



International Labour Organization

REQUEST FOR PROPOSAL

Hiring a technical organization for Developing a Roadmap for the National Social Insurance Scheme (NSIS) in Bangladesh

Ref. No. RFP-ILO-SP/NSIS-2025-002

Responses to be received by *20 April 2025*

Mar/2025

Subject: Procurement of hiring a technical organization for Developing a Roadmap for the National Social Insurance Scheme (NSIS) in Bangladesh

Request for Proposal (RFP) N°: RFP-ILO-SP/NSIS-2025-002

Date: 18/03/2025

Dear Sir/Madam,

The International Labour Office (hereinafter the "ILO") is pleased to invite your company to submit a Proposal for Developing a Roadmap for the National Social Insurance Scheme (NSIS) in Bangladesh and as further described in Annex III.

To enable you to prepare and submit a Proposal, please find enclosed the following Annexes:

- Annex I: Instructions to Bidders;
- Annex II-A: Acknowledgment of Receipt;
- Annex II-B: Bidder's Declaration Form;
- Annex II-C: Bidder's Information Form;
- Annex II-D: Recent References;
- Annex II-E: Technical Proposal;
- Annex II-F: Financial Offer;
- Annex III: Terms of Reference; and
- Annex IV: Terms and Conditions applicable to ILO Contracts.

Your Proposal must be received by the ILO no later than **16.30 hours, Dhaka Time (GMT+6), on 20 April 2025 on** . Late bids shall be rejected.

You may submit a Proposal to the ILO provided that your organization is qualified, able and willing to deliver the goods, works and/or services specified in this RFP. Participation in this RFP indicates acceptance of the Terms and Conditions applicable to ILO Contracts provided in Annex IV. Failure to comply with the requirements of this RFP and its Annexes may render a Proposal ineligible for consideration.

You are kindly requested to acknowledge receipt of this RFP and to indicate whether or not you intend to submit a Proposal by completing and returning the form provided in Annex II-A.

We look forward to receiving your Proposal.

Yours sincerely,

Jatan Barua

2025.03.18 13:00:16 +06'00'

Jatan Barua
Procurement Officer
ILO Dhaka



International Labour Office

ANNEX I

INSTRUCTIONS TO BIDDERS

Reference: **RFP N° RFP-ILO-SP/NSIS-2025-002**

Hiring a technical organization for Developing a Roadmap for the National Social Insurance Scheme (NSIS) in Bangladesh

Abstract

This document outlines the requirements for presentation of a Proposal to be considered by the International Labour Office.



INSTRUCTIONS TO BIDDERS

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1. INTRODUCTION

1.1 General

These instructions are provided for general information for the preparation of the Proposal for procurement of Developing a Roadmap for the National Social Insurance Scheme (NSIS) in Bangladesh. The Bidder is expected to examine all corresponding instructions, forms, terms and specifications contained in the RFP documents. Failure to comply with these documents will be at the Bidder's risk and may affect the evaluation of the Bid concerned.

1.2 Eligible Bidders

Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates or an individual which have been engaged by the ILO to provide consulting services for the preparation of the design specifications, and other documents to be used for the procurement of goods, works or services to be purchased under this Request for Proposal.

1.3 Cost of Bid

The Bidder shall bear all costs associated with the preparation and submission of the Bid. ILO will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

1.4 RFP Schedule Summary

• RFP release date:	18/03/2025
• Site visit or bidders' conference (if applicable):	
• Clarification questions, if any, related to this RFP must be submitted to DAC_EIS_PROC@ilo.org by:	02/04/2025, COB
• ILO response to clarification questions by:	06/04/2025
• Proposals Receipt Deadline:	16.30 hours, Dhaka Time (GMT+6), on 20 April 2025
• Estimated Contract Signature Date:	20/05/2025
• Estimated Contract Start Date:	20/05/2025

1.5 Site Visit / Bidders' Conference

If any potential firm has any query about the TOR/RFP document, that has to be submitted to the ILO through email DAC_EIS_PROC@ilo.org within 02 April 2025; Please mention "Queries on RFP-ILO-SP-2025-001" in the subject of the email while sending any written query to ILO regarding this RFP.

1.6 Clarification Questions

A prospective Bidder requiring any clarification of the RFP documents may notify the ILO in writing. The ILO's response will be provided in writing to any request for clarification received by the deadline indicated in paragraph 1.4 above. Written copies of the response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Bidders that received the RFP documents.

2. BIDDING CONDITIONS

2.1 Acknowledgment of Receipt

A prospective Bidder is requested to return promptly the Acknowledgement of Receipt form, provided in Annex II-A, duly completed and signed, even if it is not intending to submit a Proposal.

2.2 Number of Copies, Format and Signing of Proposal

The Bidder shall submit one original and one copies of the Proposal, clearly marking each "Original Proposal" and "Copy of Proposal" as appropriate. In the event of any discrepancy between them, the original shall prevail. The Proposal shall be typed or written in indelible ink and shall be dated and signed by the Bidder i.e. by a person or persons duly authorized to bind the Bidder to the contract. The Proposal shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Bidder, in which case such corrections shall be initialled by the person or persons signing the Proposal.

2.3 Submission and Receipt of Proposals

It is the responsibility of Bidder to ensure that a Proposal is submitted to the ILO strictly in accordance with the stipulations in the solicitation documents.

Proposals **must be received on or before 16.30 hours, Dhaka Time (GMT+6), on 20 April 2025**. Proposals and modifications to Proposals received after the proposal receipt deadline will be rejected. Proposals must include all the documents requested in these Instructions to Bidders and shall be submitted by:

- **Registered Mail** (official postal service) to:

International Labour Office
NSIS Project, ILO Country Office for Bangladesh
PPD Secretariat Office Complex,
Ground floor, Block-F, Plot-17/B&C,
Agargaon Administrative Zone, Sher-e-Bangla Nagar,
Dhaka-1207
Bangladesh

Or

- **Hand delivered** (including by courier services) directly to the above ILO address in return for a signed and dated receipt.

Proposals submitted by any other means will be rejected.

