

**BIDDER RESPONSE**

(Please provide information against each requirement, additional rows can be inserted for all questions as necessary)

**ESSENTIAL CRITERIA**

- A) In order to qualify as a bidder, you must be able to answer ‘Yes’ against all of the Essential Criteria. After passing the essential criteria you will be scored against Capability and Commercial criteria.
- B) That the bidder has legitimate business /official premises, a copy of the valid registration with government is included in the tender bid. (Y/N)
- C) You are not a prohibited party or on government blacklisting. (Y/N)
- D) Bidder’s confirmation of compliance with the attached Conditions of Tendering, Terms and Conditions of Purchase, Anti-Bribery and Corruption Policy, Child Safeguarding Policy and IAPG Code of Conduct. (Y/N)
- E) Bidders must agree to allow their pricing to be valid for six months following the signature of a contract. (Y/N)

**Section 1 - Bidder’s general business details**

**1. General information**

The land lord name:		
Contact Name:		
Phone:	Fax:	
Email:		
Principle Address:	Registered Address:	Payment Address:
Registration number:	Tax and VAT numbers:	

**2. Please provide details of at least 2 client references which HRF may contact (preferably NGOs):**

Client Organisation	Contact	Phone no.	E-mail address	Details of contract

**CAPABILITY CRITERIA**

- 1. Number of years of relevant experience? In your job history, is there any similar projects? Please mention:**

- 2. What warranties and guarantees can you offer as part of this contract?**

- 3. How quickly can you guarantee a response time to quotation requests?**

- 4. What are your standard working hours and what after-hours services do you provide in the event of an emergency?**

- 5. Detail any benefits or additional services your organisation can offer HRF and its partners AGRAJATTRA as part of the contract:**

- 6. Details of Geographic coverage in Country / outside**

**7. What quality standards does your organisation adhere to e.g. ISO?**

**8. Please provide details of at least 2 client references which HRF and its partner AGRAJATTRA may contact (preferably NGOs):**

Client Organisation	Contact	Phone no.	E-mail address	Details of contract

**9. How will you plan implementing the project within the applied time period? ‘ please give detail on how you manage to implement both projects with regard to time’**

**10. How will you take safety measures to ensure safely implementation of the works? “detailed explanation is required”**

**11. In your point of view, what hazards implementation of this project could cause for the children in the related area? How the Risks could be mitigated and who should take the responsibilities for mitigation plan?**

**12. What is your plan and experience to face the security challenges and how coordinate with the local authorities (security and management)?**

**13. Have you previously executed any project in Cox's Bazar - Bangladesh, if yes, when?**

**Section 3: Confirmation of Bidder’s compliance**

We, the Bidder, hereby confirm compliance with:

- The required specification for the products
- The Conditions of Tendering
- HRF and its partner AGRAJATTRA Terms and Conditions of Purchase
- HRF and its partner AGRAJATTRA Anti-Bribery and Corruption policy

The following documents and items are included in our bid:

- Section 1: Bidder’s general business details
- Section 2: Bidder capacity
- Section 3: Company’s Valid Registration Certificate

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

**Acceptance by the Bidder:**

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Signature

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Name

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Job Title

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Company

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Date