

## TERMS OF REFERENCE

### Procurement of Packaging Items for Soap Making.

#### A. BACKGROUND

PHALS-(Program for Helpless And Lagged Society) is a non-government organization (NGO) based in Cox's Bazar, Bangladesh started its journey in 1992. It is formally registered with Ministry of Social welfare in 1996 and NGO Affairs Bureau in 1999. All activities of the organization are in line with the guidance provided by the Ministry of Social Welfare (MOSW) and NGO Affairs Bureau (NGOAB) of the Government of Bangladesh. The principles, activities and approaches of PHALS correspond to national priorities for development and directly linked with current National Strategic Plan. PHALS has vibrant presence and strong footprint in emergency response program since the influx in 2017 with several interventions aligning with sectors and RRRC office as well as government of Bangladesh.

Recently PHALS has signed agreement with IOM Cox's Bazar to implement the project titled "Innovative Soap-Based Livelihoods for Hygiene Promotion among Rohingya Refugees and Vulnerable Host Communities in Cox's Bazar". To implement the project activities PHALS need to purchase **Packaging Items for Soap Making**

#### OBJECTIVE

Packaging items will purchase for the newly constructed soap making factory at the Rohingya refugee camp, block-A5, Camp-20, Ukhiya, Cox's Bazar in order to provide continuous service to operate the soap factory of IOM funded ISBLHP project of PHALS valued clientele demand.

#### C. PRODUCT DESCRIPTION – A-01

| SL # | Particulars   | Unit | Unit/per packet | Unit Cost per packet (BDT) | Total Unit/ packet | Total |
|------|---|------|-----------------|----------------------------|--------------------|-------|
| 1    | <b>Toilet soap</b><br><b>Size:</b> Length-8.4 cm; Width-6.2cm; Hight-3.1 cm<br><b>Material:</b> Recycled Paperboard<br><b>Color:</b> Multicolor<br>Folding Carton Style<br>Straight Tuck End Box<br><b>Shape:</b> Rectangle Surface<br>Coating<br><b>Litho -</b> Laminated Coating<br><b>Type of Printing:</b> Screen<br>Printing Application Soap<br>Packaging Box<br><b>Design:</b> According to our Design.<br><b>Material Grade (GSM):</b><br>300-350 GSM | Pcs  | 1               |                            | 150,000            |       |
| 2    | <b>Laundry soap</b><br><b>Size:</b> Length-7.9 cm; Width-6.4 cm; Hight-3.2 cm   | Pcs  | 1               |                            | 150,000            |       |

  
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Procurement Manager  
PHALS, Cox's Bazar

| SL # | Particulars  | Unit | Unit/per packet | Unit Cost per packet (BDT) | Total Unit/packet | Total |
|------|--|------|-----------------|----------------------------|-------------------|-------|
|      | <b>Material:</b> Recycled Paperboard<br><b>Color:</b> Multicolor<br>Folding Carton Style<br>Straight Tuck End Box<br><b>Shape:</b> Rectangle Surface Coating<br><b>Litho -</b> Laminated Coating<br><b>Type of Printing:</b> Screen Printing Application Soap Packaging Box<br><b>Design:</b> According to our Design.<br><b>Material Grade (GSM):</b> 300-350 GSM |      |                 |                            |                   |       |
| 3    | <b>Cartoon for Toilet Soap:</b><br><b>Size:</b> Length-52 cm; Width-26 cm; Hight-11 cm<br><b>Design:</b> According to our Design.<br><b>Color:</b> Two color   | Pcs  | 1               |                            | 2100              |       |
| 4    | <b>Cartoon for Laundry Soap:</b><br><b>Size:</b> Length-49 cm; Width-27 cm; Hight-11 cm<br><b>Design:</b> According to our Design.<br><b>Color:</b> Two Color  | Pcs  | 1               |                            | 2100              |       |
|      | Total (including vat & tax)  |      |                 |                            |                   |       |

#### D. DELIVERY

The items must be **delivered within seven (07) calendar days** after receipt of the Notice to Proceed (NTP).

After Sales Service and Support during the warranty period, all reported defects shall be completely/satisfactorily repaired/replaced by the winning bidder/supplier within 72 hours after receipt of a verbal and/or written notice from the procuring entity.

#### E. PAYMENT TERMS

The payment shall be done within twenty (20) working days upon submission of complete documents including, delivery, upon issuance of Inspection and Acceptance Report by the authorized/designated representatives of PHALS subject to performance security retention.

- Quoted price should be considered with VAT & TAX and transportation cost if applicable.
- Quotation have to be submitted by email or hardcopy using own printed letter head pad.
- Eligible Supplier/Vendor have to be submitted necessary papers like valid updated trade license, TIN and BIN certificate along with quoted paper.



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 PHALS Cox's Bazar

- PHALS management has the right to reserve any time cancellation/rejection without any prior notice. Other terms and conditions are remain unchanged.

**Email information:**

| <b>Tender Reference Number</b> | <b>Mail to</b>              | <b>Copy to</b>   |
|--------------------------------|-----------------------------|--|
| PHALS/ISBLHP-IOM/2026-07       | procurement.phals@gmail.com | <a href="mailto:phalsadm@gmail.com">phalsadm@gmail.com</a><br><a href="mailto:khairul.phals@gmail.com">khairul.phals@gmail.com</a><br><a href="mailto:pm.cfc.phals@gmail.com">pm.cfc.phals@gmail.com</a> |

**Office Address**

| <b>Tender Reference Number</b> | <b>Hard Copy to</b>  |
|--------------------------------|--|
| PHALS/ISBLHP-IOM/2026-07       | PHALS, sub-office, Abu center, 3 <sup>rd</sup> floor, Eastbazarghata, Main Road Cox's Bazar. |

Here noted that your quotation price will be maintained strictly. Interested vendors can submit quotation by following schedule:

| Tender Reference Number  | Request for Quotation Circular date | Quotation Submission Deadline |
|--------------------------|-------------------------------------|-------------------------------|
| PHALS/ISBLHP-IOM/2026-07 | <b>26/02/2026</b>                   | <b>07/03/2026</b>             |



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Procurement Manager  
PHALS Cox's Bazar



**ABU MURSHED CHOWDHURY**  
Executive Director  
PHALS, Cox's Bazar.