

REQUEST FOR PROPOSAL (RFP)

On

**Development of Detail Design on Faecal Sludge Treatment Plant for a first class Municipality
in Rangpur division**



SKS Foundation

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SECTION - 1 (Information to Organisations)

1. Introduction

- 1.1 The organizations are invited to submit a Technical Proposal and a Financial Proposal. Under one proposal the organization(s) have to split all the goods and services for technical description and cost separately as per the indication of Section-3 (Technical Proposal Submission Format) in this RFP. Both the proposals the Cost and Technical will be the basis for selection.
- 1.2 Costs for preparing the proposal and of negotiating the contract are not reimbursable.
- 1.3 Organization(s) should observe the highest standard of ethics during the selection process and implementation of contracts. The attempt of any organization to influence the internal SKS Foundation independent evaluation and selection process will automatically lead to the removal of this organization's proposal from consideration. In addition, any misrepresentation of facts or institutional capacity will also lead to the removal of the misrepresented proposal from consideration.
- 1.4 SKS Foundation reserves the right to amend and modify this RFP document and also can select organization(s) for providing goods and services cited in Section -2 (Point 8. Final Deliverables) of this RFP either for the entire content of the proposal or a part thereof.

2. Clarification and Amendment of RFP Documents

- 2.1 At any time before the receipt of proposals, SKS Foundation may for any reason, whether at its own initiative or in response to a clarification requested by an invited organization, amend the RFP. Any amendment shall be issued in writing and shall post and will be binding. SKS Foundation may at its discretion extend the deadline for the submission of proposals.

3. Preparation of Proposal**Technical Proposal**

- 3.1 Organizations are requested to submit their proposal written in English (font - Arial, Size -12). Proposals must remain valid for a minimum of 91 days after the submission date.
- 3.2 In preparing the Proposal, organizations are expected to examine the documents constituting this RFP. Material deficiencies in providing the information may result in rejection of a proposal.
- 3.3 While preparing the Proposal, organizations must give particular attention to the following:
 - (i) It is desirable that the key professional staff who would be involved in the assignment have an extended knowledge in research and developing detail design for such type of intervention.
 - (ii) Reports or communication with SKS Foundation to be issued by the organization(s) as part of this assignment must be in English.
- 3.4 The proposal shall provide the following information using the format given in this RFP:

- (i) A brief description of the organization and an outline of recent experience on assignments of a similar nature using the format as placed in the annexure.
- (ii) A description of the methodology and detailed work plan for performing the assignment.
- (iii) Brief profile of the proposed key personnel

Financial Proposal

- 3.5 In preparing the Financial Proposal, organizations are expected to take into account the requirements and conditions outlined in the RFP documents. The Financial Proposal should follow Standard Forms (Section 5).
- 3.6 The Financial Proposal should clearly identify, item wise summary of cost for the assignment with detail breakdown, the taxes, VAT, duties, fees, levies and other charges to be included under the applicable law. SKS Foundation will deduct VAT and Tax at source according to the GoB rules and deposit the said amount to government treasury.

4. Submission, Receipt and Opening of Proposals

- 4.1 The original proposal (Technical and Financial) should be submitted electronically to the email address sk-sushwa@gmail.com with copy to co.se.fo@sk-s-bd.org “**Proposal for Development of Detail Design on Faecal Sludge Treatment Plant for a first class Municipality in Rangpur division**” as the subject.
- 4.2 Proposals submitted to any other e-mail account except the above will be treated as disqualified.
- 4.3 Submissions after the deadline **14 January 2018 (23:59 BST)** will be treated as disqualified.
- 4.4 Attach financial and technical proposal along with all required documents with the email, and put all attachments in **one zip folder** in the name of the organization.
- 4.5 Neither the technical nor the financial proposal should exceed 10 pages altogether, and both needs to be submitted in PDF format.
- 4.6 The Proposal will be reviewed by the evaluation committee and will be evaluated in keeping with the guidelines of SKS Foundation.

