

Centre for Disability in Development (CDD)



Call For-Tender

REF.: CDD/UKH/COX/Tender- 2024-2025/06

For Provision of “Customized Assistive Device”

PURCHASER IDENTIFICATION

Centre for Disability in Development (CDD)

Project Office: 417 Kaium Building, In front of
Bangamata Fazilatunnesa Govt. Mohila College,
Gorubazar Road, Ukhiya, Cox’s Bazar- 4750,
Mob: 01572519071.

Head Office: A-18/6, Genda, Savar, Dhaka-1340,
Bangladesh

Contact details: procurement.ut.cdd@gmail.com

Website: www.cdd.org.bd

The Centre for Disability in Development (CDD) is a not for profit organization established in 1996 to develop a more inclusive society for persons with a disability. It is estimated that 16 million people in Bangladesh are living with a disability, receiving little or no assistance and excluded from mainstream life. CDD’s mission is to address this by simultaneously educating the community in how to be more inclusive whilst also enabling persons with a disability to participate in society by providing them with essential supports. In this way persons with disabilities can be given the same rights, freedoms, dignity and quality of life as everyone else. CDD works in partnership with a network of over 350 organization both nationally and internationally. CDD, has offices at Ramu, Ukhiya, Teknaf, Monohordi, Narsingdi, Sharankhola-Bagerhat, Dinajpur.

Background of Tender:

CDD is going to purchase **369 pcs** Assistive Devices under the project of "Inclusive specialized services for vulnerable persons including persons with disabilities in Cox's Bazar Rohingya camps and host communities (Phase 2, Y-3)" and this project is funded by Handicap International (HI)- Humanity and Inclusion. CDD is implementing this project at Ukhiya and Teknaf upazila for the Host community people and Rohingya people.

369 pcs Customized Assistive Devices will be purchased for the beneficiaries who are assessed by the technical team and all beneficiaries are living at project locations.

Instructions for submissions of Tender Schedule:

On the behalf of the Centre for Disability in Development (CDD) is inviting price offer for the provision of “Customized Assistive Devices”. The tenderers are requested to read carefully and ensure compliance with all instructions here in. Non-compliance with any instructions in this document may disqualify the bidders from the tender exercise.

1. Procurement Procedure:

a) The procurement is handled via an open tender.

2. Deadline of submission and period of validity:

a) Deadline of submission is **14-May-2025, 12.00 pm** Bangladesh time

b) Your quotation must state the period of validity **until 31st August 2025** from the deadline for the submission.

3. Costs and ownership of tenders:

a) Costs incurred by the tenderers in preparing and submitting the quote requests are not reimbursable.

b) The CDD retains ownership of all quotes received under this Tender. Consequently, tenderers have no right to have their tenders returned to them.

4. Confidentiality and publication:

a) All recipients of tender documents, whether they submit a tender or not, shall treat the details of the documents as confidential as possible.

b) The award of contract (name of company, type of product, extent and duration of contract) might be made open to the public unless you disagree with your quotation, giving the reason for refusal.

5. Content of tenders and alternative offers:

a) All tenders submitted must comply with the requirements in the tender dossier and comprise (if you are unable to submit any of the following documents will automatically lead to disqualification of the bid):

- The Price off about quoted items, including specifications as indicated in the price schedule (ANNEX-C). The Price offer has to be dated, stamped and signed.

- **Copy of updated Trade license (2024-2025), TIN certificate with Tax Assessment and 13-digit BIN certificate.**

- **Copy of proof Experience documents**

- **Copy of Bank Statement or Bank solvency certificate.**

- **Quotation must be submitted in company letterhead pad supplier can add terms & condition.**

- “ANNEX-A Supplier Evaluation Questionnaire” to be filled out, stamped, signed and submitted together with your quote.

- The tenderers self-declaration “ANNEX-B Supplier Declaration Form” to be filled out, stamped, signed and submitted together with your quote.

- Proof of experience/credentials for equivalent goods (provide the copy of previous work order/ Certification of work completion).

- Have to mention delivery time in the Price Offer, to complete delivery of goods

- The product should be as per CDD required specifications; alternative items will not be granted. Alternative offers are not permitted.

b) The original price schedule shall be used for quotation in its original form as provided by CDD in the tender document.

6. Financial offer

- a) Tenderer must quote by items and by total quantity.
- b) **In case of a calculation mistake in the quoted unit price, the quotation will be cancelled.**
- c) Quoted price should be inclusive of VAT.
- d) Your separate **Financial Offer** must contain an overall offer in Bangladeshi Taka only

7. Submission of quote and further communication

- a) All quotes, including annexes and supporting documents, must be submitted in a sealed envelope. Please state on the envelope:

Tender Documents – Please do not open!

REF.: CDD/UKH/COX/Tender/2024-2025/06 For Provision of “Customized Assistive Devices”

Address: 417, Kaium Building, In front of Bangamata Fazilatunnesa Govt. Mohila College, Gorubazar Road, Ukhiya, Cox’s Bazar- 4750.

