



## Request for Quotes (RFQ)

<b>Issued on</b>	April 7, 2021
<b>Solicitation Number</b>	PIBD-DHK-RFQ-FY21-33
<b>For</b>	AH Signage, Register, Early Marriage Poster, AFHS Job aid, AH Citizen Charter, FAQ Booklet Printing, Delivery and set up at the Government Facilities.
<b>Period of Performance</b>	90 Days following the issuance of the contract.
<b>Type of Agreement</b>	Fixed Price
<b>Submission of Inquiries</b>	April 14, 2021
<b>Submission Deadline</b>	April 25, 2021, 4pm Bangladesh Time

### Background

Pathfinder International is working in collaboration with Ministry of Health and Family Welfare (MOHFW) to build the responsiveness of the health care system and improve the health and human capital of Bangladeshis by increasing the use of family planning (FP) services through universal health coverage through the USAID Accelerating Universal Access to Family Planning (AUAFP)/Shukhi Jibon project. The project supports producing and deploying skilled, responsive, and respectful FP providers; strengthens the delivery of quality FP services, especially for adolescents and youth, and postpartum women; and works with communities to transform norms around the use of family planning information and services. With a mandate to support the GOB to reach its FP objectives, Shukhi Jibon works closely with its MOHFW counterparts. Shukhi Jibon contributes to USAID Bangladesh's Country Development Cooperation Strategy (CDCS), specifically Strategic Objective 3: Health Status Improved. The goal of Shukhi Jibon is to contribute to the improved health and human capital in Bangladesh. The project deploys adaptive, needs-driven technical assistance (TA) and systems strengthening at the national, divisional, and district levels.

Pathfinder International currently seeks a vendor to procure, deliver and set up AH Signage, Register, Early Marriage Poster, AFHS Job aid, AH Citizen Charter, FAQ Booklet Printing, Curtain for Door & Window, Plastic Chair at the Government Facilities.

**Scope of Work/Specifications** – Annex-4 : Cost Template

**Deliverables:** All items mentioned in Annex-4 : Cost Template

### Quote Guidelines and Instructions:

Please submit all quotes on company letterhead, using the Microsoft Excel Template provided in Annex 4. Proposed timeline must be provided separately (in additional to Annex-4 by each items). All delivery must be made within the contract period mentioned in this RFQ. All quotes must be valid for a minimum of forty-five (45) days.

Offer submission of this RFQ must be received by Pathfinder no later than the date and time mentioned above. The interested contractor must submit both hard and soft copies by due the due date:

- 1) Submit soft copy of the cost proposal along with all required documents to [shukhijibon18@gmail.com](mailto:shukhijibon18@gmail.com);
- 2) Three hard copies of the cost proposals along with all required documents must be submitted at Pathfinder International, Shezad Palace, 5th Floor, 32 Gulshan Avenue North C/A, Dhaka – 1212, Bangladesh by the due date.
- 3) The email submitting the soft copies and the envelope for submitting hard copies must mention “PIBD-DHK-RFQ-FY21-33”.
- 4) Any other communications including submitting any questions/queries must reference “PIBD-DHK-RFQ-FY21-33” in the subject line.

For any questions/queries, please email to [shukhijibon18@gmail.com](mailto:shukhijibon18@gmail.com) on or before the date and time mentioned in the RFQ. The subject must mention “PIBD-DHK-RFQ-FY21-33”.

## **B Cost Proposal (100 Points)**

Offerors should submit include any other costs in the Financial Proposal to perform the SOW. All financial proposal should be submitted in BDT. Soft copy of the financial proposal must include Microsoft Excel formatted budget with clearly showing formulas for calculations.

All costs related to the performance of the Scope of Work and provider deliverables must be included in the financial proposal. All costs must be allowable and reasonable to performance of the Scope of Work. The financial proposal must include all delivery costs. As this is fixed price contract based on deliverables, there is no scope for negotiations and adding cost after the issuance of the contract. All applicable TAX be included in the rates and VAT must be identified in the financial proposal. Regardless of offeror proposal, Pathfinder shall/must deduct applicable TAX and pay VAT using USAID VAT Coupons.

### **Evaluation Criteria**

Preference will be given to suppliers that are able to quote all items or maximum items. Quote may be submitted for all items or for specific items. Before final selection Pathfinder will reach out to the potential Vendor requesting sample print of all quoted items. The final selection will be made upon acceptance of the submitted samples by Pathfinder. Pathfinder may choose more than one vendor for this assignment. In evaluating the proposals, Pathfinder International will seek the best value for money.

Pathfinder will use a two-stage selection procedure for all the proposal that has passed the required criteria. Any proposals that failed will not move to the evaluation stage:

- The first stage will evaluate the legal documents pass/fail criteria.
- The second stage will evaluate the Cost Proposal evaluation.

Specifically, the selection committee will evaluate each proposal based on the following criteria:

<b>Criteria</b>	<b>Weight</b>
Bid Submission <ul style="list-style-type: none"> <li>• Was the bid submitted on time?</li> <li>• Is the potential bidder eligible? Did they clear the CSI check?</li> <li>• Legal documents - Copy of Valid Trade License/Company Registration Certificate; Copy of VAT Registration Certificate and BIN; Copy of e-TIN certificate.</li> <li>• Is there a potential conflict of interest?</li> </ul>	Pass/Fail (if failed, Pathfinder will not evaluate the proposal)
Cost Proposal (Price using Annex-4, Timeline, Three References)	100 POINTS

If at any time prior to award Pathfinder deems there to be a need for a significant modification to the terms and conditions of this RFQ, Pathfinder will issue such a modification as a written RFQ amendment to all competing bidders. No oral statement of any person shall in any manner be deemed to modify or otherwise affect any RFQ term or condition, and no bidder shall rely on any such statement. Such amendments are the exclusive method for this purpose.

