

Request for Quotation (RFQ)
Centre for Policy Dialogue (CPD)'s catering services

[Centre for Policy Dialogue \(CPD\)](#), a policy-influencing think tank in Bangladesh, is looking for proposals from an established vendor to provide catering services inside the Bangladesh National Parliament for a month long activity.

Event and service information

CPD is planning to set-up an information desk inside the Bangladesh National Parliament to share some information with the Hon'ble Members of Parliament. Therefore, food will be required for Hon'ble Members of Parliament and high-profile guests visiting the information desk.

Date of the event: During the month of June 2022

Deliverables

The below matrix provides the necessary information for the decoration and branding with the template for budget submission.

Sl.	Item	Quantity	Unit Price (BDT)	Total price (BDT)
1.	Food for inauguration session Three item pre-plated high-tea menu with tea/coffee and bottled water Arrangement for 150 persons in packet and arrangement of 50 persons to be served in ceramic plate	200 persons		
2.	Food service during budget session days Three item pre-plated high-tea menu and two item table-top food with tea/coffee and bottled water For 50 persons – to be served in ceramic plate	50 persons each day for 15-17 days during various time of June 2022		
3.	Human resource One (1) person for food preparation One (1) person for food serving and dish cleaning One (1) person for waste cleaning One (1) for management, monitoring and communication with CPD	For 15-17 days during various time of June 2022		

Note:

- All human resource have to be present for 15-17 days of the activity.
- Considering the safety protocols, utensils and equipment list should be cleared from CPD.

- Use of fire and sharp utensils should be kept to minimum.
- All serving plates, cups and other cutleries will also be managed by the vendor.

Proposal submission and evaluations criteria

Guideline for proposal submission

- The proposal/expression of interest (duly signed) should comprise the following sections and be kept within the given page limit.

Topic	Page limit (max.)
Cover page	1 Page
Table of content	1 Page
Technical proposal	
Food menu	1 Page
Previous experiences and similar work samples	1 Page
Method of food processing at the venue	1 Page
Financial proposal	
Budget detailing out the total fee (including VAT and tax as per the government rules)	1 Page

- The following documents will need to come with the proposal in a separate attachment:
 - Maximum 2-page firm profile highlighting related assignments completed with client name, contact person and mobile number
 - Scanned copy of trade license, TIN and VAT registrations (BIN), Bank Account details and Bank solvency certificate
- Proposal will be accepted only through e-mail in PDF format (not more than 4 MB in size); additional material(s)/document(s) can be sent via google drive.
- The e-mail subject line should mention "**CPD catering proposal**".
- Please send your proposal document to procurement@cpd.org.bd by **11.59 pm of 28 May 2022**.
- For any query regarding this RFQ, please contact Md. Irtaza Mahbub Akhond, Dialogue Associate (Communication), CPD.

Evaluation criteria

The submitted proposals will be assessed based on the following:

Area(s)	Criteria	Weight
Technical	Food menu selection	20
	Previous experience	20
	Method of food processing at the venue	20
Financial	Competitive pricing and overall reasonable, justifiable financial proposal	50
Total		100

Finance-related special notes

- All payments for the selected vendor will be made through Account Payee Cheque in favour of the selected vendor.
- CPD will deduct TDS from the billed amount as per Section 52A, Income Tax Ordinance 1984.
- Selected vendor will need to provide CPD Mushak-6.3 with the bill at 15% rate, as per Statutory Regulatory Order (SRO) 235.
- The selected vendor will have to provide Mushak-6.3.
- The selected vendor will need to produce original invoices for each delivery made under each Purchase Order within this contract period.

Disclaimers

- CPD reserves the rights to select or reject any vendor who will drop the proposal for providing the service.
- Any attempt to unlawfully acquire and/or persuade to get the assignment will lead to immediate rejection of the respective service-provider, and CPD may also take legal actions, if required.
- Failure to deliver according to the terms of the contract shall subject the vendor to penalties as will be stipulated in the final contract.
- Centre for Policy Dialogue (CPD) **will not** be liable to indemnify any third party in respect for any claims, debt, damage, or demand arising out of this contract. Centre for Policy Dialogue (CPD) will not accept any Liability for the compensation for death, disability or hazards. Which may be suffered by the Supplier/Supply chain through this contract while supplying Centre for Policy Dialogue (CPD), no such claims will be made against Centre for Policy Dialogue (CPD).
- If the Seller breaches any term or condition of this agreement (part or all), or the conditions set out in any given Purchase Order/Contract, including, but not limited to, quality of the Goods/Services, Price and Delivery requirements, the buyer shall be entitled to immediately purchases goods/services from any other source/Suppliers, in addition to any remedy available in law or equity.

Contact:

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