Dhaka Water Supply and Sewerage Authority

Quotation Evaluation Report

Procuring Entity	:	Executive Engineer, Saidabad Water Treatment Plant (Maintenance), Dhaka WASA
Name of Tender	:	Procurement of stationary items for SWTP (Maintenance) Division.
Invitation No	:	**46.113.431.00.00.059.2023**, Date:28/01/2024
Approving Authority	:	Superintending Engineer, W&STP Circle, Dhaka WASA
Submitted By	:	Tender Evaluation Committee-3 (TEC-3)
Date of Submission	:	05/02/2024

Checklists showing the time spent at each stage of procurement

1.	Name of Tender	Procurement of stationary items for SWTP (Maintenance) Division
2.	RFQ reference	RFQ No. **46.113.431.00.059.2023**, Date:28/01/2024
3.	Checklists showing the time spent at each stage of procurement	Pursuant to Rule 8(17) of PPR-08, Checklists showing the time spent at each stage of procurement shall be attached to the Evaluation Reports. The considerations in Rule 8(17) of PPR-08 are:
	Rule 8(17) of PPR-08	Checklists stated under Sub-rule (18) showing the time spent at each stage starting from invitation Application, Tender or Proposal shall be attached to the Evaluation Reports by the Evaluation Committee and forwarded to the officer next to whom the Evaluation Report is to be submitted in accordance with the approval process and who will have to similarly fill in the time spent at his stage in the checklists and forward it to the Approving Authority with the Evaluation Report and other necessary Documents.
	Rule 8(18) of PPR-08	The checklists mentioned in Sub-Rule (17) shall be as Part A, Part B and Part C as applicable, of Schedule IV.

4. Following Part A of Schedule IV, Checklists are prepared and presented bellow:

Procurement Processing and Approval Procedure for Goods or Works

Procuring Entity and Description of Procurement				
1.	Ministry	Local Government, Rural Development and Co-operatives.		
	Division	Local Government division.		
2.	Agency	Dhaka Water Supply and Sewerage Authority (DWASA).		
3.	Procuring Entity	Executive Engineer, Saidabad Water Treatment Plant (Maintenance), Dhaka WASA .		
4.	Name of the Project (if applicable)	Emergency water Supply Project (EWSP).		
5.	Source of Funds (tick relevant boxes)	☐**Government**	☐ Development	√☐ Revenue
		☐ Project Aid		
		☐ Own Funds		
6.	Brief Description of Goods or Works	Supply of office furniture and related service at SWTP, Phase-1		
7.	Procurement Method	Request for Quotation Method (RFQ).		

Schedule of Activities

Sl. No.	Activity (if not applicable indicate N/A)	Planned Date (as per flow chart)	Actual Date	If any delay Indicate No. of days
A	**Prequalification :** Not Applicable			
B	**Tender for Works**			
B1	Date of advertisement of Invitation for Tenders		28/01/2024	
B2	Date of Issue of Tender Document (If different from B1 above)		28/01/2024	
B3	Date of Pre-Tender meeting		N/A	
B4	Date of Submission of Tenders		05/01/2024	
B5	Date of Opening of Tenders (If different from B4)		05/01/2024	
B6	Date of Submission of Technical Sub-Committee Report, where applicable			
B7	Date of submission of Evaluation Report			
B8	Date of Approval for Award of Contract			

Schedule of Activities in PPPAP Process			
Date of Submission of Tender Evaluation Report to the Approving Authority	Planned Date (as per flow chart)	Actual Date	Delay (In days)
Project Director Project Manager Authorized Officer(As per DoFP): Superintending Engineer Secretary/Sr.SA/CAO/CRO/CTO. Additional Chief Engineer Chief Engineer/Commercial Manager Deputy Managing Director [……..]	Received		
	Approved/ Reviewed		
	Forwarded		
Head of Department/Directorate Head/Chief Executive of a - Corporation - Autonomous body (Managing Director) - Semi-Autonomous Body	Received		
	Approved/ Reviewed		
	Forwarded		
Board of Directors (Dhaka WASA Board)	Received		
	Approved/ Reviewed		
	Forwarded		
Ministry/Division	Received		
	Approved/ Reviewed		
	Forwarded		
CCGP	Received		
	Approved/ Reviewed		
	Forwarded		
Date of Issue of the Notification of Award (NOA) for Goods or Works			
05.02.24			
Mukta Saha Executive Engineer C.M. Division, Dhaka WASA & Chairman Tender Evaluation Committee-03 Dhaka WASA			

