

Annex-06: Procurement Process Overview

(Aligned with Non-Fixed Price Framework Policy)

1. Submission and Technical Evaluation of Offers:

CARE Bangladesh will invite and receive proposals from interested and eligible bidders in response to this Request for Proposal (RFP).

All submissions will undergo a comprehensive technical evaluation to assess compliance with the required specifications, capacity, experience, quality standards, and service performance.

Bidders who successfully meet the **minimum technical and eligibility criteria** will be **shortlisted for inclusion under a Non-Fixed Price Framework Agreement**.

2. Establishment of the Non-Fixed Price Framework Agreement:

A Non-Fixed Price Framework Agreement will be established with the technically qualified and shortlisted bidders.

This framework will define the general terms, conditions, and performance expectations under which future work orders or call-offs may be issued.

Since the framework does not fix prices, it will:

- Serve as a prequalification mechanism for future procurement activities related to the specified construction works;
- Promote ongoing competitiveness and flexibility in markets where fixed pricing is not practical or sustainable; and
- Include clearly defined technical specifications and service standards to ensure comparability and quality consistency among prequalified vendors.

In accordance with CARE Bangladesh's procurement policy, a minimum of two or more vendors will be included in the framework to maintain competition, transparency, and value for money.

3. Non-Obligation of Award:

The establishment of a Non-Fixed Price Framework Agreement **does not imply any commitment or obligation** by CARE Bangladesh to issue a specific contract, purchase order, or work order.

*Instead, the agreement serves to create a **pool of prequalified and technically approved vendors** who may be invited to participate in **mini-competitions or price confirmations** for specific construction projects or assignments as needs arise.*

4. Competitive Call-Off Process and Contract Award for Works:

For each specific construction materials or project under the Non-Fixed Price Framework Agreement, CARE Bangladesh will conduct a **competitive call-off process (mini-competition)** among the prequalified vendors.

a. Invitation for Financial Proposals

CARE Bangladesh will invite financial offers from all vendors included under the framework, providing detailed scopes of work, specifications, and lead time of delivery schedules.

b. Evaluation of Offers

The financial offers will be evaluated based on the following criteria:

- Compliance with the defined scope, technical requirements, and timelines;
- Price competitiveness and alignment with prevailing market rates;
- Contractor capacity, quality performance, and relevant past experience; and
- Adherence to CARE Bangladesh's principles of fairness, transparency, accountability, and value for money.

c. Final Award

The deliverables will be requirement basis and specific item basis. For each requirement under this framework agreement, CARE Bangladesh will request proposal and budget for a specific timeline and specific deliverables. The **final selection and contract award** will be made to the vendor whose offer provides the **best overall value** to CARE Bangladesh, taking into consideration both cost and quality.

Following evaluation and approval, a **Work Order or Contract** will be issued in accordance with the terms and conditions of the Non-Fixed Price Framework Agreement.