nos	1	1			
C.10	Beverage for Venue	Mineral Water 1 ltr.	Bottles	1	1			
SUB Total without VAT (FOOD)								
VAT (FOOD)								
SUB Total with VAT (FOOD)								

Grand Total (A + B + C) BDT								
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ANNEXURE-2

GENERAL TERMS AND CONDITIONS

1. ACCEPTANCE OF THE WORK ORDER

Work Order may only be accepted by the Supplier's signing and returning an acknowledgement copy of it or by timely delivery of the Goods / Service / goods in accordance with the terms of the Work Order, as herein specified. Acceptance of the Work Order shall affect a contract between the Parties under which the rights and obligations of the Parties shall be governed solely by the terms and conditions of the Work Order, including these General Conditions. No additional or inconsistent provisions proposed by the Supplier shall bind United Purpose unless agreed upon in writing by a duly authorized official of United Purpose.

2. PAYMENT

United Purpose shall, on fulfillment of the Delivery Terms, unless otherwise provided in the Work Order, make payment within 30 days of receipt of the Supplier's invoice for the Goods / Service / goods and copies of the shipping documents specified in the Work Order.

Payment against the invoice referred to above will reflect any discount shown under the payment terms of the Work Order, provided payment is made within the period required by such payment terms.

Unless authorized by United Purpose, the Supplier shall submit one invoice in respect of the Work Order, and such invoice must indicate the Work Order's identification number.

The prices shown in the Work Order may not be increased except by express written agreement of United Purpose.

3. RISK OF LOSS

Risk of loss, damage to or destruction of the Goods / Service / goods shall be governed in accordance with Incoterms 2010, unless otherwise agreed upon by the Parties on the front side of this Work Order.

4. FITNESS OF GOODS / SERVICE /GOODS/SERVICES

The Supplier warrants that the Goods / Service / goods / services including packaging, conform to the specifications for the Goods / Service/ goods / services ordered under the Work Order and are fit for the purposes for which such Goods/ Service / goods / services are ordinarily used and for purposes expressly made known to the Supplier by United Purpose, and are free from defects in workmanship and materials.

5. INSPECTION

United Purpose shall have a reasonable time after completion of Goods / Service / goods / services inspect them and to reject and refuse acceptance of Goods / Service / goods / services not conforming to the Work Order; payment for Goods / Service / goods / services pursuant to the Work Order shall not be deemed an acceptance of the Goods / Service / goods / services.

6. INTELLECTUAL PROPERTY INFRINGEMENT

The Supplier warrants that the use of supply by United Purpose of the Goods / Service / goods / services sold under the Work Order does not infringe any patent, design, trade-name or trade-mark. In addition, the Supplier shall, pursuant to this warranty, indemnify, defend and hold United Purpose harmless from any actions or claims brought against United Purpose pertaining to the alleged infringement of a patent, design, trade-name or trade-mark arising in connection with the goods sold under the Work Order.

7. RIGHTS OF UNITED PURPOSE

In case of failure by the Supplier to fulfil its obligations under the terms and conditions of the Work Order, including but not limited to failure to obtain necessary government approval, or to make delivery of all or part of the Goods / Service / goods / services by the agreed delivery date or dates, United Purpose may, after giving the Supplier reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights:

- Procure all or part of the Goods / Service / goods / services from other sources, in which event United Purpose may hold the Supplier responsible for any excess cost occasioned thereby.
- Refuse to accept delivery of all or part of the Goods / Service / goods / services.
- Cancel the Work Order without any liability for termination charges or any other liability of any kind of United Purpose.

8. LATE DELIVERY

Without limiting any other rights or obligations of the parties hereunder, if the Supplier will be unable to deliver the Goods / Service / goods / services by the delivery date(s) stipulated in the Work Order, the Supplier shall (i) immediately consult with United Purpose to determine the most expeditious means for delivering the goods and (ii) use an expedited means of delivery, at the Supplier's cost (unless the delay is due to Force Majeure), if reasonably so requested by United Purpose.

9. ASSIGNMENT AND INSOLVENCY

The Supplier shall not, except after obtaining the written consent of United Purpose, assign, transfer, pledge or make other disposition of the Work Order, or any part thereof, or any of the Supplier's rights or obligations under the Work Order.

Should the Supplier become insolvent or should control of the Supplier change by virtue of insolvency, United Purpose may, without prejudice to any other rights or remedies, immediately terminate the Work Order by giving the Supplier written notice of termination.

10. USE OF United Purpose

The Supplier shall not use the name, emblem or official seal of United Purpose for any purpose.

11. PROHIBITION ON ADVERTISING

The Supplier shall not advertise or otherwise make public that it is furnishing Goods / Service / goods / services to United Purpose without specific permission of United Purpose in each instance.

12. CHILD LABOUR

The Supplier represents and warrants that neither it nor any of its affiliates is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development.

Any breach of this representation and warranty shall entitle United Purpose to terminate the Work Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of United Purpose.

13. MINES

The Supplier represents and warrants that neither it nor any of its affiliates is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

Any breach of this representation and warranty shall entitle United Purpose to terminate this Work Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of United Purpose.

14. SETTLEMENT OF DISPUTES

Amicable Settlement. The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to the Work Order or the breach, termination or invalidity thereof.

Arbitration. Unless, any such dispute, controversy or claim between the Parties arising out of or relating to the Work Order or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Section within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration. Arbitration tribunal shall be formed by three persons two of whom shall be recommended by United Purpose while the third shall be recommended by the other party. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

15. SEXUAL EXPLOITATION:

United Purpose policies shall be applicable.

16. OFFICIALS NOT TO BENEFIT:

The Contractor warrants that no official of United Purpose has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

17. AUTHORITY TO MODIFY:

Pursuant to the Financial Regulations and Rules of United Purpose, only the United Purpose Authorized Official possess the authority to agree on behalf of United Purpose to any modification of or change in this Agreement, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against United Purpose unless provided by an amendment to this Agreement signed by the Contractor and jointly by the United Purpose Authorized Official.