Proposals must be submitted using the double envelope system, i.e., the outer parcel containing two separate, sealed envelopes, one bearing the words **"Envelope A - Technical Proposal"** and the other **"Envelope B - Financial offer"**.

Where there is any infringement of these instructions (e.g., envelopes are unsealed or references to prices are included in the Technical offer) the Proposal will be rejected.

The outer parcel should bear the following information:

- a) the address for submission of proposals indicated above;
- b) the reference to the RFP to which the Bidder is responding;

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- c) the name and address of the Bidder to enable the Proposal to be returned unopened if it is declared to have been received “late”.

The pages of each of the Technical and Financial Proposal must be numbered.
The inner package shall be sealed and shall bear the name of the Bidder and be marked as follows:

RFP N° RFP-ILO-SP/NSIS-2025-002
Hiring a technical organization for Developing a Roadmap for the National Social Insurance Scheme (NSIS) in Bangladesh
CONFIDENTIAL
DO NOT OPEN BEFORE
16.30 hours, Dhaka Time (GMT+6), on 20 April 2025

In addition, the information below should appear on both sides of the inner envelope:

CONFIDENTIAL
To be opened by the Evaluation Panel ONLY

2.4 Official Language

The Proposal and all correspondence and documents related to the Proposal shall be written in the English language.

2.5 Correspondence

Any communication in connection with this RFP should be addressed in writing to the E-mail address mentioned in paragraph 1.4 above. All correspondence should quote the reference number of the RFP. Bidders are requested **not** to contact the ILO after the closing time, i.e. during the RFP assessment period.

2.6 No Consultation

A Bidder shall not:

- consult, communicate or agree with any other Bidder or competitor, with regard to price or any other matter related to the RFP for the purpose of restricting competition;
- disclose its price, directly or indirectly, to any other Bidder or competitor, except in the case of provision of standard public price lists;
- make any attempt to induce any other person or organization to submit or not to submit a Proposal for the purpose of restricting competition.

If a Bidder is found to be in breach of any of these instructions, the ILO reserves the right to exclude the Bidder from the procedure and reject its proposal.

Nothing in this paragraph shall restrict the right of a Bidder to form a joint venture, a consortium, a partnership or an association for the purpose of submitting a joint Tender.

2.7 Contract Conditions

Bidders are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in these RFP documents.

By submitting a Proposal, the Bidder accepts in full and without restriction these instructions. It also accepts the Terms and Conditions of ILO Contracts (Annex IV) being

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relied on for this bidding procedure and resulting contract, irrespective of the provisions of the Bidder's own conditions of sale, which it hereby waives.

The ILO reserves the right to decline to consider without further comment any Proposal which does not accept the Terms and Conditions of ILO Contracts set out in Annex IV.

2.8 Work on ILO Premises

If the Bidder's personnel are required to work on ILO premises, they shall comply with the security and safety and health arrangements established by the ILO, including applicable provisions of local laws. Where applicable, the Bidder shall be responsible for obtaining valid entry visas and work permits for its employees or sub-contractors and contract commencement may be made subject to complying with these obligations. Failure to comply with such obligations may lead to suspension of payments under and cancellation of the contract.

2.9 Bid Currency

All prices shall be quoted in BDT (for Bangladeshi firm) or US Dollar (other than Bangladeshi firm). If the Bid is submitted in a currency other than the Bid Currency, to facilitate evaluation and comparison, the ILO will convert all such prices in BDT/USD at the official UN exchange rate applying on the last day for submission of Bids.

2.10 Incomplete Proposals

ILO may reject a Proposal that does not provide all the information requested which is necessary for assessment of the Proposal by the ILO.

2.11 Changes to Proposals

Changes or amendments to Proposals will only be accepted if they are received before the deadline for receipt of Proposals and shall be submitted in accordance with the instructions given above. The envelope shall be clearly marked as "Change(s) to Proposal".

2.12 No Material Change(s) in Circumstances

The Bidder shall inform the ILO of any change(s) of circumstances arising during the RFP process including, but not limited to:

- a change affecting any declaration, accreditation, license or approval;
- major re-organizational changes, company re-structuring, a take-over, buy-out or similar event(s) affecting the operation and/or financing of the Bidder or its major sub-contractors;
- a change to any information on which the ILO may rely in assessing Proposals.

2.13 RFP Document, Specifications, Drawings

The RFP Documents and any specifications, plans, drawings, patterns, samples or information issued or furnished by the ILO, are issued solely for the purpose of enabling a Proposal to be completed and may not be used for any other purpose. The RFP documents and any additional information provided to Bidders shall remain the property of the ILO.

2.14 Sub-Contracting

Sub-contracting of work to be undertaken as a result of this ITB is permitted, ILO reserves the right to approve any sub-contractor that was not included in the RFP Submission Form

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and request a copy of the sub-contracting agreement between the Bidder and its sub-contractor(s).

2.15 Proposal Validity

The validity of a Proposal shall be six (6) months commencing from the time and date of the closure of Proposals stated in paragraph 2.3 above. The ILO reserves the right to request an extension of the period of validity of Proposals, and to modify or exclude any of the terms of this RFP, at its sole discretion.

2.16 Notification of Proposal Evaluation

The ILO will evaluate the Proposals based on the Bidders' responses to the requirements set out in the RFP documents. Each Bidder will be informed of the decision reached concerning the award of the contract.

2.17 Publicity

During the RFP process, a Bidder is not permitted to create any publicity in connection with the RFP.

3. CONTENT OF THE PROPOSAL

Each Proposal shall comprise the following documents:

3.1 Envelope A-Technical Proposal (Annex II-B, C, D, and E)

Bidders are requested to submit in **Envelope A-Technical Proposal** the following Forms, Annexes II-B to E.

All information must be provided as requested and all Forms must be completed for a Proposal to constitute a valid offer, which is a prerequisite for subsequent evaluation.

