

Date: August 08, 2024

Tender Title: "RFQ (Request for Quotation) for engaging 01 MBBS Doctor for Community Bank Bangladesh PLC."

Tender Ref: CBBPLC./GSD/RFQ/2024/0052

Dear All,

Community Bank Bangladesh PLC., a concern of Bangladesh Police Kallyan Trust, has been established with a vision to serve communities with the tailor-made secured solutions abiding by the highest level of corporate governance. It aims to contribute to the economic growth of the country by providing financial products & services to the communities across geographies. For regular health check-up and emergency issues of bank employees, bank would like to engage a MMBS doctor through this party to serve the CBBPLC.

Only relevant vendors shall be eligible for submission of their financial offer.

You are requested to submit (HARD COPY) your financial offer in a closed envelope as per specification within 12.00 P.M. on August 22, 2024. At Bank's discretion, any bidder can be declared as non-responsive if **any inconsistency is found or vendor's do not have sufficient strength to carry out the works**. As the works will be done in a running branch, most of the works have to be done after office hours/ holidays.

1)	Tender Reference No	CBBPLC./GSD/RFQ/2024/0052
2)	Date Of Tender Document	08.08.2024
3)	Last Date for Submission Of Tender	22.08.2024 at 12.00 P.M.
4)	Date Of Opening Of Financial Bid	Will be opened through TOC (Tender Opening Committee)
5)	Cost Of Tender Document	Free of Cost
6)	Earnest Money Deposit (EMD)	Not Required
7)	Duty Pattern	02-03 hours a day (05 days in a week)

General TERMS & CONDITIONS

Scope of Services: The appointed MBBS doctor will be responsible for:

- Providing general medical consultations.
- Diagnosing and treating common medical conditions.
- Prescribing medications as necessary.
- Conducting routine medical check-ups.
- Referring patients to specialists as required.
- Maintaining accurate medical records.
- Providing health education and preventive care advice.

Eligibility Criteria: To be eligible to submit a quotation, the doctor must:

- Having a valid MBBS degree from a recognized medical institution.
- Be registered with the relevant medical council.
- Having a BM&DC register number.
- Provide references from previous employers or clients, if applicable.
- Experience will be preferred.

Quotation Submission: Quotations must include the following:

- A cover letter expressing interest in the appointment.
- A detailed CV outlining educational background, professional experience, and relevant qualifications & register number.
- Copies of all relevant certifications and licenses.
- A proposed fee structure, including consultation fees and any other charges.
- Availability schedule.






Evaluation Criteria: Quotations will be evaluated based on the following criteria:

- Professional qualifications and experience.
- Compliance with eligibility criteria.
- Fee structure and cost-effectiveness.
- Availability and flexibility.
- References and previous work experience.

OTHER TERMS & CONDITIONS

1. Any vendor with previous negative experience with Community Bank Bangladesh PLC. will be directly disqualified. Their financial offer will not be acceptable and will not be opened.
2. Banks Right: The Community Bank Bangladesh PLC. (CBBPLC) reserves the right to accept/ cancel/ reject any or all offers without assigning any reason. The Bank (CBBPLC) is not obliged to purchase the lowest offer or an offer at all. The Bank (CBBPLC) reserves the right to share the Bidder's response to this RFQ with its advisors and Purchaser Business Units. The Bank (CBBPLC) reserves the right to conduct negotiation with one or more Bidder and/ or accept the Bid without any negotiations.
3. Financial Offer/Price/Quotation: The quoted price should include TAX & VAT and any kind of charges thereof. The rate of VAT should be mentioned in the quotation.
4. Work Location/Delivery Place: Delivery are to be done at Community Bank Bangladesh PLC, Head Office, Police Plaza Concord, Tower-2, Level-12, Gulshan-1, Dhaka.
5. Date of delivery will be counted from the date of Work Order/Purchase Order receipt acknowledgement either by signing the photocopy of Work Order/Purchase Order or by e-mail confirmation whichever is earlier.
6. Acknowledgement is to be made within 3 days of the receipt of Work/Purchase Order. In case, Bank does not receive the acknowledgement within this time, Bank has the right to cancel the issued Work Order/Purchase Order.
7. Quotation Validity: The Quotation shall be valid for 03 (three) month from the Quotation submission/ closing date. Which will continue for a year/until further notice (if both parties agreed). Details discussion/terms & condition will be available in-Service Level Agreement (SLA).
8. Bid Submission/ Closing Date: The Quotation shall have to the submit below mentioned address: Chairman Purchase Committee, General Services Division 12th Floor, Community Bank Bangladesh PLC, Police Plaza Concord, Tower-2, Road-144, Plot-02, Gulshan-01, Dhaka by 12.00 PM (Bangladesh Standard Time) August 22, 2024. The purchaser reserves the right change the Time schedule at any time.
9. Required Content of the Quotation: Quotation must be submitted as per prescribed form as instructed below:
 - i. Proposal must be addressed for "Chairman Purchase Committee" of Community Bank Bangladesh PLC.
 - ii. Complete Proposal / Offer must be signed with date by the authorized representative of the company.
 - iii. The financial proposal must Print in a letter head pad.
 - iv. Must mention the subject line Request for Quotation (RFQ) for engaging 01 MBBS Doctor" top of the Envelope.
10. Disqualification: Manipulation or any kind of unusual approach or failure to submit the proposal/ offer within stipulated time frame will be treated as "Disqualification" to attend in the bidding.
11. Contract Person: Mr. Md. Mahidul Hasan, FAVP-GSD, General Services Division (GSD), HO, Cell-01914-092908.

Regards


(SM Shahin Iqbal)
VP & Head of General Services Division
Member Secretary, Purchase Committee
Community Bank Bangladesh PLC.

