

ZIP Code:

Address: Level 3, Unit A. I-K Tower, Plot no. CEN(A)-2, North Avenue, Gulshan 2, Dhaka 1212, Bangladesh

Website: <https://www.facebook.com/koica.bangladesh>

Telephone: +880-2-2222-84690

**Design and Construction Supervision Consulting Services for
the Ex-Post Management Project of Enhancing the Vocational
Training Program of TTC, Chittagong.**

Bid Document

- Invitation No.: KOICA- Bangladesh -2026-03
- Bid Title: Design and Construction Supervision Consulting Services for the Ex-Post Management Project of Enhancing the Vocational Training Program of TTC, Chittagong.
- Employer: KOICA Bangladesh Office
- Deadline: 04. 10. 2026

Anyone interested in this bid shall read and understand all bidding documents. Please, send you inquiries to the following.

- About bid procedures: Ms. Ferdausi Sharmin / +880-2-2222-84690/
bangladesh@koica.go.kr
- About the project: Ms. Ferdausi Sharmin / +880-2-2222-84690/
bangladesh@koica.go.kr

KOICA Bangladesh Office

Anyone interested in this bid shall read and understand all bidding documents.
KOICA will not be responsible for any incidents that may happen in the course of this bid owing to the failure to properly understand the content of all bidding documents.

PART I Bidding Procedures

Section 1 – Instructions to Bidders (ITB)

Section 2 – Bid Data Sheet (BDS)

Section 3 – Bidding Forms

PART II Requirements

Section 4 – Request for Proposal (RFP)

Section 5 – Terms of Reference (ToR)

Section 6 – Design Reference Report

PART III Conditions of Contract and Contract Forms

Section 7 – General Conditions of Contract

Section 8 – Special Conditions of Contract

Section 9 – Contract Forms & Related pledge forms

※ Bid notice takes precedence over RFP and ToR should any conflict is identified.

[Section 1] Instructions to Bidders (ITB) (Separately attached)

[Section 2] Bid Date Sheet (BDS)

Bid Data Sheet

KOICA intends to select a contractor for required services as follows:

Date:	DD. MM. 2026
Employer:	KOICA Bangladesh Office

< Note >

- ◆ Anyone who intends to participate in this bid shall be in full knowledge of the Anti-Corruption and Integrity Pledge and adhere to the conditions thereof during the entire bidding procedures (even after services are completed).
- ◆ Should any irregularities and corruptive practices occur, a report can be made to KOICA Bangladesh Office (bangladesh@koica.go.kr)
- ◆ If any KOICA employees make demands irrespective of this bid, such as cash, goods, or entertainment, please report it to the audit office of KOICA (clean@koica.go.kr).

A. Bid Overview

. Bid No.	KOICA- Bangladesh -2026-03
. Bid Title	Design and Construction Supervision Consulting Services for the Ex-Post Management Project of Enhancing the Vocational Training Program of TTC, Chittagong.
. Scope of Service	1. Design and supervision services for the reconstruction of the existing Academic Building (excluding the RAC building and Auditorium) at BK TTC (Soil Investigation, Design for SD/DD/CD, Construction Bid Documents, Construction Supervision for Academic building) 2. Structural review of the demolition edge line of the existing

	Academic Building 3. Utilization of the existing floor plan of the Academic Building / Additional design for internal public restrooms 4. Total Gross Floor Area (2 floors) of Academic Building : Approx. 2,088m ² (GF: 1,044m ² / 1F: 1,044m ²)
. Duration	27 months from the date of signing the contract - Design: 4 months - Supervision: 20 months - bidding for construction support: 3 months (Including contractor selection bidding support, etc.)
. Bid Limit (Estimated prices)	USD 150,000 (VAT excluded) (Design: USD 100,000/ Supervision: USD 50,000)

- Currency: USD
- Note on taxes: KOICA does not have any authority and responsibilities over the matters related to taxes, including VAT, that may incur liabilities in relation to this bid and the service. Tax collection and refund will be managed by the relevant laws and regulations in place in Republic of Bangladesh.

