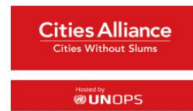


On behalf of



Implemented by



Request for Proposal (RFP) - Terms of Reference (TOR)

for ReCAP21

Quality Assurance and Quality Control of Solar Powered Water Vending Machines and Sensor-based Handwashing Station in Rajshahi City, Bangladesh under the 'Resilient Cities Action Package 2021' (ReCAP21)

4 October 2021

About the project

ICLEI – Local Governments for Sustainability, South Asia is implementing the '**Resilient Cities Action Package 2021**' (ReCAP21) in Bangladesh in partnership with Resilient Cities Network (R-Cities), and Cities Alliance with support from the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH under the German Federal Ministry for Economic Cooperation and Development (BMZ). ReCAP21 project is being implemented in Rajshahi and Narayanganj cities of Bangladesh and Kigali city of Rwanda. Aim of this project is to support these cities in building their capacity so they are better able to implement plans and measures for a resilient recovery from the CoViD19 pandemic. The ReCAP21 project specifically focuses on (a) Increase the capacity for combatting future public health threats (including primary health care, health management, public life), (b) Identify priority recovery action packages (short and medium-term planning) cross sectorally with high resilience value, (c) Support the implementation of small-scale measures (with positive reciprocal effects between pandemic resilience and ecological, social, economic goals), (d) Global knowledge exchange on resilient recovery in cities¹.

Background

The ReCAP21 project intends to support project cities in preparation and implementation of sustainable and climate resilient infrastructure projects that are designed keeping in mind resilient recovery from the global pandemic CoViD19. In this spirit, ReCAP21 project has identified and supporting the implementation of '**Provision, and Operation and Maintenance of Four Solar Powered Water Vending Machines ("Water ATM") and Sensor-based Handwashing Station for Low-Income and Climate-Vulnerable Population of Rajshahi City, Bangladesh Water ATM project in Rajshahi**' (now onwards called 'ReCAP21 Rajshahi Procurement project'). This project is being planned for the implementation with

¹For more information, please visit

https://www.giz.de/en/downloads/Final_2%20pager_ReCAP_04.08..pdf (accessed on 21st September 2021)

support from the Rajshahi City Corporation (RCC) and Rajshahi Water Supply & Sewerage Authority (RWASA). The Terms of Reference (ToR) for the same procurement project has been prepared and will be released soon for inviting bids from potential vendors (see Annexure III - Request for Proposal (RFP) - Terms of Reference (TOR) for ReCAP21 Provision, Operation and Maintenance of Four Solar Powered Water Vending Machines (“Water ATM”) and Sensor-based Handwashing Station for Low-Income and Climate-Vulnerable Population of Rajshahi City, Bangladesh).

ReCAP21 project is interested to ensure the high-quality deliverable of the ReCAP21 Rajshahi Procurement project as per the national and international standard and benchmarks of the water supply system. The high-quality deliverable will also ensure the long-term sustainability and fulfillment of all stakeholders needs and expectations. In this context, ICLEI – South Asia seeks expert consultancy services (individual or organization) to receive technical support from the quality management specialist to ensure quality assurance and quality control of the ReCAP21 Rajshahi Procurement project.

Timelines for Hiring an External Expert:

TOR published – 4 October 2021

Last date for applying – 19 October 2021

Identification and hiring of vendor – 24 October 2021

The details of consultancy are mentioned in the following table.

