

Request for Quotation (RFQ)

Max Foundation, Bangladesh Country Office, Dhaka

Work Overview

Program/Project Title :	Building Water and Sanitation Entrepreneurship (BWSE)
Procurement Name :	Printing of IEC/SBCC materials
Vendor Mode :	National
Type of Contract :	Individual or Institutional or Organizational
Submit Quotation to :	Max Foundation, BWSE Program
Quotation Submission Date :	19 December, 2023
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 BWSE- 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 BWSE program.

1.1 Specific Objectives of the Procurement

- Printing of IEC/SBCC materials for community and school to conduct 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.
- 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 all materials finally, vendor has to submit a printed draft copy of all materials for correction or required changes.
- Sharing a detailed working plan considering printing of draft/trial versions, final materials and delivery to agreed locations.

3. Expected Deliverables

Specification for IEC/SBCC Materials Printing for Community and school

Component	Specific area	Specification	QTY	Rate (Rate)	Total Amount (BDT)
WASH	Hygiene	<p>শিশুর কল্যাণে চারদিকের স্বাস্থ্যবিধি (৩৬০ ডিগ্রি হাইজিন) মেনে চলুন</p> <p>(Game board) Size: 72" X 52" PVC print, Four Color ECO print, 260 GSM Media Pocket: 4mm (Transparent Poly)</p> <p>Puzzle Size: 9" X 8.5" Paper: 600 GSM Swedish Board Print: 4 Color, Lamination: Glue (Both side) Puzzle Piece: 24 Binding: Dice cutting</p> <p>Box: Size: 9.25" X 2" X 8.75" Paper: 350 GSM Swedish board Print: 4 Color, Lamination: Glue, Binding: Dice cutting</p>	60		
		<p>সাবান ও নিরাপদ পানি দিয়ে হাত ধুলে, রোগ বালাই যাবে চলে</p> <p>(Game board) Size: 72" X 52" PVC print, Four Color ECO print, 260 GSM Media Pocket: 4mm (Transparent Poly)</p> <p>Puzzle Size: 9" X 8.5" Paper: 600 GSM Swedish Board Print: 4 Color, Lamination: Glue (Both side) Puzzle Piece: 24 Binding: Dice cutting</p> <p>Box: Size: 9.25" X 2" X 8.75" Paper: 350 GSM Swedish board Print: 4 Color, Lamination: Glue, Binding: Dice cutting</p>	60		

	<p>ল্যাট্রিন ও খাবার ঘরে ম্যাক্সি বেসিন তৈরি করি হাত ধোয়ার অভ্যাস গড়ি</p> <p>Festoon Size: 60" X 40" PVC print, Media Digital PVC, Multi-color.</p>	60		
MHM	<p>মাসিককালীন হাইজিন ব্যবস্থাপনা</p> <p>(Game board) Size: 72" X 52" PVC print, Four Color ECO print, 260 GSM Media Pocket: 4mm (Transparent Poly)</p> <p>Puzzle Size: 9" X 8.5" Paper: 600 GSM Swedish Board Print: 4 Color, Lamination: Glue (Both side) Puzzle Piece: 24 Binding: Dice cutting</p> <p>Box: Size: 9.25" X 2" X 8.75" Paper: 350 GSM Swedish board Print: 4 Color, Lamination: Glue, Binding: Dice cutting</p>	60		
Sanitation	<p>উন্নত টেকসই ল্যাট্রিন, সু-স্বাস্থ্য প্রতিদিন</p> <p>(Game board) Size: 72" X 52" PVC print, Four Color ECO print, 260 GSM Media Pocket: 4mm (Transparent Poly)</p> <p>Puzzle Size: 9" X 8.5" Paper: 600 GSM Swedish Board Print: 4 Color, Lamination: Glue (Both side) Puzzle Piece: 24 Binding: Dice cutting</p> <p>Box: Size: 9.25" X 2" X 8.75" Paper: 350 GSM Swedish board Print: 4 Color, Lamination: Glue, Binding: Dice cutting</p>	60		
	<p>বুঝে শুনে অপপিট ল্যাট্রিন বানাতে ব্যবহার হবে বছর জুড়ে</p> <p>Festoon Size: 72" X 72" PVC print, Media Digital PVC, Multi-color.</p>	60		