B. Bid Type and Contract Award

1. Bid Type: (Urgent) International Open Competitive
2. Contract Award: Contracting by Negotiation (Technical evaluation 90%, Pricing evaluation 10%)
 - Pursuant to KOICA Guidelines on Contracting by Negotiation, the bidders whose proposed price is lower than the bid limit with a combined score of 85 or higher in technical and pricing evaluation are eligible for negotiation.
 - The bidder who obtained the highest combined score in technical and pricing evaluation shall be the first in line for the pre-award negotiation with KOICA (In cases in which two or more bidders got the same combined score, a bidder with a higher technical score shall be given the priority. If technical score is the same, those who scored higher in the criteria with the largest weight shall be the first.)
 - If KOICA and a preferred bidder have successfully completed the pre-award negotiation, the contract shall be awarded to the bidder and KOICA shall not have any negotiation with other eligible bidders.
 - Should the negotiation with a preferred bidder fail, KOICA shall initiate the negotiation with the next preferred bidder.
 - The evaluation results will be announced via the KOICA Bangladesh Office Facebook notice board after the bid opening, and participants can check their scores (scores for technically ineligible candidates will not be disclosed).

C. Qualification

1. Those who have submitted the application for the participation in this bid by the deadline.
2. A legitimate and lawful entity legally established by the relevant laws and regulations of Bangladesh.
3. Anyone with licenses to perform required services in designated places.
4. Anyone not sanctioned or penalized by international organizations or governments as ineligible entities.
 - Pledge (Such pledge shall contain the bidder's declaration that it has never been subject to any sanction prior to participating in this bid and it will not raise any objection against the termination and nullification of the contract if its declaration is found to be untrue)
5. (In case of Korean firms) Anyone not sanctioned by the Korean government as ineligible (or such sanction is expired) in accordance with Article 27 of the National Contract Law (Law on Contracts to Which the State is a Party), Article 31 of the Local Government Contract Law or Article 39 of the Management of Public Institutions Law
6. Anyone never been punished by any government on the charges of bribery.
 - ODA Project Anti-Corruption Pledge
7. Direct or indirect provision of cash or entertainment in exchange for a favor in this procurement procedure is prohibited.
 - Anti-Corruption and Integrity Contract

D. Joint Venture: Single party only acceptable (joint venture is not allowed)

E. Bidding Schedule

Schedule	Time and Date	Place
Bid Announcement	20. 09. 2026	
Application for bidding	By 23. 09. 2026, 16:00	Applications open on 21. 09.2026
Pre-Bid meeting	27. 09. 2026, 14:00	KOICA Bangladesh Office
Q&A	By 29. 09. 2026	
Submission Deadline	By 04. 10. 2026, 16:00	KOICA Bangladesh Office
Technical evaluation (Presentation of proposal)	07. 10. 2026	KOICA Bangladesh Office
Bid Opening Date	After 07. 10. 2026	KOICA Bangladesh Office

1. Application

- Those who intend to participate in this bid shall submit the application via email (bangladesh@koica.go.kr).
 - When the application is submitted, the title of email shall be the name of this bid.
- Deadline: 21.09.2026 ~ by 23. 09. 2026, 16:00
- Email address: bangladesh@koica.go.kr
- Required documents
 - Application (in the prescribed form)

2. Pre-Bid meeting: Not mandatory

- Date: 27. 09. 2026, 14:00
- Place: KOICA Bangladesh Office
- Field visit
 - There will no mandatory field visit organized by KOICA Bangladesh Office.
 - Anyone interested in this bid may organize a field visit at their own cost to learn about the conditions of the field.

