

# Save the Children

House No. CWN (A) 35, Road No. 43  
Gulshan-2, Dhaka-1212, Bangladesh

Date: 27 November 2024

Ref: RFQ/SCI/BDCO/FY-24/(Manual)/0015

## PART 1 – REQUEST FOR QUOTATION (RFQ)

**Selecting vendor(s) for distribution of emergency food packages for the extremely vulnerable female sex workers (FSWs) as per ToR**

### 1. PROJECT OVERVIEW

Save the Children International (SCI) is implementing the program, for a total of 19,990 Female Sex Workers (FSW) in 8 districts through 10 centers (2 DICs and 8 outlets) funded by the Global Fund. FSWs receive the maximum / minimum package including behavior change communication (BCC), condoms, HTS, STI diagnosis and treatment, Sexual and Reproductive Health (SRH), Tuberculosis (TB) screening, and customized services for adolescent FSWs. The program is engaging community networks e.g. Sex Workers Network of Bangladesh (SWNoB) for capacity building, mentoring, advocacy, and participatory monitoring.

### 2. AWARD CRITERIA

SCI is committed to running a fair and transparent bidding process and ensuring that all bidders are treated and assessed equally during this bidding process. Bidder responses will be evaluated against four weighted categories of criteria: Essential Criteria, Sustainability Criteria, Capability Criteria, and Commercial Criteria.

#### 2.1 ESSENTIAL CRITERIA

Criteria which bidders **must** meet in order to progress to the next round of evaluation. If a bidder does not meet any of the Essential Criteria, they will be excluded from the bidding process immediately. These criteria are scored as 'Pass' / 'Fail'.

#### 2.2 SUSTAINABILITY CRITERIA (10%)

Criteria used to evaluate the impact a supplier has on the environment, local economy, and community. Bids will be evaluated against the same pre-agreed Criteria (*As per ToR*).

#### 2.3 CAPABILITY CRITERIA (40%)

Criteria used to evaluate the bidder's ability, skill, and experience in relation to the requirements. Bids will be evaluated against the same pre-agreed Criteria (*As per ToR*).

#### 2.4 COMMERCIAL CRITERIA (50%)

Criteria used to evaluate the commercial competitiveness of a bid. Bids will be evaluated against the same pre-agreed Criteria (*As per ToR*).

### 3. VETTING

Successful bidders must be successfully vetted. This involves checking bidders and key personnel against Global Watch Lists, Enhanced Due Diligence Lists and Politically Exposed Persons Lists. The vetting of bidders will be completed after the award decision and prior to any contract being signed, or orders placed. If any information provided by the Bidder throughout the bidding process is proved to be incorrect during the vetting process (or at any other point), SCI may withdraw their award decision.

## 4. BIDDER INSTRUCTIONS

### 4.1 TIMESCALES

Activity	Date (Tentative)
Issue Request for Quotation	27 November 2024
Pre-Submission Clarification Meeting	01 December 2024 [12:00 PM BST]
Deadline for questions from Bidders	02 December 2024
Deadline for Bid Submission	04 December 2024
Award Contact	11 December 2024

The above dates are for indicative purposes only and are subject to change.

### 4.2 PRE-BID MEETING:

**Prospective bidders are strongly encouraged to study the RFQ and ToR before joining the meeting.**

Pre-bid meeting will be held on 01 December 2024 at 12:00 PM. Please, follow the below mentioned link.

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 355 948 649 622

Passcode: qZ9eJ7oY

For organizers: [Meeting options](#)

### 4.3 SUBMISSION FORMAT and BIDDER RESPONSE DOCUMENT

Bidders wishing to submit a bid **must use the Bidder Response Document template**. Any bids received using different formats, or incomplete bids, may not be accepted. This document allows bidders to submit all the required information and be evaluated fairly and equally against the Essential, Capability and Commercial Criteria. Bidders may also be required to submit supporting documentation.

