



IID Procurement Policy

(Effective from 1st January, 2019)

Acronym

DPM	Direct procurement method
IFT	Invitations for Tender
LTM	Limited tendering method
NOAL	Notification of Award Letter
OTM	Open tendering method
PS	Performance Security
PTN	Post-tender negotiations
PTOP	Procurement through Online Payment
QCBS-L	Quality and cost based selection under limited tendering
QCBS-O	Quality and cost based selection under open tendering
QM	Quotation method
RFQ	Request for quotation
SSS	Single source selection
TEC	Tender evaluation committee
TS	Technical Specifications

IID Procurement Policy

Institute of Informatics and Development (IID) is developed a comprehensive procurement policy that clearly defines authority, responsibility, and establishes guidelines for the organization and the procurement professional to follow when carrying out their responsibilities. This procurement policy is applicable for all the programs/departments of IID. The concerned program/department will initiate purchase requisition memo as per approved delegation of authority. After receipt of approved purchase requisition memo, IID will initiate procurement activity as per guidelines and procedures laid down hereunder.

1. Purpose of a Procurement Policy

The overall purpose of a procurement policy manual should be to:

- Establish the legal authority of the procurement function within the organization.
- Simplify, clarify, and reflect the laws governing procurement.
- Enable uniform procurement policies throughout the organization.
- Build public confidence in public procurement.
- Ensure the fair and equitable treatment of everyone who deals with the procurement system.
- Provide for increased efficiency, economy, and flexibility in public procurement activities and maximize to the fullest extent the purchasing power of the entity.
- Foster effective broad-based competition from all segments of the supplier community.
- Safeguard the integrity of the procurement system and protect against corruption, waste, fraud, and abuse.
- Ensure appropriate public access to contracting information.
- Foster equal employment opportunities that are in line with legal requirements, in the policies and practices of suppliers and subcontractors wishing to do business with the entity.

2. Procurement Method

2.01 Procurement under IID will be governed by the following four methods for goods and non-consulting services:

- i. Direct Procurement Method (DPM)
- ii. Quotation Method (QM)
- iii. Limited Tendering Method (LTM)

iv. Open Tendering Method (OTM)

2.02 Procurement under IID will be governed by the following three methods for consulting services:

- i. Single Source Selection (SSS)
- ii. Quality and Cost Based Selection under Limited Tendering (QCBS-L)
- iii. Quality and Cost Based Selection under Open Tendering (QCBS-O)

2.03 Procurement through Online Payment (PTOP)

3. Direct Procurement Method (DPM)

3.1.1 IID may use DPM for procuring goods and non-consulting services from one single source without going through all the requirements of a full tendering process within the permitted thresholds. Delegation of authority should strictly control the DPM in order to ensure that there is no abuse and its use is restricted.

3.1.2 For occasional purchases of perishable goods, such as fresh fruits, foods and other similar items. The prices for such items may vary on a daily basis or even during the day and so the procurement of such goods is generally carried out on the basis of the price valid at the time of purchase.

4. Quotation Method (QM)

4.1.1 IID may undertake procurement by means of a QM for the purchase of available goods and non-consulting services, for which more competitive methods are not justified on the basis of cost or efficiency.

4.1.2 A full request for quotation (RFQ) must be sent to at least more than 3 (Three) suppliers where vendors / suppliers are available in the competitive market. All efforts shall be made to always obtain and compare at least 3(Three) quotations to establish reasonableness of price. Comparison of two quotations is justified only when there is evidence satisfactory to Committee that there are only two reliable sources of supply. It is possible that not all the suppliers invited will respond to the request for quotation. It must be ensured that the concerned suppliers have received such RFQs, and such records or evidences shall be preserved in the files of the purchaser's office.

4.1.3 The concerned officers of IID exercise due verification to satisfy him/her that the firms invited to quote are reputable and are suppliers of the goods or services being purchased as part of their normal business. In case the concerned office receives unsolicited quotations, these may be accepted after carrying out a similar exercise to verify the nature and reputation of the firms.

4.1.4 The purchaser requests quotations by letter, fax, telex, electronic messaging, e-mail etc., (with proof of receipt and record keeping). The request must include the description and quantity of the goods or services as well as the required delivery time and place for the goods or services, including any installation requirements, as appropriate. The request indicates the date by which the quotations are needed.

