Terms of Reference (ToR)

**For printing Community Paramedic Curriculum for the project titled ASTHA (Achieving Sustainability Towards Healthcare Access)**

## Background

Swisscontact promotes economic, social and ecological development by supporting people to successfully integrate into local commercial life. We create opportunities for people to improve their living conditions as a result of their own efforts. The focus of our systemic interventions in the private sector is the strengthening of local and global value chains. Through its projects, Swisscontact enables access to professional training, promotes local entrepreneurship, creates access to local financial service providers and supports the efficient use of resources with the goal of successfully promoting employment and income generation.

Swisscontact, Swiss Foundation for Technical Cooperation, is headquartered in Zurich and was founded in 1959 by Swiss private sector and academia for sustainable development cooperation. The Swisscontact Bangladesh (SCBD) office is located in Dhaka. SCBD has the mandate to develop and maintain Swisscontact’s portfolio of development projects in Bangladesh.

The Terms of Reference (TOR) relates to one such project within SCBD portfolio that focuses on improving healthcare access of rural communities through creation of skilled community health workers. The project is branded as ASTHA. To support the interventions of the project, ASTHA will appoint a **printing agency** to print Community Paramedic Curriculum.

## Objective

The objective of the assignment is to print and produce Community Paramedic Curriculum, based on the designs and documents provided by the ASTHA project.

## Scope of Work

1. Specifications for printing Community Paramedic Books

| **Book** | **Specifications** | **Quantity (sets)** |
| --- | --- | --- |
| Book-1 | Size: A4  Cover & Back: 300 GSM art card Inner: 80 gsm offset paper  Total page – **188 (94 sheets)** including cover & back side Print: Cover & back- 4 color print single side  glossy/mat lamination for cover and backside  Inner: Single color both side print  Photo/graphs: **15 four colour graphs (3” X 3” approx.)** to be inserted with lamination (glossy paper)  Binding: Book Binding  Glossary: Inside the page of the book | **1000 pcs per book** |
| Book-2 | Size: A4  Cover & Back: 300 GSM art card Inner: 80 gsm offset paper  Total page – **122 (61 sheets)** including cover & back side Print: Cover & back- 4 color print single side printing  glossy/mat lamination for cover and backside  Inner: Single color print  Photo/graphs: **0 graphs**  Binding: Book Binding  Glossary: Inside the page of the book |
| Book-3 | Size: A4  Cover & Back: 300 GSM art card Inner: 80 gsm offset paper  Total page – **230 (115 sheets)** including cover & back side Print: Cover & back- 4 color print single side printing  glossy/mat lamination for cover and backside  Inner: Single color print  Photo/graphs: **5 four colour graphs (3” X 3” approx.)** to be inserted with lamination (glossy paper)  Binding: Book Binding  Glossary: Inside the page of the book |
| Book-4 | Size: A4  Cover & Back: 300 GSM art card Inner: 80 gsm offset paper  Total page – **138 (69 sheets)** including cover & back side Print: Cover & back- 4 color print single side printing  glossy/mat lamination for cover and backside  Inner: Single color print  Photo/graphs: **15 four colour graphs (3” X 3” approx.)** to be inserted with lamination (glossy paper)  Binding: Book Binding  Glossary: Inside the page of the book |
| Book-5 | Size: A4  Cover & Back: 300 GSM art card Inner: 80 gsm offset paper  Total page – **66 (33 sheets)** including cover & back side Print: Cover & back- 4 color print single side printing  glossy/mat lamination for cover and backside  Inner: Single color print  Photo/graphs: **18 four colour graphs (3” X 3” approx.)** to be inserted with lamination (glossy paper)  Binding: Book Binding  Glossary: Inside the page of the book |
| Book-6 | Size: A4  Cover & Back: 300 GSM art card Inner: 80 gsm offset paper  Total page – **98 (49 sheets)** including cover & back side Print: Cover & back- 4 color print single side printing  glossy/mat lamination for cover and backside  Inner: Single color print |