3.1.1 Administrative Requirements

a) Bidder's Declaration Form (Annex II-B) (also to be completed by any Bidding partners and/or associates)

The ILO expects all participants in its procurement process to adhere to the very highest standards of moral and ethical conduct and transparency, to prevent any conflict of interest and not to engage in any form of coercive, collusive, corrupt, or fraudulent practices. The key terms used in the Declaration at Annex II-B are defined as:

"Coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, another or the property of another to influence improperly the actions of another;

"Collusive practice" is any conduct or arrangement between two or more bidders or contractors, designed to achieve an improper purpose, including to influence improperly the actions of another or to set prices at an artificial level or in a non-competitive manner;

"Conflict of interest" is a situation that gives rise to an actual, potential or perceived conflict between the interests of one party and another;

"Corrupt practice" is the offering, giving, receiving or soliciting, directly or indirectly, of any advantage, in order to influence improperly the actions of another;

"Fraudulent practice" is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, another to obtain a

financial or other benefit or to avoid an obligation;

b) Bidder's Information Form (Annex II-C)

The Bidder's Information Form explicitly indicates that the Bidder accepts in full and without restriction the Terms and Conditions applicable to ILO Contracts.

Each Bidder shall attach to this Annex the following mandatory documents:

- 1) Certificate(s) confirming that obligations relating to the payment of social security contributions and/or the payment of taxes in accordance with the legal provisions of the country in which the Bidder is established have been fulfilled;
- 2) The proof of declaration and payment of taxes, fees and social security contributions by the Bidder should indicate the state of affairs at the end of the previous fiscal year, bearing the statement "certified true copy", the date and the signature of a person authorized to represent the company;
- 3) A copy of the last three financial statements of the Bidder, certified by independent auditors.

c) Recent References (Annex II-D)

Each Bidder must provide details of three contracts entered into during the past five years which are similar in nature to that which will arise from this RFP. The information in Annex II-D must include as a minimum:

- Client name, location and date of project;
- Description of goods provided and works or services performed;
- Contract value;
- Contact details for references.

d) Technical Proposal (Annex II-E)

- 1) The Bidder shall use Annex II-E to describe how it intends to meet the requirements described in the RFP documents and in particular the Terms of Reference provided in Annex III;
- 2) In preparing its Proposal, the Bidder shall review all RFP requirements, including any document referred to in the RFP documents, and will reflect its understanding of and approach to meeting these requirements in the Proposal.
- 3) In preparing the Technical Proposal, the Bidder shall provide details of the proposed project methodology and implementation and management plan as well as CVs of key personnel which will deliver the goods, services or the works specified in this RFP.
- 4) The Bidder may also add any other document and information to demonstrate its technical and professional capacities and competencies to fulfill the requirements as specified in the Terms of Reference.

3.2 Envelope B-Financial Offer (Annex II-F)

Bidders are requested to submit their Financial Offer in a separate envelope (**Envelope B-Financial Offer**). The Financial Offer should be presented in the format provided in Annex II-F. The Bidder must also provide price breakdown information to support its Financial Offer.

All Financial Offers must be established and submitted net of any direct taxes or customs duties. As an international organisation, the ILO is exempt from all taxes and duties.

The ILO is not bound to accept the lowest priced offer from any Bidder, nor give any reason for rejecting a proposal.

4. EVALUATION OF PROPOSALS AND CONTRACT AWARD

4.1 Preliminary Evaluation

Prior to the detailed evaluation of each Proposal, the ILO will undertake a preliminary examination. Proposals will not be considered for further evaluation in cases where:

- a) They are incomplete (i.e. do not include all required documents as specified in Annex I, Instructions to Bidders, paragraph 3: Content of the Proposal);
- b) The Original Proposal is not signed by the duly authorized individual of the organization/company, as specified in Annex I, Instructions to Bidders, paragraph 2.2: Number of Copies, Format and Signing of Proposal;
- c) Technical and financial documents have not been submitted in separate sealed envelopes and/or pricing information is included in the Technical Proposal envelope, as specified in Annex I, Instructions to Bidders, paragraph 2.3: Submission and Receipt of Proposals;
- d) The validity period of the Proposal is not in accordance with the requirements of the RFP as specified in Annex I, Instructions to Bidders, paragraph 2.15: Proposal Validity.

4.2 Evaluation Process and Criteria

Proposals will be reviewed and evaluated by an Evaluation Panel, to determine compliance with the requirements specified in the RFP.

A two-stage procedure will be utilized in evaluating the Proposals, with evaluation of each Technical Proposal being completed prior to any Financial Offer being opened and compared. Financial Offers will be opened only for Bidder submissions that meet or exceed the minimum technical score of 49 (70 percent) of the obtainable score during the evaluation of Technical Proposals. Where the assessment of a Technical Proposal results in the minimum specified score not being achieved, the corresponding Financial Offer will not be eligible for further consideration.

Each Technical Proposal is evaluated on the basis of its responsiveness to the Terms of Reference (TOR).

During the second stage of the evaluation, the Financial Offers of all Bidders which have attained at least the minimum [49] (70%) score during the technical evaluation will be compared.

The proposals will be evaluated according to the criteria described below:

- (a) Depth and quality of response to the RFP;
- (b) Technical compliance with the Terms of Reference;
- (c) The qualifications and experience of proposed key personnel;
- (d) The proposed implementation and management plan;
- (e) The overall cost.

The process of evaluating the proposals will be based on the following percentage combination of Technical and Financial elements:

	Percentage
Technical Proposal	70%
Financial Offer	30%
Total	100%

4.3 Award of the Contract

The ILO will award the contract to the Proposal (Technical and Financial) which represents best value for money, i.e. achieving the highest overall score.

The ILO reserves the right to accept or reject any Proposal in whole or in part, to annul the solicitation process and reject all Proposals at any time prior to the issue of the purchase order, without thereby incurring any liability to the affected Bidder(s) or any obligation to provide information on the grounds for the ILO's decision(s).

The award of the contract arising from this RFP will be made at the absolute discretion of the ILO. The ILO's decision to award the contract to a preferred Bidder is final and shall not be questioned by any Bidder.

The Contract or the benefit of the Contract shall not be assigned, sub-contracted or otherwise transferred by the successful Bidder in whole or in part, without ILO's prior written consent, to be given at its sole discretion.

