



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

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.

CWFD also implements a national humanitarian programme with funding support from UNFPA. As part of this, CWFD is working with UNFPA to implement the national humanitarian response, the A&Y unit received funds from Department of Foreign Affairs and Trade (DFAT), Australia as part of the Regional Prepositioning Initiative.

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
PROCUREMENT OF MENSTRUAL HYGIENE MANAGEMENT (MHM) KITS: Package (full package required with the quotation)					
1	Rubber Slipper (ladies)	Model/Batch # 877-9639/9039) Size: 6/7 Number Company: Bata	Pair	3,000	
2	Sanitary Cloth (4 Meters)	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	Under wear/Panty for Ladies	Soft elastic cotton with belt, Size: Free-size Color: Different types of color	Piece	15,000	
4	Bathing Soap	Lifebuoy Soap Silver Shield Formula-100 gm	Piece	39,000	
5	Detergent Powder	Wheel Powder (lemon)-1 Kg per pack	Kilogram	3,000	

SI #	Name of Item	Specifications	Unit measure	# of unit	Unit cost
PROCUREMENT OF MENSTRUAL HYGIENE MANAGEMENT (MHM) KITS: Package (full package required with the quotation)					
6	Detergent Powder	Wheel Powder (lemon)-500gm per pack	Kilogram	3,000	
7	Rechargeable torch light				
7 (a)	Option-1	Specifications: <ul style="list-style-type: none"> Power source: DC5V Battery: 3.7V 1500mAh Lithium Battery Light Source: 3W Hi-power LED and 3pcs white SMDs Charge time: 4-6 hours Duration: 8-10 hours The above mentioned specifications are minimum requirements.	Piece	3,000	
7 (b)	Option-2		Piece	3,000	
7 (c)	Option-3		Piece	3,000	
7 (d)	Option-4		Piece	3,000	
7 (e)	Option-5		Piece	3,000	
8	Face Mask- (made by cloth with branding)	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	
9	Sanitary pads	Freedom Heavy Flow Wings (290mm Long Pad) Net quantity: 16 Pads b	Piece	9,000	
10	Carrying Bag with branding	Fabric: Canvas fabric; Height: 19.5"; Length: 16.5"; Carrying Handle: 26" both side and 1" depth; Inner side: External hard cloth (black) as a coverlet including a small pocket with zipper; Pocket: A external pocket in the outside of the bag size: 7"x 7" Zipper: A long zipper (16.5") in the top of the bag; and Branding: Both side four color 100% digital printing.	Piece	3,000	

Special note: CWFD will procure all items as bulk basis i.e. those cartons or bags relevant companies are available in that form in their marketing. Individual items should not accept any broken cartons or bags. Selected vendors also ensure the safe carrying of the carton and bags.

Terms & conditions:

1. Submitted quotation validity date: Submitted quotation validity date will be up to 31 December 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 **22 November 2021 Monday-28 November Sunday except Friday and Saturday** from 09.00 A.M to 4.00 P.M. on the 2nd Floor of CWFD Headquarters.

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 **28 November 2021 Sunday-01 December 2021 Wednesday from 10.00 A.M. to 3.00 P.M.** Any incomplete quotation will not be accepted by CWFD.

5. Opening of Quotations: All quotations will be opened on **01 December 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. 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 a sample copy of serial # 02) **Sanitary Cloth** (4 Meters); serial # 03) **Under wear/Panty for Ladies**; and serial # 07) **Rechargeable torch light (option 01-05)** 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. 1st 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) days**.

11. Delivery places: The selected supplier will have to deliver and handover the full work to supply the mentioned items to CWFD central office/Dhaka based warehouse in their own arrangement (Saturday through Thursday from 9.00 AM to 4.00 PM) or as per Instruction of the CWFD's representatives.

12. Expiry date of products: Suppliers need to ensure at least **one and half years 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

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 **01 December 2021** (please follow the quotation submission timeline).