5. Proposal Evaluation

General Evaluation of Technical Proposals

- 5.1 The evaluation committee will evaluate the proposals on the basis of their responsiveness to Terms of Reference, applying the evaluation criteria and point system specified herein. Each responsive proposal will be given a technical score. Proposal(s) will be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score indicated below.

Technical Proposal Evaluation Criteria

- 5.2 **Evaluation Criteria; Evaluation and Ranking for Selection:**
The final selection will be done following Quality and Cost Based (QCBS) method. This will be done by applying a weight of 0.70 (or 70 percent) and 0.30 (or 30 percent) respectively to the technical and financial score of each evaluated technical and financial proposal and then computing the relevant combined total score for each organization.

Technical Proposal Evaluation 70

1. Specific experience of the organization related to the assignment 20

- Experience in similar assignments 20

2. Adequacy of the proposed work plan and methodology in responding to the Terms of Reference = 40

- Comments on ToR 10
- Level of details discussed in methodology and work plan 20
- Related development of design expertise 10

3. Qualification and competency of the key staff for the Assignment10

Evaluation of Financial Proposals:

- 5.3.1 The evaluation committee will determine whether the Financial Proposals are complete (i.e. whether they have costed all items of the corresponding Technical Proposals). The Evaluation Committee may invalidate any proposal if it is determined that significant budgetary mistakes or omissions undermine the integrity of the proposal.
- 5.3.2 The evaluation will be based upon a Quality and Cost Based Selection (QCBS) process. A total of 30 points will be allocated for the cost part. The lowest Financial Proposal will be given highest score.

Technical Proposal Evaluation 70 & Financial Proposal Evaluation 30

Total Points: _____ 100

6. Negotiations

- 6.1 Once the proposal are evaluated SKS Foundation may enter into negotiation with one or more than one vendor/vendor for final selection.
- 6.2 Negotiations will include a discussion on the proposed methodology, performer, staffing, costing, any suggestions made by the organization(s) to improve the Terms of Reference. SKS Foundation and the organization(s) will then work out final terms of reference, performers, staffing, and bar diagrams indicating activities, logistics and reporting. The agreed work plan, cost and final terms of reference will then be incorporated in the contract document.
- 6.3 If negotiations fail, SKS Foundation will invite organization(s) whose proposal received and was the next highest score to negotiate a contract.

If none of the invited proposals led to an agreement fresh Requests for Proposals (RFP) will be called.

- | | | |
|-----------------------------|-----|---|
| 7. Award of Contract | 7.1 | The organization is expected to commence the assignment within one week of signing contract. |
| 8. Confidentiality | 8 | Information relating to evaluation of proposals and recommendations concerning awards will not be disclosed to the organizations who submitted the proposals or to other persons not officially concerned with the process, until the winning organization has been notified that it has been awarded the contract. |

SECTION –2 (Terms of Reference)

Development of Detail Design on Faecal Sludge Treatment Plant for a first class Municipality in Rangpur division

1. Introduction

SKS Foundation is a non-government, non-political, not-for-profit, non-religious and humanitarian organization established on 1 December 1987. SKS Foundation has been implementing USHWA (Urban Sanitation, Hygiene and Water Advancement) project with the support of WaterAid Bangladesh at Saidpur Paurasava areas since 2013 with a view to improve water, sanitation, and hygiene condition of the low income area of the pourasava and ultimately to contribute to improved human wellbeing and dignity of the disadvantage urban poor through WaSH access. The project will exclusively serve disadvantaged urban poor living in low-income settlements including those living in social isolation due to disability, age and floating livelihood status. The women, children and adolescent will be given preference as project beneficiaries.

