



TERMS OF REFERENCE FOR SUPPLY AND PRINTING OF DIFFERENT TYPE OF MATERIALS

CWFD emerged from an emotional response to help women in need of reproductive health care counseling. The organization, originally named as “Concerned Women for Family Planning (CWFP), started its voluntary activities in 1974 to help the refuge 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 5 female staff to cover an area of Dhaka city slum comprising around 50,000 people. For more information, please visit our website www.cwfd.org

Vision Statement: Empower women, youths and adolescents to achieve gender equality and social justice within family and society.

Mission Statement: 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 under privileged youth of urban and rural population and develop human resources for a positive social change.

Expected Programme Output(s): Girls, at risk of adolescent pregnancy, child marriage, or who are married, benefit from improved economic and life skills education opportunities, are protected from violence and able to access protection interventions and services across the development-humanitarian-peace building continuum.

Programme background: Concerned Women for Family Development will receive funds from United Nations Population Fund (UNFPA) to implement Adolescents and Youth Programme. This programme aims to address gender-based violence (GBV) in Bangladesh by establishing linkages to adolescents’ 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, the programme will create linkage for tele-counseling and referral services to different service providers on sexual and reproductive health and gender-based violence. The primary target groups of this helpline and adolescent friendly health service are adolescents aged 10-19 years. Also, covered the youths aged 20-24 years.

Adolescents and Youth Programme of CWFD is planning to supply and printing of **Promotional materials (Message in PVC board), T-Shirt with Branding, Cap with branding, Wristband with branding, Umbrella with branding, and Sticker Printing (07 types of stickers will be printed seven times this year and each type will be printed 3,000 copies).** The details specification and terms and conditions are as follows:

SI #	Description	Specification	Unit	Unit price	Remarks
1	Promotional materials (Message in PVC board)	Eco Solvent Print on Sticker with matte lamination pasted on Best quality PVC Board (RFL). Size: 3 Feet x 2 Feet (36 inch x 24 inch). With Fixing System.	1,634 (one thousand six hundred thirty-four) pieces		Full printing design will be provided by the designer of CWFD.
2	T-Shirt with branding	Body Fabric-Single jersey 100% polyester 160 gsm; Collar & Cuff- Fabric Rit, Colour-One Colour multi; Thread- Polyester, Button-3; Main, Care & Size Label; Print-Sublimation print; Single Poly, 50 Pcs One Carton.	1,000 (one thousand) pieces		
3	Cap with branding	Cotton Fabric with branding	1,500 (one thousand five hundred) pieces		
4	Wristband with branding	22.5mm Soft Silicone Wristband with branding	5,000 (five thousand) pieces		
5	Umbrella (Automatic) with branding	Best quality Automatic 10 flexible resin-reinforced fiberglass ribs umbrella with branding.	200 (two hundred) pieces		
6	Sticker Printing	Sticker Printing Bangla (আলাপন হেল্লাইন) Size : 9.5"x14.5"; Paper : K-Tac (Made in Thailand) Print : 4 Color; Lamination : Glossy	21,000 (twenty-one thousand) pieces [Note: 07 types of stickers will be printed seven times this year and each type will be printed 3,000 copies]		Full printing design will be provided by the designer of CWFD.

Vendor can submit quotation for individual item or all items.

Terms & Condition:

1. Submitted quotation validity date: Submitted quotation validity date will be up to 30 September 2022 except serial number-06 i.e. Sticker Printing. For Sticker Printing quotation validity will be 31 December 2022. Upon agreement of both parties timeline may be extended as per project requirement.

2. Time for observing/seeing sample copies: Sample copies will be available for observing/seeing from 14-17 August 2022 (except 15 August) from 10.00 A.M to 4.00 P.M. on the 2nd floor of CWFD Headquarters.

3. Quotation submission: Vendor should submit similar work samples (for understanding)/ related materials of those items with the quotation.

4. Quotation submission timeline: Interested vendors should submit quotations individual item/all item wise unit cost from 21- 23 August 2022, from 10:00 am to 03:00 pm.

5. Opening of Quotations: All quotations will be opened on 23 August 2022, at 3.15pm in CWFD Headquarters. All vendors/representatives of vendors who submitted quotations are invited to be present during the tender opening.

6. Required documents with the quotations: Quotation, valid trade license, BIN Certificate, TIN Certificate, VAT Registration (if available), Printing certificates, latest Bank solvency Certificate, previous working experience with photocopy of work orders and profile of the business organization.

7. Supply/Delivery time:

a) After receiving the Work Order selected vendor will prepare and sample copy to be submitted to CWFD within three working days.

b) After approval of sample copy from CWFD selected vendor will go for print and supply those materials within 10 (ten) working days. Vendors 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 representative.

8. Quality and Inspection: The vendors must maintain the quality of goods as per our required specifications. The packing of the goods should be maintained safely and with protection to avoid destroying the goods. Inspection will be done by CWFD procurement team/nominated person(s) against all the mentioned specifications. If any contrary found the goods shall be replaced.

9. 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.

10. Contact Person: All communication concerning this WO/ job shall be directed to: A K M Shahriar Kabir, Administrative Manager, Adolescents and Youth Programme of CWFD Cell no. 01718-958005.

11. Payment Mode: Payment will be made through A/C Payee cheque within 10 working days upon satisfactory goods received/completion of work and submission of invoice with necessary documents. Submission of original and duplicate delivery challan to be received by CWFD representative with name & sign is mandatory document for payment.

12. VAT & TAX: VAT & TAX shall be deducted at source as per rules of GoB.

*** The selected vendor will not share the soft copy or hard copy of those item with anyone.**

Quotation submission:

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

Interested business firms 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 **23 August 2022** (please follow the quotation submission timeline).