

Appendix I: SoW for Cyclone Shelter Minor Repair

Background

Nature Based Adaptation towards Prosperous and Adept Lives & Livelihoods in Bangladesh (NABAPALLAB) Project is planning to establish 'Cyclone Shelter Minor Repair' at 1) Paschim Judhara govt primary school cum cyclone shelter, Union: Nishanbaria, Upazila: Morrelganj, District: Bagerhat; 2) Razapur govt Primary School, Union: Khontakata, Upazila: Sarankhola and 3) Sonatala govt primary school cum Cyclone Shelter, Union: Southkhali, Upazila: Sarankhola, District: Bagerhat. The British High Commission of Bangladesh has selected a CARE Bangladesh led consortium to implement the project titled 'Nature Based Adaptation towards Prosperous and Adept Lives & Livelihoods in Bangladesh (NABAPALLAB/ নবপল্লব)' in two Ecologically Critical Areas (ECA) – Sundarbans and Hakaluki Haor. The other consortium members are CNRS, CordAid, C3ER-BRAC University, Dushtha Shasthya Kendra (DSK), Friendship, Humanity & Inclusion (HI), iDE, and Practical Action. It is a key component of the Bangladesh-UK Accord on Climate Change and will deliver the adaptation outcome of the BHC's flagship Bangladesh Climate and Environment Programme (BCEP). The programme will make a significant contribution in Bangladesh to progress against GoB's policies and priorities e.g., National Adaptation Plan (NAP), Nationally Determined Contribution (NDC), commitments to biodiversity conservation, ongoing 8th Five Year Plan, etc. And it will also contribute to UK's commitment to International Climate Finance (ICF).

Objectives:

- To design and execute for the completion of the setup of Cyclone Shelter Minor Repair on the BoQ and deliver it to the beneficiaries.
- To ensure quality materials, timely delivery, and adherence to safety and structural standards.
- To facilitate a conducive working environment aligned with project requirements and specifications

Site:

Tentative 06 sites will be repaired within Sarankhola, Mongla, Morrelganj and Rampal upazila

3 confirmed sites:

Location:

Cyclone Shelter Repair-1: Paschim Judhara govt primary school cum cyclone shelter, Union: Nishanbaria, Upazila: Morrelganj, District: Bagerhat

Cyclone Shelter-2: Razapur govt Primary School, Union: Khontakata, Upazila: Sarankhola

Cyclone Shelter Repair-3: Sonatala govt primary school cum Cyclone Shelter, Union: Southkhali, Upazila: Sarankhola, District: Bagerhat.

Scope of Work

The selected contractor will be responsible for the complete construction of Cyclone Shelter Minor Repair , including:

- Site Preparation: Clearing, leveling, and preparing the site per approved design.
- Soil test the selected sites is required.
- Foundation Works: Excavation, RCC footing, and structural stability assurance.

- Superstructure Construction: RCC columns, beams, slabs, walls, doors, and windows as per BOQ and resilient design.
- Roofing & Finishing: RCC roofing, plastering, painting, flooring, and final finishes.
- Sanitation & Utilities: Installation of sanitary facilities, water points, and essential utilities.
- Design & Documentation: Preparation and submission of detailed drawings, technical specifications, and Bill of Quantities (BoQ). Environmental Compliance: Adherence to eco-friendly and safe construction practices.
- Local Labor Engagement: Hiring and training of local laborers with priority given to workers from Khulna, Bagerhat, and nearby area. Quality Assurance: Continuous monitoring and feedback integration by CARE Bangladesh engineers.

Proposed Construction Sites

Climate-resilient houses will be constructed on selected sites (above mentioned 2 location); in Bagerhat., identified through detailed vulnerability mapping and participatory community consultations. These areas are highly exposed to climate risks such as cyclones, tidal surges, and salinity intrusion, making them priority zones for resilient housing interventions.

Implementation and Coordination will be led by the CARE Bangladesh NABAPALLAB Project Team, ensuring high-quality construction, inclusive community engagement, and efficient handover processes. Local stakeholders, including Project Implementation Committee (PIC) members, community leaders, and beneficiary households—will be actively involved throughout the construction process to ensure that the houses reflect local needs, cultural context, and resilience standards.

