



**Kushtia Paurashava
Kushtia**

REQUEST FOR PROPOSAL (RFP)

FOR

**Engagement of Private Operator for Faecal Sludge
Emptying and Transportation Services for Kushtia
Paurashava**

October 2020

ACRONYMS

ERAS	Environmental Resource Advancement Services (ERAS)
FSM	Faecal Sludge Management
FSCR	Faecal Sludge Collection Ratio
FSTP	Faecal Sludge Treatment Plant
KPI	Key Performance Indicator
KPS	Kushtia Paurashava
O&M	Operation and Maintenance
RFP	Request for Proposal
SFD	Shift Flow Diagram
SNV	SNV Netherlands Development Organisation
WASH	Water, Sanitation and Hygiene
PC	Procurement Committee
Company	Tenderer Company

Table of Contents

Section 1. Information to Companies.....

Section 2. Terms of Reference.....

Section 3. Technical Proposal Submission Format.....

Section 4. Financial Proposal Submission Format.....

SECTION - 1 (Information to the Companies)

1. INTRODUCTION	1.1	The interested Companies are invited to submit a Technical Proposal and a Financial Proposal. Under the full proposal the Company must split all the goods and services for technical description and cost separately as per the indication of Section-3 (Preparation of Proposal) in this RFP. Both the proposals- Technical and Financial will be the basis for selection.
	1.2	Costs for preparing the proposal and of negotiating the contract are not reimbursable.
	1.3	Companies should observe the highest standard of ethics during the selection process and implementation of contracts. The attempt of any companies to influence the evaluation and selection process will automatically lead to the removal of this Company's proposal from consideration. In addition, any misrepresentation of facts or institutional capacity will also lead to the removal of the misrepresented proposal from consideration.
	1.4	Kushtia Paurashava (KPS) reserves the right to amend and modify this RFP document and also can select Companies for providing goods and services cited in Section - 2 of this RFP either for the entire content of the proposal or a part thereof.
2. CLARIFICATION AND AMENDMENT OF RFP DOCUMENTS	2.1	Clarifications may be requested no later than 10 days after publication of the notice. The contact information for requesting clarifications is: Md. Rabiul Islam Executive Engineer Kushtia Paurashava Kushtia Mobile: +880 1720 536444 Email: xenrabiul@gmail.com
	2.2	At any time before the receipt of proposals, Kushtia Paurashava (KPS) may amend the RFP, for any reason, whether at its own initiative or in response to a clarification requested by an invited Company. Any amendment shall be issued in writing and posted and will be binding. KPS may at its discretion extend the deadline for the submission of proposals.
3. PREPARATION OF PROPOSAL	3.1	Interested companies are requested to submit their proposal written in English. Proposals must remain valid for a minimum of 90 days after the submission date.
TECHNICAL PROPOSAL	3.2	In preparing the Proposal, Companies are expected to examine the documents constituting this RFP. Material

		deficiencies in providing the information may result in rejection of a proposal.
	3.3	<p>While preparing the Proposal, Companies must give particular attention to the following:</p> <p>It is desirable that the key professional staff who would be involved for FSM services have an extended knowledge in sanitation including FSM.</p> <p>It is also desirable the engagement of existing formal or informal emptiers from communities with long experience on the business, particularly in the operation on the FSM services.</p> <p>Reports or communication with Kushtia Paurashava (KPS) to be issued by the companies as part of this contract must be in English but some of the communication may also be issued in Bangla, if KPS Authority requested so.</p>
	3.4	<p>The proposal shall provide the following information using the format given in this RFP:</p> <p>A brief description of the companies and an outline of recent experience on assignments of a similar nature of works/services/assignments using the format as placed in the annexure.</p> <p>A description of the methodology and detailed work plan for performing the assignment including 5 years business plan.</p> <p>Brief profile of the proposed key personnel (managerial and operational).</p>
FINANCIAL PROPOSAL	3.5	In preparing the Financial Proposal, companies are expected to take into account the requirements and conditions outlined in the RFP documents. The Financial Proposal should follow Standard Forms (Section 4).
	3.6	The Financial Proposal should clearly identify, item wise summary of cost for the assignment with detail breakdown, the taxes, VAT, duties, fees, levies and other charges to be included under the applicable Bangladesh Govt. Law. For the purpose of the evaluation, KPS will exclude all local identifiable indirect taxes, including VAT, and at contract negotiations, all applicable indirect local taxes will be discussed and agreed (using the itemized list as guidance but not limiting to it) and added to the contract amount in a separate line, also indicating which taxes shall be paid by the Companies and which are withhold and paid by the KPS on behalf of the Companies. KPS will deduct VAT and Tax at source according to the GoB rules and deposit the said amount to government treasury. Provisions of VAT & IT will be as per Government rules.

