

Government of People's Republic of Bangladesh
Strengthening Monitoring and Evaluation Capabilities of IMED (SMECI) (3rd Revised) Project
Implementation Monitoring and Evaluation Division (IMED)
Sher-e-Bangla Nagar, Dhaka-1207

Invitation for Tenders

1.	Ministry/ Division	Implementation Monitoring and Evaluation Division (IMED), Ministry of Planning
2.	Agency	Implementation Monitoring and Evaluation Division (IMED)
3.	Name of procuring entry	Project Director, Strengthening Monitoring and Evaluation Capabilities of IMED (SMECI) (3 rd Revised) Project, IMED
4.	Procuring entity District	Dhaka
5.	Invitation for	Training on IT Policy and Face book Policy (LT/S27/13-20) (Non consulting Service)
6.	Invitation for Tender Ref No and Date	20.00.0000.060. 025.079.2015-682, 10-02-2020
KEY INFORMATION		
7.	Procurement sub-method/Selection Procedure	Least Cost Method
FUNDING INFORMATION		
8.	Budget and source of funds	Development Budget, GoB
PARTICULAR INFORMATION		
9.	Project Name	Strengthening Monitoring and Evaluation of Capabilities of IMED (SMECI) (3 rd Revised) Project
10.	Tender Package Name and Package no	Other Local Training Program/Seminar/Workshop (As & When needed by IMED and its stakeholder participants), LT/S27/13-20
11.	Tender Publication Date	11-02-2020
12.	Tender Last Selling Date	27-02-2020 (within office hours)
13.	Tender Closing date and Time	04-03-2020 at 12:00 PM
14.	Tender Opening date and Time	04-03-2020 at 12:30 PM
Name and Address of the Offices		
15.	Selling Tender Document	Strengthening Monitoring and Evaluation Capabilities of IMED (SMECI) (3 rd Revised) Project, Building # 12, Room # 31 (2nd Floor), Sher-e-Bangla Nagar, Dhaka-1207
16.	Receiving Tender Document	Strengthening Monitoring and Evaluation Capabilities of IMED (SMECI) (3 rd Revised) Project, Building # 12, Room # 31 (2nd Floor), Sher-e-Bangla Nagar, Dhaka-1207
17.	Opening Tender Document	Strengthening Monitoring and Evaluation Capabilities of IMED (SMECI) (3 rd Revised) Project, Building # 12, Room # 06 (Ground Floor), Sher-e-Bangla Nagar, Dhaka-1207
INFORMATION FOR TENDERER		
18.	Eligibility of Tenderer	<ol style="list-style-type: none"> a. The firm/company must have registration from government, permanent office in Dhaka and management set-up for the services required. b. Minimum 5 years' experience of organizing local training program under different ministries/division/autonomous bodies/non-govt organization. c. Evidence of successful implementation of three (03) local training program within last two years where at least one single contract shall worth 30,00,000.00 (Thirty lacs) taka in a government organization. d. Interested firms are invited to provide information and produce documents indicating that they are competent to perform the service (brochures, description of similar assignments, experience in similar activities, management structure, asset, annual turnover, trade license, VAT, income tax certificate, financial solvency certificate etc. e. The successful Consulting Firm shall also be required to devote 2 personnel providing dedicated services to the travel needs of SMECI (3rd Revised) Project at each batch. f. Evidence of local training partnership with other national training organization/institute. g. The intending firms must show written evidences of partnership in the form of agreement/MOU or any other form of mutual collaboration signed with the national organizations engaged in training of civil/public officials. h. Firms who have been previously black listed by any projects/organizations of the GOB need not to submit proposal.

19.	Brief description of the assignment	<p>I. To organize 3 (three) days training sessions (excluding travel time) in Khulna;</p> <p>II. Total 175 staffs (2nd, 3rd and 4th) (7 batches) from IMED and related organizations will attend the training.</p> <p>III. Training will be done at pre-finance basis payment. No advance fund will be paid. After completion of each batch, payment will be done after submission of the bill and voucher. Perdiam, accommodation, food (3 main and 2 light meals/day) and standard travel bus cost for the participants, course management fee and resource speaker's honorarium will be included in the package.</p> <p>IV. Perdiam of each participant is BDT 1100.00/day (10% IT is included) and resource speaker's honorarium will be BDT 1150.00/hour (10% IT is included) and VAT 15% & IT 12% will have to be calculated to calculate total expenditure/batch. Payment will be given after the completion of the each batch training.</p> <p>V. One day visit to Sunderban area through suitable vehicle will be included in the package.</p> <p>VI. To manage all the way from starting the visit to completion and be responsible for the successful accomplishment.</p> <p>VII. The Consulting Firm/ Travel Agency will support SMECI (3rd Revised) Project for wide variety of services including consultation, reservations, fare quotations, ticketing, and arrangement of rental cars and hotel accommodations.</p>			
20.	Tender Document Price	Tk. 3,000/- (Three Thousand) only			
21.	Package No.	Identification of Package	Location	Tender Security Amount in Taka	Completion Time in Weeks/Months
	LT/S27/13-20	Other Local Training Program/ Seminar/ Workshop (As & When needed by IMED and its stakeholder participants)	IMED, Block#12	3,00,000/-	04 months from the date of contract signing
PROCURING ENTITY DETAILS					
22.	Name and Designation of the official inviting Tender	Md. Habibul Islam, Project Director			
23.	Address of the officials inviting Tender	Strengthening Monitoring and Evaluation Capabilities of IMED (SMECI) (3 rd Revised) Project, Building # 12, Room # 06, Sher-e-Bangla Nagar, Dhaka-1207			
24.	Contact details of the official inviting Tender	Phone: 02-9180941, Email: fatima.johora @imed.gov.bd			
25.	The procuring entity reserves the right to accept or reject in part or whole of any or all tenders without assigning any reason whatsoever.				
<p><u>Note: If the dates of selling and submission of tender are disturbed under any unavoidable circumstance, the next working day will be applicable for the same respectively.</u></p> <p style="text-align: right;">Md. Habibul Islam Project Director</p>					