Experience in Relevant Area

Contractors located in or operating within Khulna, Bagerhat, and Satkhira districts will be given preference. To be considered eligible, contractors must demonstrate relevant experience in the following areas:

Relevant Experience Includes:

- Cyclone shelter repair and refurbishment.
- Construction or repair of environmentally friendly or RCC buildings.
- RCC building repair and maintenance (government or private).
- New RCC building construction (government or private).
- Shelter repair and construction of any kind.
- Government RCC wash block construction and repair.
- Environmentally friendly infrastructure such as roads, culverts, bridges, steel structures, bamboo/tower constructions, and wood-based structures.
- Harboring system construction.

Non-Relevant Experience Includes:

- Only tube well borehole work.
- Only water network construction.
- Any kind of goods supply.

Deliverables

- Progress Reports: Regular / day-to-day updates during construction work on site order books or other formats.
- Labor Training Documentation: Records of local labor engagement and training.

- Completion Certificate: Issued upon final inspection and approval.
- Post maintenance & support: One-year maintenance with post-construction issue resolution.
- Final Handover Package: Includes completed houses, as-built drawings, manuals, and BOQ compliance documentation.

Post Construction support: One-year post-construction (as brick work, CC/RCC construction, plaster work, painting, sanitary and electric fittings etc.) maintenance.

Construction & Handover Criteria

To ensure quality, accountability, and sustainability, the following criteria must be met during the construction and handover of Cyclone Shelter Minor Repair

Construction Criteria

- Design Compliance: All construction must strictly follow approved resilient design specifications and BOQ.
- Material Standards: Use of high-quality, eco-friendly, durable, and locally appropriate materials that meet resilience and safety standards.
- Workmanship Quality: Construction must reflect skilled workmanship, with regular inspections by CARE Bangladesh engineers.
- Environmental Safety: Construction activities must minimize environmental impact and follow eco-friendly practices.
- Labor Standards: Fair labor practices must be followed, with priority given to engaging and training local laborers.
- Site Cleanliness & Safety: Construction sites must be kept clean, safe, and organized throughout the project duration.

Handover Criteria

- Completion Verification: Final inspection and verification by CARE Bangladesh technical team to ensure all works are completed as per design and specifications.
- Beneficiary Orientation: Orientation sessions for beneficiaries on house usage, maintenance, and safety features.
- Documentation Submission: Submission of as-built drawings, BOQ compliance report, site order books, and construction completion certificate.
- Warranty Coverage: One-year warranty period for structural and finishing defects, with a clear mechanism for issue resolution.
- Final Handover: Formal handover of completed houses to beneficiaries, signed off by the Project Implementation Committee (PIC) and CARE Bangladesh.

Safety, Security & Losses

The selected contractor will be fully responsible for ensuring safety, security, and loss prevention throughout the construction and handover of the Cyclone Shelter Minor Repair. The following criteria must be strictly followed:

Environmental Safety

- The contractor must not engage in any activity—before, during, or after construction—that may directly or indirectly harm the environment, including but not limited to water pollution, air pollution, and noise pollution.
- The contractor shall adhere to all applicable national and local environmental laws and regulations.

- All construction practices must adhere to eco-friendly standards and minimize environmental impact.
- The contractor must ensure that no actions taken during construction negatively affect neighboring communities or public spaces.
- The contractor must ensure proper collection, handling, and disposal of all waste materials in accordance with local environmental regulations and at authorized disposal facilities.

Labor Standards

- Employment of child labor (under 18 years of age) is strictly prohibited at all stages of the construction process.
- Laborers must be engaged under fair and safe working conditions, with appropriate protective equipment and training.

Security & Loss Management

- The contractor will manage all logistics related to material storage, handling, and transportation to construction sites.
- The contractor will bear full responsibility for any losses, damages, or theft of materials or equipment during the contract period.
- Adequate security measures must be in place at construction sites to prevent unauthorized access and safeguard materials.