4. SUBMISSION, RECEIPT AND OPENING OF PROPOSALS	4.1	<p>The Companies must submit hard copy of one (01) original proposal (Technical and Financial) in the separate sealed envelop at the address below no later than:</p> <p>Date: 08 November 2020</p> <p>Time: 14:00 hrs. BST</p> <p>Address: Executive Engineer Kushtia Paurashava Kushtia</p> <p>The Companies are also requested to submit the full proposal (Technical and Financial) electronically to the email address: xenrabiul@gmail.com; Proposals submitted to any other e-mail account except the above will be treated as disqualified.</p>
	4.2	<p>The Proposal must be clearly marked with "Engagement of Private Operator for Faecal Sludge Emptying and Transportation Services for Kushtia Paurashava" as the subject. Submissions after the deadline 08 November 2020. (14:00 hrs. BST) will be treated as disqualified.</p>
	4.3	<p>The Proposal will be reviewed by the Procurement Committee of Kushtia Paurashava (KPS) in accordance with the Public Procurement Rule (PPR), 2008 and will be evaluated as per criteria indicated in the RFP.</p>
5. PROPOSAL EVALUATION		
GENERAL EVALUATION OF TECHNICAL PROPOSALS	5.1	<p>The Procurement Committee will evaluate the proposals on the basis of their responsiveness to Terms of Reference, applying the evaluation criteria and point system specified herein. Each responsive proposal will be given a technical score. Proposal(s) will be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails.</p>
TECHNICAL PROPOSAL EVALUATION CRITERIA	5.2	<p>Evaluation Criteria; Evaluation and Ranking for Selection:</p> <p>The final selection will be done following Cost Based Selection (CBS) method. This will be done by applying a weight of 0.60 (or 60%) and 0.40 (or 40%) respectively to the technical and financial score of each evaluated technical and financial proposal and then computing the relevant combined total score for each Companies.</p> <p>Technical Proposal Evaluation 60</p> <p><u>1. Specific experience of the Company related to the services =5</u></p> <p>Experience in similar assignments 5</p> <p><u>2. Adequacy of the proposed work plan and methodology and implementation plan (including 5 years business plan) in responding to the Terms of Reference = 50</u></p>

		<p>Comments on ToR 10</p> <p>Detailed methodology 20</p> <p>Work plan 20</p> <p><u>3. Qualification and competency of the key staff for the Assignment =5</u></p>
EVALUATION OF FINANCIAL PROPOSALS	5.3	<p>The procurement committee will determine whether the Financial Proposals are complete and year wise breakdown of income and expenses for a period of five years (i.e. whether they have costed and indicate revenue of all items of the corresponding Technical Proposals) and Paurashavas revenue against each of the emptying order.</p> <p>For the financial proposal, potential private companies/ bidders are requested to consider the new tariff indicated in the RFP with a projection of five years business plan, with year wise targets of applications, including income and expenses and also Paurashava’s revenue against each of the emptying application (excluding VAT).</p>
	5.4	<p>The Procurement Committee may invalidate any proposal if it is determined that significant budgetary mistakes or omissions undermine the integrity of the proposal.</p> <p>The evaluation will be based upon a Cost Based Selection (CBS) process. The highest revenue and lowest cost of Financial Proposal will be given highest score.</p> <p>Technical Proposal Evaluation 60</p> <p>& Financial Proposal Evaluation 40</p> <p>Total Points: 100</p>
6. NEGOTIATIONS	6.1	<p>Once the proposals, are evaluated, Kushtia Paurashava (KPS) may enter into negotiation with one or more than one Companies for final selection.</p>
	6.2	<p>Negotiations will include a discussion on the proposed methodology, performance, staffing, costing, any suggestions made by the Companies to improve the Terms of Reference. KPS and the Companies will then work out final terms of reference, service mechanism, performers, staffing, and Gantt chart or bar diagrams indicating activities, logistics and reporting. The agreed work plan, cost and final terms of reference will then be incorporated in the contract document.</p>
	6.3	<p>If negotiations fail, KPS will invite Companies whose proposal received and was the next highest score to negotiate a contract.</p> <p>If none of the invited proposals led to an agreement, fresh Requests for Proposals (RFP) will be called.</p>

