**Request for Quotation (RFQ)**

**Max Foundation, Bangladesh Country Office, Dhaka**

Work Overview

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| --- | --- |
| **Program/Project Title:** | MaxNutriWASH |
| **Procurement Name :** | Printing of IEC/BCC materials, and Job Aid |
| **Vendor Mode:** | National |
| **Type of Contract :** | Individual or Institutional or Organizational |
| **Submit Quotation to :** | Max Foundation, MaxNutriWASH Program |
| **Quotation Submission Last Date :** | 28 March,2020 |
| **Mode of Selection :** | Competitive |

Overview of Max Foundation

Max Foundation, a Dutch based INGO established in 2004, fights child mortality with an integrated approach, and consists of WASH, safe motherhood, reproductive health, child nutrition and stunted growth prevention.

Under the MaxNutrWASH- program of the organization a Social Behavior Change Communication strategy has been developed to improve behavior practices of community people and school going students. Therefore, to do the job efficiently and through effective manner, Max Foundation, Bangladesh has developed a set of IEC/BCC materials under the communication strategy targeting courtyard groups and school that will comfort its staffs as well as PNGOs to communicate with courtyard members and school going students under the program. So, Max Foundation, Bangladesh Country Office is seeking an individual or institution or an organization to have a successful drive for printing and delivery of all required materials developed within timeline with quantity and expected quality.

1. Objective of the Procurement

The main objective of the procurement is to collect quotation for comparative analyses and selection of vendor/vendors for **printing** of developed IEC/BCC materials, Session Guideline/Job Aid under MaxNutriWASH program.

* 1. **Specific Objectives of the Procurement**
* Printing of IEC/BCC materials developed for community to conduct session in courtyard groups
* Printing of Job Aid/ Session Guideline developed to be used by staff to conduct courtyard and school session

1. Scope of Work:

**The vendor is expected to undertake the following task to deliver the objectives:**

The vendor will be taking the lead to print all materials and deliver at right place at right quantity and quality. However, the assigned institution/individual will have to complete the following activities as per noted below-

* Understanding of designs, specifications, color compliances, sizes etc. to select the technical issues to print materials as per the quality.
* The vendor will identify the total number of materials and type especially what have been defined concerning time to print and deliver to contract person.
* Gathering of required quality branded raw materials/papers/sheets/PVC and other logistics, machineries and resources to print all materials in time.
* Before printing of all materials finally, vendor has to submit a printed draft copy of all materials for correction or required changes.
* Sharing a detail working plan considering printing of draft/trial versions, final materials and delivery to agreed locations.
* Max Foundation reserve the right to visit vendor’s factory during the final printing.

