

[Section 4] RFP

Request for Proposal

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

(Bid No.: KOICA- Bangladesh -2026-03)

09 , 2026

KOICA Bangladesh Office

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 - Other: 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)

B. Bid Submission

1. Submission

- Submission: Visit
- 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)

2. Submission of price proposal (sealed only): 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.

3. Submission of Technical Proposal

3.1. Technical Proposal (Refer to [section 2] BDS)

- Technical Proposal I (2 copies : 1 original + 1 copy) / Quantitative (10%)
- Technical Proposal II (5 copies : 1 original + 4 copy) / Qualitative (90%)
- USB 1 copy (Technical Proposal I + Technical Proposal II)

※ All submitted documents must be backed up on a USB drive (excluding bid price and bid security).

3.2. Form of Technical Proposal I (2 copies : 1 original + 1 copy)

- Bidder's Legal Status (Bidding Forms 1,2)
- Company's Audited Financial Statements over the last three (3) fiscal years (2025, 2024, and 2023 (Bidding Forms 5)
- Nos of Completed design services for only general buildings (excluding factories, infrastructure facilities, etc) in the past 5 years from the date of this bid notice. (Bidding Forms 4)
 - A Client-Issued Design Services Performance Certificate, or any other document that can verify the performance shall be attached.
 - If there is no document to verify the performance, it cannot be recognized as performance in the evaluation.
 - (If possible) design performance printed in color

3.3. Technical Proposal - Part 2 : (5 copies : 1 original + 4 copy)

- Company Portfolio
 - A company portfolio that shows the design capabilities of company.
 - Company Organization Chart
 - Participant's work experience or academic certificate
- Manpower Mobilization Schedule
 - Design phase
 - Construction phase
- Design Proposal for work
 - Proposal of ideas for structural separation and architectural connection

- between the reconstructed academic building and existing surrounding buildings
- Preliminary Building Layout Plans (Proposal)
- Preliminary Floor Plans (Proposal)
- Preliminary Elevations & Sections (proposal)
- Preliminary list of room finishes, etc. (proposal)
- Basic concept of planning for each part (proposal)
 - (Mechanical, electrical, telecommunication, firefighting, landscape, etc.)
- Additional design suggestions (if any)
- Utilization of the existing floor plan of the Academic Building and required Additional design for internal public restrooms & main entrance
- Construction Supervision Implementation Plan
 - Quality management
 - Time management
 - Safety management
 - Environmental management
 - Report plan (Regularly or occasionally)

3.4. Bid attachments:

- bid security (in the prescribed form)
 - Type of bid security: Bank guarantee, irrevocable credit, cash, certified check, or equivalent.
 - Amount: 2% or higher of bid amount.
 - Duration: Bid security shall remain in effect until after 90 days or more.
- power of Attorney for the authority to sign and execute contracts
- 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
- 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)
- Integrity Pledge (in the prescribed form)

D. Presentation of proposal

- The presentation materials (PPT) shall be submitted to the following email address by the day before the Technical Evaluation Day (bangladesh@koica.go.kr)
- 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)
 - 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.)
 - 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.
 - If PM does not meet the qualifications specified in RFP.
 - If no PM is proposed or indicated in the proposal.
 - 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.)
 - If no one attends the presentation.