

Request for Quotations No: 10-1659-XX

Printing of Behavior Change Intervention (BCI) materials on ANC package services for improving nutritional status of pregnant women and newborn in selected districts and urban slums of Bangladesh under Right Start project

Issued by the Nutrition International “NI” (formerly known as the Micronutrient Initiative)

Deadline for receipt of proposals at the Nutrition International:

Wednesday April 25, 2018

1. SCOPE

Nutrition International has started the 'Right Start Initiative' in Bangladesh to improve nutrition for women, adolescent girls and newborns in Bangladesh through the Institute of Public Health Nutrition under the Ministry of Health and Family Welfare of the Government of Bangladesh.

Right Start aims to reduce anaemia, prevent complications and deaths during pregnancy and delivery for mother and avert low birth weight and neural tube defects such as spina bifida in newborns. It also seeks to reduce stunting in children under five years old. This program model designed for improving the effectiveness of the IFA supplementation for pregnant mothers [demonstrated by NI] and improving provision of ANC services with an added component of nutrition counseling through a new initiative 'Scaling up maternal nutrition package with focus on improved ANC and IFA supplementation in selected districts in Bangladesh.

Through this program, Nutrition International is building the capacity of healthcare service providers to promote and deliver interventions to improve care for pregnant mothers, reducing risks to their health — and the health of their newborns. In total, 2.6 million women and adolescent girls across Bangladesh will benefit from these interventions.

Behavior change intervention (BCI) is an important component in this program to improve maternal nutrition and newborn care in project districts. NI invites quotations for printing and distribution of these BCI material for 10 districts and 2 City Corporation (CC). A pdf version of proposed contents would be provided by NI. The specifications of the material and distribution plan are given in annexure A and B.

2. TECHNICAL SPECIFICATIONS

Bidders should refer to Annexure A.

3. GENERAL INSTRUCTIONS AND CONSIDERATIONS

3.1 Bidders must provide all the information requested below. Quotations that do not provide the required information, or do not follow the submission requirements, will not be reviewed.

3.2 Bidders are responsible for all costs associated with quotation preparation and sample submission.

3.3 Requests for further information must be sent by Wednesday *April 25, 2018* (By 5:00 pm BST) to: proposalsbangladesh@nutritionintl.org or

Nutrition International
Commercial Cove
House 56 C Road 132, Gulshan 1
Dhaka 1212, Bangladesh

3.4 Nutrition International reserves the right to reject or accept any quotation in whole or in part and to reject all quotations at any time without assigning any reason whatsoever before award of Contract.

4. SUBMISSION OF QUOTATIONS

The closing date for submission of quotations is on or before Wednesday *April 25, 2018, 5:00 pm BST*. Late or incomplete quotations will not be considered. The quotations along with technical information must be submitted by email in English at the following Email address: *proposalsbangladesh@nutritionintl.org*, with the reference of “RFQ No: 10-1659-XX ” in the subject line.

4.1 The specification of material to be used for printing of BCI material must be as per the NI's requirement (as mentioned in Annexure A).

4.2 The agency will be required to submit printed samples of all materials for approval before commencing the final printing.

4.3 Unit price quoted for printed material should be in Bangladeshi Taka (BDT). Price should be included freight, packaging and other costs (if any). Delivery should be made in cartons and should be delivered as per the distribution plan mentioned in Annexure B. Number of copies of materials based on Upazilla will be provided during contract period.

4.4 Bidders should refer to Annexure C for the format for quotations.

4.5 Bidders must include the delivery schedule in Annexure B and indicate their ability to meet the schedule by accepting or adjusting the dates.

4.6 All prices shall be valid for a period of 2 months after the Closing Date.

5. BIDDER SELECTION AND CONFIDENTIALITY

5.1 The NI will review all complete quotations and inform the successful Bidders within 3 weeks of the Closing Date.

5.2 NI will respect the confidentiality of all information provided by Bidders.

6. SAMPLE OF PROOF FOR THE PRINTED MATERIALS

The selected Bidder will need to submit the printed sample of the material as per specifications, to Nutrition International Bangladesh at the address mentioned in section 3.3, within 10 days from acceptance of signed PO and duly approved soft copy of the file from NI.

7. DELIVERY TERMS

The Goods will be delivered within 30 days after receipt of duly signed Purchase Order and go ahead on approved file ready for printing from NI. Any change in the delivery date will be mutually agreed upon by the vendor and NI.

8. PAYMENT

Payment will be made within 30 days of the delivery and acceptance of all the printed materials and invoice.