- b) CDD will prefer to submission with the latest quote 2 days before the deadline, otherwise it will not be possible to extend the quotation submission deadline.
- c) CDD reserves the right to continue further communication after submission of quotes via a combination of media (e.g. post, e-mail, phone).
- d) By submission of your price offer, you are confirming to agree the above-mentioned conditions.

8. Evaluation & Award of Contract:

a) Procedure:

The decision for the award of contract will be determined via standard value method (Credit points divided by total price; ratio 35/25/40%). Credit points will be added up through the following criteria:

- **Cost (35%)**
- **Documents Analysis (25%)**
- **Technical Offer (40%)**

Total Marks: 100

Cost: 35

- Consider lowest rate of the bidder

Documents Analysis: 25

- Updated Trade License, TIN, Tax Return Certificate, Bank Statement, BIN, Annex-A, Annex-B, Annex-C, Quotation in supplier’s Pad

Technical Offer: 40

- Proof of experience/credentials in equivalent works / for equivalent services (based on previous work order/Certification of work completion/ Work Agreement). Minimum Three Working Experience, Per experience mark- 5, **Marks-15**
- Delivery time (lead time, time of completion to delivery of goods), **Marks- 10**
- Specifications as per the Call for Tender (Brand, Origin, Model), **Marks- 15**

Score for each criterion is 0-40 (unacceptable), 40-59 (satisfactory), 60-79 (good), 80-89 (very good), 90-100 (excellent). In case of equal results, the offer with the higher credit point score will be awarded.

b) The CDD may – but is not obliged to – ask each tenderer individually for clarification of its quote including, samples, breakdowns of prices etc. within a reasonable time limit to be fixed by the evaluation committee.

c) Terms of contract - The award will lead to a Purchase Order by CDD and forms a one-time service.

9. Terms of delivery and payment:

- a) Payments shall be made basis upon completion of works.
- b) Payment on invoice only, following receipt of goods and documents in order.

- c) The invoice must contain CDD order number.
- d) Payment on invoice only, following receipt of assistive devices and documents in order.
- e) CDD will deduct TDS (Tax Deduction on Source) and VAT as per governmental rules (if applicable).
- f) Payment will be done by Account payee cheque in favor of your company.
- g) Assistive Devices have to be delivered at CDD Project office, Kaium Building, House- 417, in front of Bangamata Fazilatunnesa Mohila Collage, Gorubazar, Ukhiya, Cox's bazar within 31st May 2025.**

10. Bid Opening:

- a) All bid will open at CDD project office (Ukhiya, Cox's Bazar) by **14 May 2025, 12:30 PM**
- b) Tenderer can present at opening time.

11. CDD reserves the right:

- a. Accept or reject partial or full tender process are without assigning any reason.
- b. Accept/ reject any or all bid are without assigning any reason.
- c. Changed partial or full tender schedule any time before submission date.

Annex : A (Application Evaluation Questionnaire)

Centre for Disability in Development (CDD) appreciates the suppliers' efforts in responding to these questions. It helps CDD to identify potential suppliers and facilitate/speed up the supplier selection process. Please note that the completion of this questionnaire does not equate to any contractual link between CDD. CDD may, but is not obligated to send restricted tender announcements and / or request for quotations to companies who completed this questionnaire.

Company name:	
Type of company (Proprietor, Partnership, Limited, Public):	
Year and place of creation:	
Trade License Number:	
TIN Registration Number:	
VAT registration number:	
Address:	
Administrative address: (different)	
Proprietor/ Managing Director Name:	
Phone number:	
Email:	
Sales/contact person-1 Name and position:	
Contact mobile number:	
Email:	
Sales/contact person-2:	
Contact mobile number:	
Email:	

Supplier Registration Name : _____

Represented by : _____

Place : _____

Date : _____

Signature : _____

Annex : B (Supplier Declaration form)

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 Name** for which I act, accept the terms of CDD Best Business Practices and undertake to achieve the best performance should the contract be attributed to

I the undersigned, certify that **company name** has not been involve 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 criminal organization 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 Labor Organization (ILO), in particular regarding child labor, discrimination, freedom of association, respect of the minimum wage, slave labor 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:

Annex : C (Price Schedule)