4.1.5 Suppliers submit their quotations in writing i.e., by fax, email, letter, or electronic messaging (copies to be kept for the records). If by the requested date fewer than three (3) quotations are received, the committee shall have the following discretionary options: A time extension of up to five (5) days may be implemented, during which the invited suppliers are reminded of the pending quotation request and asked to submit a quotation within the extended time frame; additional suppliers may be provided with the QM document. If after expiry of the extended date still fewer than three (3) quotations are received, then the purchaser may go ahead with purchase formalities on the basis of the available one or two quotations, subject to a price verification to establish whether or not the offered prices are market prices; in the case of extreme urgency, comparison and contracting based on price verification may also be done without granting a time extension.

4.1.6 A maximum submission time of 7 (Seven) working days shall be allowed.

4.1.7 Complete Evaluation of the Quotations: Immediately after opening of the quotations, the procurement committee with necessary vetting from concerned programme, when felt necessary, shall complete evaluation of the quotations received. In the evaluation of the quotations, the committee shall strictly follow the evaluation procedures stipulated in the RFQ.

4.1.8 The lowest evaluated offer shall in principle be selected; however the committee may recommend negotiations with the providers of the three (3) lowest evaluated quotations (ranked as nos. 1, 2 and 3). To ensure satisfaction of IID's requirements (e.g. extreme urgency), specific condition may be added, such as but not limited to:

(i) Qualification criterion: delivery is required within 10 working days of signature of Purchase Order by both parties. Failure to meet this requirement renders a quotation unacceptable. All quotations able to meet the requirement then are evaluated on the same basis, i.e. of those quotations that meet the technical specifications, the lowest priced one awarded the Purchase Order; and/or

4.1.9 Work Order/Purchase Order shall be issued.

5. Limited Tendering Method (LTM)

LTM is mandatory for procurement exceeding BDT 700,000 and up to Tk. 1,500,000. The LTM shall be adopted obtaining quotations from firms/suppliers through written letters or e-mails or faxed correspondences. The selection shall be made without discrimination, i.e. all the related firms or suppliers shall be invited to tender. The firms/suppliers have to be well qualified, reliable and reputed with good standing and rating.

The time allowed for submission of tenders under LTM shall be maximum 10 (Ten) working days.

5.1 Professional and Technical Capacity

To prove their professional and technical capacity, suppliers shall provide/submit the followings:

- (i) provide documentary evidence to show they are registered as relevant professional or trade organizations.
- (ii) provide a list of the major contracts executed in the past years, with the sums, dates and recipients, public or private, if IID so requests;
- (iii) samples, description and/or photographs of the product to be supplied/service to be provided, the authenticity of which may be certified by a professional institute related to the professional qualifications of the person or firm;

5.2 Taxation Obligations

For proof of fulfillment of obligations relating to the payment of taxes, IID may ask the Tenderer or Applicant for a certificate issued by the competent authority of Bangladesh. The tax certificate shall state:

5.2.1 tax registration number or tax payer's identification number (TIN);

5.2.2 VAT registration number; and

5.2.3 the year up to which income tax/VAT assessment has been completed.

The above mentioned criteria will be applied in determining whether a business has the required capability/standing to be a related supplier of IID. If required, Procurement Committee will have to exercise judgment to determine business capability and suitability of a supplier and deal with exigencies that may arise from time to time, and add to the specific LTM document additional criteria as deemed appropriate.

6. Open Tendering Method (OTM)

Open tendering is the process of procurement carried out through newspaper advertisement that is most likely to maximize economy and efficiency. Openness ensures transparency and eliminates tendencies towards favoritism. Hence, OTM shall be the preferred method of procurement except for those items/services where there are overwhelming reasons for not doing so or where the value of the contract is so low that it does not serve the purpose of efficiency and effectiveness. The preference for OTM is supported by policy objectives of IID.

6.1 Purpose of OTM

The main purposes of OTM are to:

- (i) Check the competitiveness of existing suppliers;
- (ii) Provide opportunities to new suppliers;
- (iii) Comply with legal requirements;

- (iv) Ensure fairness and confidentiality; and
- (v) Prevent corruption and collusion.