4.4 Debriefing / Bid Protest Mechanism

The ILO is committed to ensure that all its bidding processes are conducted in a fair and transparent manner. A Bidder who participated in a formal ILO solicitation process and believes that he/she has been treated unjustly or unfairly, or who would simply like to receive clarifications on his/her unsuccessful proposal ("debriefing"), must submit a request by email to pcrt@ilo.org, within ten (10) business days after receiving the ILO notification of regret. PROCUREMENT will contact the Bidder upon receipt of his/her request and will invite him/her to a debriefing session.

Debriefing process

The purpose of the debriefing is to discuss the strengths and weaknesses of his/her proposal. If the Bidder believes he/she has been treated unjustly or unfairly this debriefing will hopefully shed light on the rationale of the ILO decision. The ILO will not disclose any technical or financial information related to offers received by other Bidders who participated in the solicitation, nor the evaluation scores or other details from the tender process.

Debriefing will normally be conducted via teleconference by the Procurement Officer in charge of the relevant solicitation at an agreed time with the Bidder.

Should the Bidder not be satisfied with the clarifications provided during the debriefing, he/she may file a protest to the Chief, PROCUREMENT in the way described below.

Bid Protest

A Bidder who is not satisfied with the debriefing outcome, may lodge a protest to the ILO Chief, PROCUREMENT, by sending an email to bidprotest@ilo.org

The protest must be sent within ten (10) business days after the debriefing has taken place. The ILO will acknowledge receipt of the protest.

In his/her protest, the Bidder must provide the following information:

- 1) Its name, address, telephone number, fax number and email;
- 2) The solicitation number and title, the contracting office and the name of the officer who has been leading the tender process;
- 3) The date of debriefing; and
- 4) The reasons for the protest together with copy of any documentation in support of the allegations.

The Chief, PROCUREMENT will perform a receivability review of the protest to determine if it was timely and correctly submitted and complies with the requirements set out above. The Bidder will be notified whether the protest is receivable in writing within ten (10) business days after receipt of the protest. A decision rejecting the receivability of the protest is final and not subject to further appeal or recourse.

If the protest is deemed receivable, the ILO will conduct an inquiry to determine its merits. The Bidder will be notified of the ILO decision as soon as it is available. The decision on the merits of the protest is final and not subject to further appeal or recourse.

Allegations of Misconduct or Fraud

Allegations of misconduct or fraud must be addressed by the Bidder to the ILO Treasurer and Financial Comptroller TR/CF (email: TRCF@ilo.org) and to the ILO Chief, Internal Auditor Office (email: IAO@ilo.org). The allegations will be investigated in accordance with ILO's investigating procedures.



**FORMS TO BE COMPLETED
AND
TO BE SUBMITTED BY THE BIDDER**

- **ANNEX II-A:** Acknowledgement of Receipt
- **ANNEX II-B:** Bidder's Declaration Form
- **ANNEX II-C:** Bidder's Information Form
- **ANNEX II-D:** Recent References
- **ANNEX II-E:** Technical Proposal
- **ANNEX II-F:** Financial Offer



International Labour Office

ANNEX II-A

ACKNOWLEDGEMENT OF RECEIPT

To be returned to:

**NSIS Project, International Labour
Organization
Ground Floor, PPD Secretariat Office
Complex,
Block No.F, Plot no 17/B&C, Agargaon
Administrative Zone,
Sher-e-Bangla Nagar
1207 Dhaka
Bangladesh**

Fax:

E-mail: DAC_EIS_PROC@ilo.org

Reference: **RFP N° RFP-ILO-SP/NSIS-2025-002**

**Hiring a technical organization for Developing a Roadmap for the National Social
Insurance Scheme (NSIS) in Bangladesh**

- ☐ WE ACKNOWLEDGE RECEIPT OF ALL TENDER DOCUMENTS FOR THE
ABOVEMENTIONED RFP
(Note: In event of missing elements, contact the ILO Officer in Charge)
- ☐ WE INTEND TO SUBMIT A PROPOSAL
- ☐ WE WILL NOT BID FOR THE FOLLOWING REASONS:

.....
.....

Signature:

COMPANY STAMP

Name:

Position:

Tel/Fax:

E-mail:

Date:

BIDDER'S DECLARATION FORM

Certification to be submitted by a bidder in an ILO competitive bidding procedure

RFP N° RFP-ILO-SP/NSIS-2025-002 – Hiring a technical organization for Developing a Roadmap for the National Social Insurance Scheme (NSIS) in Bangladesh

Date:

The ILO expects all participants in its procurement process to adhere to the very highest standards of moral and ethical conduct and transparency, to prevent any conflict of interest and not to engage in any form of coercive, collusive, corrupt, or fraudulent practices.

With respect to its proposal submitted in response to the ILO's Invitation to Bid/Request for Proposal mentioned above, the Bidder hereby certifies that:

1. The prices in its proposal have been arrived at independently without consultation, communication or agreement with any other interested companies, competitor or potential competitor with a view to restricting competition.
2. No attempt has been made or will be made by the Bidder to influence any other Bidder, organization, partnership or corporation to either submit or not submit a proposal.
3. The Bidder will not offer, solicit or accept, directly or indirectly, any gratuity, gift, favour, entertainment, promises of future employment or other benefits to or from anyone in the ILO.
4. The Bidder (parent company and/or any subsidiaries) is not identified on, or associated with any individual, groups, undertakings and entities identified on, the list established pursuant to UN Security Council Resolution 1267 (Consolidated List).¹
5. The Bidder (parent company and/or any subsidiaries) will not use the funds received under any contract with the ILO to provide support to individuals, groups, undertakings or entities associated with terrorism.
6. The Bidder (parent company and/or any subsidiaries) is not the subject of any form of sanction imposed by an organization or body within the United Nations System, including the World Bank.

The ILO reserves the right to cancel or terminate with immediate effect and without compensation any offer of or contract arising from this bidding procedure in the event of any misrepresentation in relation to the above certifications.

Definitions of terms used in this declaration:

“coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, another or the property of another to influence improperly the actions of another.

