

# HUMANITY & INCLUSION

## Bangladesh

### NCFT for Hotel Accommodation, Food & Venue Rental

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Hotel Accommodation, Food &  
Venue Rental Service in Cox's  
Bazar, Ukhiya & Teknaf

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**Reference: NCFT/COXB/2024/02**

**FD-COXB-00213**



## Purchaser identification

**Name:** Humanity & Inclusion (legal name: Handicap International Federation)

**Address:**

**Cox's Bazar Coordination office**

**Sayeman Heritage Residence, Building-2, Floor-2, Sayeman Road Cox's Bazar -4700**

**Contact details:** [log.cox@bangladesh.hi.org](mailto:log.cox@bangladesh.hi.org)

**Website:** [www.hi.org](http://www.hi.org)

Humanity & Inclusion (HI - registered as the Federation Handicap International) is an independent and impartial aid organization working in situations of poverty and exclusion, conflict, and disaster.

HI works alongside persons with disabilities and people in need of support, taking action and bearing witness in order to respond to their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights. In an emergency, HI's mandate widens to target the groups most in need within any population taking gender inequities into account – from isolated rural communities to persons with disabilities, to excluded minority groups – to ensure their equal access to appropriate relief aid.

HI is present in Bangladesh since 1997 & now it has operations in Cox's Bazar (for Rohingya & Host community) Kurigram (Host Community)

HI's programme strategy is built around 3 pillars:

1. Armed Violence Reduction (AVR) including Victim Assistance and community-based Risk Education;
2. Inclusion with projects covering: support to Disabled People Organizations and promotion of Rights; inclusive Disaster Risk Reduction, Growing Together; Disaster Safe Hospital Initiative; inclusive livelihood;
3. Health and Rehabilitation with project covering psychosocial and physical rehabilitation.



## 1. Contract description

HI is seeking to develop **Framework Agreements** with **Hotel Accommodation , food & Venue Rental Service** Providers located at Cox's Bazar, Ukhiya & Teknaf so that HI would need these Services will issue a Purchase Order to the suppliers contracted through Framework Agreement. The price and conditions of purchase applicable to the Purchase Orders will be the ones that will be set in the Framework Agreements. HI is considering service providers in the following categories to provide Hotel/Accommodation /Resorts / Training and workshop.

- **Standard**

- **Minimum Standard**

\* **Bidders Must have to submit supporting documents which showing the categories they belong to.**

HI shall sign non-exclusive Framework Agreements with one or multiple suppliers for same or different categories. The Framework Agreement will have a term of **1 year, extendable to two years upon** written agreement between the parties based on satisfactory performance. The suppliers undertake to maintain prices for the entire term of the Framework Agreement. HI does not commit to the purchase of any minimum order.

This will allow HI to fasten contracting for the items when the projects and/or need arise, without need for competitive bidding once the Framework Agreements are signed.

Plan to get the full service to be operational from **1<sup>st</sup> September 2024**

The prices shall be firm and non-revisable for the duration of the contract.

Total amount estimated to be contracted through Purchase Orders to be issued through the Framework Agreements resulting from this tender over **12 months** period.

## 2. General conditions

By submitting a bid, bidders accept without restriction all the **General and Specific Conditions** outlined in these specifications as being the only basis for this supply contract procedure, irrespective of their own conditions, which they hereby waive.

Bidders shall carefully examine and comply with all the instructions, forms, clauses, and specifications mentioned in this participation file

Failure to submit a bid containing all the information and documents requested by the specified closing date may result in the bid's rejection.



### 3. Schedule

The below table indicates the key dates for this Bidding process. The issuing of this tender notice and Bid Pack represents the start of the Bid process.

Activity	Date
Tender Notice Publication	8th July 2024
Deadline for Bid Submission	22 <sup>nd</sup> July 2024
Bid Clarifications & Physical Verification	6 <sup>th</sup> August 2024
SBA Validation	18 <sup>th</sup> August 2024
Award Contact	27 <sup>th</sup> August 2024
Go Live	1 <sup>st</sup> September 2024

Please note that the above timings/dates are being shared for indicative purposes only and are subject to change. However, HI commits to ensuring bidders are treated fairly, equally and have sufficient time made available to participate in this tender process.

#### **CLOSING DATE FOR BID SUBMISSION**

Your bid must be received, either at the specific address or email address, no later than **22<sup>nd</sup> July 2024 11: 59 PM (All the date and times are in Bangladesh Standard Time)**. Failure to submit your bid prior to the Closing Date may result in your quote being void.

**All Bids must remain valid and open for consideration for a period of 12 months from the Closing Date.**

### 4. Eligibility and Obligations

All legal persons of Bangladeshi nationality are eligible to apply. However, certain criteria will be grounds for excluding applications.

#### Exclusion criteria:

Applicants or Bidders shall be excluded from the selection and award procedure in the following conditions:

- If they are bankrupt or their affairs are being wound up; their affairs are being administered by the courts; they have entered into an arrangement with creditors; they have suspended business activities; they are the subject of proceedings concerning these matters or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;



- If they have been convicted of an offense concerning professional misconduct by a judgment that has the force of res judicata.
- If they have been found guilty of gross professional misconduct proven by any means which the contracting authorities can justify;
- If they have not fulfilled their obligations relating to the payment of social security contributions or taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country in which the contract is to be executed;
- If they have been the subject of a judgement which has force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the Communities' financial interests;
- If, following another procurement procedure or grant award procedure financed by the community budget, they have been found to be in serious breach of contract for failure to comply with their contractual obligations.