Details of the consultancy services:

Section	Title	Details
A	Task	Quality Assurance and Quality Control of Solar Powered Water Vending Machines and Sensor-based Handwashing Station in Rajshahi City, Bangladesh under the ‘Resilient Cities Action Package 2021’ (ReCAP21)
B	Overall scope of the work	<p>The scope of work is as follows:</p> <ol style="list-style-type: none"> (1) Quality assurance and quality control of the ReCAP21 Rajshahi procurement project as per the deliverables mentioned in the ToR (See Annexure III) (2) Bill of Quantities (BoQ) monitoring and verification as per the conditions, standard and details mentioned in the ToR (See Annexure III) (3) Host the necessary site visits for vendors during the procurement process with close coordination with the RCC and ICLEI South Asia. (4) Engage with the shortlisted and approved vendor. (5) Management of appointed vendor, to ensure high quality and on time delivery, as per following details:

		<ul style="list-style-type: none"> ● Ensuring that all requirements in the Terms of References (as per Annexure III) with designated vendor are met. ● Support with the site visits to the project locations and review of project progress with City officials. ● Regular engagement with concerned officials of RCC and RWASA to ensure access to the sites and that the installation work continues as per the work plan ● Regular monitoring and responsive guidance to the vendor based on progress made including the following: <ul style="list-style-type: none"> - Short daily updates on progress on site, one photo and a short description, via WhatsApp. - Weekly progress reports (photographs and written descriptions of progress on site, listing any problems experienced and anticipated project risks), via email to ICLEI South Asia. - Any feedback from any of the project stakeholders or the citizens. - Onsite meeting for the final inspection and sign-off of the installation, with presence of RCC officials. The consultant will be responsible to arrange this meeting. ● On-site management to ensure deliverables are on time and of a high quality. ● Review the work completed complies with national performance standards and develop a list of any outstanding work to be completed by the vendor before the work can be signed off. ● Provide the necessary sign-off on all work completed. ● Risk management around delays/obstacles to delivery of the project. ● Attend a training program on the maintenance requirements of the system to be conducted by the vendor. ● Participate in the hand-over meeting with vendor and City government staff. ● Participate in a close-out meeting with ICLEI South Asia, Rajshahi City Corporation and sub-contractor on all work done. ● Capture the lessons learnt and the experiences of project review and verification and submit it to ICLEI South Asia.
C	Specific deliverables	(1) Report on quality assurance and quality control of the ReCAP21 Rajshahi procurement project (2) Report on Bill of Quantities (BoQ) monitoring and verification

		<p>(3) Weekly Project progress report with highlight on project implementation status with quality assurance and quality control details</p> <p>(4) Participation of the consultant in the project coordination and implementation meetings</p> <p>(5) Summary report with lessons learnt on project quality assurance and quality control, review and verification findings and results</p>												
D	Deliverables and time frame	<table border="1"> <thead> <tr> <th>Deliverables</th> <th>Time line</th> </tr> </thead> <tbody> <tr> <td>(1) Report on quality assurance and quality control of the ReCAP21 Rajshahi procurement project</td> <td>25th November 2021</td> </tr> <tr> <td>(2) Report on Bill of Quantities (BoQ) monitoring and verification</td> <td>25th November 2021</td> </tr> <tr> <td>(3) Weekly Project progress report with highlight on project implementation status with quality assurance and quality control details</td> <td>Weekly until project end</td> </tr> <tr> <td>(4) Participation of the consultant in the project coordination and implementation meetings</td> <td>As in when required</td> </tr> <tr> <td>(5) Summary report with lessons learnt on project quality assurance and quality control, review and verification findings and results</td> <td>25th November 2021</td> </tr> </tbody> </table>	Deliverables	Time line	(1) Report on quality assurance and quality control of the ReCAP21 Rajshahi procurement project	25 th November 2021	(2) Report on Bill of Quantities (BoQ) monitoring and verification	25 th November 2021	(3) Weekly Project progress report with highlight on project implementation status with quality assurance and quality control details	Weekly until project end	(4) Participation of the consultant in the project coordination and implementation meetings	As in when required	(5) Summary report with lessons learnt on project quality assurance and quality control, review and verification findings and results	25 th November 2021
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E	Methodology	Consultant shall provide a detailed technical approach and methodology to carry out activities and accomplish all deliverables in an effective and time bound manner. Any limitations and solutions shall be part of the technical proposal.												
F	Qualification and resources	<p>The consultant should have the following qualifications:</p> <ul style="list-style-type: none"> • Advanced university degree in quality management, project planning, verification or related fields with knowledge of water supply management. • A minimum of ten years of experience in quality assurance and quality control, water system related projects inspection, issue detection, project development, project management, project verification, project coordination, project review and assessment. • Professional certification on quality management system will be an additional advantage (for example ISO 9000) 												

