**Terms of Reference for**

**Producing Kit Box for Community Paramedics**

1. **Background**

Swisscontact, Swiss Foundation for Technical Cooperation, is headquartered in Zurich and was founded in 1959 by leading figures from the Swiss private sector and Swiss universities. It is exclusively involved in international cooperation and since 1961 has carried out its own and mandated projects. A part of the organization, Swisscontact – Bangladesh, is registered as an international non-governmental organization (INGO) under NGO Affairs Bureau, Government of The People’s Republic of Bangladesh, carrying out various development projects in the areas of Skills Development (Achieving Sustainability Towards Healthcare Access or ASTHA, B-SkillFUL, Skills and Employment Programme – Bangladesh or SEP – B, Uttoron), Enterprise Promotion (Making Market Work for Jamuna and Tista Chars or M4C), Inclusive Finance (Sarathi, Surokkha) and Climate-smart Economy ( Action Research for Energy Efficiency or AREE) from its office based House 28, Road 43, Gulshan-2, Dhaka 1212, Bangladesh

As an initiative to support Bangladesh in reaching the target of ensuring quality healthcare services at rural level communities, Swisscontact in association with Novartis Global and Julius Baer Foun-dation is implementing the ASTHA project. The overarching objective of the project is to establish a wide and functional network of Community Paramedics (CP), which will render quality basic healthcare services for rural community, with special emphasis on maternal and child health (MCH), family planning (FP), adolescent healthcare services (AHS) and basic primary healthcare services.

ASTHA is currently in its Phase II (January 2019 to December 2022) which will emphasise on business viability of Community Paramedic Training Institutes (CPTIs) and Community Paramedics (CPs) and on acquiring important partnerships for nationwide scaling up and sustainability. The project operates in seven districts, namely, Sylhet, Sunamganj, Barguna, Lalmonirhat, Rangpur, Nilphamari and Patuakhali. This phase is targeting to ensure quality healthcare treatment of about 183,250 rural poor people in the aforementioned districts.

To support the self-practicing Community Paramedics of the aforesaid districts, ASTHA will appoint a supplier who will need to produce medical kit box that contains a few essential equipments and the branded kit box as “CP Kit box.”

1. **Objective**

The objective of the assignment is to produce CP Kit box for self-practicing Community Paramedics.

1. **Scope of work**

**i. Specification:**

* See the last page of this ToR

**ii. Task of the Vendor**

* Vendor will provide the budget along with the sample of each item
* Vendor will do the production of the aforesaid items.
* Vendor will do the free delivery (please see the delivery place in section: F)

**iii. Role of Swisscontact**

* Swisscontact will provide the soft copy of the designs.
* Swisscontact will bear all costs (as per approved budget)
* Swisscontact will provide the approval before final production

1. **Tentative Task Schedule and Deliverables**

| **Item name** | **Inner materials** | | **Unit** | **Delivery Date** |
| --- | --- | --- | --- | --- |
| CP Kit Box | 1. Doctor’s Bag 2. Digital Thermometer 3. Scissor 4. Hexisol 5. Mosquito Forceps 6. Allies Tissue Forceps 7. Needle Holder 8. Cutting body needle 9. Tooth Forceps 10. Micropore 11. Tongue Depressor | 1. Torch light 2. Airway Tube 3. Silk 1/0 4. Measuring cup (500ml) 5. Stethoscope 6. BP Machine 7. Weighing Scale 8. Height scale 9. Cord Clamp 10. Kidney Tray 11. Apron 12. Nebulizer 13. Glucometer with strips 14. ARI Timer 15. Pulse Oximeter | 58 | 15 days after recieving the workorder |

1. **Selection Criteria**

* Lowest bidder upon meeting the required quality

1. **Evaluation Criteria:**

|  |  |
| --- | --- |
| **Particular** | **Score** |
| Technical | 50 |
| Financial | 50 |
| **Total** | **100** |