Individual Declaration of Impartiality

1.	Name of Tender	Procurement of stationary items for SWTP (Maintenance) Division
2.	RFQ reference	RFQ No. **46.113.431.00.059.2023**, Date:28/01/2024
3.	Individual Declaration of Impartiality	Pursuant to Rule 13(a) of PPR-08, each member of the Evaluation Committee shall sign individually a declaration of impartiality. The provisions in Rule 13(a) of PPR-08 are:
	Rule 13 of PPR-08	The each member of the Evaluation Committee shall - (a) sign individually a declaration of impartiality in the following manner - "I (name of the Evaluation Committee member & designation) do hereby declare and confirm that I have no business or other links to any of the competing Tenderers or Applicant";

4. The individual declaration of each member of the Tender Evaluation Committee- 03 is given bellow:

"I,Syed Mostakim Hossain, Executive Engineer, Saidapad WTP (Maintenance), Dhaka WASA and Member Secretary of TEC-03, do hereby declare and confirm that I have no business or other links to any of the competing Tenderers or Applicant";	"I, Shahida Kaniz, Deputy-secretary , Administration Divison-1, Dhaka WASA & Member of TEC-03, do hereby declare and confirm that I have no business or other links to any of the competing Tenderers or Applicant";	"I, Indrajit Singha Chowdhury Deputy Chief Revenue Officer, Revenue Division, Dhaka WASA and Member of TEC-03, do hereby declare and confirm that I have no business or other links to any of the competing Tenderers or Applicant";
"I, Mohammad Mukther Ahmed, Deputy General manager (Phones 1) . BTCL, Sher E Bangla Nagar, Dhaka, & Member of TEC-03, do hereby declare and confirm that I have no business or other links to any of the competing Tenderers or Applicant";		"I, Mukta Saha, Executive Engineer C.M. Division, Dhaka WASA and Chairman of TEC-03, do hereby declare and confirm that I have no business or other links to any of the competing Tenderers or Applicant";

Collective Certification to Follow the Act, the Rules and others

1.	Name of Tender	Procurement of stationary items for SWTP (Maintenance) Division
2.	Invitation reference	RFQ No. **46.113.431.00.059.2023**, Date:28/01/2024
3.	Collective Certification to Follo the Act, the Rules and others.	Pursuant to Rule 13(b) of PPR-08, each member of the Evaluation Committee shall sign collectively in the Tender or Proposal Evaluation Report by certifying a prescribed statement. The provisions in ITT Clause 13(b) are:
	Rule 13 of PPR-08	The each member of the Evaluation Committee shall - (b) sign collectively in the Tender or Proposal Evaluation Report, by certifying that - "The Evaluation Committee certifies that the examination and evaluation has followed the requirements of the Act, the Rules made thereunder and the terms and conditions of the prescribed Application, Tender or Proposal Document and that all facts and information have been correctly reflected in the Evaluation Report and, that no substantial or important information has been omitted".

4. The collective certification by the members of the Tender Evaluation Committee-03 is given bellow:

"The Evaluation Committee certifies that the examination and evaluation has followed the requirements of the Act, the Rules made there under and the terms and conditions of the prescribed Application, Tender or Proposal Document and that all facts and information have been correctly reflected in the Evaluation Report and, that no substantial or important information has been omitted".