“collusive practice” is any conduct or arrangement between two or more bidders or contractors, designed to achieve an improper purpose, including to influence improperly the actions of another or to set prices at an artificial level or in a non-competitive manner;

“conflict of interest” is a situation that gives rise to an actual, potential or perceived conflict between the interests of one party and another;

“corrupt practice” is the offering, giving, receiving or soliciting, directly or indirectly, of any advantage, in order to influence improperly the actions of another;

“fraudulent practice” is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, another to obtain a financial or other benefit or to avoid an obligation;

The undersigned certifies/y to be duly authorized to sign this Certification on behalf of the Bidder.

Name and Position

Signature

Date

¹ The Consolidated List can be found at the website: <https://www.un.org/securitycouncil/content/un-sc-consolidated-list>.

BIDDER'S INFORMATION FORM

I, the undersigned, by submitting this Proposal, hereby confirm that these instructions are accepted in full and without restriction, including the proposed ILO Contract being used for this bidding procedure and resulting contract.

1. SUBJECT	
Request for Proposal:	RFP-ILO-SP/NSIS-2025-002
Requirements:	Hiring a technical organization for Developing a Roadmap for the National Social Insurance Scheme (NSIS) in Bangladesh

2. BID SUBMITTED BY A SINGLE ECONOMIC OPERATOR	
Bidder:	[Insert Full Name of the entity submitting a bid]

3. BIDDER INFORMATION¹	
Corporate Name:	
Legal Status:	
Authorised Capital:	
Headquarters Address:	
Place of Business Address:	
Telephone:	
Fax:	
Trade Registered N°:	
VAT N°:	
Date established:	
Permanent Workforce:	
Number of Secondary Offices:	
Names of Main Managerial Staff:	1) 2) 3)
Names and Job Positions of Person Authorized to represent the Company:	1) 2) 3)
Certification (if any):	
Accreditation (if any):	[Type and Validity]

Turnover, Net Income for the past Three Financial Years:				
BDT/USD	Year 1 [i.e. 2021]	Year 2 [i.e. 2022]	Year 1 [i.e. 2023]	Average
Turnover				
Net Income (+/-)				
Comments				

¹ This information shall be provided by **each** member of the consortium and any subcontractor(s).

**ANNEX II-C****4. SUMMARY OF WORK DISTRIBUTION**

	Name	Scope of Work/Tasks/Sub-Tasks	% of the Proposal Price
[Bidder]			
[if applicable]			
[Sub-contractor]			
[Sub-contractor]			
[Sub-contractor]			

5. MANDATORY DOCUMENTS

As requested in Annex I, Instructions to Bidders, paragraph 3.1.1 b): Bidder's Information Form, the following documents are attached to this form:

- Certificate(s) conforming that obligations relating to the payment of social security contributions and/or the payment of taxes in accordance with the legal provisions of the country in which the Bidder is established have been fulfilled;
- The proof of declaration and payment of taxes, fees and social security contributions by the Bidder should indicate the state of affairs at the end of the previous fiscal year, bearing the statement "certified true copy", the date and the signature of a person authorized to represent the company;
- A copy of the last three financial statements by the Bidder, certified by independent auditors.

COMPANY STAMP

Signature:

Name:

Position:

Tel/Fax:

E-mail:

Date:

**RECENT REFERENCES
RELEVANT EXPERIENCE WITHIN THE PAST FIVE YEARS**

Each Bidder will provide, in the sample table below, the reference information of up to three (3) projects carried out by it which are of a similar nature to that which will arise from this RFP. The information must include as a minimum:

- Client name, location, and date of execution;
- Description of project and specifically the work done by the Bidder in the project;
- The Contract value;
- Contact details for checking references.

	Client Name, Location, and Date of Execution	Description of the Project and the Work performed	Contract Value (Currency)	Contact Details for Reference Check
1				
2				
3				

TECHNICAL PROPOSAL

TO BE RETURNED ON BIDDER'S LETTERHEAD

- i. The Bidder shall use Annex II-E to describe how it intends to meet the requirements described in the RFP documents and in particular the Terms of Reference provided in Annex III.
- ii. In preparing its Proposal the Bidder shall review all RFP requirements, including any document referred to in the RFP, and will reflect its understanding of and approach to meeting these requirements in the Proposal.
- iii. In preparing the Technical Proposal, the Bidder shall provide details of the proposed project methodology and implementation and management plan as well as the CVs of key personnel which will contribute to the project.
- iv. The Bidder may also include in this Annex other documents and information to demonstrate its technical and professional capacities and competencies to fulfil the requirements of the Terms of Reference.

FINANCIAL OFFER
TO BE RETURNED ON BIDDER'S LETTERHEAD

Having examined this Request for Proposal including its Annexes, and having examined all conditions and factors which might in any way affect the cost or time of performance thereof, we, the undersigned, offer to execute and complete the Works or the Services, in accordance with the Terms and Conditions applicable to ILO Contracts for the following Total Contract Price, net of any direct taxes or customs duties and other import taxes:

Task	Description	Lump Sum in [Currency] (Excluding VAT)
1		
2		
3	VAT as per Govt. rate	
TOTAL		

Attached to this Annex is the proposed cost breakdown for each of the above tasks.

Additional Services

Compensation for any additional services to this RFP shall be calculated on the basis of the rates below:

Position	Rate per day in [Currency]		
	Based at Contractor's Office	Based at ILO	Visiting ILO (<6 consecutive days)
Instruction	Cost + VAT	Cost + VAT	
Comments			

COMPANY STAMP

Signature:

Name:

Position:

Tel/Fax:

E-mail:

Date:



International Labour Office

ANNEX III

TERMS OF REFERENCE

Please find enclosed.



International Labour Office

ANNEX IV

**TERMS AND CONDITIONS APPLICABLE TO ILO CONTRACTS
FOR SERVICES**

[https://www.ilo.org/wcmsp5/groups/public/---ed_mas/---
inter/documents/legaldocument/wcms_768752.pdf](https://www.ilo.org/wcmsp5/groups/public/---ed_mas/---inter/documents/legaldocument/wcms_768752.pdf)

**Prepare roadmap for developing National Social Insurance Scheme and its
implementation strategy in Bangladesh**

ILO Country Office for Bangladesh

Terms of Reference (ToR)

Ref. No.: RFP-ILO-SP/NSIS-2025-002

Assignment	:	Hiring a technical organization for Developing a Roadmap for the National Social Insurance Scheme (NSIS) in Bangladesh
Contract Type	:	Service Contract
Location	:	Dhaka, Bangladesh
Duration	:	Six (6) months starting from May 2025, but the date will be finalized after completion of recruitment process.