2. Background

Sanitation situation in city and small towns of Bangladesh is a big challenge but still an area that is overlooked by policy and programme. Bangladesh has recently done significant improvement in sanitation coverage as part of the Millennium Development Goals. With the increase in sanitation coverage in urban areas using septic tanks and pit latrines, it is expected that sludge volume from waste water discharge will increase considerably within a few years. If collection and disposal systems are not in place, serious environmental degradation and associated health risk will increase in the coming days. At the same time there is an increasing trend of waste generation in Bangladesh. A significant percentage of the population has no access to proper waste disposal services. When waste is not properly collected, it will be illegally disposed of and this will pose serious environmental and health hazards to the citizens.

Saidpur Paurashava of Nilphamari district is an 'A' category municipality covering an area of 34.42 square kilometers. The total number of households is 28,309 and population size is 136,696. Saidpur is one of the populous cities under Nilphamari District, came into existence on 30 April, 1958 as a municipality. The city is recognized as Paurashava with 15 Ward and 42 Mahalla (communities) and its adjoining other urban area for comprising only one Mauza (a small territory). Among the households of the municipality total numbers of septic tanks are 13,702, pit latrines are 11,833. From a recent baseline survey, it is found that on an average 76,686 liter of sludge are generated daily. The base line survey reveals that on an average 56.05 ton of household solid waste are generated daily. Very small portion of solid wastes are disposed in designated dumping station by municipality. The rest of the wastes are disposed by road side, disposal in drain, land filling, and open throwing.

To address the above environmental hazards, SKS Foundation, with the financial support from WaterAid Bangladesh is providing technical support to Saidpur municipality authority to establish a human sludge and solid waste treatment plant. Municipality authority provides a land (approx. A similar Co-composting plant has been operating by municipality authority of Saidpur, Nilphamarito ensure sustainable waste management.

At this stage, SKS Foundation intends to engage creative design firm/consultant to develop detail design on Faecal Sludge Treatment Plant from the example of Co-composting plant, Saidpur municipality, Nilphamari.

3. Objectives of the assignment

The objectives of the assignment are to develop–

1. Detail Soil Investigation report of the plant site
2. Detail Land survey (Spot Level) to identify the level difference of the plant site
3. Detail design, 3-D Model, estimate, BOQ for plant site
4. Regular consultancy service to describe the design data as and when necessary

4. Scope of Work

- Clear understanding of ToR and resume needs properly
- Sharing meeting with SKS Foundation to understand the design of requirement for Saidpur FSM plant of Saidpur
- Conduct field visit at Co-composting plant, Sakhipur municipality and collect the necessary detail information
- Conduct field visit to plant site at Saidpur
- Conduct Soil Investigation and prepare the report
- Conduct Land survey (Spot Level) to identify the level difference for Treatment Plant site.
- Prepare Architectural plan Section & Elevation for Treatment Plant site.
- Prepare 3-D Model for Treatment Plant site.
- Prepare structural, Plumbing & drainage design & drawing for Treatment Plant site.
- Prepare design & drawing of internal road for Treatment Plant site.
- Prepare detail estimate for Treatment Plant site.
- Prepare BoQ for Treatment Plant site.
- Provide regular consultancy service describe the design data as and when necessary.
- Submission of soft and hardcopy of all soil investigation report, land survey report, all detail plan, design, estimates and BOQ and other necessary documents.
- Prepare a completion report and got WaterAid Bangladesh approval to submit invoices

5. Methodology

It would be appreciated if the vendor comes up with innovative ideas under appreciation of the ToR.

6. Timeline

The timeframe of the assignment is from 18 January 2018-30 March 2018. Exact dates will be specified following a submission of the detailed work plan by the vendor. Only vendors confident of being able to meet the requirements of the assignment within March 2018 are expected to apply.

9. Final Deliverables:

The deliverables will include the followings:

- Inception report consists of plan and schedule for conducting the assignment
- Soil Investigation report and Land survey report
- Hard and soft copy of all detail architectural, structural, plumbing & drainage drawing, plan, section, elevation, design and other necessary documents.
- All detail estimates and BOQ and other necessary documents
- Provide regular consultancy service describe the design data as and when necessary.