In addition, contracts shall not be awarded to applicants or bidders who, during the procurement procedure:

- are in a position of conflict of interest;
- are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the award procedure, or fail to supply this information.

By returning this participation file duly stamped and signed, the bidders confirm that they are not in one or more of the situations described above and undertake to send to Humanity & Inclusion within Bid Submission Deadline following receipt of a request from Humanity & Inclusion any additional documents that Humanity & Inclusion considers necessary to perform its checks.

➤ **Sub-contracting**

Subcontracting is not authorized for this procurement.



## 5. Participation procedure

Tender Documents are attached to this file with the appendixes mentioned below:

1. Appendix A- Description of the Service (Hotel Accommodation, Food & Venue Rental)
2. Appendix B – Supplier Evaluation Questionnaire
3. Appendix C – Physical Verification Template (No Need to update at the time of Bid submission)
4. Appendix D- General Purchasing Conditions
5. Appendix E - HI Good Commercial practices

This Request for quotation file is made up of the following documents. **If any document from the list is missing, the file will be considered administratively non-compliant and not evaluated further.**

### **For Administrative Compliance: -**

- This participation file is signed on all pages including the appendix attached to this file.
- **Delivery & Transportation cost should be clearly mentioned for any take way service of food**
- Valid License/Permission for supplying catering service.

### **Documents need to be attached to Bid File**

- Copy of valid business registration / Trade License (Mandatory)
- A duly completed, dated, stamped and signed Bidder's identification bid form. (Mandatory)
- A photocopy of the National ID card of the Owner/Proprietor/CEO/Managing Director with address, Phone, and email contact (Mandatory)
- Copy of valid VAT and TIN Registration Certificate (Mandatory)
- A copy of tax certificate (documentation that tax return was submitted/paid) (Mandatory)
- Supporting documents to the category they belong to
- Customer references (with a copy of proof) (Mandatory)
- Quality management policy - If any
- Experience with reputed organization/ INGO.
- Company banking details and Bank Solvency Certificates (Mandatory)
- Declaration from banker on financial position accompanied by a certified bank statement for the last 6 months
- Minimum 2 contact persons/representatives' information (Full Name, National ID, Address, Family Name, Phone or email contact)



**For technical and financial evaluation:**

- **Technical proposal (photos of venues, accommodation room & the building with the whole compound) signed**
- Preferred location can be proximity to HI Office (Address are mentioned on the bid submission section); It will be flexible for the hotel located highway roadside / marine drive
- Built-in restaurant available
- Security services ensuring sufficient guest safety
- Quality of the facilities sufficient for comfortable stay
- Hotel rooms included in the bids include AC and surface approx. > 220 ft<sup>2</sup>
- Conference rooms for 20-30 persons include AC and surface approx..> 650 ft<sup>2</sup>
- Conference rooms for 30-50 persons include AC and surface approx. > 1000 ft<sup>2</sup>
- Conference rooms for 50 persons++ include AC and surface approx. > 1500 ft<sup>2</sup>
- Accessible to persons with disabilities
- Having Car Parking area

**Financial Proposal**

- Prices should be inclusive of all applicable **VAT and Tax** as per government rules

Responses will only be accepted in the requested format. **Any incomplete responses or responses not in the format of the provide templates may be treated as void.**

➤ **Submission of applications**

Companies interested in applying shall submit their tender documents in a sealed envelope mentioning on the envelope: the tender number and the Supplier Name. **Bidders can submit offers for all the LOT or single LOT.**

**Physical Bid Submission Addresses:**

- o Bids to be submitted to Handicap International office address mentioned below in a single sealed envelop

<b>Bid Submission office</b>	<b>Address</b>
Cox'sBazar Office	Sayeman Heritage Residence, Building-2, Floor-2, Sayeman Road, Cox'sBazar-4700
Ukhiya Office	House of Jane Alam / Sayed Alam, Beside Vatarary Hospital, Malvitapara, Ukhiya Sadar , Ukhiya , Cox'sBazar
Teknaf office	House of Md Yosuf # PC28, K.K Para, Russian Fisheries Road, Teknaf, Cox's Bazar- 4760

- o The envelope should clearly indicate the Invitation to tender reference as per below:  
**“Framework Agreement for Hotel Accommodation, Food & Venue Rental service NCFT/COXB/2024/02”**
- o All documentation submitted should be done in their own clearly labelled envelopes (e.g., Bidder Response Document, Financial Accounts, Bill of Quantities etc.), which are submitted in one single envelope as detailed above.



OR

**Online Bid Submission addresses:**

Send a digital file in the form of an email\* sent to the dedicated email address [log.cox@bangladesh.hi.org](mailto:log.cox@bangladesh.hi.org) ; with the tender reference number (“**Framework Agreement for Hotel Accommodation, Food & Venue Rental service NCFT/COXB/2024/02**”) in the subject.

\*If the file is too big to fit into 1 email (limit 15MB per email), bidder should split the submission into multiple emails. Please include numbering also in the subject.

The envelope and email shall include all document listed in the call for tender document.