1. Background and Rationale

In Bangladesh, the Social Protection system is gradually developing with the adoption of National Social Security Strategy (NSSS) in 2015, along with its two Action Plans – one for 2015-2020 and second for 2021-2025 with the technical assistance programme from UNDP Bangladesh. The NSSS stands on five thematic clusters that focus on the life cycle approach and promoting social insurance with a gradual transition from a ‘targeted approach’ towards universal coverage. The overall coordination, monitoring and supervision for NSSS remains with the Cabinet Division, and macro level monitoring responsibility lies with the General Economics Division (GED), where a high-level Central Management Committee (CMC) chaired by Cabinet Secretary along with Secretaries of all relevant Ministries, provide strategic oversight and policy guidelines.

The NSSS provides for a National Social Insurance Scheme (NSIS) to promote ‘contributory social security’ in Bangladesh. NSIS focuses on four social insurance schemes, i.e., Unemployment Insurance, Employment Injury Insurance, Maternity Insurance, and Sickness benefits. Ministry of Finance is assigned the overall responsibility to design and implement a mechanism for social insurance. However, the progress on developing a comprehensive mechanism and institutional arrangement for implementation of social insurance in Bangladesh remained slow. Instead, the Ministry of Finance established a ‘Universal Pension Scheme’ in 2023.

ILO and UNDP have initiated a collaboration to formulate a roadmap for developing National Social Insurance Scheme (NSIS) and its implementation in consensus with Employers and Workers organizations. The process would include a series of capacity building activities, consultations and dialogues, and conclude with an agreed roadmap for NSIS development its implementation strategy with relevant Ministries, in particular with Ministry of Finance (MoF) and Ministry of Labour & Employment (MoLE), and with consensus among tripartite partners.

The concept of social insurance is relatively new in Bangladesh as the country mainly implements safety net programmes. Based on several consultations among constituents, it is highlighted the need for further technical assistance to build capacity of key policymakers about the need and benefits of implementing rights-based and inclusive social insurance programmes, beyond this intervention as such process to integrate social insurance concepts takes several years or decades. Through this intervention, it will strengthen capacity of partner Ministries, Employers, and Workers Organizations for the design and implementation of social insurance schemes leading towards sustainability.

2. Objective of the Assignment

The objective of this consultancy is to develop a detailed roadmap and implementation strategy for NSIS through a participatory and consultative process as well as to support international consultant to develop actuarial study (or costing exercise as an alternative) by collecting relevant legal info and statistical data. The roadmap will provide actionable recommendations, including institutional frameworks, technical requirements, and stakeholder roles, to operationalize the NSIS effectively. Actuarial study result (or costing exercise result as an alternative) will be used for multi-purposes: training material for the constituents and an evident-based material for tripartite policy dialogue. It is planned to be attached to the roadmap mentioned above.

3. Scope of Work

The team will perform the following tasks:

3.1. Roadmap: Review and Analysis

- Conduct a desk review of existing policies along with the National Social Security Strategy (NSSS), other relevant strategies, and frameworks related to social protection and social insurance in Bangladesh.
- Analyze international best practices in social insurance and assess their relevance to the Bangladeshi context.
- **Data collection:** Collect relevant legal and statistical info to be used to develop actuarial study/ costing exercise

3.2 Stakeholder Consultations

- Facilitate consultations with key stakeholders, including government ministries (2), employers (1), workers (1), and development partners (1).
- Gather insights on challenges, expectations, and recommendations for NSIS design and implementation.
- Share all consultation or workshop reports within 15 days of the event.

3.3 Roadmap Development

- Develop a comprehensive roadmap outlining key steps, timelines, and milestones for NSIS operationalization.
- Propose institutional arrangements, **financing mechanisms**, and legal frameworks for NSIS implementation.
- Align the roadmap with international labour standards and national priorities.

3.4 Capacity Building and Knowledge Sharing

- Organize at least two capacity building and knowledge sharing workshops/ training (one day and 2 days residential) workshop on NSIS as well to present the draft roadmap of NSIS and gather feedback from stakeholders.
- Provide recommendations for building institutional and technical capacity to support NSIS implementation.
- Develop detailed workshop reports with all quotation and comments from participants within 15 days of the workshop.

3.5 Finalization of Roadmap

- Incorporate stakeholder feedback and finalize the roadmap.
- Submit a detailed implementation strategy with actionable recommendations.

*** Consulting firm must consider the expenditure in terms of organizing meetings, training & workshops in financial proposal and ensure UNDSS security and standards.**

4. Deliverables and Timeline

Deliverable	Timeline	Remarks
A. Inception report with methodology and work plan	Within 2 weeks of signing contract	Will be reviewed by the ILO
B. Roadmap: Review and Analysis Data and legal info collection to support the development of NSIS Roadmap (EIS, UIS, Maternity and Sickness)	May – June 2025	Collected info will be reviewed and verified by the ILO
C. Stakeholder Consultations Stakeholder consultation and report (2 with government, 1 employer, 1 worker and 1 development partners)	May – July 2025	All steps will be cleared by the ILO and venue along with training facilities will be followed by ILO standards.
D. Roadmap Development -Draft roadmap and implementation strategy	July- August 2025	Technical support will be provided by the ILO. Draft will be reviewed and finalized by the ILO and constituents
E. Capacity Building and Knowledge Sharing Validation workshop and workshop report	By August 2025	Venue will be selected as per ILO standards and UNDSS clearance hotel. Organize at least two capacity building and knowledge sharing workshops/ training (one day and 2 days residential) workshop on NSIS as well to present the draft roadmap of NSIS and gather feedback from stakeholders. All reports will be delivered by within 15 days of the event.
F. Final roadmap and implementation strategy	September – October 2025	Technical support will be provided by the ILO

5. ILO's Responsibilities

The ILO will:

- Monitor and supervise the work of the consultants and review progress of the work.
- Provide support in organising meetings and workshops with tripartite constituents in Bangladesh and relevant stakeholders in Indonesia.
- Provide research documents and other relevant internal documents.
- Ensure ILO branding manual to organize any events and workshop.
- Provide technical assistance /feedback as necessary.
- Ensure payment of agreed amount in three tranches. Payment will be linked to the successful delivery of the outputs as per ILO rules and regulations; and
- Perform any other tasks as described in the contract document.