3. Inquires

- To provide the same information to all bidders equally and fairly, KOICA Bangladesh Office will not respond to telephone inquiries.
 - Email to bangladesh@koica.go.kr
- Inquiry deadline: 27.09.2026 ~ By 29. 09. 2026.
- Response: All responses to inquiries will be provided to bidders via email (By 30.09.2026)

4. Bid security

- Type of bid security: Bank guarantee, irrevocable credit, cash, certified check, or equivalent.
- Amount: 2% or higher of bid amount or Cashier's check is also acceptable
- Duration: Bid security shall remain in effect until after 90 days.
- ※ The bid security will be surrendered to KOICA if the bidder who has been awarded the contract fails to conclude and sign the contract within the set period of negotiation or fails to submit a contract performance guarantee.

5. Bid Submission

- Submission: Visit
- Deadline (date): By 16:00, 04. 10. 2026
- Place (address): KOICA Bangladesh Office (Address) Level 3, Unit A. I-K Tower, Plot no. CEN(A)-2, North Avenue, Gulshan 2, Dhaka 1212, Bangladesh
 - Tel No.: +880-2-2222-84690
 - E-mail: bangladesh@koica.go.kr
 - Attention: Ms. Ferdausi Sharmin (Program officer)

5.1. Submission of price (sealed): Lump-sum

- Bid price shall be provided in the bid form 3 and it shall be signed or sealed before submission.
- Bid price shall be a lump-sum bid price and it is unnecessary to put forth price details.
 - The preferred bidder will be requested to provide price details after the initiation of negotiation.
- Contingency cost (Fixed fee)
 - Contingency cost shall be fixed at 5% of the total service value and shall be spent after the approval of KOICA.

5.2. Bid attachments:

Documents for Submission
(a) bidder's information sheet (in the prescribed form) with official letter of company
(b) bid security (in the prescribed form)
(c) documents evidencing the authenticity of the applicant's signature or seal power of attorney (Power of attorney for signing a contract)
(d) one set of documents evidencing the applicant's eligibility to participate in the Bid - Business registration certificate (City Corporation Trade License and Certificate of Incorporation - TIN Certificate, Tax Return Certificate / BIN Certificate - Certificate of Registration of Bangladesh Association of Architects (Membership certificate from Institute of Architect Bangladesh or RAJUK) - Legal documents that show the authenticity of signature or corporate seal
(e) Declaration of Anti-corruption in ODA Business Participation (in the prescribed form) The Bidder is on any of the international organization ineligibility lists or pledge (in the

prescribed form)
(f) Integrity Pledge (in the prescribed form)
(g) Technical Proposal (refer to [section 4] RFP) - Technical Proposal I 2 copies / Quantitative (10%) - Technical Proposal II 5 copies / Qualitative (90%) - USB 1 copy (Technical Proposal I + Technical Proposal II)
(h) any other documents specified in the Bid Data Sheet.
(i) sealed only bid price duly completed and signed (in the prescribed form)

6. Technical evaluation: Refer to appendix 1

- Date: 07. 10. 2026
- Place: KOICA Bangladesh Office

7. Bid Opening

- Date: after 07. 10. 2026 (After the conclusion of the technical evaluation)
- Place: KOICA Bangladesh Office
- ※ It may be adjusted according to the technical evaluation schedule.
- ※ Pursuant to Article 23 of ITB, the bidders or the representatives of the bidders may observe bid opening.
- ※ In accordance with Article 11.1. of the 「Regulations for Procurement and Contract in Grant Aid Projects」, the bid limit is equals to the expected price.

8. Selection of preferred bidder and negotiation procedure

- Selection of preferred bidder
- ※ Notification: After bid opening, the bidder who has scored the highest in technical and pricing evaluation shall be designated as the preferred bidder and KOICA will inform the preferred bidder of the initiation of negotiation without delay. All eligible bidders will be notified of their final score.
- Negotiation procedure
- ※ The bidder who obtained the highest combined score in technical and pricing evaluation shall be the first in line for the pre-award negotiation with KOICA. If KOICA and a preferred bidder have successfully completed the pre-award negotiation, the contract shall be awarded to the bidder and KOICA shall not

- have any negotiation with other eligible bidders.
- Negotiation scope
- ※ The content of the proposal, activity timeline, and pricing are subject to negotiation between KOICA and the bidder. Specific conditions may be amended or revised according to the result of the negotiation.

