



## TERMS OF REFERENCE (TOR) FOR PROCUREMENT OF MENSTRUAL HYGIENE MANAGEMENT (MHM) KITS

Concerned Women for Family Development (CWFD) emerged from an emotional response to help women in need of reproductive health care counseling services. The organization, originally named as “Concerned Women for Family Planning (CWFP), started its voluntary activities in 1974 to help the refugees 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 in 1976 with only five female staff to cover an area of Dhaka city slum comprising around 50,000 population.

CWFD is a non-political, non-profit voluntary organization run by women of Bangladesh to support, promote and protect the interest of women in Bangladesh by providing community-based health care, empower community to exercise their rights to eliminate social injustice, creating economic opportunities, empower underprivileged youth of urban and rural population and develop human resources for a positive social change. For more information, please visit our website [www.cwfd.org](http://www.cwfd.org)

**Project background:** Concerned Women for Family Development received funds from United Nations Population Fund (UNFPA) to implement **Generation Breakthrough Project: Phase-II** ‘Improving the Sexual and Reproductive Health and Rights including Maternal, Newborn and Adolescent Health in Bangladesh (ImSRHRMNAH,B)’. The Phase-II started from 2018. This 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. As a part of delivering adolescent friendly health services, ‘Improving Sexual and Reproductive Health and Rights including maternal and newborn health in Bangladesh’ project created linkage for tele-counseling and referral services to different service providers on sexual and reproductive health and gender-based violence. The primary target group of this helpline and adolescent friendly health service are adolescents and youth aged 10-24 years.

Generation Breakthrough Project: Phase-II of CWFD is planning the procurement of Menstrual Hygiene Management (MHM) Kits. The details specification and terms and conditions are as follows:

SI #	Name of Item	Specifications	Unit measure	# of unit	Unit cost
<b>PROCUREMENT OF MENSTRUAL HYGIENE MANAGEMENT (MHM) KITS: Package (full package required with the quotation)</b>					
1	<b>Rubber Slipper (ladies)</b>	Model/Batch # 877-9639 Size: 6/7 Number Company: Bata	Pair	3,000	
2	<b>Sanitary Cloth (4 Meters)</b>	Fabric: Soft Cotton (voile) Color: Off-white, Light pink, Light purple and Light olive (Each color one meter) Company: Bexi Fabrics	Meter	12,000	
3	<b>Under wear/Panty for Ladies</b>	Soft elastic cotton with belt, Size: Free-size Color: Different types of color	Piece	15,000	
4	<b>Bathing Soap</b>	Lifebuoy Soap Silver Shield Formula-100 gm	Piece	39,000	
5	<b>Detergent Powder</b>	Wheel Powder (lemon)-1 Kg	Kilogram	3,000	
6	<b>Antiseptic Liquid</b>				

SI #	Name of Item	Specifications	Unit measure	# of unit	Unit cost
<b>PROCUREMENT OF MENSTRUAL HYGIENE MANAGEMENT (MHM) KITS: Package (full package required with the quotation)</b>					
6 (a)	Option-01	Savlon 1 piece (112ml)	Milliliter	3,000	
6 (b)	Option-02	Dettol Antiseptic Liquid (Brown) - 100 ml	Milliliter	3,000	
<b>7</b>	<b>Rechargeable torch light</b>				
7 (a)	Option-1	<b>Walton (WRL-T20)</b> -Rechargeable LED Torch -Strong/Weak bright settings -Advance Circuit saving energy	Piece	3,000	
7 (b)	Option-2	<b>Walton (WRL-T40)</b> - Rechargeable LED Torch with super brightness - Strong/Weak bright settings - Easy to carry during travel	Piece	3,000	
7 (c)	Option-3	<b>Walton (WRL-T50)</b> - Rechargeable LED Torch with super brightness - Strong/Weak bright settings - Rechargeable Lead Acid 4V 700mAh	Piece	3,000	
7 (d)	Option-4	<b>Walton (WRL-T80)</b> - Rechargeable LED Torch with super brightness - Advance Circuit saving energy - Easy to carry during travel	Piece	3,000	
<b>8</b>	<b>Face Mask- (made by cloth with branding)</b>	3 Layer Cotton Mask supply with branding; Size: Length-8", Wide-6" (only body); Fabric: Knit, single grassy, GSM-160; Branding Color: 4 color; Mask Color: White (with poly bag for each mask)	Piece	30,000	
<b>9</b>	<b>Sanitary pads</b>				
9 (a)	Option-1	AF3 SMC Joya Sanitary Napkin (Belt)-8 pcs	Piece	9,000	
9 (b)	Option-2	A6 ACI Freedom Regular Flow Non-Wing Popular 8 pads	Piece	9,000	
<b>10</b>	<b>Carrying Bag with branding</b>	Fabric: Canvas fabric; Height: 16"; Length: 14"; Side Length: 3"; Carrying Handle: 14" both side and 1" depth; Zipper: A long zipper (14") in the top of the bag; and Branding: Both side four color 100% digital printing.	Piece	3,000	

**\* In one package includes- a) Rubber Slipper- One pair; b) Sanitary Cloth- 4 Meters (Off-white, Light pink, Light purple and Light olive and Each color one meter; c) Under wear/Panty for Ladies - 5 pieces Set; d) Bathing Soap-13 pieces; e) Detergent Powder-1Kg; f) Antiseptic Liquid (Bottle)-1 piece; g) Rechargeable torch light-1 piece; h) Face Mask- 10 pieces; i) Sanitary pads-3 pieces; and j) Carrying Bag with branding-1 piece. All the above items (a-i) will be enclosed with the branded carrying bag and should be locked off with the zipper. Also ensure the 10 packages in a one packaging bag and it should ensure all products quality. Please add the transport cost that we mentioned in the serial no. 05 of the special terms and conditions i.e., delivery places.**