Pathfinder is not bound to accept the lowest or any proposal and reserves the right to accept any proposal in whole or in part and to reject any or all proposals.

Pathfinder shall not be legally bound by any award notice issued for this RFQ until a contract is duly signed and executed with the winning Bidder.

### **Payment Terms**

We anticipate entering a fixed price contract with the selected vendor. Payment will be made within 30 days after completion of all deliveries and after receiving invoices along with receipts and acknowledgement of delivery receipts. Tax will be deducted and paid following Bangladesh Government rules and regulations and applicable VAT will be paid through USAID VAT coupons issued by Government of Bangladesh.

### **Quotes Deadline**

All written responses to the RFQ must be received by Pathfinder no later than date and time mentioned on the front page of this RFQ.

Please submit the soft copy via email [shukhijibon18@gmail.com](mailto:shukhijibon18@gmail.com) and hard copies of quote and other information directly to:

Sr. Country Director  
Pathfinder International  
Shezad Palace, 32 Gulshan Avenue North C/A  
5th Floor, Dhaka-1212, Bangladesh

### **Inquiries**

If you have any questions/inquiries, please email [shukhijibon18@gmail.com](mailto:shukhijibon18@gmail.com) on or before date mentioned on the front page of this RFQ. All communications shall be made in writing. Verbal communications is not binding on any parties. The subject line of all communication must mention the RFQ number: PIBD-DHK-RFQ-FY21-33, otherwise, it will not be answered.

### **Terms**

Pathfinder reserves the right to cancel this solicitation at any point and is under no obligation to issue a subcontract as a result of this solicitation.

Pathfinder will not reimburse any expenses related to the preparation of any proposal related materials or delivery.

The resulting Purchase Order is subject to the Terms and Conditions in Annex A.

Thank you,  
Senior Country Director, Pathfinder International

**Annex A: General Terms and Conditions**  
**TERMS OF PURCHASE**

**ACCEPTANCE OF ORDERS.** This purchase order ("Order" or "Contract") is an offer by Pathfinder International ("PI") to purchase the "goods" and/or "services" (collectively, other provisions specifically incorporated by reference in writing on this Order). Acceptance of this Order is expressly limited to its exact terms and acknowledgement form and return thereof to PI, by Contractor's return to PI of any other definite and reasonable expression of acceptance, or by attempted part or full performance. PI objects, and refuses to assent, to the inclusion of any different, conflicting or additional terms proposed by Contractor in acknowledging or accepting the order. Acceptance by PI of the Items will not constitute acceptance of any terms proposed by Contractor

**INVOICE REQUIREMENTS:** Contractor shall submit an invoice prior to payment for goods or services. Each invoice shall be numbered and shall include: (a) the Contractor's name and address, dates of performance and amount of payment requested; (b) a reference by number to this purchase order; and (c) a description of the items for which payment or reimbursement is sought. Upon acceptance of the deliverables by PI, PI shall make payment to the Contractor either in local currency purchased by PI at prevailing market rates, or by wire transfer of US Dollars to a local bank account held in the name of Contractor. PI shall not be liable for fluctuations in exchange rates after such purchase of local currency or wire transfer of funds.

**RELATIONSHIP:** It is understood and agreed that Contractor is furnishing services to PI as an independent contractor, and nothing contained in the Contract between PI and Contractor shall create any association, partnership, joint venture, employer-employee or agent-principal relationship.

**CONFIDENTIAL INFORMATION:** Each party shall treat as confidential all information obtained from the other during the course of performance under the Contract, unless such information is in the public domain. Neither party shall disclose such information without prior written consent of the other, unless compelled to do so by law.

**ASSIGNMENT:** Neither party may assign its rights or responsibilities under this contract without the prior written consent of the other, except that PI may assign its rights under the Contract if required to do so by law or as collateral for a bank loan or other financing.

**COMPLIANCE WITH LAWS:** Each party shall comply with all applicable laws, ordinances, rules and regulations of federal, state, and local governments and agencies relating to or affecting the work to be performed under the Contract.

**INDEMNIFICATION:**

a. Contractor represents and warrants that no use or sale of any goods, alone or in any combination recommended or specified by Contractor, and no service performed by Contractor, its agents, employees or representatives, will infringe any United States or foreign patent invention, design, copyright or trademark ("property right"). Contractor agrees to indemnify and hold PI, its officers, agents, employees and vendees (mediate and immediate) harmless from any and all loss, expense (including attorney's fees), damage, liability, claims or demands and all judgments and decrees resulting from any actual or alleged infringement or contributory infringement or any property right arising from the use, lease, sale or other transfer of any such goods or from any such services performed hereunder. Contractor will at its sole expense, upon the written request of PI, defend or assist in the defense of any action which may be brought against PI or anyone using, leasing, selling or otherwise transferring any of PI's products incorporating any such Item by reason of any such actual or alleged infringement or contributory infringement; and PI will have the right to select counsel and actively participate in any such action.

b. Contractor will indemnify and hold PI and its customers harmless from all penalties, damages and expenses, including attorneys' fees, incurred by PI and/or its customers (whether or not the Order is cancelled) caused by or arising out of Contractor's breach of any term of this Order including, without limitation, the timely performance thereof.

c. If Contractor's agents, employees or representatives enter premises owned, leased, occupied by or under the control of PI or any of PI's customers or suppliers or if PI's agents, employees or representatives enter upon premises occupied by or under the control of Contractor or any of Contractor's customers or suppliers in the course of performance, Contractor will indemnify and hold PI harmless from and against any and all loss, claim, damages, injury (including death), liability, cost, expense (including attorneys' fees) and any causes of action whatsoever arising out of or in connection with any act or omission of Contractor, its officers, employees and agents. Contractor will maintain public liability, property damage and employees liability and compensation insurance in reasonable amounts and kinds of sufficient to protect PI from any of said risks and from any claims under any applicable worker's compensation or occupational duties acts. Contractor will provide PI with proper evidence of such insurance upon request.