F. Bid annulment

- If any of the following is found, the bid submitted by the bidders may be invalidated.
 - Bidders who do not meet qualifications.
 - Bidders who have failed provide a bid security by the deadline.
 - Bidders who have made same bid submissions more than once.
 - Bidders who have failed to submit documents required in this bid.
 - Bidders who have failed to meet the conditions of ITB

G. Note

- All bidders shall understand and comply with all requirements of bid notice announced by KOICA Bangladesh Office, including revisions that are announced in the course of this bid.
- ※ This Bid Document is in accordance with the KOICA regulations on Contracts and Procurement.
- KOICA shall not bear any costs spent by the bidders for the preparation and submission of the bid, regardless of the result of this bid.
- Quotation or prices shall be prepared in US dollars (USD).
- A single bidder shall make a single bid submission.
- The standard language shall be English. Should any content written in English and any other language conflict, the English version shall take precedence.
- Any notice and announcement in relation to this bid shall be disclosed on the website of KOICA Bangladesh Office. (www.facebook.com/koica.bangladesh)

Annex 1: Evaluation standards (technical/pricing)

Annex 2: Conditions of contract

Annex 1: Evaluation standards (technical/pricing)

Evaluation Standards

A. Evaluation guidelines

1. KOICA 「Technical Evaluation Guidelines」

2. Overview

(a) Methodology: Evaluation through the Technical Evaluation Committee (physically organized)

- Presenter of the proposal : Project Manager (PM) for the service
 - The presentation shall be **under 10~15 minutes**. The presentation order will be randomly selected on the date of the Technical Evaluation Committee.
 - The presentation shall be prepared on the basis of the content of the proposal. (Evaluation Criteria for a Proposal of Architectural Design Services)
 - PM shall make the presentation. In addition to PM, up to two persons may attend and respond to inquiries of evaluators.
 - In cases of the following, it will be the cause of downgrade in evaluation.
 - ① If PM does not meet the qualifications specified in RFP.
 - ② If no PM is proposed or indicated in the proposal.
 - ③ If someone other than PM makes the presentation.
(However, this does not apply in cases where unavoidable circumstances, such as natural disasters or accidents, are recognized and KOICA has been notified in advance.)
 - ④ If no one attends the presentation.

○ Grading guide

Grade	Description	Score
Highly distinctive	○ The proposal is of the highest quality, meets all requirements of RFP and does not need any improvement. There is only a few minor mistakes that are unrelated to the content of the proposal. ○ The proposal includes top-grade personnel in terms of experience, performance, technical capabilities, etc.	100%
Distinctive	○ The proposal is of high quality, meets all requirements of RFP. Although the objective of the proposal can be met, some content should be improved or changed to ensure effective implementation. ○ The proposal includes personnel who are sufficiently qualified.	85%
Fair	○ The proposal meets almost all requirements of RFP. Some content of the proposal is not sufficient or not feasible and should be improved or changed. ○ The proposal includes personnel who only meet minimum criteria.	70%
Not distinctive	○ The proposal does sufficiently meet the requirements of RFP. Some content of the proposal is not sufficient, not feasible, or not realistic. ○ The proposal includes personnel who do not meet minimum criteria,	55%

	but may be able to implement the proposal.	
Poor	○ The proposal does meet the requirements of RFP. ○ It is not possible to implement the proposal as it is. ○ The personnel should be replaced.	40%

(b) Date and place: Refer to the bid notice

(c) Members of Technical Evaluation Committee: Five to ten both in-house and external experts.

(d) Note

- To prevent corruption and irregularities and promote integrity, the bidders shall meet the following requirements.
 - The bidders shall not attempt to contact with the members of Technical Evaluation Committee in any means in the course of this bidding from the date of notice to the end of evaluation ("Contact" means intentional attempt to approach the members of Technical Evaluation Committee in the form of calling or visiting in hopes to make them aware of the bidders.)
 - Evaluation shall not be recorded (voice and video), photographed, live-streamed.
 - The bidders shall not use all kinds of telecommunication devices (telephone, smartphone, pagers, etc).

