

**Staying Safe – Supporting the RMG sector through the Covid-19 Crisis**

**REQUEST FOR QUOTATIONS (RFQ)**

**AND**

**GENERAL INSTRUCTION TO SUPPLIERS (GIS)**

To: All Interested Suppliers

**Ref: ETI-BD/Proc/RFQ/Y20-03**

**Date of Issuance: 17 December 2020**

**Price Offer/Quotation submission date: By 2:00pm on 27 December 2020.**

**Summary:**

The DFID Vulnerable Supply Chains Facility has partnered with expert organizations and leading UK businesses to improve working conditions and access to healthcare and health information for workers in Bangladesh and other key supplier countries. This will help make workplaces safer, meaning employees can return to work and supply chains can keep moving and become more resilient. To this extent, the Ethical Trading Initiative (ETI) has partnered with 7 corporate members – Primark, New Look, M&S, Tesco, Sainsbury’s, Dimensions and Arco – to quickly and effectively address the risks related to a safe return to work following the COVID-19 pandemic in Bangladesh. The project will start its activities at the end of August 2020 and run until July 31st, 2021.

**About Ethical Trading Initiative (ETI)**

ETI is an alliance of companies, trade unions and NGOs that promotes respect for workers’ rights around the globe. Our vision is a world where all workers are free from exploitation and discrimination, and enjoy conditions of freedom, security and equity. Our members commit to the promotion of the ETI Base Code in their own operations and their supply chains, which outlines nine standards for workers, based on the ILO conventions. With over 100 companies, our collective influence is growing every year; our member companies' ethical trade activities already cover over 65,000 suppliers, reaching more than 12 million workers.

**About ETI Bangladesh**

ETI Bangladesh Ltd is a wholly-owned subsidiary of ETI; established to design and deliver programmes and activities in Bangladesh to achieve ETI's global vision and strategy. As part of that vision, ETI Bangladesh Ltd is providing Joint ETI (JETI) Social Dialogue Programme in Bangladesh. Joint ETI Social Dialogue Programme is a collaborative initiative that strives to empower low-income workers working in global supply chains; by enabling worker's voice. Bringing together global brands, their suppliers, local trade unions and other stakeholders, JETI Social Dialogue Programme drives impact for workers and business via workplace-based interventions to improve dialogue between workers and management and to build workers' capacity to represent their needs. Since its inception in 2015, JETI Social Dialogue Programme has worked in 50 workplaces and has increased the well-being of more than 120,000 workers.

 **Programme Overview**

ETI Bangladesh Ltd is a fully owned subsidiary of ETI; established with the aim of designing and delivering programmes and activities in Bangladesh to achieve ETI’s global vision and strategy. As part of that vision ETI Bangladesh Ltd is delivering the Joint ETI (JETI) Social Dialogue Programme in Bangladesh. The programme is a collaborative initiative that strives to empower low-income workers working in global supply chains by enabling worker voice. Bringing together global brands, their suppliers, local trade unions and other stakeholders; JETI Social Dialogue Programme drives impact for workers and business via workplace-based interventions with the aim of improving dialogue between workers and management and to build workers’ capacity to represent their needs.

In order to quickly and effectively address the risks to a safe return to work following the Covid-19 pandemic, ETI is launching a new intervention titled “Supporting women in the garment industry, earn a living, stay safe and be respected in a COVID-19 environment” to build on the possibilities and access provided by its existing Social Dialogue intervention in Bangladesh. The project will add and trial a strong Occupational Health and Safety (OHS) component to a selected number of factories while working with partner brands and other stakeholders through an Expert Support Network to scale and replicate best practices among further suppliers in Bangladesh as well as in similar production markets such as Myanmar.

As a result of the new intervention 25,500 workers in 20 factories will receive digital tab-based OHS awareness raising training; 6 factories will have increased the capacity of their factory facilities to ensure safety and security at workplace while 1,000 factory managers will receive comprehensive OHS training on how to take effective measures preventing the spread of COVID-19.

In the above context, ETI Bangladesh is looking for a supplier/firm based in Bangladesh, who shall be responsible to supply Covid protection materials (Washable Fabrics Mask, Sanitizer & Soap) to selected garments factories.

**Requirements**

ETI Bangladesh invites Financial Proposal/Offer for supply and delivery of Washable Knit Fabrics Mask, Sanitizer and Soap for Covid-19 protection for selected factories at Dhaka, Gazipur & Narayangonj area.