6.2 Advertisement of OTM

Open Tendering Method will be applied through advertisement, where suppliers will be chosen by their qualification criteria, specification of procurement product and competitive price offered in their price proposals.

Invitations for Tender (IFT) or invitation for the Express of Interest (EOI) shall be advertised at least in one widely circulated national newspaper. The advertisement shall also be published in the web portal of IID and other such service providers if felt necessary. IID does not exclude foreign tenderers under OTM, and any foreign tenderer wishes to take part is permitted to do so.

6.3 Threshold of OTM

OTM is the preferred method for procurement, and must be applied where the estimated value of any contract of goods and related services or non-consulting services to be procured is more than BDT 1,500,000. However, considering the availability, size, complexity and delivery schedule of the product/service to be procured, OTM may also be applied where, appropriate, and even where the value of any contract of goods and related services or non-consulting services to be procured is less than BDT 1,500,000 (if appear justified to the management).

6.4 Preparing and Issuing a Tender Document

IID suppliers should keep in mind that:

- (i) IID is responsible for the preparation and issuing of the tender document.
- (ii) The supplier is responsible for the preparation and submission of its tender. During this process, IID shall promptly respond in writing to any written request for clarification from suppliers and if found appropriate/reasonable amend the tender document accordingly. Verbal requests from suppliers are prohibited and shall not be responded to.
- (iii) The tender document should furnish all the information needed by a prospective supplier. The time spent in preparing clear and unambiguous tender document is well compensated for in the evaluation of tenders, the award of contract and during the implementation of the contract.

6.5 Purpose of Tender Documents

The purpose of the tender documents is to inform suppliers about:

- (i) the rules applicable to the tendering process;
- (ii) the precise requirements for the goods and related services or non-consulting services to be provided;
- (iii) criteria which will be applied in evaluating tenders; and

- (iv) the terms and conditions of the contract the suppliers will be required to enter into, if successful.

6.6 Setting a Tender Submission Date

A date and time for submission of tenders must be fixed in all cases. The period allowed for the completion and submission of the tender will depend on:

- (i) the complexity of the requirement;
- (ii) the urgency of the requirement; and
- (iii) a reasonable time for suppliers to formulate their offers. If the time is too short, it will discourage some suppliers from tendering, which will reduce competition and may limit the quality of the tender. Under OTM the time allowed for the submission of tenders shall be maximum 15 (Fifteen) working days.

6.7 Consistency of Providing Information to the Tenderer

The same information must be given to each potential supplier. This is a self-evident statement, but care must be taken to ensure that all suppliers are working on the same information. This is particularly important when a supplier requests clarification on an issue from the purchaser.

6.8 Suppliers Requesting Extension of Tender Submission Date

Request from suppliers for an extension of the date of tender Submission should normally be denied. Only in the most extreme circumstances (e.g. if all tenderers request an extension, indicating that IID may have underestimated the time required for suppliers to prepare and submit a tender), request for extension shall be considered.

6.9 The Specification

The Specification is the key component in the overall contract package. It sets the quality and performance standards for the contract and defines what the programme/department wishes to buy and what the supplier must provide.

The purpose of the Technical Specifications (TS) is to define the technical characteristics of the goods and related services required or description of the non-consulting services required.

The concerned programme/department will be responsible for the preparation of TS.

6.10 Validity Period

Tenderers should be asked in the Invitation for Tenders (IFT) to agree to a nominated tender validity period. This states how long the offer will remain open. As it requires the tenderer to hold their price for that period, the length of the validity period should carefully be calculated by IID Procurement Committee and should be no longer than which is reasonably sufficient to leave the offer open until the date of contract award. It is conventional to express this period in days (e.g. 30, 60, 90, etc.).

6.11 Extension of Validity Period

If it becomes obvious that, for whatever reason, the contract cannot be awarded before the expiry of the validity period, tenderers should be asked to extend the validity period.

However, if a supplier refuses to extend his/her validity period he/she shall be allowed to withdraw his/her tender without forfeiting the tender security, if any.