1. Expected Deliverables

**3.1 IEC/BCC Materials for Community**

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| --- | --- | --- | --- | --- |
| **SL** | **Item** | **Title of the Materials** | **Specification** | **Quantity** |
| 01 | Puzzle Game | cÖwZwU Mf©B SuywKc~Y©, Mf©Kvjxb I cÖme cieZ©x mg‡q Kgc‡ÿ Pvi 04 evi ¯^v¯’¨†K‡›`ª ‡PK-Avc Kivb | | **Material/media:** Digital PVC print 62” X 52”, multi-color.  **Dice**: Switch board with Glue Lamination 09” X 8.5”  **Qty:** 20 pcs with game dice packet  **Game Dice Pocket:** Transparent Poly -62” X 52”, Poly Pocket -(9.5\*8.8 inch) | 314 |
| 02 | Puzzle Game | wkïi Kj¨v‡b Pviw`‡Ki ¯^v¯’¨wewa (360 wWwMÖ nvBwRb) †g‡b Pjyb | **Material/media:** Digital PVC print 72” X 52”, multi-color.  **Dice**: Switch board with Glue Lamination 09” X 8.5”  **Qty:** 24 pcs with game dice packet  **Game Dice Pocket:** Transparent Poly -72” X 52”, Poly Pocket -(9.5\*8.8 inch) | 314 |
| 03 | Puzzle Game | eqtmwÜKvjxb cwieZ©b GKwU ¯^vfvweK cÖwµqv | **Material/media:** Digital PVC print 62.5” X 52”, multi-color.  **Dice**: Switch board with Glue Lamination 09” X 8.5”  **Qty:** 20 pcs with game dice packet  **Game Dice Pocket:** Transparent Poly -62.5” X 52”, Poly Pocket -(9.5\*8.8 inch) | 314 |
| 04 | Puzzle Game | ‡g‡q‡`i gv nIqvi Rb¨ gvwmK GKwU ¯^vfvweK cÖwµqv | **Material/media:** Digital PVC print 62.5” X 63”, multi-color.  **Dice**: Switch board with Glue Lamination 09” X 8.5”  **Qty:** 25 pcs with game dice packet  **Game Dice Pocket:** Transparent Poly -62.5” X 63”, Poly Pocket -(9.5\*8.8 inch) | 314 |
| 05 | Puzzle Game | gv hw` wK‡kvix nq, wkï Le©vKvq nIqvi SzwK evovq|Ó | **Material/media:** Digital PVC print 72” X 52”, multi-color.  **Dice**: Switch board with Glue Lamination 09” X 8.5”  **Qty:** 24 pcs with game dice packet  **Game Dice Pocket:** Transparent Poly -72” X 52”, Poly Pocket -(9.5\*8.8 inch) | 314 |
| 06 | Puzzle Game | ÒAm‡PZbZv I Awbivc` †hŠb AvPiY, cÖRbbZ‡š¿i msµg‡Yi Ab¨Zg KviYÓ | **Material/media:** Digital PVC print 62.5” X 52”, multi-color.  **Dice**: Switch board with Glue Lamination 09” X 8.5”  **Qty:** 20 pcs with game dice packet  **Game Dice Pocket:** Transparent Poly -62.5” X 52”, Poly Pocket -(9.5\*8.8 inch) | 314 |
| 07 | Puzzle Game | ¯^v¯’¨ myiÿvq bvix cyiæl Df‡qi f‚wgKv mgvb | **Material/media:** Digital PVC print 72” X 52”, multi-color.  **Dice**: Switch board with Glue Lamination 6.5” X 7.5”, **Qty:** 54 pcs with game dice packet  Switch board with Glue Lamination 6.6” X 6.6”, **Qty:** 108 pcs with game dice packet  **Game Dice Pocket:** Transparent Poly -72” X 52”, Poly Pocket -(6.8\*7.8 inch), **Qty:** 6 (6 corner) pocket  Poly Pocket -(6.8\*6.8 inch), **Qty:** 12 (4 corner) pocket | 314 |
| 08 | Festoon | ÒcÖm‡ei Av‡M wKsev c‡I †mev wbb m~wP a‡iÓ | Material/media: Digital PVC print 60” X 38”, multi-color. | 314 |
| 09 | Festoon | cvwbi b¨vh¨Zvq N‡i N‡i wbwðZ †nvK cvBc jvB‡b cvwb mieivn | Material/media: Digital PVC print 60” X 38”, multi-color. | 314 |
| 10 | Festoon | ‡QvU cwievi, myLx cwieviÓ | Material/media: Digital PVC print 60” X 38”, multi-color. | 314 |
| 11 | Festoon | 18 Gi Av‡M we‡q bq, 20 Gi Av‡M mšÍvb bq | Material/media: Digital PVC print 60” X 38”, multi-color. | 314 |
| 12 | Festoon | `y‡h©vM †gvKv‡ejvq cvwb, cqtwb®‹vkb I ¯^v¯’¨wewa PP©v | Material/media: Digital PVC print 60” X 38”, multi-color. | 314 |

\* Title of the materials might be changed during draft sharing version with Max Foundation.