**ENTIRE AGREEMENT:** This contract supersedes all prior oral or written agreements, if any, between the parties concerning the work under this contract and constitutes the entire agreement between the parties with respect to the work to be performed under this contract.

**MODIFICATIONS:** The scope of work and other terms and conditions contained in this contract shall not be added to, modified, superseded or otherwise changed except by written modification.

**INSPECTION/ACCEPTANCE:** Prior to acceptance, all Items will be subject to inspection and tests by PI at the place of manufacture and/or such other place selected by PI. Payment for Items delivered will not constitute acceptance thereof. Any acceptance resulting from initial inspection performed at PI's facility on receipt of Items will be considered conditional; PI has the right to return to Contractor, at Contractor's expense, Items which subsequently develop defects due to latent causes during inspection, installation and tests of the end product.

**EXECUTIVE ORDER ON TERRORISM FINANCE:** The Contractor is reminded that U.S. laws prohibit transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the recipient to ensure compliance with such laws. The Treasury Department's list of Specially Designated Nationals appears at [www.treas.gov/offices/enforcement/ofac/sdn/](http://www.treas.gov/offices/enforcement/ofac/sdn/).

**Termination for Convenience.** Pathfinder International reserves the right to terminate this purchase order or any part hereof for its sole convenience. In the event of such termination, the Contractor shall immediately stop all work hereunder and shall immediately cause any and all of its suppliers and subcontractors to cease work. Subject to the terms of this contract, the Contractor shall be paid a percentage of the contract price reflecting the percentage of the work performed prior to the notice of termination.

**Termination.** Pathfinder International may terminate the Contract or any part thereof, for cause in the event of any default by the Contractor, or if the Contractor fails to comply with any term or condition of the Contract, or fails to provide Pathfinder upon request with adequate assurance of future performance, or in the event of termination of the prime contract for convenience. In the event of termination for cause, Pathfinder shall not be liable to the Contractor for any amount for supplies or services not accepted, and Contractor shall be liable to Pathfinder for any and all rights and remedies provided under the Contract or by law. If it is determined that Pathfinder improperly terminated the Contract for default, such termination shall be deemed a termination for convenience.

**WAIVER.** Failure of PI to enforce at any time or for any period of time any of the provisions of this contract will not constitute a waiver of such provisions or of the right of PI to enforce each and every provision.

**DEFAULT:**

a. If any Items are defective or non-conforming or in case of breach of warranty, PI has the right, in whole or in part, in its sole discretion, to (i) return at Contractor's expense (including unpacking, examining, repacking and reshipment charges), for repair, replacement, credit or refund (at PI's sole discretion), all or any part of the order, (ii) cancel or hold all or part of any unfilled balance(s) due, or (iii) inspect or take corrective measures (or both) with the resulting charge as to be borne by Contractor. If PI requests, Contractor will be present for testing, installing, modifying and adjusting the Items.

b. In addition, if PI cancels the Order, in whole or in part, due to Contractor's breach, or if Contractor fails to make progress or to prosecute the work as to endanger performance of the Order, PI will have all the remedies and damages to which it may be entitled at law and in equity, including, without limitation, incidental and consequential damages. In all events, Contractor will continue to perform the Order to the extent not cancelled under the provisions of this paragraph. In addition to, and not in limitation of, any other rights of PI hereunder, upon any cancellation, rightful rejection or justifiable revocation of acceptance of Items, PI will not be liable for cancellation or termination changes and PI will have a security interest in any Items in its possession or control for any payment made on account of the price hereunder and any expenses reasonably incurred in its inspection, receipt, transportation, care and custody. In the event of any such termination or cancellation, PI may require Contractor to sell, transfer title and deliver to PI any or all completed or partially completed goods and provide PI, at PI's expense, reasonable technical assistance in establishing an alternate source for Items that have been so cancelled.

c. PI may cancel the order, in whole or in part (i) upon the filing of any petition in bankruptcy against Contractor, (ii) if Contractor is Order or adjudged bankrupt, becomes insolvent or goes into liquidation, or generally fails to pay debts as they become due, (iii) upon appointment of a receiver or custodian of all or a substantial part of Contractor's assets, (iv) upon admission of Contractor to the benefit of any procedure for the settlement of its debts, (v) upon seizure of all or a substantial part of Contractor's assets by any judicial or governmental procedure, or (vi) at any time such cancellation is required by competent decree, Order, law or regulation of the government of the United States or of any foreign country having competent jurisdiction over the parties and subject matter hereof, or by any respective political subdivision thereof so having competent jurisdiction.

d. Those portions of this contract which by their terms have application after termination will survive the termination of this contract.