6.12 Communications with Tenderers

It is essential that in the first instance all written enquiries from tenderers should be directed to the concerned procurement officer of the IID and verbal enquiries must not be accepted.

6.13 Keeping Information on Tenderers Confidential

Tenderers should never be told who is in competition with them. This prevents collusion and sharpens the need for a competitive approach.

Throughout the process, all information whose disclosure might prejudice the outcome of the tendering process should be marked as "Confidential."

6.14 Tender Receipt

The tenderer shall enclose the original in one (1) envelope and all the copies of the tender in another envelope, duly marking the envelopes as "ORIGINAL" and "COPY." The two (2) envelopes shall then be enclosed and sealed in one (1) single outer envelope.

The inner and outer envelopes shall:

- (i) bear the name and address of the tenderer;
- (ii) be addressed to the purchaser at the address specified in the tender document;
- (iii) bear the name of the tender and the tender number as specified in tender document

Tenders received after the deadline for the submission shall be returned to the tenderer unopened.

6.15 Tender Withdrawal or Modification or Substitution

A tenderer may withdraw, modify or substitute its tender after it has been submitted by sending a written notice, duly signed by the original authorised representative. The written notice must be:

- (i) In the case of a WITHDRAWAL, be submitted in a sealed envelope, clearly identifying the relevant tender and marked WITHDRAWAL;
- (ii) In the case of a MODIFICATION or SUBSTITUTION, be submitted in a sealed envelope, with the relevant modified or substituted documents, clearly identifying the relevant tender and marked MODIFICATION or SUBSTITUTION as applicable.

Tenderer may wish to replace or amend a tender which has been submitted but where the due return date has not yet passed. An offer, which clearly replaces all, or part of one already submitted should be accepted provided it arrives before the due date and meets all the other requirements for receipt of tenders.

6.16 Examination and Evaluation of Tender

The examination and evaluation of tenders consists of at least three stages:

- (i) Examination,
- (ii) Evaluation and
- (iii) Post-qualification

6.17 Tender Evaluation Committee (TEC)

The procurement committee will act as tender evaluation committee (TEC). However, if technical expertise require IID can add as TEC member from internal/ external source.

6.18 Examination

After opening the tender documents the procurement committee will check whether all required documents are submitted by the suppliers.

6.19 Evaluation of Tenders

The purpose of the evaluation is to determine the ranking between substantially responsive tenders, in order to identify the tender most advantageous to the Tender Evaluation Committee (TEC), i.e. the one offering the best value for money.

The key role for a proper evaluation is to consider only those factors specified in the tender documents and only against the criteria specified in the tender document.

Clarification of each tender follows the evaluation of all competing tenders. This involves making judgments on financial, technical, contractual and other related matters. The committee, where possible, will include the evaluation criteria and weights of numbers for each criteria, in the Invitation for Tender.

The successful tenderer shall be the tenderer with the highest score recipient under those evaluation criteria as set by the procurement committee.

6.20 Post Tender Negotiations (PTN) and Guidelines for PTN

6.20.1 Post Tender Negotiations (PTN) may be conducted, after completion of the evaluation process and determination of the lowest evaluated bidder, and as recommended by the committee in writing, either only with the lowest evaluated bidder or alternatively with the three (3) lowest evaluated bidders (ranked as nos. 1, 2 and 3).

6.20.2 PTN must be recommended unanimously by all members of the committee and shall be authorized by chairperson of the committee are to strictly follow the code of ethics of IID and negotiations shall be for the benefit of IID operations and not for personal benefits.

6.20.3 PTN may include price, delivery time, partial shipments, quantities, packaging, specifications, and scope of services; issues to be included in the PTN must be clearly recommended by committee and may not be changed once approved or during the negotiations.

6.21 Award Criteria

IID shall award the contract to the tenderer whose offer is substantially responsive to the tender document, that the offer has been determined as per selection criteria, and provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.

6.22 Purchaser's Right to Vary Quantities

The purchaser reserves the right at the time of contract award or afterward to increase or decrease the quantity, per item, of goods and related services or non-consulting services originally specified in tender document, provided this does not exceed twenty (20) percent of the quantity and without any change in the unit prices or other terms and conditions of the tender and the tender document.