- Applicants selected after evaluation of administrative compliance, specifications compliance and based on selection criteria shall then receive a written invitation from Handicap International for physical verification.
- Amendment or withdrawal of bids: Tenderers may amend or withdraw their bids by written notification before the closing date for submission of bids. No amendments may be made to bids after this date. Withdrawals shall be firm and final and will terminate any participation in the tendering process.
- Costs of preparing bids: None of the costs incurred by tenderers in preparing and submitting their bids shall be reimbursable. All these costs shall be borne solely by the tenderers.
- Handicap International reserves the right to negotiate, accept or reject any bid or quotation at its sole discretion, and to continue the competitive dialogue for any response it considers advantageous. Handicap International is not obliged to accept the lowest prices or any of the bid. No bid may be modified after the closing date for the submission of bids.
- In the interests of transparency and equal treatment, the evaluation committee may ask tenderers, in writing, to clarify their bids within 48 hours, without modifying them. None of these requests for clarification should be aimed at correcting any initial errors or omissions affecting the performance of the contract or undermining fair competition.
- Any tenderers attempting to influence the evaluation committee in the process of examining, clarifying, evaluating and comparing bids with a view to obtaining information on the progress of the process or influencing Handicap International in its decision regarding the award of the contract shall have their tenders immediately rejected. No excuses shall be accepted for late submissions. Bids arriving after the deadline shall be rejected without evaluation.

➤ **Requests for clarification**

If Handicap International, on its own initiative or in response to a request from an applicant, adds to or clarifies information in the Tender Notice, this information shall be sent in writing and shared with all other applicants at the same time.

Bids must comply with the conditions and presentation defined below.

Any bids not meeting the below **requirements** shall be rejected.

- **Language:** All written documents shall be in English.





- **Currency unit:** All prices in BDT
- **Bid validity period:** HI shall consider all bids received valid for a period of **Twelve (12) calendar months** as from the deadline for the receipt of bids, unless longer bid validity period is stated by the supplier



## 6. Bid selection criteria

### Administrative Compliance

HI shall deem administratively compliant the bid which:

- Include all documents listed in section 5 above
- Be submitted both in paper or digital version
- Meet the requirements listed in section 5 above

Items will be assessed in light of their consistency with the package listed in the item list.

### Selection Criteria

Multiple service providers can be selected for any specific location or different locations in Cox'sBazar , Ukhiya & Teknaf . Supplier can be selected for any type of service or all the 3 types of services

#### **Selection Criteria for LOT -1: Accommodation, Venue & Food**

<b>Criteria</b>	<b>Score</b>
<b>Venue Price</b>	15%
<b>Accommodation Room Price</b>	10%
<b>Food Service</b>	15%
<b>Physical Verification -</b> Positioning -10 Safety & security -10 Facilities -10 Hygiene-5 Environmental Criteria -5	40%
Working Experience With NGO, INGO or other reputed organization <ul style="list-style-type: none"> <li>• 10 or above organizations - 20</li> <li>• 2 marks for supporting documents showing experience with 1 organization</li> </ul>	20%
<b>Total</b>	<b>100%</b>

#### **Selection Criteria for LOT-2 Venue**

<b>Criteria</b>	<b>Score</b>
<b>Venue Price</b>	40%
<b>Physical Verification -</b> Positioning -10 Safety & security -10 Facilities -10 Hygiene-5 Environmental Criteria -5	40%



Working Experience With NGO, INGO or other reputed organization <ul style="list-style-type: none"><li>• 10 or above organization - 20</li><li>• 2 marks for supporting documents showing experience with 1 organization</li></ul>	20%
<b>Total</b>	<b>100%</b>

#### Selection Criteria for LOT-3 Accommodation

Criteria	Score
<b>Accommodation Room Price</b>	40%
<b>Physical Verification -</b> Positioning -10 Safety & security -10 Facilities -10 Hygiene-5 Environmental Criteria -5	40%
Working Experience With NGO, INGO or other reputed organization <ul style="list-style-type: none"><li>• 10 or above experience - 20</li><li>• 2 marks for supporting documents showing experience with 1 organization</li></ul>	20%
<b>Total</b>	<b>100%</b>

#### Due diligence

- Physical verification: HI shall communicate with for physical verification (visit to supplier's premises).
- Supplier can be rewarded for all the listed service or partial from the list.
- Supplier can submit for all the services for all the area or any specific service for any specific area

### **Further notes on conditions of tender notice**

Humanity & Inclusion reserves the right to negotiate, accept or reject any bid or quotation at its sole discretion, and to continue the competitive dialogue for any response it considers advantageous. Handicap International is not obliged to accept the lowest prices or any of the bid. No bid may be modified after the closing date for the submission of bids.

In the interests of transparency and equal treatment, the evaluation committee may ask bidders, in writing, to clarify their bids within 48 hours, without modifying them. None of these requests for clarification should be aimed at correcting any initial errors or omissions affecting the performance of the contract or undermining fair competition.

### **Terms of Payment:**

The method and conditions of payment to be made to the Supplier under this Contract shall be as follows: Payment for Goods and Services supplied shall be made in local currency, (Bangladesh Taka) as per bid documents submitted by bidder, considering as follows: The Contract Price of Goods as of schedules of requirement received shall be paid through Account-Payee Cheque/ Electronic funds transfer (EFT) to the Supplier's nominated bank account paid after submission of original copy of invoice with delivery challan and distribution completion report.

Payments shall be made in no case later than the 15 (Fifteen) to 45 (Forty-Five) days after submission of an invoice or request for payment by the Supplier, and after the Purchaser has accepted it upon satisfactorily goods received/completion of work.