Water	<p>নিরাপদ পানি ব্যবহার করি শিশুর বেড়ে ওঠা নিশ্চিত করি</p> <p>(Game board) Size: 72" X 52" PVC print, Four Color ECO print, 260 GSM Media Pocket: 4mm (Transparent Poly)</p> <p><u>Puzzle</u> Size: 9" X 8.5" Paper: 600 GSM Swedish Board Print: 4 Color, Lamination: Glue (Both side) Puzzle Piece: 24 Binding: Dice cutting</p> <p>Box: Size: 9.25" X 2" X 8.75" Paper: 350 GSM Swedish board Print: 4 Color, Lamination: Glue, Binding: Dice cutting</p>	60		
Piped Water	<p>পাইপ লাইনের পানি ঘরে এলে, আমাদের কষ্ট ও ঝুঁকি যাবে চলে</p> <p>(Game board) Size: 83" X 60" PVC print, Four Color ECO print, 260 GSM Media Pocket: 4mm (Transparent Poly)</p> <p><u>Puzzle</u> Size: 9" X 8.5" Paper: 600 GSM Swedish Board Print: 4 Color, Lamination: Glue (Both side) Puzzle Piece: 35 Binding: Dice cutting</p> <p>Box: Size: 9.25" X 3" X 8.75" Paper: 350 GSM Swedish board Print: 4 Color, Lamination: Glue, Binding: Dice cutting</p>	60		
	<p>পানির অপচয় বর্জন করুন</p> <p>(Game board) Size: 72" X 52" PVC print, Four Color ECO print, 260 GSM Media Pocket: 4mm (Transparent Poly)</p> <p><u>Puzzle</u> Size: 9" X 8.5" Paper: 600 GSM Swedish Board Print: 4 Color, Lamination: Glue (Both side) Puzzle Piece: 24</p>	60		

		<p>Binding: Dice cutting</p> <p>Box: Size: 9.25" X 2" X 8.75" Paper: 350 GSM Swedish board Print: 4 Color, Lamination: Glue, Binding: Dice cutting</p>			
Cross cutting	Climate	<p>জলবায়ু পরিবর্তন</p> <p>(Game board) Size: 72" X 52" PVC print, Four Color ECO print, 260 GSM Media Pocket: 4mm (Transparent Poly)</p> <p>Puzzle Size: 9" X 8.5" Paper: 600 GSM Swedish Board Print: 4 Color, Lamination: Glue (Both side) Puzzle Piece: 24 Binding: Dice cutting</p> <p>Box: Size: 9.25" X 2" X 8.75" Paper: 350 GSM Swedish board Print: 4 Color, Lamination: Glue, Binding: Dice cutting</p>	60		
	Gender	<p>এসো সমতার পৃথিবী গড়ি, নারী পুরুষের বৈষম্য দূর করি</p> <p>(Game board) Size: 72" X 52" PVC print, Four Color ECO print, 260 GSM Media Pocket: 4mm (Transparent Poly)</p> <p>Puzzle Size: 9" X 8.5" Paper: 600 GSM Swedish Board Print: 4 Color, Lamination: Glue (Both side) Puzzle Piece: 24 Binding: Dice cutting</p> <p>Box: Size: 9.25" X 2" X 8.75" Paper: 350 GSM Swedish board Print: 4 Color, Lamination: Glue, Binding: Dice cutting</p>	60		
		<p>আপনার ল্যাট্রিনটি পরিষ্কার করার দায়িত্ব কার?</p> <p>Festoon Size: 60" X 40" PVC print, Media Digital PVC, Multi-color.</p>	60		

School	Hygiene	<p>সাবান ও নিরাপদ পানি দিয়ে হাত ধুলে, রোগ বালাই যাবে চলে</p> <p>(Game board) Size: 72" X 52" PVC print, Four Color ECO print, 260 GSM Media Pocket: 4mm (Transparent Poly)</p> <p><u>Puzzle</u> Size: 9" X 8.5" Paper: 600 GSM Swedish Board Print: 4 Color, Lamination: Glue (Both side) Puzzle Piece: 24 Binding: Dice cutting</p> <p>Box: Size: 9.25" X 2" X 8.75" Paper: 350 GSM Swedish board Print: 4 Color, Lamination: Glue, Binding: Dice cutting</p>	60		
	MHM	<p>মাসিককালীন হাইজিন ব্যবস্থাপনা</p> <p>(Game board) Size: 72" X 52" PVC print, Four Color ECO print, 260 GSM Media Pocket: 4mm (Transparent Poly)</p> <p><u>Puzzle</u> Size: 9" X 8.5" Paper: 600 GSM Swedish Board Print: 4 Color, Lamination: Glue (Both side) Puzzle Piece: 24 Binding: Dice cutting</p> <p>Box: Size: 9.25" X 2" X 8.75" Paper: 350 GSM Swedish board Print: 4 Color, Lamination: Glue, Binding: Dice cutting</p>	60		
	Sanitation	<p>স্কুল স্যানিটেশন</p> <p>(Game board) Size: 72" X 52" PVC print, Four Color ECO print, 260 GSM Media Pocket: 4mm (Transparent Poly)</p> <p><u>Puzzle</u> Size: 9" X 8.5" Paper: 600 GSM Swedish Board Print: 4 Color, Lamination: Glue (Both side) Puzzle Piece: 24</p>	80		