SL	Items Required	Quan tity	UoM	Unit Price	Line Amount
1	MS Wheelchair Foldable, Body with ¾"X1.2mm Mild Steel pipe, 24"/ 26.5" Pneumatic rear wheel (Siraj rim, Megna Tyre, Siraj long nozzle tube),6.5"X2" rubber-made caster wheel, all accessories are made of Mild steel, (Bush, Break, Hubs, Foot rest, SS nut, bolt & screw etc.), Seat & Backrest are made of thick cotton fabrics, Comfortable cushion by water resist rexin fabrics and Sawn foam, powder coat color, As per shown picture.	23	pcs		
2	Toilet chair with Bucket pan. The body is made of 1" X 1.2mm MS pipe, the Seat and backrest are made of 12 mm water-resistant PVC board, the rubber tip is durable, and the color is powder-coated.	42	pcs		
3	Corner chair with mobial system (Plywood) 18 mm plywood (partex), Finished paint with BERZER paint, 3" caster wheel, Tray for food/ play,	14	pcs		
4	Special Chair Body with 18 mm Pertex plywood, 3" caster wheel for mobility, Adjustable tray for fooding & play, Comfortable cushion with water resist rexin fabrics, Hi quality paint by Berger paint.	14	pcs		
5	Axillary crutch High-quality Aluminum pipe, Durable rubber tip, Comfortable hand grip and axilla support, Hight adjustable.	50	pcs		
6	Elbow crutch Adjustable, Body with ¾" X1.2 mm MS pipe, Powder coat color, Comfortable armrest Durable rubber tip and Handgrip	42	pcs		
7	Standing frame (Plywood) 18 mm plywood (partex) base, 1"X 1.2mm MS pipe, Finished painting with BERZER paint, Tray for food/play, 3" caster wheel, Knee, Hip, Back & foot support.	14	pcs		






8	Walker with two-wheel MS Mild steel pipe frame with 1"X1.2mm pipe, 3" caster wheel. Powder coat color.	Adult (Customized)	18	pcs		
9	Walker with two-wheel MS Mild steel pipe frame with 1"X1.2mm pipe, 3" caster wheel. Powder coat color.	Child (Customized)	8	pcs		
10	Walking Stick	Adjustable	142	pcs		
11	Try Cycle Mild Steel body with 1" X1.6 mm MS pipe, 26.5" Pneumatic wheel (Siraj rim, Megna Tyre, Siraj tube), Manual paddle operated, Accessories are made of mild steel, Seat & Backrest are made of 12 mm PVC Water resist board, Comfortable cushion with water resist rexin fabrics, Powder coat color.	Customized	2	pcs		
Total Amount (Including VAT)						



- CDD will deduct TDS (Tax deduction at source) and VAT as per governmental rules (if applicable).
- The period of validity until 31st August 2025 from the deadline for the submission.
- Delivery Lead Time-

Date of offer

Stamp & Signature of Bidde

Device Specification

SI #	Device name	Specification	Photo
1	MS Wheelchair	<ul style="list-style-type: none"> -Customized - Foldable - Body with ¾"X1.2mm Mild Steel pipe, - 24"/ 26.5" Pneumatic rear wheel (Siraj rim, Megna Tyre, Siraj long nozzle tube) - 6.5"X2" rubber made caster wheel, - all accessories are made of Mild steel, (Bush, Break, Hubs, Foot rest, SS nut, bolt & screw etc.) - Seat & Backrest are made of thick cotton fabrics, - Comfortable cushion by water resist rexin fabrics and Sawn foam - powder coat color. - As per shown picture 	
2	Toilet chair MS	<ul style="list-style-type: none"> - Customized. - Body with 1" X 1.2mm MS pipe - Seat and back rest by 12 mm Water resist PVC board. - Durable rubber tip. -Powder coat color. - As per shown picture 	
3	Tri cycle	<ul style="list-style-type: none"> - Customized. - Mild Steel body with 1"X1.6 mm MS pipe. - 26.5" Pneumatic wheel (Siraj rim, Megna Tyre, Siraj tube) - Manual paddle operated - accessories are made of mild steel - Seat & Backrest are made of 12 mm PVC Water resist board - Comfortable cushion with water resist rexin fabrics. - Powder coat color. - As per shown picture 	
4	Corner chair	<ul style="list-style-type: none"> - Customized - Body with 18 mm Pertex ply wood - 3" caster wheel for mobility - adjustable tray for fooding & play - comfortable cushion by water resist rexin fabrics. - Hi quality paint by Berger paint. - As per shown picture 	
5	Special chair with caster wheel	<ul style="list-style-type: none"> - Customized - Body with 18 mm Pertex ply wood - 3" caster wheel for mobility - Adjustable tray for fooding & play - Comfortable cushion with water resist rexin fabrics. - Hi quality paint by Berger paint. - As per shown picture 	

6	Standing frame	<ul style="list-style-type: none"> - Customized - Base 18 mm Pertex ply wood. - Stand with 1" MS pipe - Comfortable Knee and hip support - Adjustable tray and foot support. - As per shown picture 	
7	Walker with two wheels	<ul style="list-style-type: none"> - Customize. - Body with 1"X1.2 mm MS pipe. - 3" front castor wheel - Durable rubber tip - Powder coat color - Comfortable hand grip - Hight adjustable. - As per shown picture 	
8	Axillary Crutch	<ul style="list-style-type: none"> Customized -High quality Aluminum pipe - Durable rubber tip - Comfortable hand grip and axilla support. - Hight adjustable - As per shown picture 	