## **7. Cancellation of a call for tenders' procedure**

In the event of the cancellation of a call for tenders' procedure, tenderers shall be informed by Handicap International.

If the call for tenders' procedure is cancelled before any of the external envelopes have been opened, the sealed envelopes shall be returned to tenderers unopened.

A cancellation may occur when:

1. The tendering procedure has been unsuccessful, i.e., Humanity & Inclusion has received no valid or financially viable bids, or no bids at all;
2. The project's economic or technical parameters have been fundamentally modified;
3. Exceptional circumstances or force majeure makes the normal execution of the project impossible;
4. All technically compliant bids exceed the available budget;
5. Irregularities have occurred in the procedure, especially if these have prevented fair competition.

In no circumstances shall Humanity & Inclusion be liable for damages of any kind (in particular damages for loss of profits) in the event of the cancellation of a call for tenders, even if Humanity & Inclusion has been warned of the possibility of damages.

## 8. Awarding of contract

By virtue of this document, Handicap International holds ownership of all bids received as part of this Bid procedure. Consequently, bids shall not be returned to bidders

By Signing and returning this Participation File, the bidding company agrees with all the appendixes attached to this file

Signature and company stamp preceded by the words "Read and approved":

Name:

Position at the company:

Company:

Signature & Stamp:

Date:

**Appendix A: Service List with specifications( LOT -1: Accommodation, Venue & Food)**

<b>For Venue Rental Service</b>			
<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Price (Including VAT &amp; TAX)</b>
<b>Conference Room for 10-20 Person</b> Including Projector, screen, Sound System, Wi-Fi, white board, Pen, marker (Board & Permanent), flipchart. Note pad, Drinking Water	1	Day	
<b>Conference Room for 20-30 Person</b> Including Projector, screen, Sound System, Wi-Fi, white board, Pen, marker (Board & Permanent), flipchart. Note pad, Drinking Water	1	Day	
<b>Conference Room for 30-50 Person</b> Including Projector, screen, Sound System, Wi-Fi, white board, Pen, marker (Board Permanent), flipchart. Note pad, Drinking Water	1	Day	
<b>Conference Room for 50 Person ++</b> Including Projector, screen, Sound System, Wi-Fi, white board, Pen, marker (Board Permanent), flipchart. Note pad, Drinking Water	1	Day	

<b>For Accommodation service</b>			
<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Price (Including VAT &amp; TAX)</b>
AC Couple bed (Single) room for 1 Person, WITH breakfast	1	Night	
A/C Double (Twin) Bed Room for 2 Person, WITH breakfast	1	Night	
A/C room with 3 beds for 3 Person, WITH breakfast	1	Night	

<b>For Food Service</b>			
<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Price (Including VAT &amp; TAX)</b>
Vegetable Shingara, Plain Cake, Mineral water (500ml), Tea/ Coffee.	1	Person	
Muglai Parata, Sweet, Mineral Water, Tea/ Coffee	1	Person	
Vegetable Samuca, Orange/Apple, Mineral water (500ml), Tea/ Copy	1	Person	
Fish Finger & French Fry, Fresh Fruit, Mineral water (500ml), Tea/ Coffee	1	Person	
Vegetable Roll, Orange/Apple, Mineral water(500ml), Tea/ Copy	1	Person	
Assorted Cookies-2 pcs; Orange/Apple-1pc; Tea/coffee, Mineral water (500ml)	1	Person	
Fruit Cake-1 slice; Orange/Apple-1pc; Chicken Samosa-2 Pcs; Tea/coffee, Mineral water (500ml)	1	Person	
Triangular Chicken Sandwich – 01 PS, Spring Roll – 02Ps, Tea or Coffee, Mineral water (500ml)	1	Person	
Sliced Fruits Cake - 01 Ps Spring Roll – 02 Pcs, Tea or Coffee (mineral water (500ml)	1	Person	

Vegetable Samosa - 2 Pcs, Sliced Fruits Cake - 1 Ps, Tea or Coffee, Mineral water (500ML)	1	Person	
Spring roll (2 pc), Orange/Apple, Mineral water (500ml), tea/coffee	1	Person	
Plain Rice, Green Salad, Mutton Carry, Shutky Bharta, Vegetable with Panchporan, Plain Dhal, Rupchanda/ Hilsha Do –Piazza ½, Ukhiya Sweet, Soft Drink, Mineral water	1	Person	
Plain Rice, Mixed Salad, Tomato Bharta, Mixed Vegetable, Chingri curry 2 Pes, Korai Fish bhuna 1 Pcs, Mineral water	1	Person	
Plain Rice, Fish (Rupchada/ Vetky fish), Shutky Bharta, Begun Bhata , Mixed vegetable, Salad, Desert ,Mineral water (500ml)(500 ml bottle	1	Person	
Plain rice, Dal vuna, Mashed brinjal, Leafy vegetable, Mixed vegetable, Rupchada vuna, Desert-Fruits.	1	Person	
Plain Rice, Papaya Salad, Begun Bharta, Tropical Mixed Vegetable, Chicken Bhuna, Rupchada/Hilsha/Shrimp Fry, Mineral Water	1	Person	
Spicy Salad, Laitta Fish Fry, Mixed Vegetable, Plain Rice, Thick Dal, Mutton Jhal Fry 2 pcs, Rupchada/Hilsha/Shrimp Fry, Rice Pudding, Soft Drink, Mineral Water	1	Person	
Mixed Salad, Fried Brinjal, Pickle, Bhuna Khichuri, Mutton Bhuna 2 pcs, Fruit Custard, Soft Drink, Mineral Water	1	Person	
Green Salad, Shami Kabab, Mutton Rejala, Morag Polau, Golabjam, Soft Drink, Mineral water	1	Person	
Mixed garden green salad, Masala papad, Fried fish Amritsari, Malai Kofta, Chicken, Dal Makhani, Jeera Pulao, Assorted Pastry, Gulab jamun; Water 500ml/person	1	Person	
Mixed garden green salad, Potato salad, Mixed Fried Rice, Matton rejala, Chicken Dopiazza, mixed vegetable, Fruits Cuts, Drinks (7up/Coke 250ml) Water 500ml/person	1	Person	
Fried rice, Matton rejala, chicken fry (1 pc), mixed chinese vegetable, green salad, Dessert (Doi/Firni/Pudding), Mineral water (500ml)/person	1	Person	

