

**Annex 1: Instructions to Tenderers**

**Date: 24 November 2024**

**Tender Document for Boat Charter with Fuel, Crew, and Food for  
Training Program in the Sundarbans and Swatch of No-Ground  
(SoNG) Marine Protected Area (MPA)**

**Tender Reference: WCS/Tender/Nov/2024-01**

**Invited by  
Wildlife Conservation Society (WCS), Bangladesh**

## Instructions to Tenderers

Tender reference: WCS/Tender/Nov/2024-01

### **1. Purpose of services**

To establish an agreement for boat charter with food, accommodation, fuel, and crew for training program in the Sundarbans and SoNG MPA

### **2. Scope of services**

The services are aimed at organizing one four-day training workshop in the Sundarbans and three five-day training workshops in the Sundarbans and SoNG MPA, with necessary logistical support including food, accommodation, fuel, and crew. The mother vessel will be used as accommodation and training venue, while the sea-going fishing trawler and country boat trawler will be used for practical patrol sessions in the SoNG MPA. For the four-day training, the mother vessel route will be from Khulna to Dublar Char (round trip). For the five-day training workshops, the mother vessel route will be Khulna to Dublar Char (round trip), and the sea-going fishing trawler route will be Dublar Char to SoNG MPA (round trip).

### **3. Services to be provided**

WCS Bangladesh is inviting tenders for the services including boat charter with fuel, crew, and food for conducting training programs in the Sundarbans and SoNG MPA. WCS Bangladesh intends to enter into an agreement with one successful tenderer through this Open Local Formal Tender process. The services will be used to organize several training programs between December 2024 and February 2025, including the following:

1. Mother boat chartered with 34 A/C cabins with conference room
2. Sea-going fishing trawler (2 nos.)
3. Country boat trawler (1 nos.)
4. Fuel for Mother boat, Sea-going fishing trawler, Country trawler, and Generator
5. Food for participants

Detailed specifications are provided in Annex - 2. Service providers may submit their bids/proposals for all items.

### **4. Closing date and time for submission of tenders**

The closing time and date for the tender is **01 December 2024, at 3:00 pm local time.**

### **5. Submission of tenders**

Tenderers **MUST** submit their bids in a sealed envelope **ONLY**, indicating the tender reference number “WCS/Tender/Nov/2024-01” and the text “Not to be Opened before **01 December 2024, 3:00 pm local time.**” All tenders need to be submitted through hardcopy submission as mentioned below.

### **6. Hardcopy submission**

Tender Box – kept in WCS Bangladesh Khulna Office, **House 312, 3rd Floor, Road 3, Sonadanga 2nd Phase, Khulna 9000, Bangladesh.**

**Tenders submitted after the deadline will not be accepted.**

WCS Bangladesh working hours are Sunday to Thursday, 9: 30 am to 5:30 pm. Tenders shall **ONLY** be accepted during normal official business hours. Please note that the WCS Bangladesh office will not be open during public holidays.

## 7. Timetable for provision

The timeframe allowed for the provision of the materials/services should be provided with start dates and finish dates where possible.

SL#	Details	Date
1	Tender Advertisement	24 November,2024
2	Any query regarding Tender	<b>Office time at +8801714900296 or E-mail: sbiswas@wcs.org</b>
3	Closing Date for Receipt of Tenders	<b>01 December 2024 at 3:00 pm</b>
4	Tender Opening Location	WCS Bangladesh, Khulna office: House 312, 3 <sup>rd</sup> Floor, Road 3, Sonadanga 2 <sup>nd</sup> Phase, Khulna-9000
8	Tender Opening Date and Time	Above address at <b>3:15 pm on 01 December 2024</b> or may change in case of any internal priority

## 8. Language of offers

Tender documents should ideally be in English. Any government documents in Bengali are accepted.

## 9. Period of validity of offers

The offered price should be valid for 1 month. However, in case of any national issue or change in government rules, the price can be revised according to the logical background.

## 10. Currency

The currency for tender submission should be in **Bangladeshi Taka (BDT)**.

## 11. Type of contract

Initially, an agreement will be signed with the one selected service provider for all items as per evaluation criteria. The agreement does not commit to any procurement of any specific quantity. WCS Bangladesh intends to issue Purchase Orders to the selected service provider as per organizational need under this agreement.