3. Evaluation criteria and grade

<Evaluation Criteria for a Proposal of Architectural Design Services>

Type	Item	Description	Score
Quantitative (10%)	Finances	Debt Ratio, Liquidity Ratio	4
	Past performance	The ratio of similar projects domestically and overseas	6
Qualitative (90%)	Business introduction	General information and history of the company, organization and personnel status, main business activities, etc."	5
	Design Part	<Understanding of the RFP> - Key features and uniqueness of the proposal - Analysis of the project site - Project implementation strategy considering local characteristics -Project objectives, outcomes, and deliverables	5
		<Design proposal and Action plan for Academic building> - Rationality of the building layout plan and reflection of site conditions - Functional satisfaction of key spaces	20

		(Ideas for structural separation and architectural connection between the reconstructed academic building and existing surrounding buildings) - Functionality of floor plans, sections, and elevations, and architectural circulation planning - Basic concepts of mechanical, electrical, and fire protection part planning - Durability and maintainability of finishing materials and reflection of local conditions ※ The bidder may freely choose the method of presentation for the proposed plan or ideas that is convenient for explanation. (Examples: 3D images, study models making, CAD drawings, sketches, etc.)	
		<Proposals for Architectural Design Structure, Technology, and Safety> - Proposal for a reasonable demolition edge line between the existing academic building and surrounding buildings - Stability of the structural system - Reflection of local regulations and technical standards - Suitability of applying eco-friendly and energy-saving elements	15
		<Architectural Design PM's Capabilities> Qualifications and experience of the person in charge (PM) of design, experience in ODA projects including KOICA, experience in overall construction & design management work, fluency of English, etc.	10
	Supervision part	<Status of personnel deployment and operational plan> - Status of deployed personnel" - Personnel operational plan - Proposal for Construction phase schedule planning	10
		<Supervision tasks> - Quality management plan & Time management plan - Safety management plan - Environmental management plan, etc. - Other work plans required for supervision tasks	20
		<Competencies of the On-site Supervisor> - Specialized knowledge of construction supervision and experience in similar projects - Ability to manage construction quality, safety, and schedule - Ability to respond quickly to on-site issues and make decisions - Ability to handle regular and ad-hoc reporting and record	5

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○ **Quantitative evaluation (10%)**

<Quantitative Evaluation Criteria Table>

Item		Score	
Finances (4%)	Debt Ratio [Total Liabilities/Net Equity]	A. Less than 100%	: 2.0 points
		B. Less than 130%	: 1.9 points
		C. Less than 160%	: 1.8 points
		D. Less than 190%	: 1.6 points
		E. Over 190%	: 1.4 points
	Current Ratio [Current Assets/Current Liabilities]	A. 100% or more	: 2.0 points
		B. 90% or more	: 1.9 points
		C. 80% or more	: 1.8 points
		D. 70% or more	: 1.6 points
		E. Less than 70%	: 1.4 points
Building design performance in the last 5 years (6%)	Ratio of the company's domestic and overseas similar project performance to the project scale (excluding VAT) of USD 150,000 *Completed building design & supervision services	A. At least 100%	: 6.0 points
		B. Between 70% ~ 100%	: 5.5 points
		C. Between 40% ~ 70%	: 5.0 points
		D. Between 10% ~ 40%	: 4.5 points
		E. Less than 10%	: 4.2 points

※ Financial documents (Form 5)

: The bidders shall submit audited accounting report (or financial statement) of fiscal year 2025, 2024, and 2023 in accordance with the following.

- ① The bidder's finances, not that of the parent company or affiliates, shall be provided.
- ② In the case where the financial statement is provided, it shall be one that is audited by a certified public accountant or those who have equivalent qualification.
- ③ The financial statement shall cover the whole year.