		<ul style="list-style-type: none"> ● Experience on quality control, quality testing, safety regulation compliance, documentation recording, data analysis, action verification related to water supply related infrastructure projects ● Experience of quality assurance and quality control check and verification related assignment/projects in the water sector worth minimum Euro 200,000 in the last three years within the South Asia region. ● Experience in drafting and preparing project verification reports and quality compliance documents; ● Demonstrated ability to work independently, handle multiple tasks, work under pressure and deliver assignments on time. ● Excellent writing skills and fluency in Bengali and English is required.
G	Proposal submission	<p>The selection of consultants would be on the basis of a combination of the Technical and Financial bid submitted by the applicants.</p> <p>Qualified candidates should send a cover letter (see annexure I), technical and financial proposals (in separate envelopes) to the contact information provided in the section 'I' of this ToR in soft copy by 19th October 2021 and hard copies no later than 24th October 2021. Please send your application with “Quality Assurance and Quality Control of Solar Powered Water Vending Machines and Sensor-based Handwashing Station in Rajshahi City, Bangladesh under the ‘Resilient Cities Action Package 2021’ (ReCAP21)” in the subject line and on a sealed envelope.</p> <p>Technical Bid should cover the following aspects:</p> <ul style="list-style-type: none"> ● Details of individual/organization profile ● Experience on assignments of similar nature, the outline should indicate, inter alia, details of the assignment, duration of the assignment, contract amount, and details on impacts/results/outcomes (see Annexure II for the format of technical bid elements). ● CVs of key personnel along with time distribution should be given. All relevant CVs shall be provided in full detail. If the CV of a proposed staff is found incorrect, the award of the consultancy to the bidder may also be liable to cancellation in such an event. Each page of the CV must be signed in original by the authorized representative ● The consultant shall make the assessment of support personnel, both technical and administrative, to undertake the assignment. Additional support and administrative staff shall be provided by the consultant as needed for the timely completion of the Assignment,