## 12. Content of tenders

The tender dossier consists of following documents:

Sl. No.	List of the documentation requested
1.	Invitation to Tender – to be signed
2.	Instructions to Tenderers – to be signed and stamped
3.	Financial Offer and Requirements – to be filled, signed and stamped
4.	Service provider Registration Form – to be filled, signed and stamped
5.	Tenderer's Relevant Experience – to be filled, signed and stamped

## 13. Opening of tenders

The opening of tenders will take place as per below schedule. This is an open session, and tenderers are invited to attend the opening session at their own expense.

**Date: 01 December 2024 Time: 3:15 PM** at WCS Bangladesh, Khulna office: House 312, Road 3, Sonadanga 2<sup>nd</sup> Phase, Khulna-9000, Bangladesh.

**Note:** The tender opening schedule can be changed depending on organizational priority and potential bidders will be informed in due time.

#### **14. Evaluation of tenders**

The tender will be evaluated through a straightforward comparison method. All valid bids will be evaluated by the Tender Evaluation Committee (TEC) of WCS Bangladesh. The TEC will assess the bids based on administrative (legal documents), technical and financial criteria, experiences in the relevant activities, and using the information provided in your bid submission. WCS Bangladesh does not consider the financial offer to be the most important factor. Technical compliance and other factors (vessel condition, quality, and relevant trip experience) are equally important.

**14.1 Admin Check (Pass/Fail):** All the basic legal documents mentioned in the instructions and submitted by the bidders will undergo administrative evaluation. Failure to submit any valid documents will result in failure at this stage, and the bidder will not be considered for the Technical Evaluation Process.

**14.2 Vessel Condition/Quality Checking (Pass/Fail):** The bidder must meet the requirements of all the services mentioned in this tender. Bidders who do not pass the Vessel Condition/Quality Checking stage will not be considered for the next step of evaluation.

**14.3 Service provider’s Technical Evaluation (Pass/Fail):** Bidders are required to submit a full technical proposal, with all information mentioned in the technical specification form/questionnaire. Proposals will be screened for minimum technical specifications based on information in technical information sheets with evidential documents.

**14.4 Financial Evaluation:** The financial evaluation form is attached to Annex-2. Only bidders who pass the technical evaluation will be eligible for financial evaluation. The lowest bidder will be rewarded. Financial evaluation will be conducted for full package items.

WCS Bangladesh reserves the right to visit and inspect the quality and confirm the legality of the supply offered. WCS Bangladesh also has the right to check other clients of the service provider in relation to the experience they have submitted as part of the evaluation process.

Note: Finally, the selected bidder must pass the anti-terrorism check before final selection

To determine substantially responsive bids, i.e., documents are properly signed, stamped, and dated, ensure that all documents requested are present and valid. Only tenders that qualify in the Administrative Evaluation will be considered in the Technical Evaluation stage.

To qualify in the Administrative Evaluation, tenderers must submit the following documents:

<b>Descriptions of the documentation requested</b>	
<b>Full Tender Package including as below: ----- please tick mark as per your submission</b>	
<b>Invitation to Tender – signed</b>	Check box
Annex 1: Instructions to Tenderers	<input type="checkbox"/>
Annex 2: Price offer form	<input type="checkbox"/>
Annex 3: Tenderer’s Registration Form	<input type="checkbox"/>
Annex 4: Tenderer’s Relevant Experience	<input type="checkbox"/>
Annex 5: Photo documentation of the services	<input type="checkbox"/>

<b>Mandatory documents to be submitted for administrative check</b> (If any bidders don't submit following document, they won't be considered for next evaluation process):	
<b>Documents</b>	<b>Checkbox</b>
• Valid Trade License	<input type="checkbox"/>
• Valid Income Tax Certificate or TIN	<input type="checkbox"/>
• Bank Account Information/Bank Grantly Certificate	<input type="checkbox"/>

- **Sample:** Photo documentation of the mother vessel, sea-going trawler, training room, cabin, washroom should be submitted. The TEC may visit to check the services before finalizing the service provider.

Note: No tender shall be accepted other than proper submission of the above documents. **WCS Bangladesh has the right to have an agreement with one or multiple vendors/service providers for all of these items.**

#### **15. Cancellation of the tender procedure**

WCS Bangladesh reserve the right to cancel the tender procedure should there be:

- Non-receipt of a minimum quality number of bids
- The costs exceeding budgetary limits

This list is not exhaustive. WCS Bangladesh management can cancel the whole or part of the tender process at any time without assigning any reasons whatsoever.