Bids can be submitted by:

#### **Email Submission**

- Email to be sent to Dhaka.Procurement@savethechildren.org; **Attention- Director, Procurement & Supply Chain.**
- The subject line should clearly indicate the RFQ reference number **RFQ/SCI/BDCO/FY-24/(Manual)/0015.**
- All supporting documentation should be named/labelled accordingly.

### 4.4 CLOSING DATE FOR BID SUBMISSION

Your bid must be received, on or before **04 December 2024.**

### 4.5 KEY CONTACTS

All questions relating to the RFQ should be sent via email to:

Name	Email Address
Md. Ashikuzzaman	md.ashikuzzaman@savethechildren.org

Please be advised local working hours are 8:30 AM to 4:30 PM. Please allow up to 02 working days for a response.

Where the enquiry may have an impact on other bidders within the process, Save the Children International will notify all other Bidders to maintain a fair and transparent process.

Please, **DO NOT** send your queries to Dhaka.Procurement@savethechildren.org, as this is a sealed mailbox, and this is not checked regularly or responded to queries.

## 5. Terms of Reference (ToR)

Emergency Food Package Distribution to Female Sex Workers under The Global Fund Program

### Background and Context

Violence against sex workers in Bangladesh, as in many other parts of the world, is a significant human rights issue that often goes underreported due to the stigma surrounding sex work, legal frameworks that criminalize certain aspects of the profession, and systemic inequalities faced by these workers. In Bangladesh, the situation is particularly complex due to a combination of social, cultural, legal, and economic factors.

With recent political and social unrest, the situation is getting worse. A total of 1,178 FSWs faced violence and at least 260 were physically harassed. This is also affecting their regular income; they **struggle to access necessities, including food**. Thus, addressing their immediate needs, Save the Children has initiated food packages for the extremely vulnerable FSW.

### Objective

The primary objective is to reduce food insecurity and improve the health and well-being of FSW in 6 Districts. This support also minimizes risky behavior toward HIV prevention.

- To meet the immediate needs of food for their wellbeing.
- To improve mental health and overall well-being during a time of crisis.
- To build community resilience in the face of crisis, reduce inequality, and ensure that vulnerable populations do not fall through the cracks.

### Timeline of the Activities

Initially December 2024, January 2025, and February 2025 (3 months). Maybe extended further depending on the results of the distribution, availability of funds, etc.

### Area Coverage

06 districts of Bangladesh (Dhaka, Gazipur, Narayangonj, Tangail, Chattogram, Cox's Bazar). More details are available in the following sections.

### Specific Selection Criteria of Participant

- Emphasis on the extremely poor (Street and Hotel based)
- Not getting any support from other sources
- Has children
- FSW with disability
- HIV Positive FSW

**Target Population: A total of 800 female sex workers will get the support for 3 months.**

A total 800 number of FSWs will receive emergency food support. The details are as below.