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| **SL. No.** | **Items**  | **Brand/Descriptions** | **Qty (Tentative)** | **Items Photo** |
| 1 | Washable Cloth (Knit) Mask  | 1. **Layer Knit Fabrics Masks**

-All layer fabrics: 160GSM Knit Fabrics-Soft round elastic strap with adjustable stopper-No print any logo/branding (Size & design as per sample) |  60,000 Pcs | Image |
| 2 | Sanitizer |  Lifebuoy Hand Sanitizer- 100 ml | 20,000 Pcs | Lifebuoy Sanitizer Total 100ml: Buy Online at Best Prices in Bangladesh |  Daraz.com.bd |
| 3 | Soap for Hand wash | Lifebuoy – 150 gm |  20,000 Pcs | LIFEBUOY SOAP BAR CARE 150 GM |
| 4 | Bag (for packaging above items. 3 Masks, 1 Soap & 1 Sanitizer in 1 bag/pax) | Size: 8” x 10” size & 4” folding, Trass fabrics bag with handle (5’’ Long) and zipper. With 4 color logo print in one side(As per sample) |  20,000 Nos | Image |

**Note:** Items sample reserved in **ETI Bangladesh Office (House 17/B (3rd floor), Road 126, Gulshan-1** for interested bidders, if any supplier interested to see the items specifications and quality before submission of price offer. The sample will open for all at **10:00am to 2:00pm on 20 & 21 December 2020**. Before coming at ETI office, please inform to Mr. Mamun Sobhani (mamunsobhani@etibd.org or Cell: 01674610259) for your appointment to see the items sample. No inquiry allowed before/after mentioned time and date.

**Evaluation Criteria:**

The vendor will be selected based on Price, Previous Experiences, Financial Solvency and Delivery Lead Time and also on submitted sample (Bidders need to submit 1 Bag & 5 masks of minimum five colors, preferable color is; Navy Blue, Deep Maroon, Black, White & Deep Yellow) during offer submission.

**Commercial Terms and Conditions:**

1. **Price and VAT & Tax:**

The quoted price should include applicable withholding Tax and VAT. The rate of VAT & Tax should be mentioned in the quotation. The price must be quoted in BDT and include all costs involved till delivery and unload at delivery location, consisting of labor, duty, other costs, etc.

1. **Delivery Place:**

Selected vendor will deliver the items pax/bag (3 Masks, 1 Soap & 1 sanitizer in one bag) to the factory (6-8 Factories) premises at Gazipur, Dhaka & Narayangonj area. Details address & location of factories shall be provided during work order.

1. **Work Completion Timeline/Delivery Timeline:**

Work Completion timeline must be mentioned in the financial offer (ETI Bangladesh paper to complete the task (delivery of items) within 15 days of workorder issued.

1. **Offer Validity:**

The submitted offer must be valid for 30 days from the date of offer submission. However, on selection the price will be locked for 6 months from the date of awarding for repeat orders.

1. **Payment Terms:**

The payment terms must be mentioned in price offer. It is to be noted that ETI Bangladesh strongly discourages advance payment. Payment will be made after successful completion of delivery of ordered items & upon submission of the bill with work order & original job acceptance/completion certificate which is duly signed by authorized personnel of Factory & ETI Bangladesh. Payment will be made through Bank Account/Account Payee Cheque by 15 working days of bill submission.

**ETI Bangladesh/Purchaser’s Right:**

ETI Bangladesh reserves the right to accept/ cancel/ reject any or all offers/cancel the whole bidding process without assigning any reason. The ETI Bangladesh is not obliged to purchase the lowest offer or any offer at all. Also, reserves the right to: conduct negotiations with one or more Bidder and/or accept/reject the Bid without any negotiations.

**Submission of quotation/financial proposals:**

The bidder will submit the sealed quotation/financial offer with required samples (1Bag & 5 Masks) by **27 December 20 at 2:00pm** at **Ethical Trading Initiative Bangladesh. House - 17B (3rd Floor), Road - 126, Gulshan 1, Dhaka-1212.**

Following documents must be submitted with financial offer:

i Company Profile and customers list/information where the company supplied same types of items for Covid Protection.

Ii Trade License/Registration documents

Iii TIN & VAT Certificates

Iv Previous work order/contracts as proof of experiences to supply of Covid Protection items for international organizations or MNC ( At least 3-4 workorder/contract from different organization).

V Bank solvency certificates.

V1 Certifcation/award from any organization for covid protection items supply and related experiances.

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