6.23 Notification of Award

Prior to the expiration of the period of tender validity, the purchaser shall notify the successful tenderer, by issuance of a Notification of Award Letter (NOAL) through E-mail that his/her tender has been accepted.

6.24 Performance Bond (PB)

If felt necessary, the IID procurement committee may ask for performance bond, in the form of future dated accounts payee cheque in favour of IID, from the successful tenderer to the amount decided in consultation with the tenderer.

6.25 Formation of Contract

For a contract to be formed there must be two parties and a situation where one has accepted an offer from the other party. A contract may be defined as an agreement made between at least two parties with the intention of creating a legal relationship, enforceable by law.

6.26 Contract Signing

Within seven (7) working days from the date of receiving the Notification of Award Letter (NOAL), the successful tenderer shall sign with date and return the contract agreement to the purchaser.

7. Purchases of Goods/Non-Consulting Services

All purchases should be made under appropriate budgetary provisions.

Type of Procurement	Description
Direct Procurement Method (DPM)	<p>If the procurement of goods/non-consulting service is up to Taka 5,000:</p> <ul style="list-style-type: none">• Approval needs to be received from Finance Head/Admin Head/ Authorized person as appropriate.• Procurement will be made and the bill be collected.• Lead time for goods or non-consulting service receiving 1-5 working days. <p>If the procurement of goods/non-consulting services between Taka 5,001 to 50,000:</p> <ul style="list-style-type: none">• Prepare a Purchase Requisition Memo with detail specifications & justifications of goods/non-consulting services.• Approval needs to be received from Finance Head/Admin Head/Authorised person.• One spot quotation will be received from enlisted/any other vendor/supplier as appropriate and procurement will be made.• Lead time for goods or non-consulting service receiving 1-7 working days.• IID prefers payment by account payee cheque, but cash payment can be made if necessary for procurement below BDT 20,000.

Type of Procurement	Description
Quotation Method (QM)	<p data-bbox="565 300 1429 363">If the procurement of goods/non-consulting service between BDT 50,001 to 3,00,000:</p> <ul data-bbox="613 394 1429 877" style="list-style-type: none"> <li data-bbox="613 394 1429 468">• Prepare a Purchase Requisition Memo with detail specifications & justifications of goods/non-consulting services. <li data-bbox="613 499 1429 636">• The quotation will be collected from at least three enlisted vendor/supplier/any other supplier as appropriate. The quotation will be analyzed and a vendor/supplier will be selected. <li data-bbox="613 667 1429 783">• Then the purchase order/work order will be issued to the selected firm with the approval of Admin Head/Finance Head/Authorized person. <li data-bbox="613 814 1429 877">• Lead time for goods or non-consulting service receiving 1-10 working days. <p data-bbox="565 909 1429 972">If the procurement of goods/non-consulting service between Taka 3,00,001 to 7,00,000:</p> <ul data-bbox="613 1003 1429 1686" style="list-style-type: none"> <li data-bbox="613 1003 1429 1077">• Prepare a Purchase Requisition Memo with detail specifications & justifications of goods/non-consulting services. <li data-bbox="613 1108 1429 1213">• Memo will be forwarded to Chief Executive Officer/Executive Director through Finance Head/Admin Head/Authorized person as appropriate for formation of a procurement committee. <li data-bbox="613 1245 1429 1308">• The quotation will be collected from at least three enlisted vendor/supplier/any other supplier as appropriate. <li data-bbox="613 1339 1429 1402">• The quotation will be analyzed by the procurement committee and a vendor/supplier will be selected. <li data-bbox="613 1434 1429 1581">• The committee's decision will be informed to Chief Executive Officer/Executive Director by the chairperson of procurement committee and the purchase order/work order will be issued by the member secretary of the committee. <li data-bbox="613 1612 1429 1686">• Lead time for goods or non-consulting service receiving 1-15 working days.