**Additional Cost for take way service ( If Any )**

Description	Qty	Unit	Unit Price
Packing Price for take away service (if applicable)	1	Pack	

**\*\*\*In case of Dine in:**

- Do not provide any Plastic Water Bottles for each participant.
- Provide drinking Water in Filter/Jar with Glass (Not Plastic) for each participant.
- If Soft Drinks are included in the Snacks or Lunch Package, provide in Glass not in Plastic Bottles

**Appendix A: Service List with specifications (LOT -2: Only Venue)**

<b>For Venue Rental Service</b>			
<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Price (Including VAT &amp; TAX)</b>
<b>Conference Room for 10-20 Person</b> Including Projector, screen, Sound System, Wi-Fi, white board, Pen, marker (Board & Permanent), flipchart. Note pad, Drinking Water	1	Day	
<b>Conference Room for 20-30 Person</b> Including Projector, screen, Sound System, Wi-Fi, white board, Pen, marker (Board & Permanent), flipchart. Note pad, Drinking Water	1	Day	
<b>Conference Room for 30-50 Person</b> Including Projector, screen, Sound System, Wi-Fi, white board, Pen, marker (Board Permanent), flipchart. Note pad, Drinking Water	1	Day	
<b>Conference Room for 50 Person ++</b> Including Projector, screen, Sound System, Wi-Fi, white board, Pen, marker (Board Permanent), flipchart. Note pad, Drinking Water	1	Day	

**Appendix A: Service List with specifications (LOT -3: Only Accommodation)**

<b>For Accommodation service</b>			
<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Price (Including VAT &amp; TAX)</b>
AC Couple bed (Single) room for 1 Person, WITH breakfast	1	Night	
A/C Double (Twin) Bed Room for 2 Person, WITH breakfast	1	Night	
A/C room with 3 beds for 3 Person, WITH breakfast	1	Night	

**Appendix: B (Supplier Evaluation questionnaire)**

<b>Company name:</b>	
<b>Category</b> (Need to submit supporting documents)	<input type="checkbox"/> <b>Standard</b> <input type="checkbox"/> <b>Minimum Standard</b>
<b>Applied LOT</b>	<input type="checkbox"/> <b>LOT 1: Accommodation, Venue &amp; Food</b> <input type="checkbox"/> <b>LOT -2: Only Venue</b> <input type="checkbox"/> <b>LOT -3: Only Accommodation</b>
<b>Type of company (public company, LLC, association, etc.)</b>	
<b>Year and place of creation</b>	
<b>Registration number</b>	
<b>VAT registration number</b>	



<b>Address:</b>	
<b>Administrative address (if different)</b>	
<b>Proprietor/ Managing Director Name</b>	
<b>Phone number:</b>	
<b>Email:</b>	
<b>Sales/contact person 1 Name and position</b>	
<b>Contact mobile number</b>	
<b>Email:</b>	
<b>Sales/contact person 2 Name and position</b>	
<b>Contact mobile number</b>	
<b>Email:</b>	
<b>Date of submission:</b>	

**Represented by:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Annex C : Physical Verification Template**

<b>Name</b>						
<b>Location:</b>						
<b>Address:</b>						
<b>Date:</b>						
				<b>Yes</b>	<b>NO</b>	<b>Comments</b>
<b>Positioning</b>						
1	Is the hotel located within 5 KM from HI offices ( Cox'sBazar, Ukhiya & Teknaf )					
2	Distance of nearest police / medical services ( 2KM/5KM)					
3	Close to sensitive locations (e.g. Police check post , etc)					
4	Prone to effects of natural disasters? (Cyclone, Flood, etc.)					
5	Is your parking areas well lit?					
6	Do you have sufficient parking space for all guests inside the compound? *					
7	Are external vehicles (visitors) allowed to park inside the premise?					
8	is there parking man/ guard					
9	Is the hotel compound & rooms are accessible for the person of disability ?					

