

**Request for Quotation**  
**Max Foundation, Bangladesh Country Office, Dhaka**

## Work Overview

<b>Program/Project Title:</b>	MaxNutriWASH
<b>Procurement Name :</b>	Printing of IEC/BCC materials, and Job Aid
<b>Vendor Mode:</b>	National
<b>Type of Contract :</b>	Individual or Institutional or Organizational
<b>Submit Quotation to :</b>	Max Foundation, MaxNutriWASH Program
<b>Quotation Submission Date :</b>	05 November, 2020
<b>Mode of Selection :</b>	Open Tender

## 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 MaxNutriWASH- 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.

#### 1.1 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

### 2. 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.

### 3. Expected Deliverables

#### 3.1 IEC/BCC Materials for Community

SL	Item	Title of the Materials	Specification	Quantity
01	Puzzle Game	প্রতিটি গর্ভই ঝুঁকিপূর্ণ, গর্ভকালীন ও প্রসব পরবর্তী সময়ে কমপক্ষে চার ০৪ বার স্বাস্থ্যকেন্দ্রে চেক-আপ করান।	<b>Material/media:</b> Digital PVC print 62" X 52", multi-color. <b>Dice:</b> Switch board with Glue Lamination 09" X 8.5" <b>Qty:</b> 20 pcs with game dice packet <b>Game Dice Pocket:</b> Transparent Poly -62" X 52", Poly Pocket -(9.5*8.8 inch)	314
02	Puzzle Game	শিশুর কল্যাণে চারদিকের স্বাস্থ্যবিধি (৩৬০ ডিগ্রি হাইজিন) মেনে চলুন	<b>Material/media:</b> Digital PVC print 72" X 52", multi-color. <b>Dice:</b> Switch board with Glue Lamination 09" X 8.5" <b>Qty:</b> 24 pcs with game dice packet <b>Game Dice Pocket:</b> Transparent Poly -72" X 52", Poly Pocket -(9.5*8.8 inch)	314
03	Puzzle Game	বয়ঃসন্ধিকালীন পরিবর্তন একটি স্বাভাবিক প্রক্রিয়া	<b>Material/media:</b> Digital PVC print 62.5" X 52", multi-color. <b>Dice:</b> Switch board with Glue Lamination 09" X 8.5" <b>Qty:</b> 20 pcs with game dice packet <b>Game Dice Pocket:</b> Transparent Poly -62.5" X 52", Poly Pocket -(9.5*8.8 inch)	314
04	Puzzle Game	মেয়েদের মা হওয়ার জন্য মাসিক একটি স্বাভাবিক প্রক্রিয়া	<b>Material/media:</b> Digital PVC print 62.5" X 63", multi-color. <b>Dice:</b> Switch board with Glue Lamination 09" X 8.5" <b>Qty:</b> 25 pcs with game dice packet <b>Game Dice Pocket:</b> Transparent Poly -62.5" X 63", Poly Pocket -(9.5*8.8 inch)	314
05	Puzzle Game	মা যদি কিশোরী হয়, শিশু খর্বাকায় হওয়ার ঝুঁকি বাড়ায়।"	<b>Material/media:</b> Digital PVC print 72" X 52", multi-color. <b>Dice:</b> Switch board with Glue Lamination 09" X 8.5" <b>Qty:</b> 24 pcs with game dice packet <b>Game Dice Pocket:</b> Transparent Poly -72" X 52", Poly Pocket -(9.5*8.8 inch)	314
06	Puzzle Game	"অসচেতনতা ও অনিরাপদ যৌন আচরণ, প্রজননতন্ত্রের সংক্রমণের অন্যতম কারণ"	<b>Material/media:</b> Digital PVC print 62.5" X 52", multi-color. <b>Dice:</b> Switch board with Glue Lamination 09" X 8.5" <b>Qty:</b> 20 pcs with game dice packet <b>Game Dice Pocket:</b> Transparent Poly -62.5" X 52", Poly Pocket -(9.5*8.8 inch)	314
07	Puzzle Game	স্বাস্থ্য সুরক্ষায় নারী পুরুষ উভয়ের ভূমিকা সমান	<b>Material/media:</b> Digital PVC print 72" X 52", multi-color. <b>Dice:</b> Switch board with Glue Lamination 6.5" X 7.5", <b>Qty:</b> 54 pcs with game dice packet Switch board with Glue Lamination 6.6" X 6.6", <b>Qty:</b> 108 pcs with game dice packet <b>Game Dice Pocket:</b> Transparent Poly -72" X 52", Poly Pocket -(6.8*7.8 inch), <b>Qty:</b> 6 (6 corner) pocket Poly Pocket -(6.8*6.8 inch), <b>Qty:</b> 12 (4 corner) pocket	314
08	Festoon	"প্রসবের আগে কিংবা পণ্ডে সেবা নিন সূচি ধরে"	<b>Material/media:</b> Digital PVC print 60" X 38", multi-color.	314

09	Festoon	পানির ন্যায্যতায় ঘরে ঘরে নিশ্চিত হোক পাইপ লাইনে পানি সরবরাহ	Material/media: Digital PVC print 60" X 38", multi-color.	314
10	Festoon	ছোট পরিবার, সুখী পরিবার	Material/media: Digital PVC print 60" X 38", multi-color.	314
11	Festoon	১৮ এর আগে বিয়ে নয়, ২০ এর আগে সন্তান নয়	Material/media: Digital PVC print 60" X 38", multi-color.	314
12	Festoon	দুর্যোগ মোকাবেলায় পানি, পয়ঃনিষ্কাশন ও স্বাস্থ্যবিধি চর্চা	Material/media: Digital PVC print 60" X 38", multi-color.	314

### 3.2 IEC/BCC Materials for Tea Stall

SL	Item	Title of the Materials	Specification	Quantity
01	Dangler	শধু খাওয়ার জন্য নয় রান্নার কাজে ও আর্সেনিক মুক্ত নিরাপদ পানি ব্যবহার করি	<b>Material/media:</b> Dangler print 8" X 9", multi-color by 300 GSM Art paper	2500
02	Dangler	অফপিট ল্যাট্রিন ব্যবহার করুন -রোগ বালাই মুক্ত থাকুন	<b>Material/media:</b> Dangler print 8" X 9", multi-color by 300 GSM Art paper	2500
03	Dangler	আপনার খাবার ঘরে মেক্সি বেসিন আছে কি	<b>Material/media:</b> Dangler print 8" X 9", multi-color by 300 GSM Art paper	2500
04	Dangler	জীবন নিয়ে খেলা নয় খোলা খাবার খেতে নয়	<b>Material/media:</b> Dangler print 8" X 9", multi-color by 300 GSM Art paper	2500
05	Dangler	অস্বাস্থ্যকর ল্যাট্রিন ব্যবহার আর খোলা জায়গায় মল ত্যাগ, একই কথা!	<b>Material/media:</b> Dangler print 8" X 9", multi-color by 300 GSM Art paper	2500
06	Dangler	খাবার প্রস্তুত থেকে পরিবেশন পর্যন্ত আমরা কি সতর্ক	<b>Material/media:</b> Dangler print 8" X 9", multi-color by 300 GSM Art paper	2500
07	Dangler	ম্যাক্সি খোসলখানা তৈরি করি পরিবারের নারীদের ব্যক্তিগত পরিচ্ছন্নতা নিশ্চিত করি	<b>Material/media:</b> Dangler print 8" X 9", multi-color by 300 GSM Art paper	2500
08	Dangler	পরিবারের সবাই মিলে স্বাস্থ্যভ্যাস মেনে চলি শিশুকে রোগ বালাই থেকে দূরে রাখি	<b>Material/media:</b> Dangler print 8" X 9", multi-color by 300 GSM Art paper	2500
09	Dangler	শিশুকে প্রতিদিন কমপক্ষে একটি করে মৌসুমি ফল খেতে দিন	<b>Material/media:</b> Dangler print 8" X 9", multi-color by 300 GSM Art paper	2500
10	Dangler	ফলমূল ও শাক সবজি শরীরের রোগ প্রতিরোধ করে	<b>Material/media:</b> Dangler print 8" X 9", multi-color by 300 GSM Art paper	2500
11	Dangler	বসতভিটায় বিভিন্ন সবজি চাষ করে আপনিও শিশু এবং পরিবারের সকলের পুষ্টি নিশ্চিত করতে পারেন	<b>Material/media:</b> Dangler print 8" X 9", multi-color by 300 GSM Art paper	2500
12	Dangler	প্রতিদিন বৈচিত্রপূর্ণ খাবার শিশুর খাবারের স্বাদ ও আগ্রহ তৈরি করে	<b>Material/media:</b> Dangler print 8" X 9", multi-color by 300 GSM Art paper	2500
13	Dangler	পানি নেওয়া থেকে খাওয়া পর্যন্ত আমরা কি সতর্ক	<b>Material/media:</b> Dangler print 8" X 9", multi-color by 300 GSM Art paper	2500
14	Dangler	স্টলে ম্যাক্সি বেসিন তৈরি করি হাত ধোয়ার অভ্যাস গড়ি	<b>Material/media:</b> Dangler print 8" X 9", multi-color by 300 GSM Art paper	2500
15	Dangler	স্টল-চারপাশ পরিষ্কার পরিচ্ছন্ন রাখি সুস্থ সুন্দর জীবন গড়ি	<b>Material/media:</b> Dangler print 8" X 9", multi-color by 300 GSM Art paper	2500

### 3.3 Job Aid for Stakeholders and Staff

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

#### 4. 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, MaxNutriWASH- 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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<b>Name:</b> Md. Irfan <b>Designation:</b> Program Manager, MaxNutriWASH program <b>Email :</b> <a href="mailto:irfan@maxfoundation.nl">irfan@maxfoundation.nl</a>	<b>Name:</b> Babul Shaikh <b>Designation:</b> WASH& Behavior Change Specialist, MaxNutriWASH program <b>Email :</b> <a href="mailto:babul@maxfoundation.nl">babul@maxfoundation.nl</a>	<b>Name:</b> A.K.M. Rafiqul Islam <b>Designation:</b> WASH& Behavior Change Specialist, MaxNutriWASH program <b>Email :</b> <a href="mailto:rafiqul@maxfoundation.nl">rafiqul@maxfoundation.nl</a>

#### 5. Duration of Work & Delivery location:

##### 5.1 Time Schedule

SL#	Particulars	Deadline
01.	Submission of the quotation	05 November, 2020
02.	Selection and confirmation of successful applicant	12 November, 2020
03.	Issuing Work order to selected vendor/s	12 November, 2020
04	Share draft printed version of materials with Program Manager, MaxNutriWASH	27 November, 2020
05.	Finalization and submission of all printed materials and delivery to locations	15 December, 2020*

\* The final submission date of the printed materials may differ subject to review of the draft materials.

##### 1.1 Delivery Locations

District	Satkira	Khulna-01	Khulna-02	Patuakhali
Name	Durul Huda	Abdul Baki	Babul Shaikh	AKM Rafiqul Islam
Address	SKS Foundation MaxNutriWASH Project Office, JoydevDatta house, Uttor Katia, Amtala More	JJS Project Office, Mohammad Nagar, Gollamari, (Gollamari to Batigata Road)	Shonadanga 2 <sup>nd</sup> 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	<a href="mailto:sksmaxwash@gmail.com">sksmaxwash@gmail.com</a>	<a href="mailto:pmmxwash2jjs@gmail.com">pmmxwash2jjs@gmail.com</a>	<a href="mailto:babul@maxfoundation.nl">babul@maxfoundation.nl</a>	<a href="mailto:rafiqul@maxfoundation.nl">rafiqul@maxfoundation.nl</a>
# of Materials	Will be finalized	Will be finalized	Will be finalized	Will be finalized

## 6. 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.

## 7. Proposal Evaluation Criteria for Selection

Application will be evaluated based on the following criteria:

- Organization/vendor's profile, previous working experience and certificates, work completion appraisal/ thanks letter, certification etc.
- Vendor will be selected as per below mentioned evaluation criteria.
- Legal business documents like Trade License, VAT registration, TIN certificate, bank details and other legal papers submitted.

### Evaluation Criteria Obtainable Score

Indicator	Percentage
Experience/Technical Competencies/ Organization Profile	25%
Legal Papers/Business documents	25%
Price quotation as per specification	50%
Total Obtainable Score	100%
Only the candidates who will attain highest score will be considered as qualified candidate to get work order.	

## 8. 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.

## 9. Submission of Application

Interested Individual/**Team/Agency/Firm/Development Organization** is requested to submit an electronic application to our email [hrrmmfb@gmail.com](mailto:hrrmmfb@gmail.com) or 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 **05 November 2020 on or before 05:00pm, late application submissions will be rejected.**

## 10. Application Package:

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

## 11. Terms and Conditions:

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- 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.