Syed Mostakim Hossain
Executive Engineer
Saidabad WTP (Maintenance)
Dhaka WASA
&
Member Secretary
Tender Evaluation Committee-03
Dhaka WASA

Shahida Kaniz
Deputy-secretary
Administration Divison-1.
&
Member
Tender Evaluation Committee-03
Dhaka WASA

Indrajit Singha Chowdhury
Deputy Chief Revenue Officer
Dhaka WASA
&
Member
Tender Evaluation Committee-03
Dhaka WASA

Mohammad Mukther Ahmed
Deputy General manager (Phones 1)
BTCL, Sher E Bangla Nagar,Dhaka
&
Tender Evaluation Committee-03
Dhaka WASA

Mukta Saha
Executive Engineer
C.M. Division, Dhaka WASA
&
Chairman
Tender Evaluation Committee-03
Dhaka WASA

Quotation Evaluation Report (RFQ PW1a)

A. General Information:		
1.	Procuring Entity Name	Project Director, EWS project, Dhaka WASA.
2.	Name of Tender	Procurement of stationary items for SWTP (Maintenance) Division
3.	Invitation for	Tender (1st Call) for Works in a single Lot.
4.	RFQ reference	RFQ No. **46.113.431.00.059.2023**, Date:28/01/2024
5.	Tendering Method	Request for Quotation Method (RFQ).
6.	Tender Document Preparation	Pursuant to Rule 4(1) of PPR-08, Tender Document has been prepared using STD PW1a issued by CPTU.
7.	Official Estimate	**Tk=2,46,028.39 (Taka Two Lakh Forty-Six Thousand & Twenty-Eight Point Three Nine Zero) only.**
B. Approval Information:		
8.	Approval of Annual Procurement Plan	It will be include APP for the FY 2023-2024 Will be approved by HOPE.
9.	Approval of Tendering Method	Included in APP as RFQM has been approved by HoPE.
10.	Approval of Budget and Source of Funds	To be Included in APP.
11.	Approval of Official Estimate	In accordance with the Delegation of Financial Powers (DoFP), Official Estimate has been approved by - Superintending Engineer, W&STP Circle, Dhaka WASA
C. Advertisement Information:		
12.	Published in daily Newspaper/website of DWASA/CPTU	Not Applicable in case of RFQ.
D. Quotation Opening and Evaluation Information:		
13.	Quotations Opening and Evaluation	Pursuant to Rule 72(2) of PPR-08, all Quotations received by Procuring Entity have been submitted to the Chairperson of the Tender Evaluation Committee-08 for opening and evaluation.
14.	Quotations opened and evaluated on	05/01/2024 at 3:00p.m.
15.	Quotations opened by	The Quotations were opened by the Chairperson of the Tender Evaluation Committee-08.
16..	Quotations Evaluated by	Pursuant to Rule 8 of PPR-08, the Tender Evaluation Committee-08 has been formed with the approval of Managing Director as HOPE vide memo no. S-DV/W-36708-Vol-2/120Admin-2, Date 15/04/2009.
E. Tender Evaluation Procedure:		
17.	Evaluation Procedure	Pursuant to Rule 73 of the Public Procurement Rule 2008, the Tender Evaluation Committee-08 has examined and evaluated all the Quotations.
18.	Examination of Quotations	Pursuant to Para 14 of RFQ Document, examination of quotations has been carried out and the details are attached in Annexure-1.
18.1	Observations in Examination of Quotations stage	• TEC-08 has examined **03** numbers of quotations received by the Procuring Entity. • Out of which **03** numbers of Tenders are being considered as responsive in this stage of examination.
19.	Technical Examination	Pursuant to Para 15 of RFQ Document, technical examination has been carried out and the details are attached in Annexure-2.
19.1	Observations in Technical Examination stage	• TEC-08 has examined **03** numbers of Quotations being considered responsive in the examination of Quotations stage. • 04 numbers of Quotations are being considered as responsive in this stage of examination.
20.	Financial Evaluation	Pursuant to Para 16 of RFQ Document, financial evaluation has been carried out and the details are attached in Annexure-3.