10	Is there ramp with railing available for wheelchair users at the entrance?			
<b>Facilities</b>				
1	Do you have intercom facility in every room?			
2	In every room do you have sufficient necessary furniture & these are (1 Bed, 2 Chair/Couch, 1 Table, 1 Fridge, etc)?			
3	Is your meeting rooms have sufficient logistics support ( 1 Projector , 1 monitor, 1 Speaker, 2 microphone , etc...)			
4	Access to have other facilities of the hotels (Restaurant, Gym, Pool, etc.)?			
5	Is the room service available 24/7			
6	Is there an electrical back-up system (with generator and IPS)? *			
7	Complimentary breakfast			
8	laundry Service			
09	Vault in every room for personal belongings			
10	Built in Restaurant			
<b>Safety &amp; Security</b>				
1	Are visitors & guests are screened and recorded?			
2	Are gates kept locked and keys under the control of the responsible (or guards control)? *			
3	Are boundary walls of sufficient height to deter thieves? (3 meters with razor wire) *			
4	Is there a guard service, with adequate equipment and an alert system in place ? * Are directly recruited by you or any third party service provider ?			
5	Is there emergency exit from the compound?			
6	Perimeter walls with barbed wire?			
7	Are all the locks in good working order?			
8	Do you have master key for all rooms with you (manager)?			
9	is there any procedure to use the master key?			
10	Do you have a peep hole or interview grille in your main door?			
11	Is there any emergency exit dedicated for each floor			
12	are the emergency exit open at all time?			
13	is the emergency exit at the ground floor visible from guards room			
14	is there emergency exit directions indicator in the visible of every floor			
15	Fire safety equipment in order ?			
16	Does every member of your team members and staff know how to use your fire fighting equipment?			
17	do you have smoke detector in every room			
18	Does the gas pipes and electric connections in good shape?			
19	do you have emergency kit at the lobby			
20	Is there any CCTV monitoring system of the whole compound & each floor & who is responsible to monitor that? & How long does the footage kept?			
<b>Hygiene</b>				
1	Frequency of sanitization of high- touch surfaces			
2	Source of water that are using for cooking			
3	How the raw foods are stored in the kitchen			

4	Are the cooking staffs keeping hair restrained			
5	Are the cleaning staffs wearing gloves & other safety materials & is there any cleaning schedule in place ?			
<b>Eco -friendly criteria</b>				
1	How do you manage trash & garbage inside your organization?			
2	Do you use any harmful chemical to clean your facility			
3	Do you have solar system for power supply in your facility			
4	Do you have any preventive measure to reduce usage of plastic product ?			
5	Do you have any initiative for green environment			

## Appendix: D (General purchasing conditions)

### ARTICLE 1: GENERAL PROVISIONS

The following general Terms and Conditions apply to all orders placed by HANDICAP INTERNATIONAL ("HI") with a supplier. The term "order" refers to any HI purchase order or contract.

Upon acceptance of the order, the supplier shall be entirely bound by the provisions of these Terms and Conditions which will prevail over any additional or differing terms in the supplier's terms of sale.

This Agreement may only be varied with the written consent of HI and any specific terms and conditions in the purchase order or contract will prevail over these terms and conditions.

### ARTICLE 2: DELIVERY

Except if otherwise specified in writing in the purchase order or contract, all orders will be delivered carriage and insurance paid (CIP), or in conformity with the Incoterms 2010 specified on the purchase order.

Goods will remain the sole responsibility of the supplier until the delivery note has been signed by HI or by the forwarding agent appointed by HI.

All orders will be delivered in full, unless HI has agreed to partial deliveries in writing.

All deliveries will be accompanied by a delivery note mentioning the purchase order reference or contract numbers, complete descriptions and quantities of goods delivered, and batch or serial numbers if applicable. HI reserves the right to request additional documentation such as certificates of analysis and/or certificates of origin for goods delivered.

Should the point of delivery be different to the billing address, a copy of the delivery note and shipping documentation will be sent to the ordering entity at least 24 hours before expedition of the goods.

HI reserves the right to refuse any goods delivered in excess of quantities ordered. Excess quantities will be returned to the supplier at their own risk and cost.

### ARTICLE 3: DELIVERY TIMES

Delivery times and delivery dates appearing on the purchase order or contract are binding.

If contractual delivery times are not respected, HI may, in accordance with the law, apply late delivery penalties without prejudice to the cancellation clause. These penalties will amount to two percents (2 %) of the total amount of the undelivered goods, excluding taxes, per week of late delivery.

If goods have not been delivered within ten (10) calendar days after the contractual delivery date, HI reserves the right to cancel the order for undelivered goods without notice or payment to the supplier.

### ARTICLE 4: COMPLIANCE

A delivery will only be considered as compliant after verification and acceptance by HI. Non-compliant goods can be refused, without written prior agreement from the supplier, and returned by HI at the supplier's cost and risks within fifteen (15) calendar days of delivery. After this time HI will be responsible for costs incurred returning the goods.

HI may also demand that the goods be brought up to standard or replaced within fifteen (15) calendar days of receipt of a written request from HI, that the total price be refunded, or the cancellation of the order in its entirety.

All delivery prices include packaging charges. No deposit can be applied to packaging without prior written agreement from HI. If such an arrangement is agreed, details of the deposit will be clearly

### ARTICLE 5: PACKAGING

The supplier agrees to supply goods and services that comply with technical specifications defined by HI, official standards and, in all cases that comply with good professional practice in the sector in question.

Packaging must be compliant with the quality standards required by the nature of the goods, and their transport, storage and handling, in order that they are delivered in perfect condition.

### ARTICLE 6: WARRANTY

The supplier guarantees that goods will be delivered undamaged and free from defects, contamination or

unreasonable wear, and that they will comply with their destined usage. Any replacement or repair of goods by the supplier will renew the guarantee for a further twelve (12) months beginning on the date of acceptance by HI of the replaced or repaired goods. The supplier guarantees that any replacement parts will be provided at short notice, and an after-sales service will be guaranteed for five (5) years from the initial delivery date.