**WARRANTY:**

a. Contractor warrants that all Items fully and strictly conform to the specifications, drawings, samples or other descriptions furnished or adopted by PI; that they are of good material and workmanship and free from defects, including latent defects; that they are new and unused; that they are of merchantable quality; that, if Contractor is or reasonably should be aware of the use for which PI intends to use Items, they are fit for such particular purpose and that they will be free of all liens and encumbrances. Contractor warrants that it is conveying good title to all goods. If Contractor is responsible for design, Contractor warrants that such Items are free from defects in design and are fit and sufficient for the purposes intended by PI. Approval by PI of designs furnished by Contractor will not relieve Contractor of its obligation under this warranty. Inspection, testing or use of Items will not affect this warranty.

b. Contractor's warranty will be effective for the period of time set forth on the face of the Order. If no such period of time is so set forth, this warranty will be effective for the period of one (1) year after date

of acceptance of such Items. Contractor will bear all expenses in connection with returning goods to Contractor for breach of warranty, including, without limitation, expenses and penalties incurred by PI in recalling goods which have been delivered to PI's customers and expenses of redelivery, and will bear all risk of loss or damage to goods while in transit. This warranty will run to PI, its successors, assignees, customers, and the users of its products and will not be deemed to be exclusive.

**Annex 1 : Sample of all printing items**

<b>1</b>	<b>AH Signage:</b>	 AH Signage 42in x 24in-Sample.pdf
<b>2</b>	<b>AH Register:</b>	 AH Register-Sample.pdf
<b>3</b>	<b>Early Marriage Poster</b>	 Early Marriage Poster-Sample.pdf
<b>4</b>	<b>Job-aid</b>	 JOB AID-Sample.pdf
<b>5</b>	<b>AH Citizen Charter</b>	 AH Citizen Charter-Sample.pdf
<b>6</b>	<b>FAQ Booklet</b>	 FAQ_Booklet-Sample.pdf
<b>7</b>	<b>Plastic arm Chair</b>	
<b>8</b>	<b>Curtain Hook</b>	



**ANNEX 2 - DISTRIBUTION LIST  
(Group-A)**

Division	District	Upazila	Union	SI #	Name of the Facility	Remarks	
Sylhet	Moulvibazar	Sreemongal	Kalapur	1	Kalapur, UH&FWC	<b>Per facility the following materials will be distributed as per guideline:</b> <b>1. AH Signage- 1 set</b> <b>2. AH Register- 2 copies</b> <b>3. Early MARRIAGE poster-1 set</b> <b>4. Curtain for door- 4 pcs</b> <b>5. Curtain for window- 8 pcs</b> <b>6. Job-aid-2 copies</b> <b>7. FAQ- 2 copies</b> <b>8. AH Citizen Charter- 1 pc</b> <b>9. Plastic arm chair- 6 pcs</b>	
			Ashidron	2	Ashidron, UH&FWC		
			Bhunabir	3	Bhunabir, UH&FWC		
			Mirzapur	4	Mirzapur, UH&FWC		
		Barlekha	Suja Nagar	5	Suja Nagar, UH&FWC		
			Manumukh	6	Manumukh, UH&FWC		
		Moulavi Bazar Sadar	Amtail	7	Amtail, UH&FWC		
			Kamalpur	8	Kamalpur, UH&FWC		
			Giasnagar	9	Giasnagar, UH&FWC		
			Kanakpur	10	Kanakpur, UH&FWC		
			Ekatona	11	Ekatona, UH&FWC		
			Nazirabad	12	Nazirabad, UH&FWC		
		Rajnagar	Mansurnagar	13	Mansurnagar, UH&FWC		
		Kulaura	Routhgaon	14	Routhgaon, UH&FWC		
			Tilagaon	15	Tilagaon, UH&FWC		
		Komolganj	Alinagar	16	Alinagar, UH&FWC		
			Goalbari	17	Goalbari, UH&FWC		
			Juri	West Juree	18		West Juree, UH&FWC
				East Juree	19		East Juree, UH&FWC
	Sunamganj	South.Sunamganj	West Pagla	20	Paschim Pagla, Rural Dispensary(RD)		
			Joykalash	21	Joykalash UH&FWC		
			East Birgoan	22	Purba Birgoan, UH&FWC		
		Chhatak	Uttar Khurma	23	Uttar Khurma UH&FWC		
			Bathgaon	24	Bathgaon, UH&FWC		
			Jawabazar	25	Jawabazar 20 beds Hospitals, MCH-FP Unit, Jawabazar Union.		
		Derai	Jagdal	26	Jagdal, UH&FWC		
		Dowarabazar	Bugla Bazar	27	Bugla Bazar, Union Clinic		
		Dharmapasha	Moddonagor	28	Moddonagor 10 beds MCWC		
		Jamalganj	Fenarbak	29	Fenarbak, UH&FWC		
		Tahirpur	Sreepur	30	Sreepur (Uttar) UH&FWC		
			Balijury	31	Balijury UH&FWC		
		Bishwamberpur	Fatepur	32	Fatepur UH&FWC		
			Polash	33	Polash UH&FWC		
Khagrachari	Sadar	Golabari	34	Golabari UH&FWC			
		Perachara	35	Perachara UH&FWC			
		Komalchari	36	Komalchari UH&FWC			
	Matiranga	Boronal	37	Boronal UH&FWC			
		Matiranga	38	Alutila UH&FWC			
		Tobulchari	39	Tobulchari UH&FWC			
	Ramgur	Patachara	40	Patachara UH&FWC			
		Lamkupara	41	Lamkupara UH&FWC			
	Romgoarh	Hafchari	42	Hafchari UH&FWC			
	Laxmichari	Laxmichari	43	Laxmichari UH&FWC			
		Dullatoly	44	Dullatoly UH&FWC			
	Dighinala	Kobakhali	45	Kobakhali UH&FWC			
		Maroun	46	Roshidnagarh UH&FWC			
	Guimara	Sindukchari	47	Sindukchari UH&FWC			
		Guimara	48	Guimara UH&FWC			
	Bandarban	Sadar	Sualok	49	Sualok UH&FWC		
			Tongkabati	50	Tongkabati UH&FWC		
		Royangchari	Taracha	51	Taracha UH&FWC		
		Ruma	Payindu	52	Payindu UH&FWC		
Phaitong			53	Phaitong UH&FWC			
Iama		Cheunipara	54	Cheunipara UH&FWC			
		Ruposhipara	55	Royangchari+B32:E41			
Dordori	56	Dordori UH&FWC					