All the materials will have to be placed before SKS Foundation in draft form for approval before finalization. SKS Foundation will respond to the draft within timeline which will be agreed upon mutually.

10. Contact person

The focal person from WaterAid Bangladesh will be Suman Kanti Nath, Email-sumankantinath@wateraid.org and SKS Foundation will be Md. Nazrul Islam Topader, Email-skssushwa@gmail.com Vendor can communicate regarding any further clarity on the ToR SKS Foundation will entertain question or clarification till the submission date i.e. **14 January 2018** related to this RFP.

11. Standard Contract Terms and Conditions among WaterAid Bangladesh, SKS Foundation and the vendor:

The following terms and conditions stated below applicable to signing the contract with external agencies/consultants:

- All documents/products/materials produced under the Agreement remains the intellectual property of WaterAid Bangladesh.
- All project records and copies of records, data sets, electronic data and photocopies, etc., which the vendor remains for the successful execution of the assignment, shall remain the exclusive properties of WaterAid Bangladesh.
- During the period of the Agreement or afterwards, the vendor shall not issue any written material or express public or personal opinions concerning the services under the Agreement to parties outside except with the prior written approval of WaterAid Bangladesh.
- The vendor assumes all responsibility for complying with local legal codes as they apply to an Agreement and work performed there under. In addition, the vendor shall be liable to pay all applicable taxes and fees as required by the laws of Bangladesh. SKS Foundation will deduct Income Tax and VAT at source as per Govt. rules.
- The vendor shall not without first obtaining the consent in writing of SKS Foundation, permit any of its duties or obligations made under the Agreement to be performed or carried out by any other person, or reassign his/her interest in the Agreement.
- In the event that the vendor requires additional time to complete the Agreement, over and above that previously agreed to, without SKS Foundation changing the scope of the Agreement, SKS Foundation's prior written concurrence to the same is necessary in order to charge SKS Foundation for Agreement expenses incurred during an Agreement extension.
- However, SKS Foundation may, by written order, make general changes within the scope of the Agreement affecting the services to be performed or the time of performance. If any such changes cause an increase or decrease in the cost of, or time required for performance of, any part of the work under the Agreement, SKS Foundation shall make an equitable adjustment in the Agreement price, the delivery schedule, or both, and shall modify the Agreement in writing accordingly.
- The vendor may communicate with parties external to SKS Foundation through and with prior intimation to SKS Foundation, while performing services under the Agreement.
- Notwithstanding anything contained in the Agreement or in these conditions SKS Foundation may at any time by notice in writing terminate the Agreement in whole or in part by requiring the vendor to stop performing the work or any part thereof, in which event the vendor shall have no claim against SKS Foundation by reason of such termination other than payment of expenses actually incurred by the vendor plus a fair and reasonable fee to be in proportion to the work performed under the Agreement, less any sum previously paid on account thereof. However, if the Agreement is cancelled by SKS Foundation due to negligence on the part of the vendor, termination expenses shall be borne by him. In this later case, SKS Foundation's independent determination of negligence on the part of the vendor shall be considered to be final and non-negotiable.

- The vendor shall not hold SKS Foundation liable for any accident or misadventure befalling them whilst on duty or pursuing activities to fulfill the Agreement.
- SKS Foundation reserves right to accept and reject any proposal without assigning any verbal and or written rationale whatsoever;
- SKS Foundation will deduct Tax and VAT at source according to the Govt. policy
- SKS Foundation reserves the right to monitor the quality and progress of the work during assignment.
- Further items/tasks might be incorporated by SKS Foundation and in such case budget will be revised accordingly.
- Payments will be made by account payee cheque or bank transfer in the name of the organization or individual as per the contract.