#### ARTICLE 7: DANGEROUS OR PERISHABLE GOODS

The supplier agrees to inform HI of the precautions, instructions, recommendations and applicable restrictions for the transport, warehousing and handling of perishable or dangerous goods.

The supplier agrees to provide all required official documentation for perishable and dangerous goods, particularly for international shipping.

Product expiry dates must be displayed clearly and permanently on packaging. The supplier guarantees that the remaining shelf life of the product at the time of delivery is longer than eighty percents (80 %) of its total initial shelf life.

#### ARTICLE 8: LIABILITY

The supplier is entirely liable for the delivery of goods in compliance with the terms and conditions of the purchase order or contract, and with the laws, regulations, recommendations, standards and good professional practices applicable to the sector.

The supplier is solely liable for any damage caused by its staff or sub-contractors during the execution of the purchase order or contract.

The supplier agrees to hold a valid civil liability insurance policy for the entire duration of their contractual agreement with HI.

#### ARTICLE 9: ORDER CANCELLATION

Any order unfilled by the supplier or non-compliant with one or several of their contractual obligations may be lawfully cancelled by HI if the failure to comply is not addressed in the fourteen (14) calendar days following formal notification by HI by registered mail with acknowledgement receipt.

HI will notify the supplier in writing of the cancellation, which will take effect to the sole detriment of the supplier, and this notwithstanding all damages suffered or incurred by HI.

#### ARTICLE 10: PRICE

Unless stipulated otherwise by HI, the prices indicated on the purchase order are firm and not subject to change. They include all costs associated with the manufacture, packaging, loading, shipping and unloading of the goods. Prices for goods to be exported from the European Union to outside of the European Union do not include VAT.

#### ARTICLE 11: INVOICING AND PAYMENT

Two copies of all invoices will be issued and sent to the HI office that sent out the order within seven (7) calendar days of delivery. If several orders are contained in one delivery, a separate invoice will be issued for each order.

All invoices will feature the exact references of the delivery note and the order to which they correspond.

#### ARTICLE 12: SOCIAL AND ENVIRONMENTAL RESPONSIBILITY

HI reserves the right to denounce the order at any time, if the supplier is implied in acts of fraud, corruption, money laundering, or is implied in a criminal organization or quite other illegal activity or is in situation of conflict of interests or abuse of power towards the representatives of HI. HI also reserves the right to denounce the order at any time if the supplier does not respect the international laws in Human Rights or fundamental rights in labor law such as define by the International Labour Organization (ILO)((INTERNATIONAL LABOR ORGANIZATION)), in particular concerning the non-child labor, the nondiscrimination in the employment(use), the labor-union freedom and the right(law) of organization, the respect for salaries minimum and the equality of payment, the not appeal for the hard labor and the respect for durations and for conditions of work and hygiene. HI also reserves the right to denounce the order at any time if the supplier participates whatever shape it is for the distribution of antipersonnel land mines and bombs with sub-ammunitions (production, business, financing, shareholding, transport, storage, etc.), in the business or in the arms dealing, (Arms category A and B - as defined in the French Law article n°2012-304 of the 6 of march 2012) or if he devotes to practices who would make him comparable to a "war profiteer" (use of the economic springs(competences) of a conflict, an abuse of dominant position bound to the existence of a conflict), or still if he has links with terrorist networks about or their nature (acts of violence committed to populations or civil installations committed by an organization). Finally, HI attempts to use techniques and processes of production respecting the fundamental rules of environmental protection (mainly towards the deforestation, towards the use of chemical agents getting the protection of the biodiversity) and expects from his suppliers and persons receiving benefits (providers) for a similar approach.

#### ARTICLE 13: APPLICABLE LAW AND ATTRIBUTION OF JURISDICTION

HI purchase orders and contracts are governed by Bangladesh law.

## Appendix: E (Good commercial practices)

### Preamble

These Best Business Practices provide the basis of all working relations between HI and its suppliers. They are general rules valid unless specific terms are mentioned in the agreement. In the event of contradictory terms between documents, the terms of the agreement or of the RFQ file will take precedence over these Best Business Practices.

### I. Supply procedures Principles

HI has set up transparent procedures to attribute contracts, of which the key principles are:

- *Transparency* in the supply procedure
- *Proportionality* between procedures followed to attribute agreements and the value of contracts.
- *Equal treatment* of potential suppliers

Usual criteria to select a supplier are:

- Authorisation to buy goods/services in the country
- Financial and economic capacity
- Technical expertise
- Professional capacity

Usual criteria to attribute a contract are:

- The principle of the lowest bid (the cheapest bid satisfying all the conditions required)
- Best value for money

### II. Misconduct, ineligibility and exclusion

HI considers each case of misconduct below as a valid reason to exclude a bidder from a call for Bidprocedure and end all working relations and agreements with them:

- Fraud: defined as all intentional actions or omissions regarding:
  - The use or presentation of false, incorrect or incomplete declarations or documents, which would lead to fraudulent appropriation or reprehensible retention of HI's or institutional funding bodies' funds.
  - Concealment of information having the same consequences.
  - Use of those funds for reasons other than those for which they had been originally attributed.
- Active corruption: promising or deliberately granting an advantage to any person so that they may act or refrain from acting according to their duty in such a way as to damage or be capable of damaging the interests of HI or of institutional funding bodies.
- Direct corruption: offering HI employees money or gifts in kind to obtain additional contracts or to continue an agreement
- Collusion: agreement between two rival companies, which would have the probable effect of increasing prices, cutting production and increasing profits of allied companies to a greater extent than their natural increase. An attitude of collusion is not automatically based on the existence of explicit agreements between companies. It may also be tacit.
- Coercive practices: damaging or threatening to damage, directly or indirectly, persons or their property in order to influence their involvement in a supply procedure or influence the performance of an agreement.
- Involvement in a criminal organisation or any other illegal activity established by judgement by the American Government, European Union, United Nations or any other HI funding body.
- Immoral human resources practices: use of child labour and non-compliance with fundamental social rights and work conditions of employees or subcontractors.