Division	District	Upazila	Union	SI #	Name of the Facility	Remarks
Chattogram	Chattogram	Sitakunda	Sayeedpur	57	Sayeedpur UH&FWC	
			Barokkunda	58	Barokkunda UH&FWC	
		Hathazari	South Madarsha	59	South Madarsha UH&FWC	
		Karnafuli	Shikalbaha	60	Shikalbaha UH&FWC	
		Raozan	Haldia	61	Haldia UH&FWC	
		Patia	Kochuayi	62	Kochuyai UH&FWC	
			Borolia	63	Borolia UH&FWC	
			Jangolkhain	64	Jongolkhain UH&FWC	
			Dhalghat	65	Dhalghat UH&FWC	
		Anwara	Juidandi	66	Juidandi UH&FWC	
		Chandanaish	Hashimpur	67	Hashimpur UH&FWC	
		Satkania	Chorti	68	Chorti UH&FWC	
		Chandanaish	Satbaria	69	Satbaria UH&FWC	
		Fatikchari	Rosangiri	70	Rosangiri UH&FWC	
	Raozan	West Gujara	71	West Gujara		
	Cox'sbazar	Sadar	Islamabad	72	Islamabad UH&FWC	
			Chowfoldondi	73	Chowfoldondi UH&FWC	
			Varuakhali	74	Varuakhali UH&FWC	
		Ramu	Kaouerkhop	75	Kaouerkhop UH&FWC	
			Razarkul	76	Razarkul UH&FWC	
			South Mithasori	77	South Mithasori UH&FWC	
Khuniapalong			78	Khuniapalong UH&FWC		
Ukhia		Kossopia	79	Kossopia UH&FWC		
	Jaliapalong	80	Jaliapalong UH&FWC			
Teknaf	Sabrang UH&FWC	81				
Dhaka	Manikgonj	Sadar	Putail	82	Putail UH&FWC	
			Hatipara	83	Hatipara UH&FWC	
			Jagir	84	Jagir UH&FWC	
			Atigram	85	Atigram UH&FWC	
			Nabogram	86	Nabogram UH&FWC	
		Saturia	Digholia	87	Digholia UH&FWC	
		Singair	Jamsha	88	Jamsha UH&FWC	
			Talebpur	89	Talebpur UH&FWC	
			Charigram	90	Charigram UH&FWC	
		Doulatpur	Kolshi	91	Kolshi UH&FWC	
			Baghutia	92	Baghutia UH&FWC	
			Kolia	93	Kolia UH&FWC	
		Harirampur	Jeonpur	94	Jeonpur UH&FWC	
			Bolra	95	Bolra UH&FWC	
	Balla		96	Balla UH&FWC		
	Gala		97	Gala UH&FWC		
	Faridpur	Bhanga	Chala	98	Chala UH&FWC	
			Harukandi	99	Harukandi UH&FWC	
		Madhukhali	Garua	100	Garua UH&FWC	
			Nasirabad	101	Nasirabad UH&FWC	
			Dumain	102	Dumain UH&FWC	
Char Vadrashon	Baghat	103	Baghat UH&FWC			
	Megchami	104	Megchami UH&FWC			
	Jahapur	105	Jahapur UH&FWC			
	Sadar	Char Horirumppur	106	Char Horirampur UH&FWC		
Sadar	Vashanchar	107	Vashanchar UH&FWC			
Saltha	Nagarkanda	Laskardia	108	Laskardia UH&FWC		
	Gotti	109	Gotti UH&FWC			
	Atghor	110	Atghor UH&FWC			
	Sonapur	111	Sonapur UH&FWC			
Sadar	Mahmudpur	112	Mahmudpur UH&FWC			

