



RFQ Number: RFQ/SHN/0101/2024

Issuance Date: December 11, 2024

Deadline for Offers: December 12, 2024

Description: **Audited financial statements of SHN for the Period of July 2024 to June 2025.**

For : **Surjer Hashi Network**

Point of Contact:

Md Taimur Reza
Sr. Manager, Procurement and Supply Chain.
Surjer Hashi Network,
Abedin Tower, 6th Floor, 35 Kamal Ataturk Avenue,
Banani, Dhaka-1213, Bangladesh

For queries about the RFQ in line with Sections 1 to 3 and to register your organization's interest in bidding: procurement@shnnetwork.org

****ETHICAL AND BUSINESS CONDUCT REQUIREMENTS ****

- Surjer Hashi Network is committed to integrity in procurement and only selects suppliers based on objective business criteria such as price and technical merit.
- Surjer Hashi Network does not tolerate fraud, collusion among offerors, falsified proposals/bids, bribery, or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported to SHN Compliance team.
- Employees and agents of Surjer Hashi Network are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange for or as a reward or business.
- Employees and agents engaging in this conduct are subject to termination and will be reported to SHN Compliance team.
- In addition, Surjer Hashi Network will inform their compliance team if any supplier offers of money, fee, commission, credit, gift, gratuity, object of value, or compensation to obtain business. Offerors responding to this RFQ must include the following as part of the proposal submission:
- Disclose any close, familial, or financial relationships with Surjer Hashi Network or project staff. For example, if any Offeror's cousin is employed by the project, the offeror must state this.
- Disclose any family or financial relationship with other offerors submitting proposals. For example, if the offeror's Father owns a company that is submitting another proposal, the offeror must state this.
- Certify that the prices in the offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- Certify that all information in the proposal and all supporting documentation are authentic and accurate.
- Certify understanding and agreement to Surjer Hashi Network's prohibitions against fraud, bribery and kickbacks.
- Any questions or concerns regarding the above information or to report any potential violations to the following address: procurement@shnnetwork.org

Section 1: Instructions to Offerors

1. Introduction:

Surjer Hashi Network (SHN), incorporated under Section 28 of the Companies Act 1994 as a not-for-profit Organization having its registered office at Abedin Tower (6th Floor), Plot-35, Banani C/A, Road-17, Dhaka -1213, Bangladesh, is providing maternal and child health care services and carrying out pharmacy business through establishing 134 clinics across 55 districts in Bangladesh.

Currently, the Board of Directors of SHN's intends to appoint a statutory auditor for an audited report along with audited financial statements of SHN for the period of July 2024 to June 2025 and other relevant pronouncements.

EoIs' are responsible for ensuring that Surjer Hashi Network receives their emphasis of interest following the instructions, terms, and conditions described in this RFQ and Company Act 2013 respectively. Failure to adhere to the instructions described in this RFP may lead to disqualification of an offer from consideration.

2. **Offer Deadline and Protocol:** Offerors shall submit their Hard copy offers. Hard copy offers (sealed envelope) must be received no later than **2:00 pm on December 12, 2024**, at the following address:

Taimur Reza,
Sr. Manager, Procurement & SC
Surjer Hashi Network,
Abedin Tower, 6th Floor, 35 Kamal Ataturk Avenue,
Banani, Dhaka-1213, Bangladesh.

Proposals must be submitted in hard copy through mail. **Offers must be received by the date and time specified in Section 1 clause 2. The supplier will be submitting below supporting documents (Ref: Section 2 for example format).**

3. **Questions and Registering Interest:** Questions regarding the technical or administrative requirements of this RFQ must be submitted no later than 17:00 local Dhaka time on **December 11, 2024**, by email to procurement@shnnetwork.org. Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that SHN believes may be of interest to other offerors will be circulated to all RFQ recipients who have indicated an interest in bidding. Offerors should register their interest by e-mailing procurement@shnnetwork.org. SHN cannot guarantee that offerors who do not register interest will receive amendments to the RFQ or answers to questions.
4. **Specifications:** Section 3 contains SHN requirements, product scope of work, and Cost proposal.
5. **Quotations:** Quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis, including delivery, installation, and all other costs. All quotations must present VAT as a separate line item. Pricing must be presented in Bangladeshi Taka

(BDT). Offers must remain valid for not less than forty-five (45) calendar days after the offer deadline.