Compliance

- All activities must comply with CARE Bangladesh's procurement and safeguarding policies.
- Any breach of safety, labor, or environmental standards may result in penalties or termination of the contract.

Duration

All submitted quotations/proposals must remain valid for a minimum of 120 (one hundred twenty) days from the date of submission.

Additional Notes:

- All construction work must strictly follow the approved technical standards, resilient design specifications, and BOQ.
- CARE Bangladesh reserves the right to reject any construction work (fully or partially) that does not meet the required quality standards.
- No additional cost will be borne or provided for corrections, rework, or modifications due to non-compliance.
- Specific construction site locations will be shared after issuance of the Purchase Order (PO).

Evaluation Criteria: The service provider will be evaluated based on the following weight: 100 marks.

- Technical Score: 70
- Financial Score: 30

Technical Evaluation Criteria: 70%

Offers will be scored from 1 to 5, where 1 is Unacceptable and 5 is Excellent.

A	Overall Proposal Suitability (Based on RFX)	
1	Full understanding of the assignment and quality of the goods that meet the required standard	30
B	Previous Work and Awards	
1	Provide 3 or more client experiences or testimonials or PO. The number of 5 POs will carry full marks less the numbers will decrease the marks as proportionate	20
C	Project completion planning and delivery lead time	
1	Gantt chart for the project completion timeline	15
D	Sustainability impact	
1	Ensure how the interventions/system will not create negative environmental impact within the community	5
	Total	70

Financial Evaluation Criteria:

Only the participating bidders will be considered for this evaluation, and the lowest bidders will be assigned with full/highest marks that are 30 and the subsequent highest bidders will get proportionate lower score out of 30. The total score derived from the mentioned proposals (technical and financial) will be the final score out of 100. CARE Bangladesh also reserves the right to cancel, disqualify any proposal without explaining any reason whatsoever.

Application Process:

If you are interested and feel competent in carrying out this very exciting assignment, please submit technical and financial proposals in two separate documents.

Technical Proposal:

1. BoQ with technical details/specification and warranty information
2. Gantt chart of assignment
3. Provide minimum 3 to 5 or more client experiences or testimonials or work completion certificate or purchase order
4. Company profile and CV of key members

Financial Proposal:

1. Financial Proposal as per BoQ that should include all associated costs such as site assessment, loading-unloading cost, labour cost, transportation cost, govt. circulated vat/tax etc.

Payment Schedule:

SL	Percentage of the Work	Description of the Work	Payment %
	100% Work Completion	Successful completion of the construction, including full	100% payment from contract value after

		installation, functional operation, and final verification by CARE Bangladesh, in accordance with the agreed specifications and standards.	handover and certification by the project technical committee
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Performance Guarantee:

- The successful bidder must provide a performance security equal to 10% of the total contract value. This can be a Pay Order, Demand Draft, or Bank Guarantee from a scheduled bank in Bangladesh. The performance security must be submitted within 7 days of receiving the notification of award. After receiving the performance security documentation, the purchase order and agreement will be signed.

The purchaser will return the performance security within 30 days upon receiving a release request letter from the bidder after completing 01 (One) year with proper post-construction support. The release letter will be accepted after it was verified by CARE Bangladesh to confirm the deliverables.

Penalty Clause

This Terms of Reference (ToR) is a binding part of the contract between CARE Bangladesh and the selected contractor. In case of delays, incomplete construction, or failure to meet the agreed quality standards, CARE Bangladesh reserves the right to enforce penalties. These may include payment deductions, contract termination, or disqualification from future engagements, depending on the severity of non-compliance.

SI No.	Total Delay with Respect to Agreed Handover Schedule	% to be Deducted from Contracted Value
01	First 10 days	1%
02	11 to 15 days	2.5%
03	16 to 30 days	3%
04	Above 30 days	5%
05	Beyond 30 days	Contract termination may be considered as per the Purchase Order (PO) terms

Note: Penalty deductions will not apply if a formal extension of the completion date is requested in writing with valid justification and approved by CARE Bangladesh before the original deadline.