**Terms of Reference for hiring vendor to print and supply board game materials for the project ‘Generation Breakthrough’**

**Concerned Women for Family Development (CWFD)**

CWFD emerged from an emotional response to help women in need of reproductive health care counseling. The organization, originally named as “Concerned Women for Family Planning ((CWFP), started its voluntary activities in 1974 to help the refuge coming to Dhaka city after the devastating famine of 1974. The organization was registered in 1975 with Directorate of Social welfare and formally launched its project activities. Over time, the organization realized that mere improvement of health status through family planning would not sustain a significant change in women’s life in Bangladesh. Accordingly, the organization initiated new programs for women, men, children and adolescents encompassing primary health care, life skill development, creating economic opportunity and women’s empowerment against social injustice. In conformity with this shifting focus, the organization changed its name from Concerned Women for Family Planning (CWFP) to ”Concerned Women for Family Development”(CWFD).

**Background of the Generation Breakthrough Project:**

1. **Background of the project**

“*Generation Breakthrough*” project aims to address gender based violence (GBV) in Bangladesh by establishing linkages to adolescent sexual and reproductive health and rights (SRHR) and gender equity, with a focus on engaging boys and improving relationship building skills. Through effective SRHR and GBV information, awareness, skills and adequate adolescent friendly services, the project will contribute to reduction of GBV, unwanted pregnancies, unsafe abortions, maternal mortality and the spread of HIV and other STIs among adolescents in Bangladesh.

Funded by the Embassy of the Kingdom of Netherlands, *Generation Breakthrough* is a four year project contracted to UNFPA and implemented in collaboration with Plan International Bangladesh, Ministry of Education (MOE) and Ministry of Women and Children’s Affairs (MOWCA) of Government of Bangladesh. Concerned Women for Family Development (CWFD) is partnering with Plan International Bangladesh to implement the project.

As a part of the project’s activities, CWFD is developing two board games on sexual and reproductive health for adolescents to deliver them with information on SRHR. The aim of the board games is to enable adolescents learn about sexual and reproductive health in a fun and interactive manner.

**General Objective of the assignment:**

Print and supply board game materials according to specifications detailed in the TOR.

**TASKS:**

* Design and print board gamematerials according to specifications detailed in the TOR.
* Supply board game materials according to specifications detailed in the TOR.

**Expected deliverables at the end of assignment include:**

**Specifications per set for Board game 1:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl no | Item name | Specification | Quantity  | Remarks |
| 1. | Game board | Design and print game board. Size:31”X24”, 600 gsm duplex/jel board, laminated, foldable in the middle, 4 colour printing (both side)  | 1 | As per sample |
| 2 | Fact card, feeling card and challenge card | Design and print cards. Size: 4.5”X3”, 300gsm art card, 4 colour printing & lamination both side | 150 | As per sample |
| 3.  | Hard polly packet for cards | As per size of the cards | 3 | As per sample |
| 4. | Player pieces | 6 different colour plastic toys, maximum size 1” | 6 |  |
| 5. | Hard polly packet for player pieces and dice | Size: 4”X6” | 1 | As per sample |
| 6. | Dice | Plastic dice  | 1 |  |
| 7.  | Booklet  | Design and print booklet, 120 gsm art paper, only cover page laminated, two colour print, Size: 8.5”X5.5”, 20 pages | 1 |  |
| 8.  | Box for the game set | Design and print game box, Size: 12”X20X2.5”, 350 gsm swedish board | 1 |  |

