



## TERMS OF REFERENCE (TOR) FOR MAKING BAG WITH PRINTING PROJECT NAME AND LOGO ON IT

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 staffs to cover an area of Dhaka city slum comprising around 50,000 populations.

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 (CWFD) is implementing a project titled **Accelerating Action to End Child Marriage in Bangladesh** technical and financial supported by UNFPA in Bangladesh to ensure adolescent’s childhood free from the risk of marriage; experience healthier, safer and more empowered life transitions while in control of their own destinies, including making choices about their education, sexuality, relationships, marriage, and childbearing.

This is three years duration project will be implementing in two metropolitan cities Dhaka and Chattagram and three districts named Bogura, Jamalpur and Patuakhali. The project officially started from 1<sup>st</sup> January 2021 and will end 31<sup>st</sup> December 2023.

Primary target of this project is:

- 10-19 years adolescents’ girls irrespective of their marital, social and religion status.
- Boys, men of respective girl’s family
- Families (extended family members), communities, traditional and religious leaders, and other influencers of the respective community.

**Accelerating Action to End Child Marriage in Bangladesh** of CWFD is planning to buy some Bags. The details specification and terms and conditions are as follows:

SI #	Name of Item	Specifications	Unit measure	# of unit	Unit cost
<b>Bags with printing project name and logo:</b>					
1	<b>Bag with project name and Organization’s Logo</b>	<b>Material:</b> Polistar cloth (Dubai) <b>Size:</b> W 12” x H 16” <b>Chamber:</b> 2 Chambers &1 front pocket <b>Belt:</b> 1 Shoulder belt with 2 hook <b>Print:</b> Project Name <b>Logo:</b> Two Organization’s Logo <b>Color (Bag):</b> Navy Blue <b>Chain:</b> 10 number zipper & runner	Piece	575	

### **Terms & conditions:**

**1. Submitted quotation validity date:** Submitted quotation validity date will be up to **16 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 **08 June 2021** Tuesday from **09.00 to 4.00 P.M** on the Ground floor of CWFD Headquarter, Contact Person Md. Muzammel Hossain, mobile no: 01718-131262.

**2. Required documents with the quotations:** Quotation, valid Trade license, TIN Certificate, BIN Certificate, VAT Registration (if available), previous working experience with photocopy of work orders and profile of the business organization.

**3. Quotation submission timeline:** Interested suppliers should submit quotation with unit cost wise from **6-12 June 2021 from 10:00 A.M. to 3:00 P.M. Sunday-Wednesday**. Any incomplete quotation will not be accepted by CWFD.

**4. Opening of Quotations:** All quotations will be opened on **16 June 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.

#### **5. Product specification and prepare sample:**

a) Please follow the specifications and make Bag accordingly.

b) 1<sup>st</sup> sample copy of 'Bag' submitted to CWFD by 3 (three) days after receiving the work order from CWFD.

c) After approval of sample copy by CWFD then selected vendor can go for making required nos. of the Bags.

**6. Supply/Delivery time:** After approval of sample copy from CWFD, selected vendor will go for making Bag and supply the required no. of bags by **10 (ten) days** after receiving approval of sample copy from CWFD.

**7.** All those potential vendors who are involved in such types of work are requested to submit quotations for making bags along with printing project name and logo on the Bag.

**8. 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 Bag. 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: Umme Kulsum Khan, Senior Coordinator, Admin and accounts, Accelerating Action to end Child Marriage in Bangladesh, Cell phone # 01711160304 for any clarifications.

**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 **16 June 2021** (please follow the quotation submission timeline).