		<p>within the total estimated cost. Consultant should provide time estimates of Key Personnel as well as support staff in the staffing schedule. It is stressed that the time period for the assignment indicated in the TOR should be strictly adhered to.</p> <ul style="list-style-type: none"> ● Proposal submission should clearly outline the approach and methodology for undertaking the current assignment. It should include a project schedule with activity and duration to accomplish the task within the scheduled project duration along with a detailed work plan. ● Against the list of proposed staff, details of tasks assigned to each staff as per his/her experience shall influence the evaluation <p>Financial bid should include following aspects:</p> <ul style="list-style-type: none"> ● Cost break up in professional fees and other costs with total cost with and without taxes. ● Minimum and maximum number of days that can be committed by each expert(s) and man-days cost ● Any additional costs/ overheads/ administrative charges. Travel, per diems and accommodation expenses (although not envisaged any) should be quoted separately as part of the bid. ● The financial proposal shall be inclusive of all the costs including taxes associated with the assignment. ● It is clarified that the financial proposal should be prepared in BDT and equivalent to USD. ● The total amount indicated in the financial proposal shall be without any condition attached or subject to any assumption, and shall be final and binding. In case any assumption or condition is indicated in the financial proposal, it shall be considered non responsive and liable to be rejected. ● The final amount should be quoted in both figures and words. (In case of any discrepancy between the amount quoted in figures and words, the amount quoted in words will be considered for evaluation purposes) ● A copy of valid PAN Number with self-attestation ● Registration details with GST (for organization only) with self-attestation ● Last 3 financial year's balance sheet (or as applicable), audited by certified Chartered Accountant need to be submitted (for organization only). ● The Proposals/ bid documents must be duly signed by the authorized representative/ signatory on each page and stamped (as applicable) <p>Please note:</p>
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		<p>a) The bidder shall be acquainted with the work and working conditions at site and locality. No claim shall be entertained on this issue after the bid has been submitted.</p> <p>b) All or any accessories/consumables/items/ equipment required for satisfactory commissioning of the study/work shall be deemed to be included in the contract and shall be provided by the bidder without extra charges</p> <p>c) Failure to comply with or provide the above listed items in the Technical Proposal may result in disqualification. The bidder shall produce original documents for cross verification as and when requested by ICLEI South Asia. Each page of all the documents mentioned above as well as technical and price bid documents shall be duly signed by the bidder.</p> <p>d) The application shall be submitted through email as mentioned in section ‘I- Contact information’ of this ToR on or before 19.10.2021</p> <p>e) The applicant shall also submit hard copy of the bid documents (proposal) to the address as mentioned as mentioned in section ‘I - Contact information’ of this ToR by 24.10.2021</p> <p>f) The Bid shall be submitted in two parts, viz.</p> <ul style="list-style-type: none"> ● Envelop I: Cover letter and Technical Bid; ● Envelop II: Financial Bid; and ● Both the Envelops I & II to be placed and sealed inside Envelope III <p>Envelop I: sealed and shall be super scribed as: Part A: Technical Bid for “Quality Assurance and Quality Control of Solar Powered Water Vending Machines and Sensor-based Handwashing Station in Rajshahi City, Bangladesh under the ‘Resilient Cities Action Package 2021’ (ReCAP21)”</p> <p>Envelop II: sealed and shall be super scribed as: Part B: Financial Bid for “Quality Assurance and Quality Control of Solar Powered Water Vending Machines and Sensor-based Handwashing Station in Rajshahi City, Bangladesh under the ‘Resilient Cities Action Package 2021’ (ReCAP21)”</p> <p>- Envelop III: sealed and shall be super scribed as: “Quality Assurance and Quality Control of Solar Powered Water Vending Machines and Sensor-based Handwashing Station in Rajshahi City, Bangladesh under the ‘Resilient Cities Action Package 2021’ (ReCAP21)”</p>
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H	Payment schedule	<ul style="list-style-type: none"> ● First instalment (30%): At the time of signing the contract ● Second instalment (70%): Satisfactory submission and acceptance of final deliverables by ICLEI – South Asia as mentioned in Section B – Overall Scope of the Work
I	Contact information	<p>For email submission and queries:</p> <p>i) Md. Jubaer Rashid Country Representative, ICLEI – Local Governments for Sustainability, South Asia, Bangladesh Country Office, House – 12 (Flat – 2B), Road – 20, Nikunja – 2, Khilkhet, Dhaka – 1229, Bangladesh Phone: +880 1819 866766 E-mail: jubaer.rashid@iclei.org Website: https://southasiaoffice.iclei.org</p> <p>ii) Ms. Soumya Chaturvedula, Deputy Director, ICLEI South Asia, C-3, Lower Ground Floor, Green Park Extension, New Delhi - 110016, India. Tel: +91 – 11 – 4974 7200, Fax: +91 - 11 - 4974 7201 Email: soumya.chaturvedula@iclei.org</p> <p>iii) Mr. Keshav Jha Deputy Manager, ICLEI South Asia C-3, Lower Ground Floor, Green Park Extension, New Delhi - 110016, India. Tel: +91 – 11 – 4974 7200, Fax: +91 - 11 - 4974 7201 Email: keshav.jha@iclei.org</p> <p>For submission of hard copy of bid document:</p> <p>i) Ms. Soumya Chaturvedula, Deputy Director, ICLEI South Asia, C-3, Lower Ground Floor, Green Park Extension, New Delhi - 110016, India. Tel: +91 – 11 – 4974 7200, Fax: +91 - 11 - 4974 7201 Email: soumya.chaturvedula@iclei.org</p>