7. AWARD OF CONTRACT	7.1	Notification of award will be given, and the Companies will sign the contract within two weeks.
8. CONFIDENTIALITY	8.1	Information relating to evaluation of proposals and recommendations concerning awards will not be disclosed to the Companies who submitted the proposals or to other persons not officially concerned with the process, until the winning Company has been notified that it has been awarded the contract.

SECTION - 2 (Terms of Reference)

1. INTRODUCTION

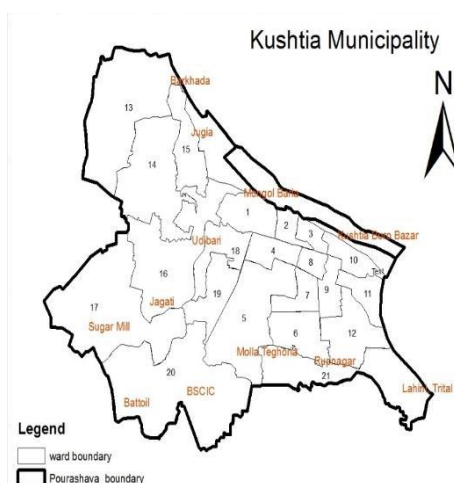
Bangladesh provides an astonishing example of progress to meet the Millennium Development Goal (MDG) 7 to halve, by 2015, the “proportion of urban population with access to improved sanitation”. Open defecation has been reduced from 19% in 2000 to 3% in 2012 and 1% in 2015, the poor sanitation and hygiene costs in the economy of Bangladesh is about US\$ 4.2 billion, equivalent to 6.3% of Gross Domestic Product of Bangladesh’s 46 million urban inhabitants, more than 80% use on-site technologies, septic tanks and pits, which require regular emptying.

Presently, most of the tanks and pits are never to be emptied as they are directly connected to the drains or open water bodies. Of the remainder, the majority are emptied manually by Sweepers while very less is being emptied mechanically. Bangladesh has 522 urban centres accounting for 29% of the national population. The outlet of septic tanks in most of the houses in cities of Bangladesh is connected directly to drains and local line-agencies have been unable to regulate pollution effectively despite the detrimental effects on the environment or the public health threat. The national regulatory framework demands the City Corporations/ Paurashavas to take the responsibility of FSM, but it is not being done due to lack of proper understanding of the subject and lack of resources. As a result, accumulated sludge overflows into nearby drains and low-lying lands which causes dangerous impacts on public health and environment. Failure to provide long term household sanitation and FSM solution risks undermining any progress made through increased toilet access alone. Clearly manual emptying poses health risks to the labourers as well as undesirable social stigma. In addition, manual empties face logistical challenges to dispose of the sludge to safe locations, at suitable distance from residential areas. As the urban population is increasing exponentially, there is a need for efficient and effective FSM services which can be done only through better organizing the current services.

Finally, most of the cities in Bangladesh have no designated dumping sites or treatment facilities for faecal sludge despite acute sanitation challenges owing to high population density, rapid and unplanned growth. SNV Netherlands Development Organisation is supporting Kushtia Paurashava since 2014 through the City-Wide Inclusive Sanitation Engagement (CWISE) Project, to develop and strengthen local government’s capacity to manage and improve the FSM services in the city.

