



TERMS OF REFERENCE (TOR) FOR PRINTING WITH LAMINATION OF DIFFERENT TYPES OF FLASHCARDS

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

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 to printing of different types of Flash Cards. The details specification and terms and conditions are as follows:

SI #	Name of Item	Specifications	Unit measure	# of unit	Unit cost
PRINTING WITH LAMINATION OF DIFFERENT TYPES OF FLASHCARDS: Package (full package required with the quotation)					
1	Flash Card: MHM_A6	[Paper size: W 148 x H 105 mm (A6 format); Paper quality: 300 gsm Art card; Print: One side, 4 color; Hit Lamination: Glossy (like photo lamination)]	Piece	5,700	
2	Flash Card: Child Marriage_A6	[Paper size: W 148 x H 105 mm (A6 format); Paper quality: 300 gsm Art card; Print: One side, 4 color; Hit Lamination: Glossy (like photo lamination)]	Piece	5,700	
3	Flash Card: Alapon_A6_BothSide	[Paper size: W 148 x H 105 mm (A6 format); Paper quality: 300 gsm Art card; Print: Both side, 4 color; Hit Lamination: Glossy (like photo lamination)]	Piece	5,700	
4	Flash Card: COVID19_A4	[Paper size: W 297 x H 210 mm (A4 format); Paper quality: 300 gsm Art card; Print: One side, 4 color; Hit Lamination: Glossy (like photo lamination)]	Piece	5,700	

SI #	Name of Item	Specifications	Unit measure	# of unit	Unit cost
PRINTING WITH LAMINATION OF DIFFERENT TYPES OF FLASHCARDS: Package (full package required with the quotation)					
5	GBV Service Information: A4_Jamalpur Sadar	[Paper size: W 297 x H 210 mm (A4 format); Paper quality: 300 gsm Art card; Print: One side, 4 color; Hit Lamination: Glossy (like photo lamination)]	Piece	3,562	
6	GBV Service Information: A4_Ramu, Cox's Bazar	[Paper size: W 297 x H 210 mm (A4 format); Paper quality: 300 gsm Art card; Print: One side, 4 color; Hit Lamination: Glossy (like photo lamination)]	Piece	1,425	
7	GBV Service Information: A4_Chakaria, Cox's Bazar	[Paper size: W 297 x H 210 mm (A4 format); Paper quality: 300 gsm Art card; Print: One side, 4 color; Hit Lamination: Glossy (like photo lamination)]	Piece	713	

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/1eKu6nmlLpMjtOwrK84Px_Jb-xV6rALky/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 **16-19 May 2021 from 10:00 A.M. to 3:00 P.M. Sunday-Wednesday**. Any incomplete quotation will not be accepted by CWFD.

5. Opening of Quotations: All quotations will be opened on **19 May 2021 at 03:15 P.M.** in the 3rd 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. Product specification and prepare sample:

a) Please follow the specifications, Sample copy of the all Flash Cards.

b) 1st sample copy of 'Flash Cards' submitted to CWFD by 3 (three) days after receiving the work order from CWFD.

c) After approval of sample copy by CWFD then selected printing firms can go for print required copies of the different types of Flash Cards.

7. Supply/Delivery time: After approval of sample copy from CWFD, selected printing firms will go for print and supply the different types of Flash Cards by **10 (ten) days** after receiving approval of sample copy from CWFD. The firms will have to supply the mentioned items to CWFD central office (Sunday through Thursday from 9.00 AM to 4.00 PM) or as per Instruction of the CWFD's representative.

8. All those potential business firms who are involved in printing press and packaging types of work, are requested to submit quotations for printing of different types of Flash Cards. Also requested to submit the printing certificates (if available) with the quotation.

9. 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.

10. 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.

11. 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

12. 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.

13. 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 **19 May 2021** (please follow the quotation submission timeline).