Sl.	District	# of FSW	Address of SCI Service Center	Google Maps Location
1	Dhaka (Mirpur)	150	House no 1/B, (2nd floor) Road no; 11/2, Block-B (Nearby Umbrella Caffe), Section-10, Mirpur, Dhaka.	<a href="https://maps.app.goo.gl/XRcd7xo37mfuLKe76">https://maps.app.goo.gl/XRcd7xo37mfuLKe76</a>
	Dhaka (Saidabad)	150	16/1/A (2nd Floor), North Saidabad (Nearby All Karim Hospital), Jatrabari, Dhaka-1100.	<a href="https://maps.app.goo.gl/7vHv1SgvMfwvQ3qY9">https://maps.app.goo.gl/7vHv1SgvMfwvQ3qY9</a>
2	Gazipur	100	Royal Star, (4th floor), Joydevpur Chow Rasta, Gazipur.	<a href="https://maps.app.goo.gl/ANU1d966Fyraw2VXA">https://maps.app.goo.gl/ANU1d966Fyraw2VXA</a>
3	Narayanganj	75	23 Shyasta khan Road (2nd floor), Kalir Bazar (Infront of RAB -1 Office) Narayanganj.	<a href="https://maps.app.goo.gl/APe8eHYgLuM8Eyf49">https://maps.app.goo.gl/APe8eHYgLuM8Eyf49</a>
4	Tangail	75	Taluckder Vila (Ground floor), CNB Road, Akur-Thakur Bot Tola, Tangail.	<a href="https://maps.app.goo.gl/hR9kV9yB2pQnDxBc7">https://maps.app.goo.gl/hR9kV9yB2pQnDxBc7</a>
5	Chattogram (Hali Shahar)	75	Farida Tower, House # 41 (3rd Floor), Flat # B2, Road # 02, Mousomi R/A, West Nasuirabad, Pahartoli-4202, Chattogram.	<a href="https://maps.app.goo.gl/LjFR3StnaWJ5mvjF6">https://maps.app.goo.gl/LjFR3StnaWJ5mvjF6</a>
	Chattogram (Nasirabad)	75	Nahar Mansion (Ground floor), Holding # 381, Road # 18 Paharika Residential Area, Raufabad, Bayezid, Chattogram.	<a href="https://maps.app.goo.gl/3cC28Rp9VhRmNT6FA">https://maps.app.goo.gl/3cC28Rp9VhRmNT6FA</a>
6	Cox's Bazaar	100	Monseher kutir (2nd floor) Jamshed goli, Tekpara, Kalur dukan, Cox's Bazar	<a href="https://maps.app.goo.gl/d3iV8ZpwNfKAZcxXA">https://maps.app.goo.gl/d3iV8ZpwNfKAZcxXA</a>
<b>Total:</b>		<b>800</b>		

#### Food Package/Items for each FSW:

Required line items	Measurement Unit	Unit Required	Remarks
Rice	Kgs	30	Miniket Rice (Loose)
Flour	Kgs	4	White Flour (Ata, packaged)
Oil	Liter	3	Soybean Oil (bottle, packaged)
Dal	Kgs	1	Masoor Dal (Local, Loose)
Sugar	Kgs	1	White Sugar (Packaged)
Salt	Kgs	2	Iodized (Packaged)

#### Distribution Modalities and responsibility of the vendor(s)

- Distribution through a Coupon where the food package receivers ID Number, DIC location, distribution point location, Pickup Date/Time, and other additional information or specific instructions are included.
- The coupon to be in three parts for the three months and shall be valid for the respective month only.
- The coupon shall be printed by the awarded vendor(s) based on prior approval from SCI. Co-branding is preferred to minimize risk of falsification/duplication of coupons. Printed coupons to be delivered to SCI for distribution to the eligible program participants.

- The distribution point/retail outlet should be nearer to the DIC Centers for each district, so the receiver easily receives food from the distribution point/retail outlet. A dedicated pick-up point in the shop is preferred.
- The distribution date will remain open for 3 to 4 days after getting the coupons. Prioritizing the beneficiaries' interests, given that vendor(s) have a 3 to 4 days window to distribute food packages after receiving order confirmation by SCI or their coupons.
- Create a friendly environment (e.g., a separate counter) in which the beneficiaries feel comfortable receiving the goods from the distribution points. A dedicated place for food distribution is preferred. Create a waiting area to make the environment more comfortable.
- A clear message is disseminated among the retail staff or retail/distribution volunteers to greet recipients warmly and assist them in navigating the process with duty of care, considering them as a special customer rather than a regular customer.
- If any items of the package are found damaged, low quality, or below quantity, they will be fully replaced to the receivers, by the vendor(s).

### **Responsibility of Save the Children**

- Oversee the management of emergency support through the HIV/AIDS program and develop a monthly report which includes the client satisfaction report.
- Provide the list of beneficiaries to the vendor(s) to facilitate the distribution.
- Assist in finalization and approval of the coupon design.
- Distribute the coupons to the eligible program participants.
- Meeting with relevant stakeholders (vendor/supplier/FSW) to mitigate any challenges.
- Organize needs assessment for to create an evidence base.