2. PRESENT STATUS OF SANITATION IN KUSHTIA

Kushtia Paurashava (KPS) is a Class ‘A’ Paurashava, in south-west Bangladesh with an area of 42.79 sq. km, is divided into 21 wards with an estimated population of 4,20,000.



KPS was established in 1869. Due to fertile, flat alluvial soil in the delta of the Gorai and Kaliganga Rivers, the district is rich in rice and tobacco plantations. Kushtia City provides the market and distribution node for their crops. In addition to agriculture, education is a central economic activity in the city, home to several universities, research and cultural institutions.

Kushtia generates approximately 40 ton of solid waste each day, 20–25 ton of which the Paurashava service collects. About 80% of the solid waste is classified as organic fraction. Additionally, residents generate some 180m³ of faecal sludge each day. The endline survey in 2019, revealed that 48.9% of

households have septic tank toilets and 47.5% have pit latrines, either as ring slab or single pit or two pits, producing in average 260 litre of wastewater (sewage)/household per day (Annual Performance Monitoring Survey 2019 for Khulna City Corporation, Jhenaidah and Kushtia Paurashavas Under CWISE Project, SNV, February 2020). As per Annual Performance Monitoring Survey December 2019, conducted by SNV, indicates that 88% households use basic level of sanitation services, 10.2% households use unimproved toilet, while among the poorest it is 28%. In the slums, 12% households have toilet either not-in use or non-functional. In addition, 54.5% households use mechanical emptying services, while 36.7% use manual emptying. However, only 20% of faecal sludge is being safely managed in Kushtia, considering the full completion of the value chain. The rest of the faecal sludge connected to the open drains, marginal land and water bodies like rivers. The following shift flow diagram represents the current scenario of Faecal Sludge Management (FSM) in Kushtia.

