

COAST Trust

Principal Office, Dhaka.

**TOR for printing, 28 Oct 2020**

**Subject: Awareness Raising on pandemic COVID-19 prevention**

COAST Trust ([www.coastbd.net](http://www.coastbd.net)) is an NGO, working in the coastal areas of Bangladesh since 1998. The core program of the organization is microfinance integrated with Right Based Approach. COAST organizes strategically important activities related to development, which in turn, will facilitate the sustainable and equitable improvement of life, especially of women, children and disadvantaged population of the coastal areas in Bangladesh through their increased participation in the socio-economic, cultural and civic life of the country.

**Job Description:**

**1. Deliverable**

05 Flyers on different topics related to prevention from COVID-19 pandemic.

1. The flyers will be colorful with necessary illustration and graphic design for being able to attract and communicate with the poor and less literate persons in the coastal area.
2. Printed Flyers will be packed (500 in each packet) and delivered to COAST Principal Office (Shyamoli, Dhaka).
3. Delivery should be verified by the Procurement Department, prior to the final payment.

**2. Specifications**

**Size:** 210mm ×284 mm, both side print

**Color:** 4 color printing

**Paper quality:** Glossy Art Paper, 100 gsm

**Quantity:** 100,000 x 5 flyers (Total 500,000).

**3. Design**

The selected party will design the flyers according to the guidance and approval of COAST before printing.

**4. Selection Process**

1. A committee consisting printing experts will sort the proposals and only 3 short listed companies will be called for interview.
2. Companies will be selected on the basis of Length of Experience, Sample of work and financial proposal.
3. Please also submit your quality control process of your company in printing.

**5. Timeline**

The total timeline to accomplish the printing job is 07 days from the date of work order.

**6. Terms and Conditions**

1. Last date of proposal submission 02 November 2020, 5.00 pm.
2. Design, printing and delivery cost should be included in the financial proposal.
3. The final design must be approved with COAST authority before printing.
4. Payment will be made through Account Payee Check in favor of the company.
5. VAT and Taxes will be deducted from the total amount of payment as per government rules.
6. If the work is not completed within the stipulated date, the bill will be deducted as per the work order terms and condition.
7. COAST preserves the right to change or cancel the work order according to the agreement between both parties.

Prepared by

Procurement Department

COAST Trust