Division	District	Upazila	Union	SI #	Name of the Facility	Remarks		
	Shariatpur	Naria	Tulashar	113	Tulashar UH&FWC			
			Chamta	114	Chamta UH&FWC			
			Rajnagar	115	Rajnagar UH&FWC			
			Vhumkhara	116	Vhumkhara UH&FWC			
							117	Norokolkata MCWC
		Vedorgonj	Charkumaria	118	Charkumaria UH&FWC			
			Sidda	119	Sidda UH&FWC			
			Matherhat	120	Matherhat UH&FWC			
		Goshairhat	Nagerpara	121	Nagerpara UH&FWC			
			Goriberchor	122	Goriberchor UH&FWC			
		Jajira	Joynagar	123	Joynagar UH&FWC			
			Naodoba	124	Naodoba UH&FWC			
		Mymensingh	Netrokona	Atpara	Loneshwar		125	Loneshwar UH&FWC
				Khaliajhuri	Mendipur		126	Mendipur UH&FWC
Chakua	127				Chakua UH&FWC			
Barhattra	Sahata			128	Sahata UH&FWC			
Durgapur	Kullagora			129	Kullagora UH&FWC			
	Birisiri			130	Birisiri UH&FWC			
Kolmakanda	Nazirpur			131	Nazirpur UH&FWC			
Kendua	Kandiura			132	Kandiura UH&FWC			
Modan	Kaitail			133	Kaitail UH&FWC			
	Maghan			134	Maghan UH&FWC			
Mohonganj	Suair			135	Suair UH&FWC			
Netrokona Sadar	Challisha			136	Challisha UH&FWC			
	Kailati			137	Kailati UH&FWC			
Purbadhala	Narandia		138	Narandia UH&FWC				
	Bishkakuni		139	Bishkakuni UH&FWC				
Kishoreganj	Kishoreganj Sadar		Bulai	140	Bulai, UH&FWC			
			Korsha Kariail	141	Korsha Kariail, UH&FWC			
			Chauddasata	142	Chauddasata, UH&FWC			
			Maij Khapan	143	Maij Khapan, UH&FWC			
			Binnati	144	Binnati, UH&FWC			
	Karimganj		Baragharia	145	Baragharia, UH&FWC			
			Gundhar	146	Gundhar, UH&FWC			
			Jafarabad	147	Jafarabad, UH&FWC			
	Kotiadi		Joyka	148	Joyka, UH&FWC			
			Chandpur	149	Chandpur, UH&FWC			
			Jalalpur	150	Jalalpur, UH&FWC			
	Pakundia	Lohajuri	151	Lohajuri, UH&FWC				
		Egarasindur	152	Egarasindur, UH&FWC				
Hosendi		153	Hosendi, UH&FWC					
Jangalia		154	Jangalia, UH&FWC					
Bhariab	Narandi	155	Narandi, UH&FWC					
	Kalikaprashad	156	Kalikaprashad, UH&FWC					

**(Group-B)**

Sylhet	Sylhet	Balaganj	Dayamir Union	157	Dayamir UH&FWC	<p><b>Per facility the following materials will be distributed as per guideline:</b></p> <ol style="list-style-type: none"> <li>1. AH Register- 1 copy</li> <li>2. Early Marrigage poster-1 pc</li> <li>3. Curtain for door- 4 pcs</li> <li>4. Curtain for window- 8 pcs</li> <li>5. Job-aid-2 copies</li> <li>6. FAQ- 2 copies</li> <li>7. AH Citizen Charter- 1 pc</li> <li>8. Plastic arm chair- 6 pcs</li> </ol> <p><b>Note:</b> Old facilities where AH signage will not be distributed as distributed in the last year (Y2) and 1 copy AH Register will be</p>
		Balaganj	Purba Gouripur Union	158	Purba Gouripur UH&FWC	
		Bishwanath	Bishwanath	159	Bishwanath UH&FWC	
		Companiganj	Ronikhai Union	160	Ronikhai UH&FWC	
		Companiganj	Telikhal Union	161	Telikhal UH&FWC	
		Dakshin Surma	Jalalpur Union	162	Jalalpur UH&FWC	
		Golapganj	Bagha Union	163	Bagha UH&FWC	
		Golapganj	Bhadeshwar Union	164	Bhadeshwar UH&FWC	
		Golapganj	Budbari Bazar Union	165	Budbari Bazar UH&FWC	
		Golapganj	Lakshana band Union	166	Lakshana band UH&FWC	
		Golapganj	Laxmipasha Union	167	Laxmipasha UH&FWC	
		Gowainghat	Purba Jafalong Union	168	Purba Jafalong UH&FWC	
		Jaintapur	Darbasta Union	169	Darbasta UH&FWC	
Kanaighat	Bara Chatul Union	170	Bara Chatul UH&FWC			