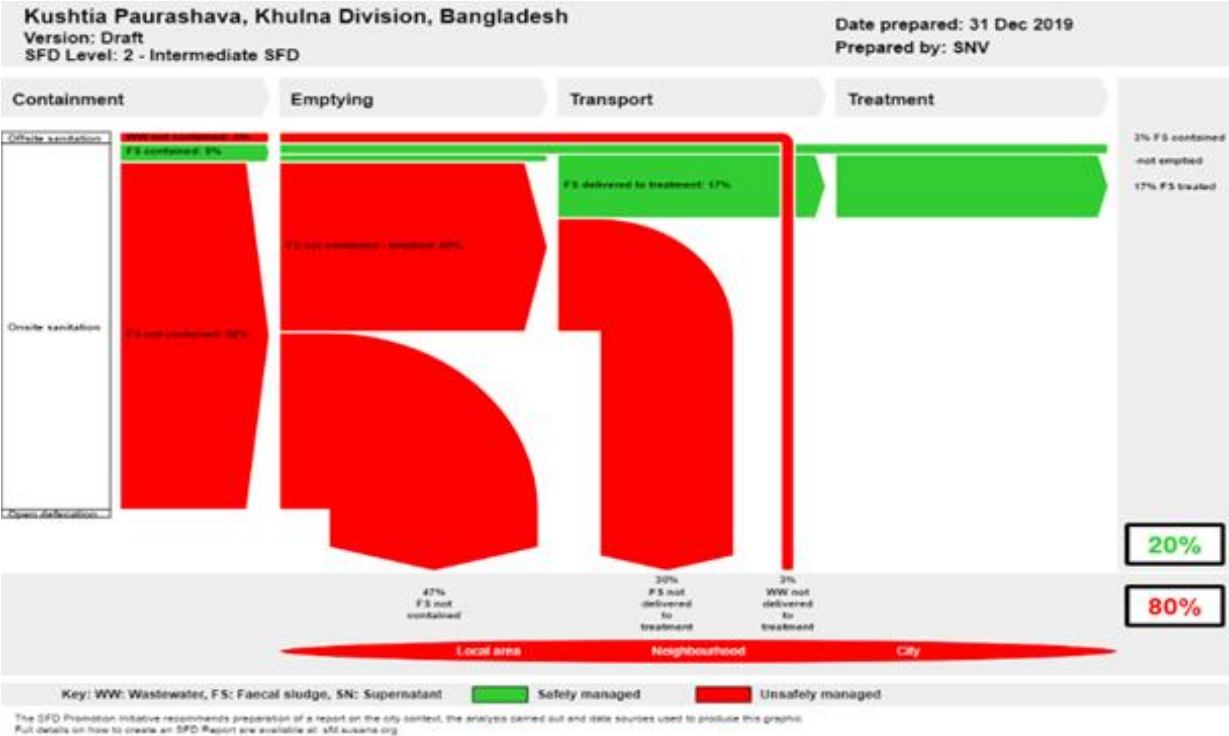


Fig: Shift Flow Diagram of Kushtia FSM

3. CURRENT FSM SERVICES OF KPS

Kushtia Paurashava is the 1st Paurashava in Bangladesh in which recycling of solid waste and faecal sludge is introduced in 2012. The Paurashava collects both faecal sludge and solid waste, making co-composting an appropriate technique for resource recovery in Kushtia.

Kushtia Paurashava has set up Faecal Sludge Management (FSM) services through their Conservancy Section. The emptying and transportation services is provided by the Paurashava through the vacutugs with prescribed fees. Septic-Tank/Pit Latrine emptying services are provided by three functional vacutugs with the capacity of 1,000, 2,000 and 4,000 litres. Over last 3 years, more than 7,750 cubic meter of faecal sludge have been collected from around 3,000 containments (septic tank 39%, pit 61%). From the mechanical emptying services Paurashava earned around Tk 12,00,000 per year (2017, 2018, 2019) as emptying fees from their customers. Besides that, the emptying services are also offered by the manual emptiers.

Current Service Charges for Vacutug Services from KPS are as follows:

Trip/Vacutug size	Vacutug Capacity			VAT
	1,000 L	2,000 L	4,000 L	
Septic Tank (BDT)				
Application fee with First trip	800/-	1,000/-	1,200/-	15%
Every next trip	200/-	300/-	400/-	
Pit Latrine (BDT)				
Full Empty	500/-			15%

The Paurashava has only one treatment facility with their two drying beds having capacity of 9m³ per day and a co-compost plant. Another two drying beds are under construction as the same capacity of 9m³ and will be in operation by October 2020. In total, the treatment capacity will be 18m³ per day. The operation and maintenance of the Faecal Sludge Treatment Plant (FSTP) and production and marketing of co-compost plant is run by private operator, ERAS Limited. Co-composting involves mixing and composting of faecal sludge and organic waste together under aerobic, thermophilic conditions.

Application for emptying service

Currently, accessing mechanical emptying services from the KPS is quite a lengthy and bureaucratic process. If someone chooses to use the service of KPS, he/she has to go to the KPS to collect a form, fill and submit it to the concerned department with the application fee. When approved by Mayor, conservancy department will first inspect the containment, and later schedule a date for emptying the containment. The procedure of application to receiving services are given below:

	Customer	KPS
Application	<ul style="list-style-type: none"> Customer has to go to tax department to obtain a tax certificate which ensures all the due taxes under the holding has been cleared Upon obtaining tax clearance, the customer moves to the conservancy department to request for service 	<ul style="list-style-type: none"> The tax certificate is endorsed by the secretary of KPS The application is processed and payment is finalized based on the assessment of the holding
Payment	<ul style="list-style-type: none"> Customer makes cash payment to the conservancy through a printed received by the conservancy department Customer keeps a receipt of the payment and the customer info is forwarded to the field team for service 	<ul style="list-style-type: none"> The second portion of the received copy is provided to the Accounts section of KPS The accounts department deposit the service fee to the dedicated FSM account
Emptying Service	<ul style="list-style-type: none"> Customer is contacted by the service team to confirm the request of service and the provided location Customer shows their copy of the payment slip as evidence of service request and identity After completion of service, the customer signs off the 	<ul style="list-style-type: none"> Conservancy department determines a schedule among the all applications and selects Vacutug Driver, informs the driver of the address and contact number of the customer When providing the emptying service, the driver ascertains that the customer has a copy of their slip