6. Schedule and Reporting

- The envisioned assignment will be completed as per details provided above in Specific Deliverables.

- The lead Consultant of the firm will report to Country Director, ILO CO-Dhaka and submit final reports to the Chief Technical Adviser of ILO Dhaka. Technical specialist from regional and headquarter, ILO and UNDP colleagues will review the roadmap and implementation strategy along with all final deliverables.
- The lead Consultant of the firm will coordinate with the National Project Officer. The Project Officer will provide oversight and quality assurance and will carry out a performance evaluation at the end of the assignment.
- The consultant must follow the ILO House style ([wcms 742229.pdf \(ilo.org\)](https://wcms.742229.pdf(iilo.org))) when writing and follow brand premier (<https://brand.ilo.org/d/XdDMx745iKTL/products#/publications/overview>) when formatting the study/report. This will be checked before clearing the payments.

7. Completion Criteria

- All reports and documents to be submitted to the ILO must be relevant to the outputs mentioned in the ToR;
- Provide information and update progress as requested by EIS project of the ILO.
- The consulting firm has to follow the ILO guidelines to ensure quality of the reports / documents/ any materials.
- The consulting firm should be proactive, timely report on the progress, and undertake visits to implementing partners' site, participate in meetings as and when necessary.

8. Special Terms and Conditions

8.1. Confidentiality Statement and Intellectual Property of Data

All data and information received from the ILO and the stakeholders for the purpose of this assignment are to be treated confidentially and are only to be used in connection with the execution of these ToR. All intellectual property rights arising from the execution of this ToR is assigned to ILO according to the grant agreement. The contents of written materials obtained and used in this contract may not be disclosed to any third parties without the express advance written authorization of the ILO.

8.2. Unsatisfactory or incomplete work

For the assignment, the ILO's Standard Rules and Procedure for Implementation Agreement shall be applicable. In event that the service delivered is unsatisfactory or fails to conform to the conditions set out above, the ILO reserves the right, as appropriate to interrupt it, to request that it be corrected or modified, or to refuse to accept the service.

9. Duration of the Work and Duty Stations:

The duration of the assignment will be for 6 months starting from May 2023, but the date will be finalized after completion of recruitment process. ILO shall NOT provide office space in Dhaka and necessary logistics (like Laptop, Printer, Paper, internet, local travel, etc.) to carry out day-to-day jobs of the Consulting firm.

10. Final Product:

- a) **Desk Review Report**
 - A comprehensive report summarizing existing policies, strategies, and frameworks on social protection and social insurance in Bangladesh.
 - Analysis of international best practices and their applicability to Bangladesh's context.
- b) **Legislation and statistical data**
 - Required legislation and statistical data to be submitted

- c) **Stakeholder Consultation Report**
 - Documentation of stakeholder consultations, including key insights, challenges, expectations, and recommendations for the National Social Insurance Scheme (NSIS).
 - Summary of consultation outcomes with government ministries, employers, workers, and development partners.
- d) **Draft NSIS Roadmap**
 - A structured roadmap outlining key steps, timelines, and milestones for NSIS operationalization.
 - Proposed institutional arrangements, financing mechanisms, and legal frameworks.
 - Alignment with international labor standards and national priorities.
- e) **Dissemination workshop Report and Capacity-Building Recommendations**
 - A summary of stakeholder feedback collected during the workshop.
 - Recommendations for institutional and technical capacity-building initiatives to support NSIS implementation.
- f) **Final NSIS Roadmap and Implementation Strategy**
 - A refined and finalized version of the NSIS roadmap incorporating stakeholder feedback.
 - A detailed implementation strategy with actionable steps, roles, and responsibilities for successful NSIS rollout.

11. Schedule of Payments:

Payment Number	Deliverables	Percentage of total payment.
1 st Payment	A. Inception report and Completion of deliverable B. Roadmap: Review and Analysis C and D (under section 4)	20 %
2 nd Payment	Completion of deliverable C and D (under section 4)	50 %
3 rd Payment	Completion of deliverable E and F (under section 4)	30%
	Total	100%

12. Qualifications, Experiences and Eligibility of Consulting Firm/Organization

12.1 Minimum eligibility criteria of the firm/organization: The assignment will be contracted to a consulting firm demonstrated technical knowledge and understanding of the healthcare system and industrial relations.

- Track record
 - a. The agency must possess 8 years proven experience on conducting capacity development and awareness raising programme in social protection or social insurance and social protection strategy
 - b. At least 5 years of experience in conducting research with policymakers that contribute to analytical work and evidence can meaningfully lead to practical actions and/or scrutinise developmental impact in the field of social protection

Interested organizations are requested to provide following documents to assess their eligibility:

- Profile (which should not exceed ten (10) pages including any printed brochure relevant to the services being procured) – describing the nature of business, field of expertise, licenses, certifications, accreditations.
- Business Licenses – Registration Papers, Tax Payment Certification, etc. if applicable.

- The Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc.;

12.3. Minimum qualification and experiences of Key Experts:

a. Team leader or focal person: should possess the following qualifications:

- Advanced degree in public policy, social sciences, economics, or a related field.
- At least 5 years of experience in social protection, social insurance, or labour policy.

b. Team Composition: Team members must have a proven experience for at least 7 years in similar type of tasks focusing on development of training materials, research, policy advocacy and conducting capacity development programme of social protection as well social insurance. Team members should have an MA/ MSc degree in Social Science, economics, development studies, Public Policy or any relevant field. The applicant will send detailed CV of the team members that will be involved in the proposed project including training, and work experiences.

Note: Proposers must submit necessary documents to substantiate above eligibility criteria. Proposals which shall not meet above-mentioned eligibility criteria will not be considered for further evaluation.