**3.2 IEC/BCC Materials for Tea Stall**

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| **SL** | **Item** | **Title of the Materials** | **Specification** | **Quantity** |
| 01 | Dangler | kay LvIqvi Rb¨ bq ivbœvi Kv‡R I Av‡m©wbK gy³ wbivc` cvwb e¨venvb Kwi | **Material/media:** Dangler print 8” X 9”, multi-color by 300 GSM Art paper | 2500 |
| 02 | Dangler | AdwcU j¨vwUªb e¨envi Kiæb -†ivM evjvB gy³ \_vKzb | **Material/media:** Dangler print 8” X 9”, multi-color by 300 GSM Art paper | 2500 |
| 03 | Dangler | Avcbvi Lvevi N‡i †gw· †ewmb Av‡Q wK | **Material/media:** Dangler print 8” X 9”, multi-color by 300 GSM Art paper | 2500 |
| 04 | Dangler | wReb wb‡q †Ljv bq †Lvjv Lvevi †L‡Z bq | **Material/media:** Dangler print 8” X 9”, multi-color by 300 GSM Art paper | 2500 |
| 05 | Dangler | A¯^v¯’¨Ki j¨vwUªb e¨envi Avi †Lvjv RvqMvq gj Z¨vM, GKB K\_v! | **Material/media:** Dangler print 8” X 9”, multi-color by 300 GSM Art paper | 2500 |
| 06 | Dangler | Lvevi cÖ¯ÍyZ †\_‡K cwi‡ekb ch©šÍ Avgiv wK mZK© | **Material/media:** Dangler print 8” X 9”, multi-color by 300 GSM Art paper | 2500 |
| 07 | Dangler | g¨vw· ‡LvmjLvbv ˆZwi Kwi cwiev‡ii bvix‡`i e¨vw³MZ cwiQbœZv wbwðZ Kwi | **Material/media:** Dangler print 8” X 9”, multi-color by 300 GSM Art paper | 2500 |
| 08 | Dangler | cwiev‡ii mevB wg‡j ¯^v¯’¨f¨vm †g‡b Pwj wkï‡K †ivM evjvB †\_‡K `~‡i ivwL | **Material/media:** Dangler print 8” X 9”, multi-color by 300 GSM Art paper | 2500 |
| 09 | Dangler | wkï‡K cÖwZw`b Kgc‡ÿ GKwU K‡i ˆgvmywg dj †L‡Z w`b | **Material/media:** Dangler print 8” X 9”, multi-color by 300 GSM Art paper | 2500 |
| 10 | Dangler | djg~j I kvK mewR kix‡ii †ivM cÖwZ‡iva K‡i | **Material/media:** Dangler print 8” X 9”, multi-color by 300 GSM Art paper | 2500 |
| 11 | Dangler | emZwfUvq wewfbœ mewR Pvl K‡i AvcwbI wkï Ges cwiev‡ii mK‡ji cywó wbwðZ Ki‡Z cv‡ib | **Material/media:** Dangler print 8” X 9”, multi-color by 300 GSM Art paper | 2500 |
| 12 | Dangler | cÖwZw`b ‰ewPÎc~b© Lvevi wkïi Lvev‡ii ¯^v` I AvMÖn ˆZwi K‡i | **Material/media:** Dangler print 8” X 9”, multi-color by 300 GSM Art paper | 2500 |
| 13 | Dangler | cvwb †bIqv †\_‡K LvIqv ch©šÍ Avgiv wK mZK© | **Material/media:** Dangler print 8” X 9”, multi-color by 300 GSM Art paper | 2500 |
| 14 | Dangler | ÷‡j g¨vw· †ewmb ˆZix Kwi nvZ †avqvi Af¨vm Mwo | **Material/media:** Dangler print 8” X 9”, multi-color by 300 GSM Art paper | 2500 |
| 15 | Dangler | ÷j-Pvicvk cwi¯‹vi cwi”Qbœ ivwL my¯’ my›`i Rxeb Mwo | **Material/media:** Dangler print 8” X 9”, multi-color by 300 GSM Art paper | 2500 |

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**3.3 Job Aid for Stakeholders and Staff**

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| **SL** | **Item** | **Title of the Materials** | **Specification** | **Quantity** |
| 03 | Job Aid for Community | Community Health Promoter Job Aid | **Size** 7.75 X 10.75 inch, Pages, 36Cover , 300 gsm art card, 4 color print, both side\ **Inner :** 80 gsm offset, two color print, both side, **Bind** : stitch bind | 314 |

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1. Institutional Arrangement

The vendor will work in close collaboration with Max Foundation procurement team in Bangladesh Country Office under the direct supervision of Program Manager, MaxNutriWASH. The procurement body will be responsible for analyzing quotations, making comparative analyses, identifying low quotations, negotiation and providing work order to selected vendors. It will also provide administrative support including printing and delivering all the materials and any other support that might be required. Moreover, WASH and Behavior Change Specialist, MaxNutiWASH- program will technically assist the work to get final quality products ready.

Max Foundation will provide necessary arrangements and support or services for the work of the vendor to complete in time. These include:

* Providing of all designed materials with size, color, picture and any other changes required;
* Providing of all materials with specifications, shapes, and any other formats required to print;
* Request changes or corrections on draft printing of materials for final printing and delivery.

**Contact persons from Max Foundation:**

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| --- | --- |
| 2 | 3 |
| **Name:** Md. Irfan  **Designation:** Program Manager, MaxNutriWASH program  Email : [irfan@maxfoundation.nl](mailto:irfan@maxfoundation.nl) | **Name:** Md Amad Uddin Chowdhury  **Secretary, Procurement committee**  Email : [amad@maxfoundation.nl](mailto:amad@maxfoundation.nl) |

1. Duration of Work & Delivery location:

The production of the materials is expected to be carried out within 15 days in the months of March, 2020 after receiving the work order. This period includes submission of final printed materials and delivery to specified locations.