	Customer	KPS
	feedback sheet to confirm receiving the service	
Transport and Treatment	N/A	<ul style="list-style-type: none"> • Driver and operator dispose of the faecal sludge in the treatment plant • ERAS takeover the Treatment process upon dumping of sludge in the treatment plant

The service delivery is expected to be improved by Private Company to be more efficient and client oriented, which will enable to capture more demand for safe sanitation service.

Nevertheless, after introducing the mechanical emptying (vacutug) services in Kushtia, the demand for mechanical emptying is increasing day by day as the service is safe and affordable and also customers are happier, compared to manual service. Moreover, the KPS conducted several awareness campaign in ward level by their respective councillors where respond from the HHs community was very good.

4. OBJECTIVE OF THE WORK

The overall objective is to engage private sector to provide safe and affordable faecal sludge management services to the city dwellers in Kushtia. The specific objectives are to:

- Provide safe emptying and transportation of faecal sludge;
- Increase the demand for mechanical emptying service by improving access to information and raising awareness at the household and institutional level;
- Ensure safe disposal of collected faecal sludge.

5. SCOPE OF SERVICES/WORK ASSIGNMENT

As a result of increasing demand and lack of public sector services, the potential private service provider will become an important FSM player in Kushtia. The company will expect to expand the FSM services in Kushtia with collaboration from Kushtia Paurashava by developing effective market systems approach and suggest that they make profit from the business. This will include in particular exploration of the business environment following PPP model for improving service delivery for Vacutug emptying and transportation. This is intended to create a city wide, self-sustaining sludge management system. The entire service chain needs adequate management to ensure protection of public and environmental health.

The selected company will ensure the following services under this contract:

- Provide city-wide FSM services including emptying and transportation of faecal sludge;
- Provide direct customer service to households, government buildings, commercial offices, industries, and other market segments, from application, assessment, service provision and payment.
- Conducting regular awareness or marketing campaign for demand creation among the city dwellers;
- Ensure safe disposal of collected faecal sludge in the designated FSTP (not treatment);

- Keeping record of desludging and update the KPS customer database and preparing qualitative and quantitative reporting to keep track of the service performance;
- Operation and Maintenance (O&M) of Vacutugs with proper record keeping, preventive maintenance and repair works;
- Delivery of minor capital works of vacutugs (upto BDT 10,000) including maintenance related replacements and minor upgrades; the private company will have to submit vacutug inspection / fitness report along with the monthly progress report;
- Regular coordination with KPS Authority and keep them update by facilitating quarterly coordination meeting and submit monthly progress report.

6. ROLE OF KUSHTIA PAURASHAVA

Under the scope of this contract agreement, KPS will ensure the following:

- KPS will continue implementing general sanitation and hygiene awareness and sensitization campaigns, following the existing Behavioural Change Communication (BCC) Strategy.
- KPS will monitor and manage the whole contract, and will negotiate all the terms during contract agreement signing and future termination of the contract.
- FSTP will be operative and maintained to allow Private Company to dispose the faecal sludge during working hours established by the FSTP. Currently, the O&M is outsourced to ERAS Limited.
- KPS will keep expanding the sanitation services following the City Sanitation Action Plan, aiming to further expand the infrastructure facilities.
- KPS will provide office location for the Private Company within the Paurashava premises, if required. In addition, the garage for the Vacutugs will also be provided by KPS.
- KPS will consider to support to the private operator for major capital works of the vacutugs (above BDT 10,000) including major replacement or upgradation.
- KPS will provide access codes to the customer database to Private Company.

7. ASSETS FOR FSM SERVICE OPERATION

KPS will provide **three existing vacutugs** to the selected Private Company as per contract agreement with them on hire basis. When contract is terminated, the assets will be returned to KPS.