1. **Delivery Point**

|  |  |  |
| --- | --- | --- |
| **Sl** | **Address** | **Quantity** |
| 1 | Md. Khairul Islam  Coordinatio-Field operations and Management, ASTHA  RDRS Building (5th Floor)  Jail Road, Rangpur-5400 | 13 pcs |
| 2 | Md. Saiful Islam  Project Office-Filed Operationsr, ASTHA  Sarek villa, Munsefpara, Patuakhali-8600 | 20 pcs |
| 3 | Md. Rahamot Ali  Senior Offcer-Field Operations, ASTHA  Flat: 4/C, House-12, Road-07, Block- A  Shahjalal Upashahar Area, Sylhet-3100 | 25 pcs |
| Total | | 58 pcs |

1. **Submission Details**
2. It is mandatory for bidding organisations to submit documentary evidence demonstrating their legal, taxation and financial status. This includes:

* A certificate of incorporation (for individual companies, a trade license);
* Joint stock registration certificate (if applicable)
* An organizational organogram of key personnel, inclusive of the names of such personnel;
* Tax Identification Number (TIN);
* VAT registration number;
* Proof of a segregated account (providing the name and address of such an account);
* Other valid papers (Provided by Government institutions)

1. VAT & TAX should be deducted at soruce as per governemnt rules
2. Percentage of VAT and total amount of VAT should be mentioned in the proposal.
3. Interested vendors are requested to submit samples of the items (mentioned in the last page of this ToR) with budget for above mentioned task by **October 14, 2021 before 4:00 pm** to the address below:

**Sr. Officer, Procurement, Swisscontact**

House 28, Road 43, Gulshan-2, Dhaka 1212, Bangladesh

For more information please e-mail: samaun.bhuiyan@swisscontact.org

***N.B.: Swisscontact reserves the right to reject or cancel any offer***

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| --- | --- | --- | --- |
| **Specifications for CP Kit Box** | | | |
|  |  |  |  |
| **Sl** | **Inner Materials** | **Specification** | **Branding** |
| 1 | Doctor's Bag (1 pc) | Hard shell, made by Leather. The Bag will in packed in individual carton. | 4 logos will be engraved/UV Print |
| 2 | Digital Thermometer (1 pc) | Vendor are requested to submit the sample | UV print |
| 3 | Scissors (1 pc) | Size: 5", AIZ brand, SS Sialkot, Pakistan |  |
| 4 | Hexisol (1 pc) | (250ml), ACI Ltd. |  |
| 5 | Mosquito Forceps (2pcs), | SS Sialkot, Pakistan |  |
| 6 | Allies Tissue Forceps (2pcs) | Size: 6" , AIZ brand, SS Sialkot, Pakistan |  |
| 7 | Needle Holder (1pc) | 6", AIZ brand, SS Sialkot, Pakistan |  |
| 8 | Cutting Body Needle (1set) | AIZ brand, |  |
| 9 | Tooth Forceps (1pc) | 6" AZI brand, SS Sialkot, Pakistan |  |
| 10 | Micropore (1pc) | (Size 2") JMI Bangla |  |
| 11 | Tongue Depressor (1pc) | AIZ brand, SS Sialkot, Pakistan |  |
| 12 | Torch Light (1pc) | (Made in China) | Screen Print (4 logos) |
| 13 | Airway tube (1pc) |  |  |
| 14 | Silk 1/0 (5packets) |  |  |
| 15 | Measuring cup (1pc) | Size: 500 ml, Plastic made, Bangladesh. | Screen Print (4 logos) |
| 16 | Stethoscope (1pc) | ALPK2, Littman, Japan. |  |
| 17 | BP Machine: (1pc) | ALPK2, Japan. | Screen Print (4 logos) |
| 18 | Digital Weighing scale (1pc) | Brand: Tanita, Japan | Screen Print (4 logos) |
| 19 | Height Scale, (1pc) | PVC print, Roman Banner type, Design: will be provided by Swisscontact  Size: 6'X1.5' | Aiz |
| 20 | Umbilical Cord Clamp (6pcs) |  |  |
| 21 | Kidney tray (1 pc) | SS |  |
| 22 | Apron (1 pc) | Cloth: 35 X 65; Size: (S/ M/ L) (36", 38", 40")  Color: Sky blue | 1 square inch (6 color) embroidery |
| 23 | Nebulizer | Omron | Screen Print (3 logos) |
| 24 | ARI Timer |  | Any brand |
| 25 | Glucometer | Acu Check or any other reputed brand | Accu check preferred |
| 26 | Oximeter | Any reputed brand |  |