Type of Procurement	Description
Limited Tendering Method (LTM)	<p>If the procurement of goods/non-consulting service between Taka 7,00,001 to 15,00,000:</p> <ul style="list-style-type: none"> • Prepare a Purchase Requisition Memo with detail specifications & justifications of goods/non-consulting services. • Memo will be forwarded to Chief Executive Officer/Executive Director through Finance Head/Admin Head/Authorized person as appropriate for formation of a procurement committee. • All the enlisted firms or suppliers shall be invited to tender through written letters or e-mails or faxed correspondences. • Minimum three (3) quotations should be collected from enlisted vendors/service providers through written letters or e-mails or faxed correspondences. • The quotation will be analyzed by the procurement committee and a vendor/supplier will be selected. • The committee's decision will be informed to Chief Executive Officer/Executive Director by the chairperson of procurement committee and the purchase order/work order will be issued by the member secretary of the committee. • Lead time for goods or non-consulting service receiving 1-20 working days.

Type of Procurement	Description
Open Tendering Method (OTM)	<p>If the procurement of goods/non-consulting service between Taka 1,500,001 - Above:</p> <ul style="list-style-type: none"> • Prepare a Purchase Requisition Memo with detail specifications & justifications of goods/non-consulting services. • Memo will be forwarded to Chief Executive Officer/Executive Director through Finance Head/Admin Head/Authorized person as appropriate for formation of a procurement committee. • Advertisement for Tender will be published in the at least one widely circulated daily national newspaper and IID website. • Open the tender in front of procurement committee. • The quotation will be analyzed by the procurement committee and a vendor/supplier will be selected following the practiced procedure. • The committee's decision will be informed to Chief Executive Officer/Executive Director by the chairperson of procurement committee and the purchase order/work order will be issued by the member secretary of the committee. • Lead time for goods or non-consulting service receiving 1-30 working days.

8. Professional Services

Professional services includes Auditor, Presenter, Program consultant, Researcher, Technical knowhow, Proof Writer, Facilitator, Trainer and other Professional services.

Type of Procurement	Description
Single Source Selection (SSS)	<ul style="list-style-type: none"> ▪ SSS may be used for procurement of consulting services up to an estimated contract value of BDT 5,000,000. ▪ May be used for both consulting firms and individual consultants.
Quality and Cost Based Selection under Limited Tendering (QCBS-L)	<ul style="list-style-type: none"> ▪ QCBS-L must be applied where the estimated value of any resulting contract is more than BDT 5,000,000. However QCBS-L may also be applied when the estimated contract value is BDT 5,000,000 or less than BDT 5,000,000, e.g. in situations where sufficient time is available and/or where competition is important.
Quality and Cost Based	<ul style="list-style-type: none"> ▪ QCBS-O must be applied where the estimated value of any

Selection under Open Tendering (QCBS-O)	resulting contract is more than BDT 15,000,000. However QCBS-O may also be applied when the estimated contract value is BDT 15,000,000 or less than BDT 15,000,000, e.g. in situations where potentially interested consultants are not known or where open competition is important.
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8.1 Single Source Selection (SSS)

SSS may be used in circumstances such as:

- (i) time is of essence,
- (ii) only a specific consultant can do the job,
- (iii) downstream work, i.e. re-appointing an consultant for further work,
- (iv) positive experience with a consultant, where IID wishes to re-appoint the same consultant, and similar.

SSS consists of the following steps:

- 8.1.1 Preparation of Terms of Reference.
- 8.1.2 Selection of a qualified consultant (firm or individual).
- 8.1.3 Invitation of the selected consultant and provision of Terms of Reference, Financial Proposal Sheet and the Draft Contract. When the contract value small and an individual consultant is invited, a letter of appointment instead of a full contract is also possible – such letter would have to include the most important conditions of appointment.
- 8.1.4 The minimum period allowed for the selected consultant to respond with a proposal shall be 07 (Seven) working days from the date of invitation.
- 8.1.5 Contract negotiations.

8.2 Quality and Cost Based Selection under Limited Tendering (QCBS-L)

QCBS under Limited Tendering (QCBS-L) does not require advertising (call for expression of interest); instead the Purchaser will short-list at least 3 qualified consultants; IID procurement committee shall only short-list qualified consultants and may obtain external advice/help in doing so, e.g. request bilateral donors to make available long-lists from their roosters.