No of sets required: 2000 sets

**Specifications per set for Board game 2:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl no | Item name | Specification | Quantity  | Remarks |
| 1. | Game board  | Design and print game board. Size:31”X24”, 600 gsm duplex/jel board, laminated, foldable in the middle, 4 colour printing (both side) | 1 | As per sample |
| 2. | Skill, friend and knowledge paper | Design and print paper, Size: 4”X2”, 80 gsm offset paper, 4 colour (both side)  | 900 | As per sample |
| 3. | Situation, opportunity, reward and revenge card | Design and print cards. Size: 4.5”X3”, 300gsm art card, 4 colour printing & lamination both side | 180 | As per sample |
| 4. | Hard polly packet for cards | As per size of the cards | 4 | As per sample |
| 5. | Dice | Plastic dice | 2 |  |
| 6. | Player pieces | 6 different colour plastic toys, maximum size 1” | 10 |  |
| 7. | Box for player pieces and dice  | Size: 7”X2.5”X3”, 350 gsm swedish board  | 1 |  |
| 8. | Booklet | Design and print booklet, 120 gsm art paper, only cover page laminated, two colour print, Size: 8.5”X5.5”, 20 pages | 1 |  |
| 9.  | Box for the game set | Design and print game box, Size: 12”X20X2.5”, 350 gsm swedish board | 1 |  |

No of sets required: 2000 sets

\***Sample for game materials will be shared during the briefing meeting on 5 November 2014 at CWFD office.**

**Required Competencies of the vendor:**

It is expected the competency and characteristics of the vendor will include (but is not limited to):

* Experience of designing and printing materials for development organizations
* Previous track record of printing materials valued more than 15,00,000 BDT
* Have qualified graphic designer and have their own printing press
* Ability to deliver quality materials by suggested deadline

**Methodology:**

* Interested vendors are expected to attend a briefing session at Concerned Women for Family Development office, address: House No - 16-18, Road – 1, Block – E, Bonosree, Rampura on 5th November 2014 at 9:00 AM
* Interested vendors should submit sealed quotation detailing unit price per item and unit price per board game set. The quotation should also include all the documents detailed in the submission checklist below.

**Broad time Schedule:**

|  |  |
| --- | --- |
| Briefing meeting at CWFD office | 5 November 2014 at 9:00 AM |
| Submission of quotation  | 8 November2014 at 5:00 PM |
| Submission of prototype | Within 10 working days of signing of work order |
| Delivery of materials  | Within 12 working days of finalization of prototype  |

 **Submission check list:**

1. Quotation for designing and printing board game
2. Attested photo copy of license/Trade license renewed for the year 2013 - 2014
3. Attested copy of VAT certificate (10 digits) in favour of the Printers.
4. Up to - date attested copy of income Tax clearance certificate mentioning TIN number.
5. Copies of Bank Statement for July, 2013 to June, 2014.
6. Experience certificate issued by reputed INGO / NGO.
7. List of Man Power through which the printers will execute the work.
8. List of Machineries available with the printers through which the work will be executed.
9. Work Plan to complete the printing and supply to destinations thereof, in satisfaction within 6 weeks upon receiving the Work Order from Plan International Bangladesh.

**Terms and Conditions:**

1. Payment will be made vide crossed cheque or bank to bank transfer in favor of your printers after satisfactory completion of the works.
2. VAT and Tax will be deducted at source as per Government rule of Bangladesh (if applicable)
3. The bidders must have valid trade license, VAT registration certificate and bank solvency Certificate.
4. Ready to accept full or partial items work order.
5. Late delivery, when caused by the printers/company, will result in up to 1% penalty per day.
6. The goods must be delivered to Barisal, Patuakhali and Barguna and the payment will be done upon receiving ‘goods received acknowledgement’ from the field.

**Disclaimer:**

CWFD reserves the right to accept or reject any or all proposals without assigning any reason what so ever.

**Child Protection Policy:**

The vendor shall comply the child Protection Policy of Plan International Bangladesh. Any violation /deviation in complying with Plan’s child protection policy will not only result-in termination of the agreement but also Plan will initiate appropriate action in order to make good the damages/losses caused due to non compliance of Plan’s Child Protection Policy.

**Quotation submission:**

Interested parties are requested to drop their hard copies of sealed quotation and other documents listed above in separate envelop to CWFD (Concerned Women for Family Development), House No - 16-18, Road – 1, Block – E, Bonosree, Rampura, Dhaka into the tender dropping box kept at reception desk by **8 November 2014** by 5:00 PM. **Vendors who are not present during the briefing meeting will not be eligible for bidding.**