KPS is interested and expects that the engagement of Private Company will expand the coverage and increase the demand for emptying services, meaning more faecal sludge is safely treated in the municipality. For this reason, KPS encourage Private Company to **procure new Vacutugs** during the period of the contract. The new purchased Vacutugs will be owned by Private Company at all risks. After expiration of the contract, if the Private company wants to sell the newly procured vacutugs, KPS or next service provider will consider buying the vacutugs with mutually agreed terms and conditions, based on original value and depreciation, which will be set in the contract agreement. If required, KPS can assist the potential Private Companies to get soft loan from the financial institutions.

8. MANPOWER AND LOCATION OF SERVICE OFFICES

The Private Company will ensure that the manpower required to provide the services. Preference should be given to the local experienced people (formal and informal emptiers), which will be taken into consideration during the revision of the technical proposal. KPS already trained enlisted emptiers and operators, including drivers, who

may be interest to be engaged by Private Company. However, KPS will not participate in those negotiations neither being responsible for any decision.

The selected private company will have to set up a small office within the KPS premises taking prior approval from KPS, to receive applications/ orders from the customers and delivery of the services. The private company will have to use the KPS garage for delivery of the services to the customers and parking of the vacutugs as well.

9. FSM TARIFF AND LEASING FEE

The tariff for emptying charge will be fixed by the KPS Authority, and any revision requested by Private Company will be discussed and approved by KPS. The current tariff for the emptying services was imposed in July 2016. However, considering the sustainability of the service and also to encourage Private Company to be engaged on the service and reduce their financial risks, KPS decided to introduce the following **new tariff** for emptying services, to be applied and followed by the Private Company when engaged.

Trip/Vacutug size	Vacutug Capacity			VAT
	1,000 L	2,000 L	4,000 L	
Septic Tank (BDT)				
Application fee with First trip	1,000/-	1,500/-	2,000/-	15%
Every next trip	500/-	600/-	1,000/-	
Pit Latrine (BDT)				
Application fee with First trip	800/-			15%
Every next trip	400/-			

Note: (VAT will be included with each 1st trip).

For each of emptying service's application (not every next trips), Private Company will pay to KPS a certain amount, which will be deposited to the KPS bank account within 1st week of each month.

For the financial proposal, potential private companies/ bidders are requested to consider the above new tariff with a projection of five years business plan, with year wise targets of applications, including income and expenses and also Paurashava's revenue against each of the emptying application (excluding VAT).

10. CUSTOMER DATABASE

With support from SNV, KPS had introduced customer database since 2016 for management of FSM services. This web-based platform collects application information from customers, assessment of the containment by Conservancy department, records service provision, final payment and feedback from customer as well as outputs monthly and annual reports. The Private Company will be responsible for the use and updating of the database for each of the application. The data of the database will be used for performance monitoring (KPIs).

11. KEY PERFORMANCE INDICATORS

To develop professionalism and deliver the service efficiently, the contract will introduce Key Performance Indicators (KPIs) to monitor the performance of the emptying and transportation services. The private company will ensure to comply with those KPIs:

- **Penetration Ratio of FSM Service** (Total number of households reached/ Total number of containments which can be accessed by formal emptying service): To enhance the capture of new clients into mechanical and safe FSM services.
- **Faecal Sludge collection ratio (FSCR)** (Total amount of faecal sludge emptied from containments/ Total estimated sludge TO BE EMPTIED (based on FS accumulation rates) in accessible areas: Main indicator to monitor the

performance of the service. Clear targets for FSCR will be set as part of the contract agreement.

