Request for Proposal

(Bidding Document)

**For**

**Development of detailed landscaping design and architectural consultancy with supervision at Saidpur FSM and co-compost plant.**



**WaterAid Bangladesh**

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# **SECTION - 1 (Information to Consultant/consulting firm)**

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| **1. Introduction** | 1.1 All interested and eligible consultants/consulting firms with required qualifications and experience can submit their proposal.  1.2 Costs of preparing the proposal and attending the pre-bid/ negotiation meeting, if provisioned, are not reimbursable.  1.3 Consultant(s) are expected to follow highest ethical standard in their participation in the bidding process; and refrain from influencing the internal section process of WaterAid Bangladesh.  1.4 Any attempt of undue influence on the evaluation and selection process will lead to cancellation of the proposal from the subsequent process.  1.5 Any misrepresentation of facts including the facts on professional /institutional capacity will also lead to cancellation of the proposal.  1.5 WaterAid Bangladesh reserves the right to amend and modify the bidding documents and decide to hire consultant for partial work. |
| **2. Preparation of Technical and Financial Proposal** | 2.1 Consultants are requested to submit their proposal written in English (font - Arial, Size -12).  2.2 The technical part of the proposal should contain the following:   * Detailed methodology of the study including work plan in line with the assignment objective(s); * Detailed timeframe including dates for submission of the outputs/deliverables as specified in the Term of Reference (ToR). * Relevant experience and credibility to undertake the given assignment and experience in relation to the methodology proposed; * Detailed CV of the team leader and key members of the study team; * Copy of VAT registration certificate (for consulting firm); * Copy of valid TIN certificate and bank account detail; * Technical proposal must not exceed ten pages (excluding CVs) and be submitted in PDF format.   2.3 The Consultant is expected to provide justified budget to be consistent with technical proposal.  2.4 The financial proposal should clearly identify, item wise cost for the assignment with necessary details. The budget should not include income tax as a separate head. However, VAT can be mentioned in the budget as per government regulation.  2.5 WaterAid Bangladesh will deduct VAT and Tax at source according to the GoB rules and deposit the said amount to government treasury. |
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| **3. Submission of Proposals** | 3.1 The technical and financial proposal should be submitted electronically to the following email address:  [WaterAid-Tender-TA@wateraid.org](mailto:WaterAid-Tender-TA@wateraid.org) with subject line as follows:  **Development of detailed landscaping design and architectural consultancy with supervision at Saidpur FSM and co-compost plant**  3.2 Proposals submitted to any other e-mail account except the above will not be accepted.  3.3 Submission of proposal after the deadline **10 December 2020** will not be accepted.  3.4 Two different files should be generated for technical and financial proposals. However, both two files should be submitted into one zip folder with a cover letter addressing the Head of Human Resource, WaterAid Bangladesh. |
| **4. Proposal Evaluation** | 4.1 The evaluation committee will evaluate the proposals in relation to the RFP and the ToR and applying the set evaluation criteria and point system.  4.2 The final selection will be done following a Quality and Cost Based (QCBS) method. This will be done by applying a weight of 80% and 20% respectively to the technical and financial proposal respectively.  4.3 WaterAid reserves the right to accept and reject any proposal without assigning any reason or whatsoever and may decide to go for re-advertisement without going further down the process. |
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| **5. Negotiation** | 5.1 Once the proposals are evaluated, WaterAid may enter into negotiation, if required, with one or more consultant/ consulting firm for final selection.  5.2 If negotiations fail, WaterAid Bangladesh may invite the consultant with next highest score to negotiate a contract or go for re-advertisement with fresh Requests for Proposals (RFP). |
| **6. Awarding of Contract** | The selected consultant/consulting firm is expected to sign an agreement with WAB within a week of communication of selection decision and before commencing the work. |
| **7. Confidentiality** | Information relating to evaluation of proposals and selection of consultant will not be disclosed to other participating bidders until the winning consultant/firm has been officially notified of their selection. |

**SECTION – 2 (Terms of Reference)**

**Development of detailed landscaping design and architectural consultancy with supervision at Saidpur FSM and co-compost plant**

**A. Introduction**

1. Background

WaterAid Bangladesh (WAB) has been working at Saidpur Municipality under Nilphamari district for promoting WASH rights to the marginalized people. A national NGO, SKS Foundation is engaged as implementing partner for field operation.