### **Conclusion**

This initiative supports to reduce food insecurity and improves the health and well-being of FSW in 6 Districts. This support also minimizes risky behavior which facilitates HIV prevention. These steps address both immediate needs and long-term issues of inequality, offering a vital lifeline during periods of social instability.

## PART 2 – CORE REQUIREMENTS and SPECIFICATIONS

### 1. SPECIFIC REQUIREMENTS

Save the Children International is inviting quotations for distribution of emergency food packages as per ToR.

### 2. SPECIFICATIONS

Detail specification of the job described in the ToR.

### 3. ADDITIONAL INFORMATION

1. Scope of Work (SOW): as per ToR
2. Office Locations: Gulshan, Dhaka (Save the children Country office) and detailed address in the ToR
3. Duration: As per ToR (as attached).
4. Price and offer validity: Prices should be **inclusive** of TAX and VAT and offer should be valid during the contract period.

**5. VAT and Tax shall be deducted as per rules of Bangladesh government. Please clearly mention whether your offer includes VAT and TAX, as per rules of Bangladesh government.**

6. Compensation for Accidents and Damages: From the start date of the contract, SAVE THE CHILDREN will not be responsible for any kind of injury/accident or death of any staff of contractor while executing the job and other related works.
7. The invoice will incorporate any penalties that need to be enforced, based on the terms and conditions stated in this document.
8. The vendor must ensure that food packages are delivered to the designated distribution points at least **[1 day]** prior to the scheduled beneficiary collection time. More than 1-3 days delay: [0.02] % deduction from the invoiced amount and potential contract review for repeated offenses.
9. Any food package found to be of inferior quality, expired, or not meeting contractual specifications will result in a penalty of **[0.1]** % of the invoiced amount for the defective items. Repeated violations may lead to contract termination.
10. For failure to deliver food packages to the specified location, the vendor will be liable for a penalty of [0.2% percentage] per day of non-delivery. Persistent non-delivery may result in contract termination and forfeiture of performance guarantees, if any.
11. Any failure to align with the coupon system (e.g., incorrect beneficiary identification, refusal to honor valid coupons) will attract a penalty of [0.2] % of the invoiced amount for the respective distribution cycle.

## PART 3 – BIDDER RESPONSE DOCUMENT

### 1. INTRODUCTION

This document **MUST BE USED** by Bidders wishing to submit a bid. It is linked into 4 sections detailed below:

- [Section 1 – Essential Criteria](#)
- [Section 2 – Capability and Sustainability Questions](#)
- [Section 3 – Commercial Questions](#)
- [Section 4 – Bidder Submission Checklist](#)

The Bidder is required to sign a copy of the Check list in Section 4 as part of their submission.

### 2. INSTRUCTIONS

Within each section there are instructions providing guidance to the bidder on what information is required. This guidance details the **MINIMUM** requirements expected by SCI. If a Bidder wishes to add further information, this is acceptable, however, the additional information should be limited to only items that are relevant to the RFQ.

- For the avoidance of doubt, bidders are required to complete all items within the Bidder Response Document unless clear instruction is provided otherwise.
- If a Bidder does not complete the entire Bidder Response document, their submission may be declared void.
- If a Bidder is unable to complete any element of the Bidder Response Document, they should contact Save the Children through the using the contact details provided for guidance.

By submitting a response, the bidder confirms that all information provided can be relied upon for validity and accuracy.

SCI reserves the right to accept or reject any or all bids, without assigning any reason whatsoever.