Division	District	Upazila	Union	SI #	Name of the Facility	Remarks
		Kanaighat	Dakshin Banigarm Union	171	Dakshin Banigarm UH&FWC	<b>1 copy AH register will be distributed as 1 copy distributed in the last year (Y2)</b>
		Kanaighat	Jhingrabari Union	172	Jhingrabari UH&FWC	
		Kanaighat	Paschim Lakshmi Prasad Union	173	Paschim Lakshmi Prasad UH&FWC	
		Kanaighat	Purba Dighirpar Union	174	Purba Dighirpar UH&FWC	
		Kanaighat	Rajaganj Union	175	Rajaganj UH&FWC	
		Sylhet Sadar	Kandigaon Union	176	Kandigaon UH&FWC	
		Sylhet Sadar	Mogalgaon Union	177	Mogalgaon UH&FWC	
<b>Chattogram</b>	<b>Chattogram</b>	City Corporation	Purba Bakulia	178	MCWC	
		Sitakunda	Baroiadhala	179	Baroiadhala UH&FWC	
			Banshbaria	180	Banshbaria UH&FWC	
		Patia	Charpathorghata	181	Charpathorghata UH&FWC	
			Zuldha	182	Zuldha UH&FWC	
			Kolagaon	183	Kolagaon UH&FWC	
			Shovandandi	184	Shovandandi UH&FWC	
			Charlaxkha	185	Charlaxkha UH&FWC	
		Anwara	Bottoil	186	Bottoil UH&FWC	
		Boalkhali	Saroyatali	187	Saroyatali UH&FWC	
			Charandip	188	Charandip UH&FWC	
			Gopadia	189	popadia UH&FWC	
		Hathazari	Mirzapur	190	Mirzapur UH&FWC	
			Fatepur	191	Fatehpur UH&FWC	
			Chikondandi	192	Chikondandi UH&FWC	
		Raozan	Ukirchar	193	Ukirchar UH&FWC	
		Chandonaish	Boiltoli	194	Boiltoli UH&FWC	
			Kanchanabad	195	Kanchanabad UH&FWC	
			Borkoil	196	Borkoil UH&FWC	
		Mirsorai	Dhoom	197	Dhoom UH&FWC	
			Hinguli	198	Hingguli UH&FWC	
			Korerhat	199	Korerhat UH&FWC	
		Fatikchari	Soyabil	200	Soyabil UH&FWC	
Vaktapur	201		Vaktapur UH&FWC			
Dharmapur	202		Dharmapur UH&FWC			
<b>Dhaka</b>	<b>Faridpur</b>	Sadar	Charmadhabdiya	203	Charmadhabdiya UH&FWC	
			Ishan Gopalpur	204	Ishan Gopalpur UH&FWC	
			Kojjuri	205	Kojjuri UH&FWC	
			North Channel	206	North Channel UH&FWC	
			Macchor	207	Macchor UH&FWC	
			Krishnonagar	208	Krishnonagar UH&FWC	
			Ambikapur	209	Ambikapur UH&FWC	
		Degreeerchor	210	Degreeerchor UH&FWC/ Izuddin matubbardangi community clinic		
	Bhanga	Nurullagonj	211	Nurullagonj UH&FWC		
		Hamirdi	212	Hamirdi UH&FWC		
		Chandra	213	Chandra UH&FWC		
	<b>Dhaka</b>	Dhamrai	Shombhag	214	Shombhag UH&FWC	
			Jadabpur	215	Jadabpur UH&FWC	
Dohar		Kusumhati	216	Kusumhati UH&FWC		
		Mahmudpur	217	Mahmudpur UH&FWC		
Nababganj	Boxnagar	218	Boxnagar UH&FWC			
<b>Mymensingh</b>	<b>Mymensingh</b>	Sadar	Austodhor	219	Austodhor UH&FWC	
			Akua/City Corporation	220	Akua UH&FWC	
			Ghagra	221	Ghagra UH&FWC	
		Trisal	Dhanikhola	222	Dhanikhola UH&FWC	
			Kanihary	223	Kanihary UH&FWC	
		Bhaluka	Medhuary	224	Medhuary UH&FWC	
			Voradhoba	225	Voradhoba UH&FWC	
		Ishwargonj	Maizbagh	226	Maizbagh UH&FWC	
			Shohagi	227	Shohagi UH&FWC	
		Gouripur	Tarundia	228	Tarundia UH&FWC	
			Moilakanda	229	Moilakanda UH&FWC	
		Muktagacha	Bashati	230	Bashati UH&FWC	
Dulla	231		Dulla UH&FWC			
Phulpur	Phulpur union	232	Phulpur union UH&FWC			

Division	District	Upazila	Union	SI #	Name of the Facility	Remarks
		Rasulpur	Singheshor	233	Singheshor UH&FWC	
		Haluaghat	Vhobankora	234	Vhobankora UH&FWC	
		Nandail	Betagair	235	Betagair UH&FWC	
		Gafargoan	Rasulpur	236	Rasulpur UH&FWC	
		Phulbaria	Dewkhola	237	Dewkhola UH&FWC	
			Kushmail	238	Kushmail UH&FWC	

### ANNEX 3 - DELIVERY AND DISTRIBUTION PLAN

Sl	Name of the materials	Quantity of materials	Extra purchase	Remarks
1	AH Signage	165	9	156 copies of AH signages will be distributed in 156 facilities (Group-A) and 1 will be distributed Mymensingh Regional office, 1 will be Sylhet, 1 will be Chattrogram Regional Office and 6 will be Dhaka Central Office.
2	AH Register	400	6	2 registers for each facility of 156 facilities (Group-A)=156*2=312. 1 register for each facility of 82 facilities(Group-B) = 82*1=82. Total 394 copies of registers will be distributed among 238 facilities. 1 will be distributed Mymensingh Regional office, 1 will be Sylhet, 1 will be Chattrogram Regional Office and 3 will be Dhaka Central Office.
3	Poster on early marriage	250	12	1 per facility to be distributed in 238*1=238 and 1 will be distributed Mymensingh Regional office, 1 will be Sylhet, 1 will be Chattrogram Regional Office and 9 will be Dhaka Central Office.
4	Curtain for windows(piece)	1904	0	8 piece/facility to be distributed in 238 facilities * 8= 1904
5	Curtain for door (piece)	952	0	4 pieces/facility to be distributed in 238 facilities*4= 952
6	Plastic arm chair	1428	0	6 chair/ facility to be distributed in 238 facilities= 238*6= 1428
7	Job aid	500	24	2/ facility to be distributed in 238 facilities= 238*2= 476 and 1 will be distributed Mymensingh Regional office, 1 will be Sylhet, 1 will be Chattrogram Regional Office and 21 will be Dhaka Central Office.
8	AH Citizen Charter	250	12	1/facility to be distributed in 238 facilities= 238 * 1= 238 and 1 will be distributed Mymensingh Regional office, 1 will be Sylhet, 1 will be Chattrogram Regional Office and 9 will be Dhaka Central Office.
9	FAQ booklet	500	24	2/ facility to be distributed in 238 facilities= 238*2= 476 and 1 will be distributed Mymensingh Regional office, 1 will be Sylhet, 1 will be Chattrogram Regional Office and 21 will be Dhaka Central Office.