HI will exclude from the supply procedure any candidate or bidder in any of the following cases:

- Being in a situation of bankruptcy or liquidation, or in receivership, in an arrangement situation (with creditors), having suspended business, in proceedings relating to those subjects or in a similar situation resulting from a procedure resulting from national regulations or law.
- Being sentenced for an offence within the framework of its professional activity by a court decision having the force of *res judicata*.
- Having been found guilty of grave professional misconduct proven by any means
- Not having satisfied obligations relating to the payment of social security contributions or tax in compliance with legal provisions, either in the country in which the business is established in HI's country of intervention or in the country in which the Agreement will be executed.
- Having been found guilty of fraud, corruption, involvement in a criminal organization or any other illegal activity that could damage the financial interests of communities.

- Having been declared responsible for grave breach of contract due to non-compliance with contractual obligations in a previous procurement procedure.

HI will not attribute agreements to candidates or bidders who, in the course of the procedure will be:

- the subject of conflicting interests
- guilty of inaccurate declarations by providing information requested by HI to take part in the agreement procedure or by not providing such information.

### III. Administrative and financial sanctions

Should the supplier, candidate or bidder be involved in corruptive, fraudulent, collusive or coercive practices, HI would impose:

- Administrative sanctions: A candidate's misconduct will be notified to competent civil or commercial authorities as will be the immediate end of any professional relations with it;
- Financial sanctions: HI will request the refunding of expenses directly and indirectly related to the conduct of the new RFQ or contract attribution procedure. If relevant, the bid guarantee or performance guarantee will be kept by HI.

### IV. Information and Access for Funding Bodies

HI will immediately inform institutional funding bodies and will provide them with relevant information should a supplier, candidate or bidder be involved in corruptive, fraudulent, collusive or coercive practices.

Furthermore, entrepreneurs accept to guarantee right of access to their financial and accounting documents so that HI's Institutional Funding Bodies may conduct verifications and audits.

### V. Documents to be presented by the supplier

Below are the minimum documents that any company or individual entrepreneur wishing to work with HI needs to produce:

- Supplier's / company representative's personal national identity paper
- Status and registration papers of the company
- Mission order or proxy authorizing the representative to sign the Agreement
- Copy of tax registration

**NB:** Additional documents may be requested for a specific contract.

Furthermore, the Supplier must have minimum administrative equipment to be able to issue an Invoice, Delivery note and own an official stamp.

## TO BE COMPLETED BY THE SUPPLIER

I, the undersigned, **Name of owner** representing certify having read and understood the rules hereto.

On behalf of the **company** for which I act, accept the terms of HI Best Business Practices and undertake to achieve the best performance should the contract be attributed to

I the undersigned, certify that the **company e** has not been involved and will take all necessary steps not to be involved in or supply material support or any other resource to individuals or entities that commit, attempt to commit, recommend, facilitate or participate in fraud, active or indirect corruption, collusion, coercive practices, involvement in a criminal organisation or any other illegal activity or that do not respect Human Rights or basic social rights and minimum work conditions as defined by the International Labour Organisation (ILO), in particular regarding child labour, discrimination, freedom of association, respect of the minimum wage, slave labour issues and compliance with work conditions and hygiene.

Finally, I hereby certify that **company name** is not involved in any current legal action or court proceedings as plaintiff or defendant, in its own name or on behalf of any other entity, for actions relating to fraud, corruption or any illegal activity and has never been found guilty of such practices.

Name:

Position:

Date:

Signature & Stamp:

### **Eco-Friendly Commitments**

HI recognizes the impact on the environment that its interventions can cause.

The association adheres to the principle of doing no harm and is therefore committed to limiting as much as possible the negative impact that its actions may have on the environment.

- ▶ Packaging:
  - HI encouraging to use eco-friendly/decomposable materials rather using plastic material for packaging
- ▶ Food Quality:
  - Ensure Hygiene in the kitchen and restaurant
  - Food quality should be ensured maintaining the standard
- ▶ Energy
  - Reduce energy consumption
  - Install solar panels (or another renewable energy source)
- ▶ Waste
  - Eliminate certain types of plastic consumption that can be easily replaced.
  - Reduce Plastic use
- ▶ Transportation Mode
  - Encourage low emitting transportation
  - Mutualize travels and Reduce the consumption of vehicles
- ▶ Procurement stages
  - Encourage sustainable and local production  
(Buying longer-lasting, better-quality products)
  - Buy products that will lead to less waste production
- ▶ In case of Dine in:
  - Do not provide any Plastic Water Bottles for each participant.
  - Provide drinking Water in Filter/Jar with Glass (Not Plastic) for each participant.
  - If Soft Drinks are included in the Snacks or Lunch Package, provide in Glass not in Plastic Bottles