Other terms and conditions

- 1) The Terms of Reference (ToR) shall be downloaded free of cost from the ICLEI South Asia website
- 2) The bid shall be valid for a period of 30 days from the date of submission of bid document
- 3) A bidder shall submit the bid documents that satisfies each and every condition laid down in this notice, failing which, the bid will be liable to be rejected by ICLEI South Asia

- 4) Selected consultant has to deliver expertise and assist the project team which will consist of the representatives of ICLEI – South Asia and officials of cities governments.
- 5) Selected consultant (individual or organization) is expected to perform the activities as mentioned in the section ‘B’ and provide deliverables as mentioned in the section ‘C’ of this ToR.
- 6) The consultant is allowed to propose amendments to the methodology, when they find it necessary. Actual amendment in methodology will be in force only after written approval from ICLEI – South Asia.
- 7) The bidder shall be deemed to have carefully examined the work and site conditions’. In this regard, he/she will be given necessary information to the best of knowledge of ICLEI South Asia in consultation with local governments but without any guarantee to it.
- 8) If applicant has any doubt as to the meaning of any portions of these general contract terms, or the scope of the work, or any other matter concerning the contract, he/she shall in good time, before submitting his tender, set forth the particulars thereof and submit them to the point of contact, as given in this TOR, by email in order that such doubts may be clarified authoritatively before tendering. Once a tender is submitted, the matter will be decided according to the tender conditions in the absence of such authentic pre clarification.
- 9) All applications will be treated in the strictest confidence and only successful candidates will be contacted for further discussions.
- 10) The technical and financial proposals should be submitted as separate documents.
- 11) In case the winning bidder fails to indicate his intent to undertake the said work within the stipulated time of 3 (three) days and observe the formalities as above, the Letter of Intent will be cancelled and the next bidder will be finalised by ICLEI South Asia.
- 12) ICLEI South Asia reserves all the rights to reject any proposal, and to terminate the selection process and reject all proposals at any time, without thereby incurring any liability to the affected applicant or any obligation to inform the affected applicants of the grounds for such decision.
- 13) ICLEI South Asia will be overall in-charge for all the works that would be executed under the present scope of work.
- 14) The applicant shall also obtain necessary permissions from concerned government departments related to the work/data collection if deemed necessary and in coordination with the ICLEI South Asia.
- 15) All data and information received from local governments and ICLEI South Asia for the purpose of this assignment are to be treated confidentially and are only to be used in connection with the execution of these Terms of Reference.
- 16) The contents of written materials obtained and used in this assignment may not be disclosed to any third parties without written approval from ICLEI South Asia.
- 17) ICLEI South Asia will take final decisions for terms and conditions of tender document, selection of service provider and implementation of the work.
- 18) The decision of ICLEI South Asia will be final and binding.
- 19) The proposals received will be scrutinized and evaluated by the ICLEI South Asia.
- 20) Detailed Work Order will be issued to the winning applicant within five (5) days of announcing the results.

- 21) The selected applicant is to forward the signed and sealed work order to ICLEI at the earliest or not more than seven (7) working days of issue of work order.

Extension of date of completion

On occurrences of any events causing delay as stated hereunder, the bidder shall intimate immediately in writing to ICLEI South Asia.

Materials/Appliance/ Equipment at site

Neither ICLEI South Asia nor any partners of ReCAP21 undertake any responsibility for supply of any materials/ equipment/ Appliance/ tool for site analysis to the bidder.

Final Inspection of Work

ICLEI South Asia shall make final inspection of all work included in the contract/ work order, or any portion thereof, as soon as practicable after notification by the bidder that the work is completed and ready for acceptance.

Conflict Resolution

In case of a conflict, the same would be addressed through mutual discussions. In case the conflict cannot be mutually sorted, the ICLEI South Asia's decision would be final and binding. This contract shall be governed by the laws of India. Bidder shall apply Indian law to the merits of any dispute or claim, without reference to rules of conflict of law. The courts at Delhi alone shall have the jurisdiction in this regard.

