

Request for proposal (RFP)

Date:12.09.2024

To: The Concern

Subject: Request for proposal for Annual Report Design

Dear Concern,

Greetings from JF!

JAAGO Foundation (JF) is seeking eligible, qualified firms/ individuals consultants to provide their best price proposal for the activity below: If interested, the proposal must be submitted on letterhead and signed by an authorized individual. Please refer to the Terms and Conditions below in preparing your proposal.

- o Please acknowledge receipt of this request by signing the service provider conflict of interest certification below and indicate intention to quote.
- o No telephone calls will be accepted and any questions regarding this RFP must be submitted in writing prior to the deadline. Questions and answers considered to be material to this proposal may be shared by JF with all other offerors.

Thank you.



Md. Aminur Rahman,
Deputy Manager – Procurement & Assets Management

Proposal Specifications:

Item#	Description/Specifications	Unit Type	Quantity
1.	Annual Report Design (As per attached ToR)	Nos	01

Proposal Validity Requirements

Firms/Service provider/ Consultants Eligibility Requirements	<p>This RFP is open to commercial and non-governmental businesses, registered in Bangladesh, capable of providing and delivering the products, and with a solid record of integrity and business ethics.</p> <p>Note: JF will not award a contract to any firm that is debarred, suspended.or proposed for debarment, or who proposes to do business with firms or firms' principals who are debarred, suspended, or proposed for debarment, in the performance of the requirement of this activity.</p>
Contractual Mechanism and Payment Terms:	<p>JF will make an agreement and issue a Purchase Order to the service provider. Following JF's acceptance of the goods or services or deliverables, the payment will be made within 30 days of the receipt of an invoice.</p> <p>Payment will only be issued to the Service provider/ firms/consultants identified in the Work Order/ Professional Service Contract; payment will not be issued to a third party or an individual.</p>
Delivery Instructions:	The Design should be delivered by 31 Oct 2024.

Proposal must include the following:	<p><u>Proposal Details:</u> Proposal shall be marked with RFP# above; Detailed description of the Proposed activities; Information on delivery cost, method, date, Detailed information on any insurance and/or warranties offered by the service provider; Proposal in BDT mentioning VAT & TAX, excise and other duties or taxes; VAT & TAX will be applicable as per Govt. law</p>
--------------------------------------	--

JF Procurement

Request for Proposal (RFP)

	<p><u>Service Provider Requirements:</u> For individuals: Complete CV with Cover letter, TIN certificate, Bank Account Information. NID, Five (5) years experience of similar work, Past performance information, including at least 2 professional references with contact information, For Firms: Firms Profile, TIN, BIN, Bank Details JF reserves the right to contact the references directly.</p>
Evaluation Criteria:	Proposal will be evaluated based on meeting specifications, qualifications and experience of the service provider, price, after sale service, delivery time and related criteria. JF will select the offer featuring the Lowest Priced Meeting Specifications

Submission of Proposal

Submission Deadline:	The proposal must be submitted to JF no later than 25.09.2024 at 5:30pm
Submission Method:	Proposals can be submitted hard copy or electronically, or both. Hard Copy: submit quote on company letterhead duly signed and stamped by an authorized individual and delivered to the JF Office in a closed envelope and addressed to the Deputy Manager – Procurement & Assets Management, JAAGO Foundation, Bangladesh Country Office, Dhaka. Electronically: Sign, stamp, scan and send the quote/ proposal as an attachment in PDF format to procurement.jft@jaago.com.bd.
Duration of Quote:	All proposals submitted must be valid for 90 days from the Submission Deadline specified below. This includes cost, pricing, terms and conditions, service levels, and all other information. If your firm is selected, all information in the RFP and negotiation process is contractually binding and may be accepted by JF without further negotiation.

Terms and Conditions

1. Issuance of this RFP does not constitute an award commitment on the part of the JF, nor does it commit JF to pay for costs incurred in the preparation and submission of a bid.
2. Attachments to this RFP are considered integral to all requirements.
3. JF may contact bidders to confirm contact person, address, bid amount and to confirm that the bid was submitted for this solicitation.
4. False Statements in the Bid: Bidders must provide full, accurate and complete information as required by this solicitation and its attachments.
5. Conflict of Interest Disclosure: Bidders must provide disclosure of any past, present or future relationships with any parties associated with the issuance, review or management of this solicitation and anticipated award. Failure to provide full and open disclosure may result in JF having to re-evaluate the selection of a potential Bidder.
6. Right to Select/Reject: JF reserves the right to select and negotiate with those firms it determines, in its sole discretion, to be qualified for competitive quotes and to terminate negotiations without



incurring any liability. JF also reserves the right to reject any or all quotes received without explanation.

7. **Reserved Rights:** RFP responses become the property of JF. JF reserves the right in its sole discretion:

- To disqualify any offer based on Bidder's failure to follow solicitation instructions;
- To waive any deviations by Bidder from the requirements of this solicitation that in JF's opinion are considered not to be material defects requiring rejection or disqualification; or where such a waiver will promote increased competition
- To extend the time for submission of all RFP responses;
- To terminate or modify the RFP process at any time and re-issue the RFP;
- To issue an award based on the initial evaluation of offers without discussion;
- To award partial goods/activities; and/or issue multiple awards.

Service provider Conflict of Interest (COI) Certification & Confirmation of Intent to Bid

JF's Code of Conduct and Ethics Policy requires full and open disclosure when dealing with procurement. JF employees must avoid any COI or the appearance of a COI, must provide full disclosure of their actions or relationships with prospective service providers, contractors, or consultants,

and shall not solicit, request, accept, or agree to accept any gift from a service provider or prospective service provider. Service provider agrees to either: 1) disclose any such COIs; or 2) affirm to the best of its knowledge, information, and belief, that no JF employee, nor any person associated with any JF employee, is an employee, director, officer, consultant to/of, or has any financial interest, direct or indirect, in the Service provider's organization, or has received or will receive any financial benefit, directly or indirectly, from the award of a contract through this solicitation. For this certification, "associated" persons include but are not limited to a spouse, domestic partner, child, parent, sibling, in-law, nephew, niece, or extended family member. A materially false statement made in connection with this certification and/or failure to conduct appropriate due diligence in verifying the information that is the subject matter of this certification may result in rendering the service provider non-responsive for this award. The Service Provider is encouraged to disclose any connection to any JF employee that could create an appearance of conflict of interest, regardless of whether it meets the listed definitions above.

By signing below, Service provider confirms no known COIs exist, or Service provider has disclosed any COIs in writing (please attach disclosure separately); and acknowledges receipt of this RFP, thereby confirming intent to submit a bid in accordance with the RFP requirements.

By Service provider.

Name (print):	
Title:	
Signature:	
Date:	