12.2. FUNCTIONAL COMPETENCIES

- Openness to change, flexibility, and ability to manage complexities.
- Written and spoken competence in English / Bangla languages.
- IT skills; and
- Written, analytical and communication skills.

13. Evaluation Criteria

Evaluation Criteria:
(a) The firm must have credible previous experience (at least 7 years) to develop national documents related to social protection and social insurance and capacity development of policy makers. (Website link/brochures and other documents describing similar assignments, experience, availability of appropriate professional staff and resources to carry out the assignment).
(b) Academic qualification of the service provider and the team as per requirement
(c) Understanding of the ToR and Technical proposal aligns with ToR in specific methodology to accomplish the assignment with preliminary planning
(d) Quality of previous work experience (published policy brief, roadmap, strategy, facilitation of high-level policy dialogue, capacity development report, at least 2 publications on social protection in specific social insurance)
(e) Demonstrate evidence of working with government and UN agencies; Demonstrate evidence that the organization has done similar assignments in past and has credible knowledge-base and technical expertise in social security
(f) Capacity of Team- Own equipment, office set-up, Moderating, human centric training module development, facilitating capacity development session

(g) Proven skill of managing online and face to face training and seminars/ workshops/events involving senior policymakers, tripartite constituents, and senior management members of international, regional and local organizations
(h) Demonstrated skill and experience of facilitation of capacity development session on social insurance Scheme and policy development on social protection.

14. Proposal Submission and Selection Process

The ILO invites technical and financial proposals from qualified firms/ organizations having relevant experience in delivering similar services as mentioned in this Terms of Reference (TOR). The consulting firm/organization will be chosen following ILO procurement rules/procedure on evaluation by an ILO team of professionals and sign the Contract for the expected deliverables and outputs as per the TOR.

Cumulative Evaluation Method will be used for this procurement exercise and Contract will be awarded to highest scorer(s) in Cumulative analysis considering Technical and Financial Evaluation. The Technical proposal will contain 70% and financial proposal will contain 30% weight whereas Technical Evaluation passing score is 70%. Any firms that score less than 70% in Technical Evaluation shall not be considered for financial evaluation.

(a) Financial weighted score, out of 30:

The maximum number of points assigned to the financial proposal is allocated to the lowest price proposal. All other financial proposals receive points in inverse proportion. The suggested formula is as follows:

$$p = y (\mu/z),$$

p = points for the financial proposal being evaluated,

y = maximum number of points for the financial proposal (here it is 20),

μ = price of the lowest financial proposal,

z = price of the financial proposal being evaluated

15. RECOMMENDED PRESENTATION OF PROPOSAL

Interested firms/organizations must submit the following detailed proposal made up of documentation to demonstrate the qualifications of the prospective firm/organization, to enable appraisal of competing bids. This should include technical and financial proposals, details of which are listed below.

Technical Proposal

I. Firm information

- a. Profile (which should not exceed ten (10) pages including any printed brochure or relevant document describing the nature of business, field of expertise, certifications, accreditations, business registration certificate and description of present activities and most recent annual report (including audited financial statements)
- b. Business Licenses – Registration Papers, Tax Payment Certification, etc. if applicable
- c. The Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.;

- II. **Relevant Experience** – Description of experience in projects of a comparable nature, with specific description of past assignments of the firm/organization in related work;
- III. **Process** - The Technical Proposal needs to contain a detail description of the process the firm/organization intends to follow to complete the tasks including a detailed work plan and time schedule for completion/delivery of the final product that, after selection of the contractor, will be agreed upon by the ILO/ NSIS project
- IV. **Human Resources** - The Technical Proposal needs to contain a list and detailed information on the proposed Human Resources which will be utilized for the tasks including their respective qualifications and relevant experience/exposure and required expertise/skills to complete the tasks i.e. facilitating, training material development, linguistic, event report drafting and editing expertise, among others.
- V. **Tools and Methodologies** - The Technical Proposal must detail tools and methodologies that will be used to ensure the accuracy of the update and revision by the contractor. In particular, in order to deliver the task to the highest standard, checks using processes of the implementation of the assignment including processes of developing human centric training materials and methodology of training should be reflected by the selected contractor.

Financial Proposal (including fee, travel cost, DSA, and other relevant expenses)

- (i) The Financial Proposal shall specify a total delivery amount (in USD/ BDT) including consultancy fees and all associated costs, i.e. travel cost, subsistence per diems, printing costs and consultation workshop (if required).
- (ii) In order to assist ILO in the comparison of financial proposals, the financial proposals will include a breakdown of this amount disclosing the key assumption employed in costing the tasks including breakdown of budget for a Module.

Task name	Description & Types of deliverables	Number of deliverables	Duration to deliver	Total Amount (BDT)

VAT must be shown in separate rows. The cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable as a direct cost of the assignment.

16. PROPOSAL SUBMISSION PROCEDURE

The proposer must submit the Technical and Financial Proposals in separate sealed envelopes mentioning "Technical Proposal" and "Financial Proposal" on the top of respective envelopes. Both the sealed envelopes will be put in one big envelope. The big envelope should be sealed and the caption "**Ref. No.: RFP-ILO-SP/NSIS-2025-002; Prepare roadmap for developing National Social Insurance Scheme and its implementation strategy in Bangladesh**" to be written on the top of the envelope. Unsealed proposals and proposals received after the deadline would not be considered for evaluation.

The proposals in hard copy with a cover letter to be submitted by 20 April 2025 by 4:30 pm (Bangladesh Standard Time) to:

ILO Country Office for Bangladesh
NSIS Project
PPD Secretariat Office Complex,
Ground floor, Block-F, Plot-17/B&C,
Agargaon Administrative Zone, Sher-e-Bangla Nagar,
Dhaka-1207, Bangladesh

*If any potential firm has any query about the TOR/RFP document, that has to be submitted to the ILO through email [DAC EIS PROC@ilo.org](mailto:DAC_EIS_PROC@ilo.org) within **02 April 2025**; Please mention "Queries on RFP-ILO-SP-2025-001" in the subject of the email while sending any written query to ILO regarding this RFP.*