12. Mode of Payment

The payment will be made in three instalments:

Instalments	Percentage	Timeline
First instalment	30%	After signing the contract agreement and submission of Inception Report
Second instalment	30%	After submission of final version of Soil Investigation report, Land survey report and partial design, 3-D Model, estimate, BOQ for plant site
Final instalment	40%	Upon submission & acceptance of final design, 3-D Model, estimate, BOQ for plant site and completion report

Note: Income Tax (IT) from the total amount and VAT will be deducted at source as per government rules.

SECTION - 3 (Technical Proposal Submission Form)

- 3A. Forwarding Letter
- 3B. Vendor's references.
- 3C. Comments and suggestions of organization(s) on the Terms of Reference
- 3D. Description of the methodology and work plan for performing the assignment.
- 3E. Team composition and task assignments.
- 3F. Brief profile of the proposed performers and key staff

3A. FORWARDING LETTER FORMAT

(Please use letterhead pad)

[*Location, Date*]

Khandoker Zahid Shorwar
Asst. Director
Development Programs
SKS Foundation
College Road, Uttar Horin Singha
Gaibandha-5700, Bangladesh, Post Box-30

Dear Sir:

We the undersigned are offering to provide the following assignment in accordance with your Request for Proposal (RFP) dated [*Date*] on '**Development of Detail Design on Faecal Sludge Treatment Plant for a first class Municipality in Rangpur division**'

We are hereby submitting our proposal, which includes this Technical Proposal, and a Financial Proposal sealed under separate envelope.

If negotiations are held during the period of validity of the proposal, i.e., before [*Date*] we undertake to negotiate on the basis of the proposed staff. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

We understand you are not bound to accept any proposal you receive.

Yours sincerely,

Authorized Signature:

Name:

Title:

Name of Vendor/Org:

Address:

3B. Vendor's References

Relevant Services Carried Out in the Last Three Years That Best Illustrate Qualifications

Using the format below, please provide maximum 10 examples for which your vendor/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

Name of the assignment	Digital link (if available)	Client	Contract value in Taka

3C. COMMENTS AND SUGGESTIONS OF ORGANISATIONS ON THE TERMS OF REFERENCE

On the Terms of Reference:

- 1.
- 2.
- 3.
- 4.
- 5.

3D. Description of THE METHODOLOGY and Work Plan for Performing the Assignment

Describe methodologies:

SAMPLE Activity (Work) Schedule

	<i>[1st, 2nd, etc. are weeks from the start of assignment.]</i>							
Activity	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th

3E. Team composition and task assignments.

3F. BRIEF PROFILE OF THE PROPOSED KEY STAFF WHO WOULD BE INSTRUMENTAL

SECTION 4. (Financial Proposal Submission Form)

- 4A. Forwarding Letter format
- 4B. Summary of budget/costs.
- 4C. Breakdown of price per deliverables with unit cost
- 4D. Budget Narratives
- 4E. Proposal for securing sponsor for airing and explanation on cost saving

The format for 4A is given below. The format for 4B, 4C,4D and 4E are expected to be prepared by the organisation.

4A. Financial Proposal Forwarding Letter format

(Please use letterhead pad)
[Location, Date]

Khandoker Zahid Shorwar
Asst. Director
Development Programs
SKS Foundation
College Road, Uttar Horin Singha
Gaibandha-5700, Bangladesh, Post Box-30

Dear Sir:

We the undersigned are offering to provide the following assignments/services and/or goods in accordance with your Request for Proposal (RFP) dated [Date]. Our attached Financial Proposal is for the sum of Taka [Amount in words and figures] for the **'Development of Detail Design on Faecal Sludge Treatment Plant for a first class Municipality in Rangpur division'**

This amount is inclusive of VAT and taxes, which we have estimated at [Amount(s) in words and figures]. We understand that VAT and taxes will be determined as per applicable law and will be deducted at source while making payments.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract Negotiations, up to expiration of the validity period of the Proposal, i.e., [Date].

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature:
Name:
Title:
Name of Vendor/Org:
Address: