



# বাংলাদেশ ফুটবল ফেডারেশন

## BANGLADESH FOOTBALL FEDERATION



Ref: 2205 /BFF-Admin/2021

Date: 23/06/2021

### Invitation to Tender E-Learning Platform

The Bangladesh Football Federation (BFF) hereby invites Expression of Interest (EOI) along with financial offers from the reputed Business Houses/ Companies/ Parties/ Agencies / Consortiums for E-Learning Platform service.

#### Eligibility Criteria:

- Any person(s) or entities with an existing unresolved dispute (i.e. Financial, Disciplinary and any other) with BFF or AFC on a point of law or fact shall be ineligible to acquire the aforementioned rights or to participate in the Bidding Process.
- Reputed Business Houses/ Companies/ Parties/ Agencies / Consortiums must have at least 03 (Three) years of experience in providing this kind of services.

#### Cost of the Bidding:

The bidder shall bear all costs associated with the preparation and submission of his or her bid, and the Bangladesh Football Federation shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

#### Specification:

A digital virtual E-Learning platform which brings continuity and structure to the diverse learning experiences of learners who will undertake, helping them navigate, reflect on, and make sense of their curricular, co-and extra-curricular activities on the journey to becoming successful future-ready graduates.

#### Standard pricing package should include:

- 100 individual licenses.
- To assist in the development of the structural content.
- Base level CSM Shared Service Desk support.
- 1 Online Health Check per year.
- Basic Support as standard, response to all email or webform tickets
- Free and unrestricted volume of alumni accounts for the duration of the one year agreement.
- 500MB storage per user.



#### The Offer needs to be accompanied with the following documents:

- Company Profile.
- Updated auditor's report on financial statements (In case of consortium, each party's auditor's report needs to be submitted individually).
- Bank Solvency Certificate along with bank Statement.



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- Copy of TAX Registration
- Trade License
- In case of Consortium, notarized consortium Agreement.
- Statement of capacity outlining existing expertise and the capacity in the area asked for.
- List of Existing Clients.
- The project focal point and team set up and availability.
- List of eLearning authoring tools in use and recommendation of what methods to be used
- Suppliers Ethical Standards Declaration (signed & stamped)
- Financial proposal (Bidder own template). The proposal must include all costs of travel (if necessary) related to development of the eLearning Platform. Cost must include VAT (if relevant)

**Note: The Bidder bears all costs incurred in the preparation and submission of tender responses.**

### Currencies of Bid and Payment:

- All prices shall be quoted by the Bidder in United States Dollar. Similarly, all payments will be made in United State Dollar. Payments will be paid exclusively by Bank transfer.
- BFF standard payments terms are 30 days from receipt of an approved invoice.
- Payments must be initiated after full satisfaction of BFF focal point's responsible person.

### Bid Validity:

- Bids shall remain valid for a period of minimum of 90 days after the date of the submission deadline as prescribed by Bangladesh Football Federation. If a bid is valid for a shorter period the Bangladesh Football Federation is entitled to reject the bid.
- In exceptional circumstances, prior to the expiration of the bid validity period, the Bangladesh Football Federation may request Bidders in writing to extend the period of validity of their bids. A Bidder must confirm in writing hi acceptance of the extension. In case extension, modification of the bid is not permitted.

### Language of Bid:

All Bids must be submitted in English.

### Confidentiality:

- Information relating to the examination, evaluation, comparison of bids, and recommendation of contract award will not be disclosed to bidders or any other persons not officially concerned with such process until the Contract has been awarded.
- Any effort by a Bidder to influence the Bangladesh Football Federation in the examination, evaluation, comparison of the bids or contract award decisions may result in the rejection of its bid.







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- From the time of bid opening to the time of Contract award, if any bidder wishes to contact the Bangladesh Football Federation on any matter related to the bidding process, this must be done in writing.

### Submission Procedure & Deadline:

- The Service/Product offer must be submitted at the BFF Office at BFF House, 14/B Toyenbee Circular Road, Motijheel C/A, Dhaka-1000, Bangladesh during office hours (between BST 1000 to BST 1800) on or before 8<sup>th</sup> July 2021 and should be in a sealed envelope to be addressed to: General Secretary, Bangladesh Football Federation.
- Due to COVID 19 Pandemic situation, interested participant may submit the Service/Product offer electronically via email at [info@bff.com.bd](mailto:info@bff.com.bd)

### Evaluation of Bid:

- The Bangladesh Football Federation shall examine all documentation and other information submitted by Bidders to verify eligibility, and then will review and score bids according to the defined criteria for this tender.
- Bangladesh Football Federation reserves the right to reject all bids, and re-tender if no satisfactory bids are submitted. BFF under no obligation to award the contract or to award it to the lowest bidder.

### Award Procedure:

- The Bangladesh Football Federation (BFF) may, unless the Bidder expressly stipulates to the contrary in the tender, accept whatever part of a tender that BFF so wishes.
- The Bangladesh Football Federation shall award the Contract in writing, by email, to the Bidder(s) whose offer(s) has been determined to be the best, before the end of the bid validity period.
- On request BFF shall give any unsuccessful bidder feedback on its tender and reasons why it's tender was rejected. This information shall be provided within 15 days from (but not including) the date on which BFF receives the request for feedback.

### Notification of Award:

- The email from BFF to the Bidder(s) alerting them of the fact that they have been successful will state the sum that the Bangladesh Football Federation will pay the Provider in consideration of the provision of goods and/or services as prescribed in the Invitation to Tender and in accordance with their bid.
- The Bidder is thereafter required to reply to email, confirming their wish to proceed with a contract.





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- In the event of a contract award, suppliers may be required to provide a Bank guarantee for contracted/services to the value of 10% of the total contract value from a reputed Bank.

## Signing of Contract:

- The Bangladesh Football Federation shall call the successful Bidder(s) to sign the contract(s) and term of Reference once finalised.
- Within an agreed timeframe, the successful Bidder(s) shall sign, date and return the contract(s) to the Bangladesh Football Federation.

**General Secretary**  
**Bangladesh Football Federation**  
**BFF House, 14/B Toyenbee Circular Road**  
**Motijheel C/A, Dhaka-1000.**