- **Application Response Efficiency** (Total services delivered / Total Applications): Ensure professional and efficient service response to customers.
- **Response time** (Average time between application and delivered service): Ensure a maximum time for response to application and improve customer service.
- **Customer satisfaction** (Average Customer Service Quality Rating): Customers will rate the service quality, and operator will be assessed according to customer feedbacks.
- **Safe Disposal** (Total amount of faecal sludge (m³) arrived at FSTP/Total amount of collected faecal sludge (m³)): The Private Company will ensure the safe disposal of faecal sludge to designated FSTP. It will be strictly forbidden to dispose faecal sludge in non-designated locations by KPS.
- **Occupational Health and Safety (OHS)**. Private Company must follow the OHS protocols during emptying and transportation services to ensure safety of manpower and customers.
- **Inclusion** (% delivered services in LICs and Slums / total delivered services): The FSCR targets will include a portion to ensure service is also provided to Low Income Communities.

12. CONTRACT PERIOD

The Contract is expected to be in place within last quarter of 2020 for initially **five years** with possibility of extension depending on operational needs, satisfactory performance of the Company and the conditions laid down by Kushtia Paurashava (KPS).

13. SITE VISIT

Interested Companies in providing the said services are requested to visit: <http://municipality.kushtia.gov.bd/> or may contact with the address below during office hours i.e., 09:00-17:00 hrs for further information and RFP details. The interested companies are also welcome to attend the pre-bid meeting along with visit the treatment plant site on **19 October 2020 at 10:00 hrs local time** for better understanding of the current services provided by KPS and also the FSTP and co-compost plant by ERAS.

SECTION - 3 (Technical Proposal Submission Format)

TECH-1 Technical Proposal Submission Letter

TECH-2 Company Profile and Similar Experience of the Company

TECH-3 Comments and suggestions of Companies on the Terms of Reference

TECH-4 Description of Approach, Methodology and Work Plan for Performing the Assignment

TECH-5 Brief profile of the proposed performers and key staff

There is no specific format for TECH-4 & 5. The format for TECH- 4 & 5 are expected to be prepared by the Company. The format for TECH-1, 2 & 3 are given below.

(Please use letterhead pad)

FORM TECH-1
Technical Proposal Submission Letter

[Location, Date]

Executive Engineer
Kushtia Paurashava
Kushtia

Dear Sir:

We the undersigned are offering to provide the following assignment in accordance with your Request for Proposal (RFP) dated [Date] on "**Engagement of Private Operator for Faecal Sludge Emptying and Transportation Services for Kushtia Paurashava**".

We are hereby submitting our proposal, which includes this Technical Proposal, and a Financial Proposal sealed under separate envelope.

If negotiations are held during the period of validity of the proposal, i.e., before [Date] we undertake to negotiate on the basis of the proposed proposal. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

We understand you are not bound to accept any proposal you receive.

Yours sincerely,

Authorized Signature [In full and initials]: _____
Name and Title of Signatory: _____
Name of Firm: _____
Address: _____
E-mail: _____

FORM TECH-3

Comments and suggestions on the Terms of Reference

- 1.**
- 2.**
- 3.**
- .**
- .**

SECTION - 4 (Financial Proposal Submission Format)

FIN-1 Financial Proposal Submission Letter

FIN-2 Summary of total budget for the five years including income and expenses.

FIN-3 Monthly breakdown of income (revenue) and expense (Financial analysis for five years)

FIN-4 Narratives of the financial including profit/ loss calculation

The format for FIN-1 is given below. The format for FIN 2, 3 & 4 are expected to be prepared by the Company.

(Please use letterhead pad)

FORM FIN-1
Financial Proposal Submission Letter

[Location, Date]

Executive Engineer
Kushtia Paurashava
Kushtia

Dear Sir:

We the undersigned are offering to provide the following assignments/services and/or goods in accordance with your Request for Proposal (RFP) dated [Date]. Our attached Financial Proposal is binding upon all expenses and income for providing services for 5 years for the "**Engagement of Private Operator for Faecal Sludge Emptying and Transportation Services for Kushtia Paurashava**".

This financial proposal is inclusive/ exclusive of VAT and taxes, which we have estimated and included in the proposal. We understand that VAT and taxes will be determined as per applicable law of GoB and deducted accordingly.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract Negotiations, up to expiration of the validity period of the Proposal, i.e., [Date].

We understand you are not bound to accept any proposal you receive.

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

E-mail: _____