**ANNEX 4 : COST TEMPLATE**

ITEMS	SPECIFICATION	QUANTITY	INSTRUCTIONS	PRICE (EXCLUDING DELIVERY AND SETUP COSTS)*	DELIVERY AND SETUP COSTS*	TOTAL COSTS	REMARKS
1. Printing of AH Signage	A. Color Sticker print, B. Pasted on sheet board, C. Dimension: Width: 42"/3.5 feet and height: 24"/2 feet Vendor will be responsible for hanging on wall, outside the Facility and the entrance of where it would be more visible to the audience for at 156 govt. health facilities. List of facilities of 4 Division, picture and signage design is attached.	165	Sample of hanging signage attached as annex 1.  Delivery and Setup location attached as annex 2.				
2. Printing of AH Register	A. Total page: 306 (153 Leaf), Hard Cover, Rexin Binding, bottle green color golden text on hard cover (As per Sample) B. Page no.7 will repeat with page number. C. Client information both side printing D. Length: 14 Inch/35.5 cm E. Width: 9.2 Inch/ 23.5 cm Vendor will distribute 1 register to the FWV & 1 to the SACMO of the 156 facility ( Group-A) and 1 register in each facility at the 82 facilities ( Group-B).	400	Picture attached as annex 1.  Delivery and Setup location attached as annex 2.  See Annex-1 for distribution plan				
3. Printing of Early Marriage Poster	A. Size: Width: 20" and height: 30", B. Inject Color Sticker print C. Pasted on sheet board (As like signage). Vendor will be responsible for hanging on wall, in the client waiting place of the facility where it would be more visible to the audience who will come to the facility for services at 203 facilities (Group: A & B). Poster will be hanged with stainless steel nail.	250	Sample of Early Marriage Poster attached as annex 1.  Delivery and Setup location attached as annex 2.				
4. Printing Job-aid on AFHS	A. Size: 12" x 9", B. Page: 38 Pages (19 sheets-including cover pages), C. Paper Quality: 300 gm Art-card, D. Print: 4 color, Both side, Lamination: Both side Heat Lamination (30mm) all page, E. Binding: Spiral Ring Binding 12" (foreign), F. Proof: Machine Proof final production. Vendor will distribute 1 Job aid to the FWV & 1 to the SACMO of the Government facilities.	500	Sample of Job-aid attached as annex 1  Delivery and Setup location attached as annex 2.				
5. Printing of AH Citizen Charter	A. Size: Length: 4' and Width :2', B. Inject Color Sticker print C. Pasted on sheet board (As like signage). Vendor will be responsible for hanging on wall, in the client waiting place of the facility where it would be more visible to the audience who will come to the facility for services at 203 facilities. Citizen Charter will be hanged with stainless steel nail.	250	Sample of AH Citizen Charter attached as annex 1  Delivery and Setup location attached as annex 2.				
6. Printing of FAQ booklet	A. Size: 8.5" x 6.25", B. Page: 42 Pages (21 sheets-including cover pages), C. Cover: 300 gm art card laminated with 30-micron film, D. Paper: 120 gm Glossy paper, E. Print: 4 color offset print, F. Process: Positive output, G. Binding: Juice binding, H. Proof: Machine proof before full production (as per sample) The Vendor will distribute 1 Job aid to the FWV & 1 to the SACMO of the Government facilities.	500	Sample of FAQ Booklet attached as annex 1.  Delivery and Setup location attached as annex 2.				
7. Curtain for doors with curtain stretch kit hooks	A. Size 7' x 2'.5"; B. Cloth: plain synthetic white color cloth' commonly used for curtain The Vendor will hand over to the contact person and will suggest him/her to hang in the doors of the SACMO and FWV's room at Government Facilities).	952	Picture attached as annex 1. Delivery and Setup location attached as annex 2				

ANNEX 4 : COST TEMPLATE

ITEMS	SPECIFICATION	QUANTITY	INSTRUCTIONS	PRICE (EXCLUDING DELIVERY AND SETUP COSTS)*	DELIVERY AND SETUP COSTS*	TOTAL COSTS	REMARKS
8. Curtain for Window with Curtain Stretch kit hooks	A. Size 7' x 2'.5"; B. Cloth: plain synthetic white color cloth' commonly used for curtain. The Vendor will hand over to the contact person and will suggest him/her to hang in the doors of the SACMO and FWV's room at Government Facilities).	1904	Design attached as annex 1. Delivery and Setup location attached as annex 2.				
9. Plastic arm chair (as per sample)	Vendor will distribute 3 chairs in the room of SACMO & 3 chairs in the room of the FWV.	1428	Sample Picture attached as annex 1. Delivery location attached as annex 2.				
	TOTAL (including TAX but excluding VAT)			-	-	-	
	VAT						
	GRAND TOTAL			-	-	-	
* Must include all costs related to the Items excluding delivery costs. Must include TAX but excluding VAT.							
** Delivery costs must include TAX but excluding VAT. Pathfinder may decide other mode of delivery.							
Terms and condition: No advance will be paid. Payment will be made after complete and full delivery. Vendor must submit delivery proof with invoices. VAT and Tax rates shall follow Govt. rules. VAT amount will be paid through USAID VAT Coupon and TAX will be deducted as per Govt. rules							