		<p>Binding: Dice cutting</p> <p>Box:</p> <p>Size: 9.25" X 2" X 8.75"</p> <p>Paper: 350 GSM Swedish board</p> <p>Print: 4 Color, Lamination: Glue, Binding: Dice cutting</p>			
	Water	<p>নিরাপদ পানি ব্যবহার করি রোগ বালাই থেকে মুক্ত থাকি</p> <p>(Game board)</p> <p>Size: 72" X 52"</p> <p>PVC print, Four Color ECO print, 260 GSM Media</p> <p>Pocket: 4mm (Transparent Poly)</p> <p>Puzzle</p> <p>Size: 9" X 8.5"</p> <p>Paper: 600 GSM Swedish Board</p> <p>Print: 4 Color, Lamination: Glue (Both side)</p> <p>Puzzle Piece: 24</p> <p>Binding: Dice cutting</p> <p>Box:</p> <p>Size: 9.25" X 2" X 8.75"</p> <p>Paper: 350 GSM Swedish board</p> <p>Print: 4 Color, Lamination: Glue, Binding: Dice cutting</p>	60		
Nutrition	IYCF	<p>মাপলে শিশু, বুঝবো তবে বাড়ছে শিশু সঠিকভাবে</p> <p>Festoon</p> <p>Size: 60" X 52"</p> <p>PVC print, Media Digital PVC, Multi-color.</p>	60		
		<p>শিশু জন্মো ৪৫ দিনের মধ্যে জন্মনিবন্ধন করি</p> <p>Festoon</p> <p>Size: 60" X 40"</p> <p>PVC print, Media Digital PVC, Multi-color.</p>	60		
		<p>জন্মের পর থেকে ৬ মাস বয়স পর্যন্ত শুধুমাত্র মায়ের দুধই শিশুর একমাত্র খাদ্য ও পানীয়</p> <p>(Game board)</p> <p>Size: 72" X 52"</p> <p>PVC print, Four Color ECO print, 260 GSM Media</p> <p>Pocket: 4mm (Transparent Poly)</p> <p>Puzzle</p> <p>Size: 9" X 8.5"</p> <p>Paper: 600 GSM Swedish Board</p> <p>Print: 4 Color, Lamination: Glue (Both side)</p> <p>Puzzle Piece: 24</p> <p>Binding: Dice cutting</p>	60		

		Box: Size: 9.25" X 2" X 8.75" Paper: 350 GSM Swedish board Print: 4 Color, Lamination: Glue, Binding: Dice cutting			
		শিশুকে জন্মেও ১ ঘণ্টার মধ্যে শাল দুধ দিন Festoon Size: 72" X 52" PVC print, Media Digital PVC, Multi-color.	60		
		আপনার শিশুকে পূর্ণ ৬-২৩ মাস বয়স থেকে মায়ের দুধের পাশাপাশি ঘণ্টে তৈরি উপযুক্ত বাড়তি খাবার দিন (Game board) Size: 72" X 76" 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: 42 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	60		
		০-৫৯ মাস পূর্ণ বয়সী শিশুর দৈনিক খাদ্যেও পরিমাণ Festoon Size: 60" X 40" PVC print, Media Digital PVC, Multi-color.	60		

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 in time. 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:

1	2
<p>Name: Md. Irfan Designation: Sr. Program Manager, Max Foundation Bangladesh Email : irfan@maxfoundation.org</p>	<p>Name: Amad Uddin Chawdhury Designation: Manager, Accounts , Finance and Procurement Email : amad.@maxfoundation.org</p>

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	Khulna	Patuakhali
Name	Zia Ahmed	Md. Aminul Islam Mridha
Address	JJS Project Office, Mohammad Nagar, Gollamari, (Gollamari to Batigata Road), Khulna	2nd Floor, Nur Palace (Behind Sufia Bhaban) SDO Road, Notun Bazar, Patuakhali
Email	ziajjs@yahoo.com	aminul.m@maxfoundation.org

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: hrrmmfb@gmail.com,

Within 19 December-2023 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.