## Terms & conditions:

- 1. Submitted quotation validity date:** Submitted quotation validity date will be up to 30 June 2021. Upon agreement of both parties, it may be extended as per project requirement.
- 2. Time for observing/seeing sample copies:** Sample copies will be available for observing/seeing from **03-06 May 2021 Monday-Thursday** from 09.00 A.M to 4.00 P.M. on the Ground floor of CWFD Headquarter. If your business firm is interested to supply of goods and accordingly participating in bidding process, you may view goods/articles through online avoiding visiting in person, then click to this link:  
[https://drive.google.com/file/d/13ZFE8aRsN8PHBF30axs2IsF2Mz\\_eCYuy/view?usp=sharing](https://drive.google.com/file/d/13ZFE8aRsN8PHBF30axs2IsF2Mz_eCYuy/view?usp=sharing)
- 3. Required documents with the quotations:** Quotation, valid Trade license, TIN Certificate, BIN Certificate, VAT Registration (if available), Bank solvency Certificate, previous working experience with photocopy of work orders and profile of the business organization.
- 4. Quotation submission timeline:** Interested suppliers should submit quotation with unit cost wise from **16-20 May 2021 from 10.00 A.M. to 3.00 P.M. Sunday-Thursday**. Any incomplete quotation will not be accepted by CWFD.
- 5. Opening of Quotations:** All quotations will be opened on **20 May 2021 at 03:15 P.M.** in the 3<sup>rd</sup> floor of the conference room of CWFD Headquarters. All vendors/representatives of vendors who will submit quotations are invited to be present during tender opening.
- 6. Quality and Inspection:** The suppliers must maintain the quality of goods as per required specifications of CWFD. Inspection will be done by an expert person against all the mentioned specifications and the approved packages. If any contrary found, the goods shall be replaced.
- 7. Submission of sample copy:** Supplier should submit sample copy of serial # 02) **Sanitary Cloth** (4 Meters) and serial # 03) **Under wear/Panty for Ladies** with the quotation.
- 8. Earnest Money:** Suppliers will have to submit an earnest money Pay Order in favor of the **Concerned Women for Family Development (CWFD)** at the rate of **2% (two) against the submitted quotations.**
- 9. Preparation of Carrying Bag with branding:** After getting a Work Order (WO) from CWFD, selected suppliers will take necessary action to prepare a Carrying Bag with branding as per specifications. 1<sup>st</sup> sample copy of the 'branded carrying bag' submitted to CWFD by 3 (three) days after receiving the work order from CWFD. After getting approval of sample copy by CWFD then suppliers can go for production of 3,000 (three thousand) copies of 'branded carrying bag'.
- 10. Supply/Delivery time:** After getting a Work Order (WO) from CWFD, selected suppliers will take necessary action to do their job simultaneously with preparation of the 'branded carrying bag' and arrangement of all goods of full packages of the job. Then suppliers will submit a full set of the packages of MHM Kits to CWFD central office (Sunday through Thursday from 9.00 AM to 4.00 PM). After the approval, the supplier will complete the full work by **15 (fifteen) working days** and handover the full work to supply the mentioned items to CWFD central office (Saturday through Thursday from 9.00 AM to 4.00 PM) or as per Instruction of the CWFD's representative.
- 11. Delivery places:** The selected supplier will have to deliver in two places a) Total number of MHM Kits **1,875** packages to Jamalpur Field Office Address: Shaheb Bari, Mukunda Bari, Jamalpur Sadar, Jamalpur; and b) total number of MHM Kits packages **1,125** to Cox's Bazar Field Office Address: Hossain Mansion (1<sup>st</sup> Floor), Amtaliapara, Ramu Bypass, Chattogram Road, Ramu, Cox's Bazar in their own arrangement.
- 12. Expiry date of products:** Suppliers need to ensure at least one year of expiry period of all goods during the time of delivery.
- 13. Penalty Clause/ Liquidated Damage:**
  - a) The liquidated damage shall be imposed a sum equivalent to 0.2% of the contract price per day delay for first week and 0.5% for second week onward till final delivery up to a maximum 5% of the contract value.
  - b) If for any reason delivery cannot be made within a specified date, the supplier should communicate about the delaying writing before the required date. Failing which the purchaser has the option to reject/ cancel (partial or full) the purchase Order without any obligation.

**14. Contact Person:** All communication concerning this WO/ job shall be directed to: A K M Shahriar Kabir, Administrative Officer, Generation Breakthrough Project: Phase-II of CWFD Cellphone number is 01718-958005 and email to: [skabir.cwfd@yahoo.com](mailto:skabir.cwfd@yahoo.com)

**15. Payment Mode:** Payment will be made through A/C Payee cheque within 10 working days upon satisfactorily goods received/completion of work and submission of invoice with necessary documents. Original duplicate Delivery challan received by CWFD representative with name & sign is mandatory document for payment.

**16. VAT & TAX:** VAT & TAX shall be deducted at source as per rules of the Government of Bangladesh.

#### Quotation submission:

*CWFD reserves the right to cancel the ToR by giving notice, without assigning any reason.*

Interested suppliers are requested to submit their quotations in the tender box with required documents to the **Executive Director**, Concerned Women for Family Development (CWFD), House No. 16 & 18, Road – 1, Block – E, Banasree, Rampura, Dhaka by **20 May 2021** (please follow the quotation submission timeline).