## SECTION 1 - ESSENTIAL CRITERIA

**INSTRUCTIONS – Bidders are required to complete all sections of the below table.**

Item	Question	Bidder Response	
<b>1</b>	Bidder accepts Save the Children's 'Terms and Conditions of Purchase,' and that any business awarded to the bidder will be completed under the Terms and Conditions included in Section 4 of this pack.	Yes / No	Comments / Attachments
<b>2</b>	The Bidder and its staff (and any sub-contractors used) agree to comply with SCI and the Inter-Agency Procurement Group (IAPG's) policies listed in Section 4 of this pack throughout this bidding process, and during any future works should the bidder be awarded a contract.	Yes / No	Comments
<b>3</b>	The bidder confirms they are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the UK/United States of America or the European Union/Bangladesh Government and accepts that SCI will undertake independent checks to validate this.	Yes / No	Comments
<b>4</b>	<p>The Bidder confirms it is fully qualified, licensed, and registered to trade with Save the Children (including compliance with all relevant local Country legislation).</p> <p>This includes the Bidder submitting the following requirements (where applicable):</p> <ul style="list-style-type: none"> <li>- Legitimate business address</li> <li>- Tax registration number and certificate</li> <li>- Proof of tax return submission</li> <li>- Business registration certificate</li> <li>- Trade license</li> </ul>	Yes / No	Comments
		<b>Requirement</b>	<b>Bidder Response / Attachments</b>
		<b>Legitimate Business Address</b>	Need to share proof of document
		<b>Tax Registration Number and Certificate</b>	Need to share proof of document
		<b>Proof of tax return submission</b>	Need to share proof of document
		<b>Business Registration Certificate</b>	Need to share proof of document
		<b>Trade License</b>	Need to share proof of document
<b>5</b>	Legal establishment for a minimum of 02 years: Registered under respective regulatory authorities	Yes / No	Comments
			Need to share proof of document

**\*\* (Eligibility criteria may be relaxed for the enlisted vendors with SCI)**



## SECTION 2 – CAPABILITY and SUSTAINABILITY QUESTIONS

*Instructions – Bidders are required to complete all sections of the below table.*

<b>Item</b>	<b>Evaluation Criteria</b>	<b>Assigned Score</b>	<b>Bidder Response</b>
<b>1</b>	<b>Geographical presence in the service area:</b> Dhaka, Gazipur, Narayangonj, Tangail, Chattogram, Cox's Bazar; these 6 districts to be covered. <i>(5 points for coverage of each district)</i>	30	
<b>2</b>	<b>Proximity of the delivery location to the service centres of SCI:</b> The location of the SCI service centres is provided in the ToR. The distribution location of the bidder offered closest to that location will get the maximum point of 1 for each location.	8	
<b>3</b>	<b>Reference Experience:</b> Please submit two previous purchase order / contract / agreement for similar food package distribution, with 1 point for each. If applicable, provide evidence of experience working with international non-profit organizations. This must be presented on the respective organization's official letterhead, clearly outlining the scope of work and the vendor's role.	2	
<b>TOTAL ASSIGN SCORE</b>		<b>40</b>	

### SUSTAINABILITY CRITERIA 10 %

<b>Evaluation Criteria</b>	<b>Suggested Scoring</b>
<b>I. The bidder's workforce is staffed from the local community / region - 10.00 Points</b> 10/10 - 75% or above of staff are from the local region 5/10 - 50% of staff are from the local region 0/5 - <25% of staff are from the local region	<b>10 Points</b>

### SECTION 3 – COMMERCIAL QUESTIONS (50%)

Required line items	Measurement Unit	Unit Required	Unit Price	Total Price	Remarks
Rice	Kgs	30			Miniket Rice (Loose)
Flour	Kgs	4			White Flour (Ata, packaged)
Oil	Liter	3			Soybean Oil (bottle, packaged)
Dal	Kgs	1			Masoor Dal (Local, Loose)
Sugar	Kgs	1			White Sugar (Packaged)
Salt	Kgs	2			Iodized (Packaged)
Total					Inclusive of VAT, Tax, etc.

**Clear, measurable quality parameters for each item is as follows:**

Rice: Moisture content (<14%), no broken grains (<1%), free from pests and foreign matter.