6. **Taxes and VAT**: Offerors must include taxes, VAT, charges, tariffs, duties, and levies in accordance with the laws of Bangladesh as a separate cost line.
7. **Evaluation and Award**: The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, and is determined via a trade-off analysis to be the best value based on application of the following evaluation criteria. The relative importance of each individual criterion is indicated by the number of points below:
 - **Company Profile – 50 points** Offerors must provide their company profile with a client list, including contact information. In addition to SHN’s knowledge of an offeror’s market reputation, SHN will also evaluate an offeror under this criterion by contacting these references to ascertain the market reputation of an offeror.
 - **Reference Check- 20** SHN will assess the past performance of the Offerors by contacting three references who may indicate the Offeror's past performance & their proposed product quality. SHN reserves the right to obtain past performance information obtained from other than the sources identified by the offeror. SHN shall determine the relevance of similar past performance information & Product quality information through reference check.
 - **Cost – 30 points**: Offerors’ total costs will be compared to each other to assist SHN in determining the best value.
8. **Terms and Conditions**: This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate SHN to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer. This solicitation is subject to SHN’s standard terms and conditions. Any resultant award will be governed by these terms and conditions; a copy of the full terms and conditions is available upon request. Please note the following terms and conditions will apply:
 - (a) SHN’s standard payment terms are net 30 days after successfully activating the license in our portal and submission of duly verified invoices. No advance payment will be paid. Though bidders may submit their invoices, once the license is activated in our portal the payment will be disbursed. Payment will only be issued to the entity submitting the offer in response to this RFQ and identified in the resulting award; payment will not be issued to a third party.
 - (b) Any award resulting from this RFQ will be a firm fixed price, in the form of a purchase order.
 - (c) The title to any goods supplied under any award resulting from this RFQ shall pass to SHN following delivery and acceptance of the goods by SHN. Risk of loss, injury, or destruction of the goods shall

be borne by the offeror until title passes to SHN.

Section 2: Offer Checklist

To assist offerors in the preparation of proposals, the following checklist summarizes the documentation to include an offer in response to this RFQ:

- Company profile (customer list, product category, previous experience, support office, Technical/Management resource list, etc)
- Updated Trade License, VAT Registration copy and TIN Certificate, Bank solvency certificate, any other Certification (if available)
- Three clients contact (Client name, contact person name from client end, designation, Cell No, E-mail address, details for reference check.
- Official quotation, including specifications of offered equipment (Ref: Section 3 for example format).

Section 3: Scope of Work

A. Specification and Item Details with the Proposal Template:

We are pleased to invite Expressions of Interest (EoI) from willing Chartered Accountants Firms for the appointment of statutory auditors for SHN for the financial year ending 30 June 2025.

Scope of Work

1. Independent Opinion:

- o Provide an audited independent opinion on the financial statements of SHN for the financial year 2024-25 in accordance with applicable rules and regulations

2. Audit Report:

- o Conduct a thorough audit of the organization's financial statements and issue a comprehensive statutory audit report.

B. Commercial Proposal Template:

SL	Description/Specifications of Items or Services	Particular	Units	Price BDT (Including Tax, Excluding VAT)	Total BDT (Including Tax, Excluding VAT)
1	Audited financial statement of SHN for the Period of July 2024 to June 2025	Statutory Auditor	1		
Subtotal (including TAX and excluding VAT)					
VAT 15%					
Grand total (including TAX & VAT)					