#### **16. Data protection**

State clearly that, 'WCS Bangladesh' guarantees that all procurement activities are fully and transparently documented for internal or donor audit purposes. WCS Bangladesh guarantees confidentiality of the procurement process.

#### **17. Donor**

This Tender is conducted for the procurement under the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) funded project.

#### **18. Complaints Mechanism**

Indicate here country CRM procedure with agreed mechanism for contacting concern and points of contact.

<b>Name of Company:</b>		<b>Date:</b>	
<b>Name:</b>		<b>Function:</b>	

<b>Signature &amp; Stamp:</b>	
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**Annex 2: Price Schedule**

**Price Schedule**

**Tender ref.: WCS/Tender/Nov/2024-01**

**Technical Specification and Price Offer Form**

Agreement for combined **boat charter with fuel, crew, and food for training program in the Sundarbans and Swatch of No-Ground (SoNG) Marine Protected Area (MPA).**

We request bidders to fill up the below forms/quotes along with your sign and stamp on each page or in the same manner on your letterhead pad.

<b>Name of Item and Specification</b>	<b>Unit/Duration</b>	<b>Unit Cost (In BDT.)</b>	<b>Total Cost (In BDT.)</b>	<b>Remarks</b>
Mother boat chartered with 34 AC cabins and one AC meeting room per day				
Boat fuel per hour @ liter				
Crew allowance (lump) for 4/5-day trip				
Country boat (trawler) charter per day				
Generator fuel per hour				
Food per person per day				
Sea-going fishing trawler (2 nos.) per day				
Sea-going fishing trawler (2 nos.) per hour @ liter				
Forest permit (excluded)				
Total Cost				
Add VAT				
Grand Total				

1. **Unite Price:** Unit price must include price of the services mentioned in Annex 1 and applicable VAT and Tax as per prevailing rules of Government of Bangladesh.
2. **Tax & VAT:** WCS will deduct the VAT and Tax as applicable according to the Govt. policy from the source.
3. **Payments:** No advance payment will be given. Wildlife Conservation Society (WCS) will pay the service price through Account Payee Cheque in Bangladeshi Taka after completion of the assigned task and services.
4. **Price Validity:** Price must be valid for 1 month.
5. **Liability:** WCS will not bear any liabilities for any accidental, death or any other loss of assets associated with this service due to accidents or natural hazards.
6. **Cancellations:** WCS is not bound to accept the lowest offer and may accept or reject any offer without assigning any reasons whatsoever.

Signature: .....

Name and designation: .....

Name of Company: ..... Stamp: .....

**Annex 3: Tender Registration Form**

**Tender Registration Form**

**Tender Reference:** WCS/Tender/Nov/2024-01

**To be completed by the tenderer:**

**1. Business Profile:**

Name of Company:	
Company registered address:	
Address in Others location (if any):	
Telephone / Mobile Number:	
Email:	
Owner details:	Name: Title: Mobile: NID No:
Contact Person Details:	Name: Title: Mobile:
Type of business (Proprietorship/ Limited company/ Partnership etc.)	
Years in operation / business (how many years working in this service):	
Provide information on any relationships that you have with Concern staff? – Friends/family/ business partners etc.	

**2. Bank Details:**

Name of Account:	
Bank Name and Bank Account Number:	
Bank Address/ Branch:	
Routing No:	
Swift Code:	

<b>Name of Company:</b>		<b>Date:</b>	
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<b>Name:</b>		<b>Designation:</b>	
<b>Signature &amp; Stamp:</b>			



**Tenderer's Relevant Experience**
**Tender reference: WCS/Tender/Nov/2024-01**

Please complete the table below using the format to summarise the major relevant supplies/services carried out in the course of the last 2 years (2022-2024) with INGO/NGO/UN/others company by the tenderer.

PLEASE attach all the reference copy of Purchase Order / Work Order / Contract with this form where available.

Name	Contact for the items/Details	Type of Contract : FWA / Long term Agreement or Single Contract/ PO/ WO	Contract/Purchase order value in BDT.	Year/Duration

<b>Name of Company:</b>		<b>Date:</b>	
<b>Name:</b>		<b>Designation:</b>	
<b>Signature &amp; Stamp:</b>			