



Government of the People's Republic of Bangladesh
“Master Plan Preparation for Cox’s Bazar District (1st Revised)” Project
Cox’s Bazar Development Authority
CoxDA Bhaban, Circuit House Road, Cox’s Bazar-4700

Invitation for Tender (PSN)

Memo No. 25.47.2200.000.14.004.20.524

Date: 15 April 2024

1	Ministry/Division	Ministry of Housing and Public Works
2	Agency	Cox’s Bazar Development Authority (CoxDA)
3	Procuring Entity Name	Project Director “Master Plan Preparation for Cox’s Bazar District (1st Revised)” Project, Cox’s Bazar Development Authority
4	Procuring Entity Code	Not used at present
5	Procuring Entity District	Cox’s Bazar
6	Invitation for	Selection of Training Management Firm for Foreign Training of Project officials and CoxDA Officials
7	Invitation Ref No	25.47.2200.000.14.004.20.524
8	Date	15-04-2024
KEY INFORMATION		
9	Procurement Method	Open Tendering Method (OTM)
FUNDING INFORMATION		
10	Budget and Source of Funds	Development Budget, GoB
11	Development Partners (if applicable)	None
PARTICULAR INFORMATION		
12	Project / Program Code (if applicable)	222012300
13	Project Name (if applicable)	“Master Plan Preparation for Cox’s Bazar District (1st Revised)” Project
14	Tender Package No.	CoxDA/23-24/Dev/MP/FT-1
15	Tender Package Name	Foreign Training of Project officials and CoxDA Officials
16	Tender Publication Date	15-04-2024
17	Tender Last Selling Date (must be the date prior to the day of Tender Closing Date)	29-04-2024 upto 4:00 PM
18	Tender Closing Date and Time	30-04-2024; 12:00 PM
19	Tender Opening Date and Time (within one hour of Tender Closing)	30-04-2024; 12:30 PM
20	Name & Address of the office(s)	Address
21	- Selling Tender Document (Principal)	Room No. 517, CoxDA Bhaban, Circuit House Road, Cox’s Bazar-4700
22	- Selling Tender Document (Others)	N/A
NO CONDITIONS APPLY FOR SALE, PURCHASE OR DISTRIBUTION OF TENDER DOCUMENTS		
23	- Receiving Tender Document	Room No. 517, CoxDA Bhaban, Circuit House Road, Cox’s Bazar-4700
	- Opening Tender Document	Room No. 501, CoxDA Bhaban, Circuit House Road, Cox’s Bazar-4700
INFORMATION FOR TENDERER		
24	Eligibility of Tenderer	a) Minimum fifteen (15) years overall experience in organizing overseas training/study tour under different ministries/division/autonomous/UN bodies. b) Evidence of similar overseas training/study tour managed by the firm for GoB. c) The minimum specific experience as a Prime Contractor in providing Non-Consulting Services of at least TWO contracts of similar nature, complexity and methods/technology completed over a period of ten (10) years each with a value of at least of BDT 4 crores shall be required. d) Firm’s ISO certificate related to development consultancies and international training projects. e) Audited financial reports for the last three (03) financial years to be completed f) The firm must demonstrate at least BDT 8 crore as Working Capital in the form of a Letter of Credit or Credit Commitment or equivalent. g) Evidence of permanent office in Bangladesh, Evidence of Trade license, Tax and VAT clearance certificate for minimum last 15 years or more. h) Firm/s which has/have been blacklisted by any GoB project/ ministry/ division/ autonomous body is/are discouraged to apply. i) Previous experience of organizing overseas training and study visit programs under Ministry of Housing and Public works, GoB. j) The required average annual turnover of the Tenderer shall be at least of the amount of Tk 8 crore over the last three years.
25	Brief Description of Services	a) Organize training along with site visits program in Vietnam and Indonesia for officials of Ministry of Housing and Public Works (MoHPW), Planning Commission (Physical Infrastructure Division & IMED). b) Organize all pre-departure activities such confirmation of visa processing, assistance in air ticketing, pre-departure briefing, maintain prompt contact with the participants in all stages provide necessary support or assistance.

			<p>c) Liaise closely and undertake ongoing monitoring of all aspects of the tour program to ensure customized schedule, promptly address any emerging concerns and report in a timely manner.</p> <p>d) To arrange local transport (airport transfers, all official Programme related activities and sightseeing), accommodation and sightseeing in destination countries.</p> <p>e) Put in place risk management procedures that enable prompt action to redress any unsatisfactory or unfortunate development associated with the implementation of any aspect of the programs.</p> <p>f) Prepare day-wise detailed draft program schedule (in template) for training as per guideline of the client.</p> <p>g) Submit the day wise detailed Programme at least 07 days before the commencement of the Programme for approval of the Client.</p> <p>h) Outline of the content may be finalized through discussion.</p> <p>i) List of proposed overseas Training/ Study Tours:</p> <table border="1"> <thead> <tr> <th>Type of program</th> <th>Destination</th> <th>Duration</th> <th>Number of participants</th> </tr> </thead> <tbody> <tr> <td>Training</td> <td>Vietnam & Indonesia</td> <td>10 days excluding travel time</td> <td>08</td> </tr> </tbody> </table> <p>j) Arrange all activities and ensure successful implementation of the activity wise approved Programme.</p> <p>k) Make the detailed Programme available to the participants along with the list of materials and service to be provided during the training programs prior to departure from Bangladesh</p> <p>l) Engage required number of competent representatives of the Training Management Firm for the period of stay abroad of each group.</p> <p>m) All necessary instructions to be given by client from time to time for improvement of the quality of the programs will be considered as part of ToR and the contract.</p>			Type of program	Destination	Duration	Number of participants	Training	Vietnam & Indonesia	10 days excluding travel time	08
Type of program	Destination	Duration	Number of participants										
Training	Vietnam & Indonesia	10 days excluding travel time	08										
26	Price of Tender Document (Tk)		1,000/- (One Thousand Taka)										
27	Package No.	Identification of Package	Location	Tender Security Amount (Tk)	Completion Time in Weeks / Months								
28	CoxDA/23-24/Dev/MP/FT-1	Foreign Training of Project officials and CoxDA Officials	Room No. 517, CoxDA Bhaban, Circuit House Road, Cox's Bazar-4700	50,000/- (Fifty Thousand Taka)	2 (Two) Months								
PROCURING ENTITY DETAILS													
29	Name of Official Inviting Tender		Md. Tanvir Hasan Rezaul										
30	Designation of Official Inviting Tender		Deputy Town Planner & Project Director										
31	Address of Official Inviting Tender		"Master Plan Preparation for Cox's Bazar District (1st Revised)" Project, Cox's Bazar Development Authority, CoxDA Bhaban, Cox's Bazar Sadar, Cox's Bazar-4700										
32	Contact details of Official Inviting Tender		Tel: 02-334462527, Email: pd_masterplan@coxda.gov.bd										
33	The Procuring Entity reserves the right to reject all the Tenders or annul the Tender proceedings												

Sd/-

Md. Tanvir Hasan Rezaul

Deputy Town Planner & Project Director

"Master Plan Preparation for Cox's Bazar District (1st Revised)" Project,

Cox's Bazar Development Authority, Cox's Bazar

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