For developing better sanitation system and managing faecal sludge (FS) to a safe disposal, WaterAid Bangladesh along with Saidpur Pourasova has developed a Faecal Sludge Management (FSM) and co-compost plant to treat and reuse of human waste along with solid waste as organic co-composting product.

Major components of the co-compost plant have already been constructed except the landscaping and other beautification work. To make the entire plant more aesthetic, landscaping and beautification work is essential.

WaterAid endeavours to commission an assignment to an architectural consultant/firm to develop the landscaping total area and lake side improvement work with details design for Saidpur FSM and Co-Compost Plant.

1. Brief on the FSM and Co-compost Plant

The above-mentioned co-compost plant is located at Surkimoholla Vagar, ward-11, Saidpur, Nilphamari. Total plant area is 1.70 Acre (505’ X 147’). This co-compost plant comprises with 20 drying beds, 12 composting beds, 04 constructed wetlands, 01 polishing pond, 04 drying beds, solid waste segregation and storage area, dry sludge and saw dust storage area, screening zone, maturation zone, 01 hot air chamber and 01 office building. All components are clearly marked in master layout (see Annex 1).

1. Work Objectives

The objective of the consultancy is to develop landscaping of total area and lake side improvement work with detailed design for Saidpur Co Compost Plant and carry out the construction.

1. Methodology

The consultant/consulting firm is expected to physically visit the location, develop detailed design, cost estimation and execute of above-mentioned works at the existing functional site considering local context.

1. Profile of the Consultant: Bangladesh

These Terms of Reference are specifically for the Consultant to be appointed in Bangladesh. The successful candidate will need to be familiar with both the landscaping and site beautification wok along with successful implementation of work at field level

**Qualifications and Experience:**

Interested consultant/consultant firm are expected to have the following competencies and experience:

* Expertise in architectural consultancy and landscaping work
* Sound academic background and expertise AutoCAD and other software for developing 3D model, planning and detailing of landscaping work
* Expertise on water network for plantation work will be given advantage
* Experience of construction work at field.

The specific tasks of the consultant/consulting firm for Bangladesh are detailed in the next section.

1. **Scope of the Proposal**

The proposal must contain a detailed landscaping design, work plan and a detailed construction budget based on the physical visit to the site in Saidpur.

1. Outputs / Deliverables

Once awarded the contract the consultant/consultant firm is expected to deliver the following outputs:

* Final detailed plan and design of landscaping and beautification work
* 3D model of the plant
* As built drawing
* Completion of construction
* SoP for operation and maintenance of the landscaping work.

The Consultant will be expected to liaise closely with the WaterAid Bangladesh dedicated focal point.

1. Evaluation Criteria

The proposals will be evaluated based on the following criteria:

1. Technical Proposal with drawing and landscape design: 80%
2. Financial Proposal with a detailed budget: 20%
3. Stages and Timeframes

The assignment including implementation has to be completed within **45** calendar days after signing of the contract. The individual/firm will submit a proposed work plan with key milestones within 5 days of signing of the contract. The work plan will be reviewed and approved by WAB. During implementation of the assignment at site, regular site supervision along with follow up meetings will be organized as necessary between the contracted agency/consultant, WaterAid Bangladesh and SKS Foundation.

5.Contact person

Bidders will have the opportunity to send written questions until 05 December 2020. Hence, bidders who are interested to submit a proposal are requested to share questions in the following in email address.

Md. Shakhawat Hossain

WaterAid Bangladesh

[ShakhawatHossain@wateraid.org](mailto:ShakhawatHossain@wateraid.org)