20.1	Observations in Financial Evaluation stage	• TEC-03 has evaluated **03** numbers of Quotations being considered responsive in the Technical examination stage. • 03 numbers of Tenders are being considered as responsive in this stage of evaluation.
21.	Price Comparison	Pursuant to Para 15 and 16 of RFQ Document, price comparison has been carried out and the details are attached in Annexure-4.
21.1	Observations in Price Comparison stage	• TEC-08 has evaluated **03** numbers of Quotations being considered responsive in the Financial Evaluation stage. • In this stage of evaluation, the Quotationer **M/S. A.M International** became the lowest Evaluated Responsive Quotation, the Quotation Price of which is **Tk=2,40,178.00 (Taka Two Lakh Forty Thousand One Hundred Seventy Eight) only.**
22.	Recommendations	TEC-08 recommends to accept the Quotation of **M/S. A.M International** having Quotation Price **Tk=2,40,178.00 (Taka Two Lakh Forty Thousand One Hundred Seventy Eight) only.**

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C.M. Division, Dhaka WASA
&
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Annexure-1

Examination of Quotations

1.	Name of Tender	Procurement of stationary items for SWTP (Maintenance) Division
2.	RFQ reference	RFQ No. **46.113.431.00.059.2023**, Date:28/01/2024.
3.	Preliminary examination Quotation Procedure	Pursuant to ITT Clause 28, preliminary examination has been carried out by TEC (EWSP). The considerations in ITT Clause 28 are:
	ITT Clause 28.1	The TEC shall firstly examine the Tenders to confirm that all documentation requested in ITT Clause 12 has been provided and examine the compliance, adequacy and authenticity of the documentary evidence.
	ITT Clause 28.2	The TEC shall confirm that the above documents and information have been provided in the Tender and the completeness of the documents and compliance of instructions given in corresponding ITT Clauses shall be verified, failing which the tender shall be considered as non-responsive.
4.	Observations	3 numbers of Tenders has been examined. The details are presented in the following check list:

5. Check list for Preliminary Examination:

ITT Clause	**Clause Description**	**M/S. A.M International**	**M/S. Vola Enterprise**	**M/S. 52' International**
(1)	(2)	(3)	(4)	(5)
14.	Examination of documents provided:			
	Quotation Submission Letter	Submitted	Submitted	Submitted
	Quotation Signed by the Questioner himself or duly authorized person	Questioner himself	Questioner himself	Questioner himself
	Written authorization attached	Not applicable	Not applicable	Not applicable
	Priced Bill of Quantities	Filled	Filled	Filled
	Valid Trade License	Valid	Valid	Valid
	Valid Tax Identification Number (TIN)	Submitted	Submitted	Submitted
	VAT registration number	Submitted	Submitted	Submitted
	Financial Solvency Certificate	Submitted	Submitted	Submitted
	Examination of the compliance, adequacy and authenticity of the documentary evidence:			
	Verification of the Trade License	Verified	Verified	Verified
	Documentary evidence in support of legal capacity to enter into the Contract:			
	Affidavit or Article of Association of the Firm or Trade Licence or Enlistment in DWASA or Other organisation (as applicalble).	Verified	Verified	Verified
	Verification of the authorization	Verified	Verified	Verified
	Verification of Solvency certificate	Verified	Verified	Verified
	Completeness of the documents and Responsiveness	Complete and Responsive	Complete and Responsive	Complete and Responsive

Annexure-2

Technical Examination of Quotations

1.	Name of Tender	Supply of office furniture and related service at SWTP, Phase-1
2.	RFQ reference	RFQ No. **46.113.431.00.059.2023**, Date:28/01/2024
3.	Technical examination Quotation Procedure	Pursuant to ITT Clause 29, Technical examination has been carried out by TEC-EWSP The considerations in ITT Clause 29 are:
	ITT Clause 29.1	Only those Tenders surviving preliminary examination need to be examined in this phase.
	ITT Clause 29.2	Secondly, the TEC will examine the adequacy and authenticity of the documentary evidence as stated under ITT Clause 15.
	ITT Clause 29.3	The TEC will further examine the terms and conditions specified in Section 7: General Specifications and Section 8: Particular Specifications.
	ITT Clause 29.4	If after the examination, TEC determines that the Tender has complied the terms and conditions and the technical aspects, set out in ITT Sub Clause 29.2 & 29.3, it shall be considered responsive.
4.	Observations	• Tenders surviving preliminary examination has been examined. • The details are presented in the following check list:

