

**Society For Assistance To Hearing Impaired Children(SAHIC)  
Mohakhali, Dhaka-1212  
VENDOR ENLISTMENT**

**For Hearing Aid and its accessories**

Contact details: solaris.dhaka@gmail.com Website: www.sahic.org

**Society For Assistance To Hearing Impaired Children(SAHIC), Mohakhali, Dhaka-1212 is inviting Tender/Price Offer for supplying of Hearing Aid & its accessories of European origin from the local distributor/supplier enlisted/ approved by the Director General of Drug Administration(DGDA) under the following terms & conditions:**

**Instructions for submissions of Tender Schedule:**

On the behalf of SAHIC is inviting price offer for the provision of "Hearing Aid". The tenderers are requested to read carefully and ensure compliance with all instructions here in. Non-compliance with any instructions in this document may disqualify the bidders from the tender exercise.

**1. Procurement Procedure:**

a) The procurement is handled via an open tender.

**2. Deadline of submission and period of validity:**

a) **Deadline of submission is 07 December 2024, 2.30 PM. Bangladesh time.**

b) Your quotation must state the period of validity until 31<sup>st</sup> December 2025 from the date of enlistment.

**3. Costs and ownership of tenders:**

a) Costs incurred by the tenderers in preparing and submitting the quote requests are not reimbursable.

b) The SAHIC Authority retains ownership of all quotes received under this Tender. Consequently, tenderers have no right to have their tenders returned to them.

**4. Confidentiality and publication:**

a) All recipients of tender documents, whether they submit a tender or not, shall treat the details of the documents as confidential as possible.

b) The award of contract (name of company, type of product, extent and duration of contract) might be made open to the public unless you disagree within your quotation, giving the reason of refusal.

## **5. Content of tenders and alternative offers:**

- a) All tenders submitted must comply with the requirements in the tender dossier and comprise (if you are unable to submit any of the following documents will automatically lead to disqualification of the bid):
- The Price off about quoted items, including specifications as indicated in the price schedule The Price offer has to be dated, stamped and signed.
  - **Copy of updated Trade license (2024-2025), TIN certificate with Tax Assessment 2023-2024 (Prefer 2024-2025) and 13-digit BIN certificate.**
  - **Copy of proof Experience documents**
  - **Copy of Bank Statement or Bank solvency certificate.**
  - **Quotation must be submitted in company letterhead pad supplier can add teams & condition.**
    - Proof of experience/credentials for equivalent goods (provide the copy of previous work order/ Certification of work completion).
  - Have to be mention delivery time in the Price Offer, to complete delivery of goods

## **6. Financial offer**

- a) Tenderer must quote by items, DGDA Approved Dealer Price, DGDA Sale Price(MRP), Product Brand, Make, Model, Country of origin, Warranty Period, After Sales Service Period etc.
- b) **In case of a calculation mistake in the quoted unit price, the quotation will be cancelled.**
- c) Quoted price should mention VAT, all other taxes, as per Government Rules.
- d) Your separate **Financial Offer** must contain an overall offer in Bangladeshi Taka only

## **7. Submission of quote and further communication**

- a) All quotes, including annexes and supporting documents must be submitted in a sealed envelope addressed to the "General Secretary, SAHIC", Mohakhali, Dhaka-1212

## Annexure: A (Application Evaluation Questionnaire)

SAHIC Authority appreciates the suppliers' efforts in responding to these questions. It helps SAHIC to identify potential suppliers and facilitate/speed up the supplier selection process. Please note that the completion of this questionnaire does not equate to any contractual link between SAHIC. SAHIC may, but is not obligated to send restricted tender announcements and / or request for quotations to companies who completed this questionnaire.

<b>Company name:</b>	
<b>Type of company (Proprietor, Partnership, Limited, Public):</b>	
<b>Year and place of creation:</b>	
<b>Trade License Number:</b>	
<b>TIN Registration Number:</b>	
<b>VAT registration number:</b>	
<b>Address:</b>	
<b>Administrative address: (different)</b>	
<b>Proprietor/ Managing Director Name:</b>	
<b>Phone number:</b>	
<b>Email:</b>	
<b>Sales/contact person-1 Name and position:</b>	
<b>Contact mobile number:</b>	
<b>Email:</b>	
<b>Sales/contact person-2:</b>	
<b>Contact mobile number:</b>	
<b>Email:</b>	
<b>Date of submission:</b>	

Supplier Registration Name : \_\_\_\_\_

Represented by : \_\_\_\_\_

Place : \_\_\_\_\_

Date : \_\_\_\_\_

Signature : \_\_\_\_\_

## Annex : B (Supplier Declaration form)

### TO BE COMPLETED BY THE SUPPLIER

I, the undersigned, **Name of owner** representing certify having read and understood the rules hereto.

On behalf of the **company Name** for which I act, accept the terms of CDD Best Business Practices and undertake to achieve the best performance should the contract be attributed to

I the undersigned, certify that **company name** has not been involve and will take all necessary steps not to be involved in or supply material support or any other resource to individuals or entities that commit, attempt to commit, recommend, facilitate or participate in fraud, active or indirect corruption, collusion, coercive practices, involvement in criminal organization or any other illegal activity or that do not respect Human Rights or basic social rights and minimum work conditions as defined by the International Labor Organization (ILO), in particular regarding child labor, discrimination, freedom of association, respect of the minimum wage, slave labor issues and compliance with work conditions and hygiene.

Finally, I hereby certify that **company name** is not involved in any current legal action or court proceedings as plaintiff or defendant, in its own name or on behalf of any other entity, for actions relating to fraud, corruption or any illegal activity and has never been found guilty of such practices.

Name:

Position:

Date:

Signature & Stamp: