

Request for Quotation (RFQ)

Max Foundation, Bangladesh Country Office, Dhaka

Work Overview

Program/Project Title :	Healthy Village in Urban (HVV) programme
Procurement Name :	Printing of IEC/SBCC materials
Vendor Mode :	National
Type of Contract :	Individual or Institutional or Organizational
Submit Quotation to :	Max Foundation, HVV Programme
Quotation Submission Date :	16 th October December, 2024
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 HVV- 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 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 under HVV program.

1.1 Specific Objectives of the Procurement

- Printing of IEC/SBCC materials for community to conduct courtyard session in different groups for year 2024 and onward.

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 designs, specifications, color compliances, sizes etc. to select the technical issues to print materials as per the quality.
- Identifying the type & total number of materials to be printed as well as concerning delivery time.
- Gathering required quality branded raw materials/papers/sheets/PVC and other logistics, machineries and resources to print all materials in time.
- Before final printing of all materials, vendor has to submit a printed draft copy of all materials for correction or required changes.
- Sharing a detailed work plan considering printing of draft/trial versions, final materials and delivery to agreed locations.

3. Expected Deliverables

Specification for IEC/BCC Materials Printing

Specific area	Item	Title of the Materials	Specification	Quantity
Water	Puzzle Game	নিরাপদ পানি ব্যবহার করি শিশুর বেড়ে ওঠা নিশ্চিত করি	(Game board) Size: 72" X 52" PVC print, Four Color ECO print, 260 GSM Media Pocket: 4 mm (Transparent Poly) Puzzle Size: 9" X 8.5" Paper: 600 GSM Swedish Board Print: 4 Color, Lamination: Glue (Both side) Puzzle Piece: 24 Binding: Dice cutting Box: Size: 9.25" X 2" X 8.75" Paper: 350 GSM Swedish board Print: 4 Color, Lamination: Glue, Binding: Dice cutting	50
	Puzzle Game	নিরাপদ পানির উৎস নষ্ট হলে, মেরামত করি সবাই মিলে	(Game board) Size: 72" X 52" PVC print, Four Color ECO print, 260 GSM Media Pocket: 4 mm (Transparent Poly) Puzzle Size: 9" X 8.5" Paper: 600 GSM Swedish Board Print: 4 Color, Lamination: Glue (Both side) Puzzle Piece: 24 Binding: Dice cutting Box: Size: 9.25" X 2" X 8.75" Paper: 350 GSM Swedish board Print: 4 Color, Lamination: Glue, Binding: Dice cutting	50
Sanitation	Puzzle Game	উন্নত টেকসই ল্যাট্রিন, সু-স্বাস্থ্য প্রতিদিন	(Game board) Size: 72" X 52" PVC print, Four Color ECO print, 260 GSM Media Pocket: 4 mm (Transparent Poly) Puzzle Size: 9" X 8.5" Paper: 600 GSM Swedish Board Print: 4 Color, Lamination: Glue (Both side) Puzzle Piece: 24 Binding: Dice cutting Box: Size: 9.25" X 2" X 8.75" Paper: 350 GSM Swedish board Print: 4 Color, Lamination: Glue, Binding: Dice cutting	50
Hygiene	Puzzle Game	শিশুর কল্যাণে চারদিকের স্বাস্থ্যবিধি (৩৬০ ডিগ্রি হাইজিন) মেনে চলুন	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)	50
	Puzzle Game	সাবান ও নিরাপদ পানি দিয়ে হাত ধুয়ে, রোগ বালাই যাবে চলে	(Game board) Size: 72" X 52" PVC print, Four Color ECO print, 260 GSM Media Pocket: 4mm (Transparent Poly) Puzzle	50

Specific area	Item	Title of the Materials	Specification	Quantity
			Size: 9" X 8.5" Paper: 600 GSM Swedish Board Print: 4 Color, Lamination: Glue (Both side) Puzzle Piece: 28 Binding: Dice cutting Box: Size: 9.25" X 2" X 8.75" Paper: 350 GSM Swedish board Print: 4 Color, Lamination: Glue, Binding: Dice cutting	
	Festoon	ল্যাট্রিন ও খাবার ঘরে ম্যাক্সি বেসিন তৈরি করি হাত ধোয়ার অভ্যাস গড়ি	Festoon Size: 60" X 40" PVC print, Media Digital PVC, Multi-color.	50
Nutrition	Game (Festoon)	মাপলে শিশু, বুঝবে তবে বাড়ছে শিশু সঠিকভাবে	Material/media: Digital PVC print 60" X 52", multi-color.	50
	Game (Festoon)	তীব্র ও মাঝারি অপুষ্টি শিশু সনাক্ত, চিকিৎসা ও যত্ন	Material/media: Digital PVC print 60" X 40", multi-color.	50
	Game (Puzzle)	বছর জুড়ে বাড়ির আঙ্গিনায় হাঁস-মুরগী, ফল ও সবজি চাষ করি পুষ্টির চাহিদা পূরণ করি	Material/media: Digital PVC print 72" X 66", multi color. Dice: Switch board with Glue Lamination 09" X 8.5", dy cutting Qty: 36pcs	50
	Game (Puzzle)	গর্ভবতী ও দুগ্ধদানকারী মাকে উপযুক্ত পুষ্টিকর খাবার দিন ও সঠিক পরিচর্যা করুন	Material/media: Digital PVC print 72" X 52", multi-color. Dice: Switch board with Glue Lamination 09" X 8.5", dy cutting Qty: 24 pcs	50
	Game (Festoon)	শিশুকে জন্মের ১ ঘণ্টার মধ্যে শাল দুধ দিন	Material/media: Digital PVC print 72" X 52", multi-color. Dice: Switch board with Glue Lamination 07" X 06", dy cutting Qty: 32 pcs	50
	Game (Puzzle)	জন্মের পর থেকে ৬ মাস বয়স পর্যন্ত শুধুমাত্র মায়ের দুধই শিশুর একমাত্র খাদ্য ও পানীয়	Material/media: Digital PVC print 72" X 52", multi-color. Dice: Switch board with Glue Lamination 09" X 8.5", dy cutting Qty: 24 pcs	50
	Game (Festoon)	০-৫৯ মাস পূর্ণ বয়সী শিশুর দৈনিক খাদ্যের পরিমাণ	Material/media: Digital PVC print 60" X 40", multi-color.	50
	Game (Puzzle)	আপনার শিশুকে পূর্ণ ৬-২৩ মাস বয়স থেকে মায়ের দুধের পাশাপাশি ঘরে তৈরি উপযুক্ত বাড়তি খাবার দিন	Material/media: Digital PVC print 72" X 76", multi-color. Dice: Switch board with Glue Lamination 09" X 8.5", dy cutting Qty: 42 pcs	50
	Game (Festoon)	শিশু জন্মের ৪৫ দিনের মধ্যে জন্মনিবন্ধন করি	Material/media: Digital PVC print 60" X 40", multi-color.	50
Health care	Puzzle Game	প্রতিটি গর্ভই ঝুঁকিপূর্ণ, গর্ভকালীন ও প্রসব পরবর্তী সময়ে কমপক্ষে চার ০৪ বার স্বাস্থ্যকেন্দ্রে চেক-আপ করান।	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)	50
	Puzzle Game	বয়ঃসন্ধিকালীন পরিবর্তন একটি স্বাভাবিক প্রক্রিয়া	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)	50
	Puzzle Game	মেয়েদের মা হওয়ার জন্য মাসিক একটি স্বাভাবিক প্রক্রিয়া	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	50

Specific area	Item	Title of the Materials	Specification	Quantity
			Game Dice Pocket: Transparent Poly -62.5" X 63", Poly Pocket -(9.5*8.8 inch)	
	Festoon	১৮ এর আগে বিয়ে নয়, ২০ এর আগে সন্তান নয়	Material/media: Digital PVC print 60" X 38", multi-color.	50
	Puzzle Game	মা যদি কিশোরী হয়, শিশু খর্বাকায় হওয়ার ঝুঁকি বাড়ায়।"	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)	50
	Festoon	"প্রসবের আগে কিংবা পরে সেবা নিন সূচি ধরে"	Material/media: Digital PVC print 60" X 38", multi-color.	50
Gender	Puzzle Game	স্বাস্থ্য সুরক্ষায় নারী পুরুষ উভয়ের ভূমিকা সমান	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) pockets Poly Pocket -(6.8*6.8 inch), Qty: 12 (4 corner) pockets	50
Climate	Festoon	দুর্ভোগ মোকাবেলায় পানি, পয়ঃনিষ্কাশন ও স্বাস্থ্যবিধি চর্চা	Material/media: Digital PVC print 60" X 38", multi-color.	50
MHM	Puzzle Game	মাসিককালীন হাইজিন, স্বাস্থ্য প্রতিদিন	(Game board) Size: 72" X 52" PVC print, Four Color ECO print, 260 GSM Media Pocket: 4mm (Transparent Poly) Puzzle Size: 9" X 8.5" Paper: 600 GSM Swedish Board Print: 4 Color, Lamination: Glue (Both side) Puzzle Piece: 28 Binding: Dice cutting Box: Size: 9.25" X 2" X 8.75" Paper: 350 GSM Swedish board Print: 4 Color, Lamination: Glue, Binding: Dice cutting	50
Gender		আপনার ল্যাটিনটি পরিষ্কার করার দায়িত্ব কার	Festoon Size: 60" X 40" PVC print, Media Digital PVC, Multi-color.	50

4. Institutional Arrangement

The vendor will work in close collaboration with Max Foundation procurement team in Bangladesh Country Office under the direct supervision Sr. Program Manager. The procurement body will be responsible for analyzing quotations, making comparative analyses, negotiation and providing work order to selected vendors. Vendor will also provide administrative support including printing and delivering all the materials and any other support that might be required.

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

- Providing design of all type 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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Name: Mithun Gupta Designation: Program Manager, Max Foundation Bangladesh Email : mithun@maxfoundation.org	Name: Designation: HR, Operation and Procurement Advisor Email : kumkum@maxfoundation.org

5. Duration of Work & Delivery location:

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

1.1 Delivery Locations

District	Lalmonirhat
Name	Md. Aminul Islam Mridha
Address	ESDO, Ban vasa mor, Lalmonirhat
Email	aminul.m@maxfoundation.org
Mbl no:	+880 1311-297828

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 and total amount (BDT) 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:**

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

8. Payment Procedure

- As per the decision of the procurement committee.
- The selected organization/individual will submit invoices for supply of all printing materials as per payment agreement/contract with Challan.

- 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 Organizations** requested to submit an electronic copy application to the Max Foundation procurement committee, email: hmmfb@gmail.com

Within **16th October'2024 on or before 05:00 pm, late application submissions will be rejected.**

10. Application Package:

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:

- Incomplete application will be treated as rejected, Max Foundation reserves full rights for accept or reject any proposal without showing any explanation. And any logical decision regarding this procurement.
- 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.