5. Check list for Technical Examination:

ITT Clause	**Clause Description**	**M/S. Al-Arabi Enterprise**	**M/S. A.M International**	**M/S. 52' International**
(1)	(2)	(3)	(4)	(5)
15.	Acceptance for evaluation in this phase	Accepted	Accepted	Accepted
	Examination of adequacy and authenticity of the documentary evidence as bellow:	Adequate and authentic	Adequate and authentic	Adequate and authentic
	Verification of the documentary evidence that has met all the requirements in regards to Specification of the works, without any material deviation or reservation.	OK	OK	OK
	Compliance of the terms and conditions and the technical aspects and Responsiveness	Compliance and Responsive	Compliance and Responsive	Compliance and Responsive

Annexure-3

Financial Evaluation of Quotations

1.	Name of Tender	Repair and Maintenance of car with related works for the official car of the Executive Engineer , Water (R&D) Division-2, Dhaka WASA (Package No- W-34.201)
2.	RFQ reference	RFQ No. **46.113.431.00.059.2023**, Date:28/01/2024
3.	Financial Evaluation Procedure	Pursuant to ITT Clause 32, Financial Evaluation has been carried out by TEC-EWSP. The considerations in ITT Clause 32 are:
	ITT Clause 32.1	Thirdly the TEC, pursuant to Rule 98 of the Public Procurement Rule 2008, will evaluate each Tender that has been determined, up to this stage of the evaluation, to be responsive to the mandatory requirements set out in the Tender Document
	ITT Clause 32.2	To evaluate a Tender, The TEC will consider the following:
		(a) the Tender price as stated under ITT Clause 13;
		(b) Adjustments for correction of arithmetical errors pursuant to ITT clause 31.
4.	Observations	• Tenders being considered responsive in the technical examination stage have been evaluated. • The details are presented in the following check list:

5. Check list for Financial Examination:

ITT Clause	Clause Description	M/S. Al-Arabi Enterprise	M/S. A.M International	M/S. 52' International
(1)	(2)	(3)	(4)	(5)
16.	Acceptance for evaluation in this phase	Accepted	Accepted	Accepted
	Verification of the Bill Of Quantities	Verified	Verified	Verified
	Quotation Price (Tk) as per Quotation Submission Letter	**Tk=2,40,178.00**	**Tk=2,55,728.00**	**Tk=2,57,128.00**
	All applicable taxes, CD, VAT and other levies payable by the Contractor shall be included	Included	Included	Included
	Adjustments for correction of arithmetical errors:			
	Arithmetical errors discovered	No	No	No
	Corrected Quotation Price (Tk)			
	Responsiveness up to this stage	Responsive	Responsive	Responsive

Annexure-4

Price Comparison of Quotations

1.	Name of Tender	Procurement of stationary items for SWTP (Maintenance) Division
2.	Invitation reference	RFQ No. **46.113.431.00.059.2023**, Date:28/01/2024
3.	Price Comparison Procedure	Pursuant to ITT Clause 33, Price Comparison has been carried out by TEC(IWSP) The considerations in ITT Clause 33 are:
	ITT Clause 33.1	The TEC will compare all responsive Tenders to determine the lowest-evaluated Tender, in accordance with ITT Clause 32.
	ITT Clause 34.1	No negotiations shall be held during the Tender evaluation or award with the lowest or any other Tenderer pursuant to Rule 99 of the Public Procurement Rules, 2008.
4.	Observations	• Tenders being responsive in the financial evaluation stage have been compared. • The Official Estimate is **Tk= 2,46,023.39** • Price comparison is presented in the following table:

5. Price Comparison Table:

Sl. No.	Name of the responsive Tenderer	Tender Price (Tk)	Percent Less	Percent Above	Rank
1.	**M/S. Al-Arabi Enterprise**	**Tk=2,40,178.00**	**2.43%**	-	**1st Lowest**
2.	**M/S. A.M International**	Tk=2,55,728.00	-	3.79%	2nd Lowest
3.	**M/S. 52' International**	Tk=2,57,128.00	-	4.31%	3rd Lowest

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