Oil: Refined Soybean oil, free from rancidity, and meeting national edible oil standards.

Dal: Clean, uniform size, free from stones, and moisture content (<12%).

Sugar: Crystalline, free from dirt, and impurity.

Salt: Iodized as per national standards, fine grains, and free from moisture.

- The submitted offer must remain valid for the six-month contract period, ensuring price stability and consistent service delivery with safe and healthy food, while covering current and future needs, with prices subject to annual review as needed and requested.
- Payment terms is 45 days after receipt of **correct invoice** including all necessary documentation.
- VAT, Tax to be regulated as per rules of Bangladesh government.
- SCI may enter into multiple framework agreements with multiple vendors for the best interest of the program participants. The validity of such agreements shall be for 6 (six) months initially, with possibility of extension for further 6 (six) months, subject to requirements, availability of funds, etc.
- Based on requirements, SCI shall issue purchase orders (PO) to the respective vendor(s). Without any requirement, SCI is not bound to issue any PO.









**Quality:** Bidders must submit product samples for testing to ensure compliance with specified quality standards. All food items must be delivered in tamper-proof, food-grade packaging with clear labels indicating product name, weight, manufacturing/expiry dates. Non-compliance with these requirements may lead to disqualification or rejection of goods. Vendor(s) will ensure safe and quality food.

**Regulatory Compliance:** Certification from the Bangladesh Standards and Testing Institution (BSTI).

## SECTION 4 – BIDDER SUBMISSION CHECKLIST

We, the Bidder, hereby confirm we have completed all sections of the Bidder Response Document:		
No	Section	Please Tick
1.	Section 1 – Essential Criteria	
2.	Section 2 – Capability and Sustainability Questions	
3.	Section 3 – Commercial Questions	
We, the Bidder, confirm we have uploaded all the required information and supporting evidence:		
Section	Required Document / Evidence	Please Tick
<b>Essential Criteria Evidence</b>	Bidder accepts Save the Children’s ‘Terms and Conditions of Purchase under the Terms and Conditions included in Section 4 of this pack.	
	The Bidder and its staff (and any sub-contractors used) agree to comply with SCI and the Inter-Agency Procurement Group (IAPG’s) policies listed in Section 4	
	The bidder confirms they are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the UK/United States of America or the European Union / Bangladesh Government.	
	The Bidder confirms it is fully qualified, licensed and registered to trade with Save the Children (including compliance with all relevant local Country legislation).	
	Legal establishment for a minimum of 02 years: Registered under respective regulatory authorities	
<b>Capability Criteria Evidence</b>	Geographical presence in the service area	
	Proximity of the delivery location to the service centers of SCI	
	Reference Experience	
<b>Commercial Criteria Evidence</b>	Completed Bidder Response Document	

**We, the Bidder, hereby confirm we compliance with the following policies and requirements:**

Policy	Policy / Document	Signature
ToR – Distribution of Emergency Food Packages	<i>Part 1, Section 5 of this RFQ</i>	
Terms & Conditions of Bidding	 1. Terms & Conditions of Biddii	
Terms & Conditions of Purchase	 SC-C-02B Services Contract (EN).docx	
Child Safeguarding Policy	 Child Safeguarding Policy.pdf	
Anti-Bribery & Corruption Policy	 Anti-Bribery & Corruption Policy.pc	
Human Trafficking & Modern Slavery Policy	 Human Trafficking & Modern Slavery Pt	
Protection from Sexual Exploitation & Abuse	 Protection from Sexual Exploitation .	
Anti-Harassment, Intimidation & Bullying Policy	 Anti-Harassment, Intimidation & Bully	
IAPG Code of Conduct	 IAPG Code of Conduct for Agenci	

We confirm that Save the Children may in its consideration of our offer, and subsequently, rely on the statements made herein.

Signature: .....

Name: .....

Title: .....

Company: .....

Date: .....