ANNEXURE A:
TECHNICAL SPECIFICATIONS FOR PRINTING AND DISTRIBUTION OF PREGNANT WOMEN AND NEWBORN CARE BCI MATERIAL

Product	Target audience	Sizes	Printing	Material to be used	Fabrication	Packaging
Desk calendar style pen holder with 5 pages:	Frontline service providers to be used during counselling	10.4" X 6.75" pasting board (1mm thick)	4 color	Paper: 300 gsm art card Cut: Dye cutting	<ul style="list-style-type: none"> as per mock up design (pen holder box) Spiral binding with 3 pages page size: 6.75" X 5.9" Print: 4 color Back to back print Lamination: Matt 	10 sets in every packet. Packaging should be according to given number of every Upazilla.
Poster 1: (Folic acid)	To display at facility waiting area and counseling corner	SIZE: 18" X 23" (approx.)	4 color one side	PAPER: 150 gsm Art paper	<ul style="list-style-type: none"> Lamination: both sides heat lamination with 32 micron transparent plastic sheet. Binding: Plastic channel with hook (for Hanging) at Top with plastic fibre 0.5 inch and Bottom binding with plastic fibre 0.5 inch. 	10 sets in every packet. Packaging should be according to given number of every Upazilla.
Poster 2: (Gorboboti)	To display at facility waiting area and counseling corner	Type-1: SIZE: 20" X 15" (approx.)	4 color one side	PAPER: 150 gsm Art paper	<ul style="list-style-type: none"> Lamination: both sides heat lamination with 32 micron transparent plastic sheet. Binding: Plastic channel with hook (for Hanging) at Top with plastic fibre 0.5 inch and Bottom binding with plastic fibre 0.5 inch. 	10 sets in every packet. Packaging should be according to given number of every Upazilla.
	To distribute among pregnant mother	Type 2: SIZE: 10" X 8" (approx.)	4 color one side	PAPER: 300 gsm Art paper	<ul style="list-style-type: none"> Lamination: both sides heat lamination with 32 micron transparent plastic sheet. 	10 sets in every packet. Packaging should be according to given number of every Upazilla.
Poster 3: Post it for husband	To display at grocery shop/ common gathering place of Man	18" X 23" (approx.) Stick note: 15" x 6"	4 color one side	300 gsm Art paper Sticky with preparation cut: 80 gsm offset paper	<ul style="list-style-type: none"> Binding: Tin or plastic Sticky with Preparation cut Paper: Lamination: both sides heat lamination with 32 micron transparent plastic sheet. Binding: Plastic channel with hook (for Hanging) at Top with plastic fibre 0.5 inch and Bottom binding with plastic fibre 0.5 inch. 	10 sets in every packet. Packaging should be according to given number of every Upazilla.

ANNEXURE B:
QUANTITIES AND DELIVERY DETAILS FOR DISTRIBUTION OF PRINTED MATERIAL

Sl. No.	Name of the District	Number of Upazila
Phase 1:		
1.	Bagerhat	9
2.	Comilla	16
3.	Habiganj	8
4.	Munshiganj	6
5.	Pabna	9
Phase 2:		
6.	Bhola	7
7.	Dinajpur	13
8.	Gazipur	5
9.	Rajshahi	9
10.	Tangail	12

11.	Rajshahi City Corporation	
12.	Khulna City Corporation	

NB: Number of copies of materials based on Upazilla will be provided during contract period.

Please note:

The final address and contact person will be confirmed by NI prior to distribution.

ANNEXURE C**FORMAT FOR SUBMITTING QUOTATIONS****BUDGET TEMPLATE**

	Particulars	Unit	Rate	Total	Remarks
A	PRINTING				
A1	Desk calendar style pen holder	16530			
A2	Poster 1 (Folic acid)	16530			
A3	Poster 2 (Gorboboti) type-1	16530			
A4	Poster 2 (Gorboboti) type-2	498360			
A5	Poster-3 (Post it for husband)	62470			
	Sub Total of A				
B	VAT (@15%) on Total Direct Cost				
C	Total (A +B)				

*Please be informed that Nutrition International Bangladesh will only be responsible for VAT. Consultancy agency will be responsible for their own tax.

NOTE (Important)

- Agency is required to attach with this bid, an Organizational profile stating the relevant experience, and a detailed client list.
- Cost of printed items should include, printing as per specifications, packaging (as per district wise distribution list which shall be provided by NI), delivery, including loading and unloading of material as per distribution list.
- Payment shall be made after submission of invoice by agency, along with the duly receipted delivery challans.
- Printing should be done as per the prototypes and specifications provided by NI. Some modification may be required in adapting the designs to actual proportions.
- Artwork files and e-version will be shared by NI.