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| --- | --- | --- |
| **Book** | **Specifications** | **Quantity (sets)** |
|  | Photo/graphs: **9 four colour graphs (3” X 3” approx.)** to be inserted with lamination (glossy paper)  Binding: Book Binding  Glossary: Inside the page of the book |  |
| Book-7 | Size: A4  Cover & Back: 300 GSM art card Inner: 80 gsm offset paper  Total page – 62 **(31 sheets)** including cover & back side Print: Cover & back- 4 color print single side printing. glossy/mat lamination for cover and backside  Inner: Single color print  Photo/graphs: **0 graphs**  Binding: Book Binding  Glossary: Inside the page of the book |
| Book-8 | Size: A4  Cover & Back: 300 GSM art card Inner: 80 gsm offset paper  Total page – **50 (25 sheets)** including cover & back side Print: Cover & back- 4 color print single side printing glossy/mat lamination for cover and backside  Inner: Single color print  Photo/graphs: **2 four colour graphs (3” X 3” approx.)**  to be inserted with lamination (glossy paper)  Binding: Book Binding  Glossary: Inside the page of the book |
| Book-9 | Size: A4  Cover & Back: 300 GSM art card Inner: 80 gsm offset paper  Total page – **262 (131 sheets)** including cover & back side Print: Cover & back- 4 color print single side printing  glossy/mat lamination for cover and backside  Inner: Single color print  Photo/graphs: **30 four colour graphs (3” X 3” approx.)** to be inserted with lamination (glossy paper)  Binding: Book Binding  Glossary: Inside the page of the book |
| Book-10 | Size: A4  Cover & Back: 300 GSM art card Inner: 80 gsm offset paper  Total page – **104 (52 sheets)** including cover & back  glossy/mat lamination for cover and backside  Print: Cover & back- 4 color print single side printing  Inner: Single color print  Photo/graphs: **0 graphs**  Binding: Book Binding  Glossary: Inside the page of the book |

**II. Role of the service provider**

The vendor will be responsible for production of the mentioned items.

1. **Task of the service provider**

* The vendor will submit the price quotation along with the sample of the aforesaid items *(sample of different grams of papers pieces and any printed material is acceptable as sample submission)*
* The vendor will submit the laser print version for confirming formatting and text
* The vendor will submit the machine proof version for approving colour, size and other specifications.
* The vendor will make the free delivery of the materials (please see the deliverables section)

1. **Role of Swisscontact (ASTHA Project Team)**

* ASTHA-Swisscontact will provide the soft copy of all designs in MS word
* ASTHA-Swisscontact will approve the machine proof
* Swisscontact will bear all costs (as per the final budget)

## Evaluation criteria

Lowest bidder upon meeting the required quality

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

## Deliverables and Tentative Task Schedule

The vendor will do the free delivery to the following address:

|  |  |  |
| --- | --- | --- |
| Sl# | Place (Detailed address will be shared later) | Quantity (sets) |
| 1 | Dhaka | 290 |
| 2 | Sylhet | 200 |
| 3 | Patuakhali | 90 |
| 4 | Rangpur | 40 |
| 5 | Bogura | 50 |
| 6 | Dinajpur | 90 |
| 7 | Faridpur | 60 |
| 8 | Chapainobabganj | 80 |
| 9 | Rajshahi | 50 |
| 10 | Munshiganj | 50 |
| **Total** | | 1000 |

## Required documentation

1. 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 organisational 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. The vendor has to bear all Annual Income tax (AIT)
2. Percentage of VAT and total amount of VAT should be mentioned in the proposal.
3. Financial offer should be sent in a separate envelope

## Submission Details

Interested parties should submit the financial proposal along with the paper samples by **1 November 2021 before 4:00 pm** to the address mentioned below with the subject line: “Printing Community Paramedic Curriculum” **.**

**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***