※ Documents to prove past performance (Form 4)

: List of past performance, evidence, contract, Financial Statements (2021-2025), etc.

- ① Past performance: Completed design services for only general buildings (excluding factories, infrastructure facilities, etc.) in the past 5 years from the date of this bid notice.
- ② Conversion into US dollars: Standard currency exchange rate is the selling rate on the bid notice date published by the central bank.

- **Qualitative evaluation (90%)**
 - Proposal table of content and guidelines: Section 4 – Refer to RFP

B. Pricing evaluation

1. KOICA 「협상에 의한 계약체결 지침」

2.

(a) If price is 80% or higher of the bid limit.

$$\bullet \text{ Point} = \text{Maximum score for bid price evaluation} \times \left(\frac{\text{The lowest bid price}}{\text{Proposed bid price}} \right)$$

* The lowest bid price among all effective prices proposed by the bidders. If there is a price less than 70% of the bid limit, the lowest bid price will be fixed at 70% of the bid limit.

* Proposed bid price is the bidder's price

(b) If price is less than 80% of the bid limit.

$$\bullet \text{ Point} = \text{Maximum score for bid price evaluation} \times \left(\frac{\text{The lowest bid price}}{80\% \text{ of Expected price}} \right) + \left[2 \times \left(\frac{80\% \text{ of Expected price} - \text{Proposed bid price}}{80\% \text{ of Expected price} - 70\% \text{ of Expected price}} \right) \right]$$

* The lowest bid price among all effective prices proposed by the bidders. If there is a price less than 70% of the bid limit, the lowest bid price will be fixed at 70% of the bid limit.

* Proposed bid price is the bidder's price. However, if the price is less than 70% of the bid limit, the score will be fixed at 30% of the total.

(c) The final score shall be rounded up to five decimal places.

(d) If the final score calculated according to the bid price scoring formula exceeds the maximum score limit for bid price evaluation, the maximum score limit shall be applied.

Annex 2: Conditions of contract

Conditions of contract

Employer's name and address	name: KOICA Bangladesh Office address: Level 3, Unit A. I-K Tower, Plot no. CEN(A)-2, North Avenue, Gulshan 2, Dhaka 1212, Bangladesh
Construction management of KOICA's name and address	Name: Heerim Architects & Planners Co., Ltd. Address: 39, Sangil-ro 6-gil, Gangdong-gu, Seoul 05288, Republic of Korea
Duration	27 months (Design: 4 months/ Supervision: 20 months /Bidding for construction support: 3 months)
Defect Notification Period (DNP)	2 years
Governing Law	All applicable laws of Bangladesh
Contract currency	US dollar
Ruling language	English
Language for communications	English
Performance Security	The performance security will be in the form of an unconditional bank guarantee in the amount(s) of 15% of the Contract Price.
Delay damages for the Works	0.125% of the final Contract Price per day, in the currencies in which the Contract Price is payable. ※ Delay damages shall be applied for Design Service.
Maximum amount of delay damages	15% of the final Contract Price.
Escalation (ESC)	Not Applicable
Provisional Sums (contingency)	5%
Payment method	(a) After approval of Schematic Design (SD): 30% (b) After approval of Design Development (DD): 30% (c) After approval and submission of Construction Document (CD) and bid documents: 40% of the total design service fee shall be paid.

	2) Supervision fees are scheduled to be paid after the commencement of construction and will be paid in installments according to the construction progress rate.
Adjustments for changes in Cost	not applicable
Maintenance Security	3%
Total advance payment	20% of the Accepted Contract Amount payable in the currencies in which the Accepted Contract Amount is payable. (shall be adjustable)
Percentage of Retention	not applicable
other insurances required by Laws and by local practices (give details)	Insurance under the relevant laws of Bangladesh
International arbitration	International arbitration shall be: (i) Administered by: [Korean Commercial Arbitration Board] (ii) Conducted in accordance with the rules of: [International Arbitration Rules of the Korean Commercial Arbitration Board]

[Section 3] Bidding Forms (Separately attached)