Job Specification for  
SUPPLY ITEMS

1. **Type of the Job:** Supply Items
2. **Deliverables:**
   1. **Printing**: The bidder will go for final printing as per the specification.
   2. **Supply items:** Waste Bin with Branding
3. **Fee rate & total fees:** The bidding agency must provide the rate and fees with a detailed Budget Breakdown following the deliverables with a work plan.
4. **Quotation submission deadline**: 27 September 2023

BACKGROUND AND PURPOSE OF THE ASSIGNMENT

We will encourage city residents to have their waste segregated at the sources in an effort to properly collect wastes. As a result, we will offer waste bins to various stakeholders through the Faridpur municipality. The waste bins will be positioned in market areas, schools, riverbanks, slums, and other significant locations where waste is likely to be produced.

KEY DELIVERABLES **The selected agency has to provide the following deliverables:**

|  |  |  |
| --- | --- | --- |
| Sl | Items | Quantity |
| 1 | Waste Bin | 90 pcs |

DETAIL SPECIFICATIONS

**Waste Bin**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. | Item | Specifications | | Qty. | Remarks |
| 01 | **Waste Bin** | **Name** | Support SD 08 With Wheel Dustbin 140Ltr | 90 pcs | 45 Blue & 45 Green colour waste bin provided by the selected agency. |
|  | **Item code** | 852032 |  |
|  | **Materia** | LLDPE |  |  |
|  |  | **Dimension** | L- 600 x H-930 x W-495 mm |  |  |
|  |  | **Capacity** | 140 Liter |  |  |
|  |  | **Color** | Blue & Green |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. | Item | Specifications | | Qty. | Remarks |
| 05 | **Screen print** | **Size** | H: 1.5’ x W: 1’ feet | 90 pcs |  |
|  | **Print** | 1 colour (two side) |  |

PRODUCT DELIVERY DEADLINE

The selected agency has to deliver all products at the **Practical Action, Faridpur Office** by 4:00 pm on the 30 September 2023.

ROLE OF PRACTICAL ACTION

1. Practical Action will provide the design, and approve the sample before final printing;
2. Practical Action will provide all necessary support, directions, and suggestions to the selected agency in order to complete the tasks, mentioned;

ROLE OF THE AGENCY

1. The agency is responsible to deliver all the deliverables mentioned here;
2. The agency must submit the samples that are asked in this job specification. As per the approval of the samples by Practical Action, the agency will go for production;
3. The agency has to re-print/re-produce until the satisfactory output comes;

EXCLUSIVITY

The agency cannot share the concept, methodology, content, graphics, raw artworks and the final products with any other party anywhere in the world during at any time, without written consent from Practical Action.

OWNERSHIP AND COPYRIGHT

Practical Action will own the copyright of all the documents/ products/ materials (in full and every single component) to be generated from this assignment and will preserve the right to share it, if required, with any other party as it might find appropriate. Organisations might be allowed to use these products only for non-commercial purpose, subject to written approval from Practical Action.

PAYMENT

All applicable taxes will be deducted at source.

Payments will be made in two instalments:

1. 25% upon signing the work order or contract.
2. 75% after submission and acceptance of a complete set of deliverables.

IMPORTANT NOTES FOR THE BIDDER

1. All deliverables must be reached at Practical Action, Faridpur Office
2. Bidding agency must provide a detailed financial proposal.
3. Practical Action requires the agency to take all safety measures for its employers to protect the Covid-19 pandemic, especially those who will be involved in this agreement.
4. Practical Action will not take any responsibility if any of the members of the selected agency get affected by Covid-19 or any contagious disease during/after the event.
5. Practical Action holds the authority to take any decision at any stage or moment in the work process.
6. Practical Action will not compensate for any damages\loss of any equipment.
7. Practical Action will not provide any vehicle, accommodation, food to the selected agency.
8. The selected agency will directly work with the Communications team of Practical Action
9. Practical Action has got the authority to drop any line item, and accordingly the costs against the line item/s will be deducted.
10. In the case of increase/decrease of the size of the materials (backdrop, banner, flag, PVC, gate, etc.), payment will be made accordingly.
11. In case of additional deliverables, Practical Action will pay accordingly following negotiation with the selected bidder.