QCBS-L consists of the following steps:

- 8.2.1 Preparation of Terms of Reference.
- 8.2.2 Short-listing of at least 3 qualified firms/ Individual Consultants which are best qualified.
- 8.2.3 Invitation of the short-listed consultants and provision of a full request for proposal document to all those invited.
- 8.2.4 The minimum period allowed for invited consultants to respond with a proposal shall be 7 (Seven) working days to 10 (Ten) working days from the date of distribution of the request for proposal document; the request for proposal document shall be distributed via email and preferably in PDF-format.
- 8.2.5 Receipt and opening of received proposals; the proposals will contain 2 envelopes, 1 with the technical proposal and 1 with the financial proposal; only the technical proposal shall be opened while the financial proposals must remain sealed and shall be securely stored.
- 8.2.6 Technical evaluation of all received proposals. Only information contained in the

Request for Proposal (including Terms of Reference) shall be used for evaluation purposes.

- 8.2.7 On completion of the technical evaluation, all consultants shall be advised of their technical score, and those achieving at least the minimum technical score stated in the Request for Proposal shall be invited to attend the opening of the respective financial proposals.
- 8.2.8 Financial and combined evaluation of all received proposals resulting in a recommendation for award of contract.
- 8.2.9 Contract negotiations.

8.3 Quality and Cost Based Selection under Open Tendering (QCBS-O)

QCBS under Open Tendering (QCBS-O) consists of a Call for Expressions of Interest with subsequent assessment of received Expressions of Interest (EOI) and short-listing of 5 to 7 consultants which are then invited to submit a proposal (technical and financial); if the assessment of the received EOIs produces less than 5 qualified firms, IID may add qualified firms from their own or donors' databases. In the case of very particular consultancies, in which only few firms specialize, all efforts shall be made to list a least 5 such firms, but in any case not less than 3.

QCBS-O consists of the following steps:

- 8.3.1 Preparation of Terms of Reference.
- 8.3.2 Placement (advertising) of the call for expressions of interest. Advertisement will be published in the at least one widely circulated daily national newspaper and IID website or as per requirement of the partner. The minimum period allowed for interested consultants to respond with an expression of interest shall be 15 (Fifteen) working days from the date of the first advertisement. If electronic submission of expressions of interest is permitted (subject to reliable availability of IID's email services) this period may be shortened to not less than 12 (Twelve) working days.
- 8.3.3 Assessment of all received expressions of interest, and short-listing of 5 to 7 firms which are best qualified.
- 8.3.4 Invitation of the short-listed consultants and provision of a full request for proposal document to all those invited.
- 8.3.5 The minimum period allowed for invited consultants to respond with a proposal shall be 15 (Fifteen) working days from the date of distribution of the Request for Proposals (RFP) document; the RFP document shall be distributed via email and preferably in PDF-format.
- 8.3.6 Receipt and opening of received proposals; the proposals will contain 2 envelopes, 1 with the technical proposal and 1 with the financial proposal; only the technical proposal shall be opened while the financial proposals must remain sealed and shall be securely stored.
- 8.3.7 Technical evaluation of all received proposals. Only information contained in the Request for Proposals (including Terms of Reference) shall be used for evaluation purposes.
- 8.3.8 On completion of the technical evaluation, all consultants shall be advised of their technical score, and those achieving at least the minimum technical score stated in the Request for Proposal shall be invited to attend the opening of the respective financial

proposals.

8.3.9 Financial and combined evaluation of all received proposals resulting in a recommendation for award of contract.

8.3.10 Contract negotiations.

9. Procurement through Online Payment (PTOP)

In line with the IID's procurement policies and procedures, where possible, purchases up to the value of USD 5,000 or equal amount of Bangladesh Taka (BDT) should be made through online payment. The institute will investigate all relevant information to determine the best price and terms for the product or services. This will depend on if the institution needs commodities (readily available products) or specialized materials. Usually the procurement officer or authorized person will look into three suppliers before it makes a final decision. But sometimes, IID's procurement officer or representative purchases specialized unique goods and services with proper justification and consumer review without considering three suppliers price.

10. Procurement Committee Member's Panel

Procurement Committee Member's Panel will be at least 3 (Three) members.

11. Special Cases

Any exception of this procurement policy shall be approved by Chief Executive Officer/Executive Director, if any situation arise for the exception.