* 1. **Time Schedule**

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| --- | --- | --- |
| **SL#** | **Particulars** | **Deadline** |
| 01. | Submission of the quotation | 28 March,2020 |
| 02. | Selection and confirmation of successful applicant | 05 April, 2020 |
| 03. | Issuing Work order to selected vendor/s | 08 April, 2020 |
| 04 | Share draft printed version of materials with Program Manager, MaxNutriWASH | 12 April, 2020 |
| 05. | Finalization and submission of all printed materials and delivery to locations | 30 April, 2020 |

* 1. **Delivery Locations**

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| --- | --- | --- | --- | --- |
| District | Satkhira | Khulna-01 | Khulna-02 | Patuakhali |
| Name | Durul Huda | Abdul Baki | Babul Shaikh | AKM Rafiq |
| Address | SKS Foundation MaxNutriWASH Project Office, JoydevDatta house, Uttor Katia, Amtala More | JJS Project Office, Mohammad Nagar, Gollamari, (Gollamari to Batigata Road) | Shonadanga 2nd Phase, R/A, Road # 06, House # 419 | 2nd Floor, Nur Palace (Behind SufiaBhaban)  SDO Road, Notun Bazar |
| Mobile | 01730-794977 | 01712-862112 | 01747-458539 | 01718-000277 |
| Email | [sksmaxwash@gmail.com](mailto:sksmaxwash@gmail.com) | [pmmaxwash2jjs@gmail.com](mailto:pmmaxwash2jjs@gmail.com) | [babul@maxfoundation.nl](mailto:babul@maxfoundation.nl) | [rafiqul@maxfoundation.nl](mailto:rafiqul@maxfoundation.nl) |
| # of Materials | Will be finalized | Will be finalized | Will be finalized | Will be finalized |

1. Requirements for Quotation Submission

* The vendor must have previous working experience of materials’ designing, printing, packaging and processing to delivery in time;
* The vendor must be able to submit the trade license, VAT registration and TIN certificate during the submission of Quotation;
* Rate must be in line with the specifications mentioned above; the price must be inclusive of VAT & Tax as per govt. rules and regulations.
* The price should include the transportation (Courier) cost to deliver the materials at locations mentioned above of the program areas.
* **The price Quotation, company profile, BIN, TIN, Trade license** must be submitted in a sealed envelope with forwarding letter on official pad through courier service or in person in favor of Max Foundation Bangladesh Country Office.

1. Proposal Evaluation Criteria for Selection

**Application will be evaluated based on the following criteria:**

Vendor will be selected as per below mentioned evaluation criteria:

|  |  |  |
| --- | --- | --- |
| **Factor** | **Weight** | **Explanation** |
| Price | 50 | The lowest bid will get 50;  others bidder’s score = 50 X lowest bidding price/bidding price |
| Past successful assignment with MF | 10 | The vendor who has been successfully carryout similar assignment of MF will be scored 10 |
| Similar assignment with other INGOs | 20 | Similar experience with:  10 or more INGOs; Score = 20  7-9 INGOs; score=15  4-6 INGOs; score=10  1-3 INGOs; Score=5  No INGO experience; score=0 |
| Having own printing press | 20 | The vendor who has its own printing press will be scored 20 |
| **Total** | **100** |  |

1. Payment Procedure

* 100% payment will be procedure/paid on the final submission/delivery of all deliverables with specific quality and quantity.
* The selected organization/individual will submit invoices for supply of all printing materials as per payment schedule agreed.
* Payment will be made in Bangladesh Taka (Account payee cheque) after receiving specified materials in good condition and number.

**Note:** Tax and VAT will be deducted at source from the bills payable to the selected organization /individual as per Government rules. In all cases, organization/individual may only be paid their fees upon satisfactory completion of services.

1. Submission of Application

Interested Individual/**Team/Agency/Firm/Development Organization**is requested to submit an electronic/hard copy application to the Max Foundation, MaxNutriWASH Program address:

Apartment B1, 1st Floor Domino-LLUVIA 23/16 Khilji Road, Block B (Near ASA Tower) Mohammadpur, Dhaka-1207, Bangladesh

Within **28 March-2020 on or before** 05:00pm, **late application submissions will be rejected.**

1. Application Package:
2. Organizational/individual profile (not more than 3 pages)including work completion experience and other profiles recorded
3. A forwarding letter with price quotation on specified materials as per instructions, attached price offer (in BDT) with original signature
4. Copies of Trade License, BIN, TIN Certificate, Bank accounts in details and other legal papers related with work;
5. Terms and Conditions:

* Incomplete application will be treated as rejected, Max Foundation reserves full rights for accept or reject any proposal without showing any explanation.
* The price quotation is valid upon availability of fund, Max Foundation will communicate only with the eligible /selected candidates for agreement.
* Max Foundation reserves right to offer more than one from the selected vendors to reduce risk and time and considering the quality of the services.
* Any kind of lobbying/persuasion/influencing/offering/ pressuring will be considered of rejection the application submitted.
* In terms of low quality/quantity compare to the approved printing material quality/quantity, Max Foundation reserve the right to cancel the whole or partial work order and in that case vendor will bear the loss.
* In terms of delay to meet the final delivery date, for every 01 day, 2% of total work order value will be charged as compensation from vendor.
* Final mentioned (above) location wise delivery quantity will be informed to vendor later after issuing the work order.