Termination of Contract

In case the consultant is unable to perform as per the expectations of the project team and/or project cities, the contract of the consultant can be terminated based on mutual consent. In case of contract termination, the consultant would be paid on the basis of deliverables completed to the satisfaction of ICLEI – South Asia.

Force Majeure

In case of extraordinary events under force majeure (Natural phenomena, including but not limited to abnormally bad weather, unprecedented flood and draught, earthquakes & epidemics, Political upheaval, strikes, lockouts, acts of any Government (domestic/foreign) including but not limited to war, properties, and quarantine embargoes), the terms of contract can be redrafted through mutual consent. In such cases, none of the parties can be held liable under the Contract.

Annexure I: Proposal/Bid Submission Form

To
Executive Director
ICLEI-Local Governments for Sustainability, South Asia
New Delhi – 110016, India

I/We have read and examined the terms of reference (ToR) documents relating to “**Quality Assurance and Quality Control of Solar Powered Water Vending Machines and Sensor-based Handwashing Station in Rajshahi City, Bangladesh under the ‘Resilient Cities Action Package 2021’ (ReCAP21)**” including the annexures.

I/We hereby submit our proposal for execution of the work referred to in the aforesaid documents in accordance with the terms and conditions contained or referred to therein and in accordance in all respects with the specifications, designs, drawings and other relevant details furnished in the bid document and within the period(s) of completion as stipulated in our proposal.

If I/We fail to keep the proposal open as aforesaid or make any modifications in the terms and conditions of the proposal which are not acceptable to ICLEI South Asia or after signing of contract are unable to provide work or services to the satisfaction of ICLEI South Asia as per the terms of the contract and annexure documents, I/We agree that ICLEI South Asia shall without prejudice to any other right, be at liberty to revoke the contract. Should this proposal be accepted, I /We agree to abide by & fulfil all the terms conditions of aforesaid document and the annexure documents.

If after the proposal is accepted, I/we fail to commence the execution of the work, I/We agree that ICLEI South Asia shall without prejudice to any other right or remedy is at liberty to revoke the contract.

Signature and stamp of applicant.....

Name.....

Organization.....

Date and place.....

Annexure II: Technical Bid Elements Format

The table below provides the format in which general information about the Bidder must be furnished.

S. No.	Information	Details
1	Name of Bidder	
2	Address and contact details of Bidder	
3	Registration Number and Year of Registration	
4	Web Site Address (if any)	
5	Registration number (eg TIN)	
6	Name, Designation and Address of the contact person to whom all references shall be made regarding this RFP:	
7	Telephone number of contact person:	
8	Mobile number of contact person:	
9	E-mail address of contact person:	

Format for Project Citation (Similar Works)

S. No.	Item	Details	Attachment Ref. No.
1	Name of the Project		
2	Date of Work Order		
3	Client Details		
4	Scope and Objective of Work		
5	Contract Value		
6	Completion Date		

Note: The Bidder is required to use above formats for all the projects referenced by the Bidder for the Pre-Qualification criteria and technical bid evaluation. For each assignment, please furnish a copy of work order/ service contract/ completion/ ongoing certificate.

Format for Annual Turnover (only applicable for organization)

Requirements: The Average Annual Turnover to be provided in the following format for the last 4 Financial Years (2017-18, 2018-19, 2019-20 and 2020-21)

Financial Year	2017- 18	2018-19	2019-20	2020-21
Annual Turnover (In BDT and USD)				

Note: Financial Information shall be certified by the Statutory Auditors. Photo Copies of the Balance Sheet for the above financial years should be provided along.

Annexure III - Request for Proposal (RFP) - Terms of Reference (TOR) for ReCAP21 Provision, Operation and Maintenance of Four Solar Powered Water Vending Machines (“Water ATM”) and Sensor-based Handwashing Station for Low-Income and Climate-Vulnerable Population of Rajshahi City, Bangladesh