**Request for Quotation (RFQ)**

**Procuring Jar Water Business Accessories**

1. **Background**

**Shujola- Promoting Water Entrepreneurs and Digital Financing Mechanism in Bangladesh** is a 15-month (15 September 2019- 15 December 2020) pilot project that aims to ensure access to safe water for drinking and bathing in Ready-Made Garments (RMG) workers’ residential communities. The project is testing a new business model to extend the service delivery network through water entrepreneurship development. RMG workers and their communities will gain the ability to meet their daily water consumption needs at a low cost from water kiosks dispensing safe water, run by water entrepreneurs. The project is working with five water entrepreneurs who are already operating 20-litre jar water business or will set up a new one. In the scope of Shujola project, Swisscontact is procuring water business accessories for the associated entrepreneurs.

1. **Objective**

The objective of this Request for Quotation (RFQ)) is to procure necessary accessories, such as 5-gallon food-grade water jar, cap, date seal machine and water dispenser, etc. for BSTI approved 20 litres jarred water businesses.

1. **Scope of work**

**i. Specification:**

* Specifications are attached in annex 1.

**ii. Task of the Vendor**

* Vendor will provide the price quotation for each item along with detail specifications;
* Vendor will provide the items as per workorder;
* Vendor will deliver the items to 5 different locations in Dhaka, Gazipur, Chattogram city.

**iii. Role of Swisscontact**

* Swisscontact will give the work order as per locations;
* Swisscontact will provide approval on the accessories before supplying;
* Swisscontact will bear all costs (as per the work order).

1. **Tentative Task Schedule and Deliverables**

|  |  |  |
| --- | --- | --- |
| **Item name** | **Maximum Quantity** | **Delivery Date** |
| Food Grade Water Jar | 1,200 | **November 15, 2020**  **To**  **December 15, 2020** |
| Dispenser-Large | 30 |
| Dispenser-Medium | 110 |
| Dispenser-Small/ Hand Press Water Dispenser Pump | 300 |
| Food Grade Jar Cap | 66,000 |
| Hand Date Coding Machine | 5 |

*\*The final quantities of the items in the work order may vary*

1. **Selection Criteria**

* Meeting the deliverables requirement
* Ensuring quality products at the lowest price.
* Previous supply experience/company experience

1. **Delivery Points**

Delivery points will be 5 or 6 different locations in Dhaka, Gazipur and Chattogram Districts. And the items will be equally distributed.

1. **Submission Details**
2. Bidding organisations must 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)
* Tax Identification Number (TIN);
* VAT registration number.
* Other valid papers (Provided by Government institutions)

1. VAT & TAX should be deducted at source as per government rules
2. Percentage of VAT and the total amount of VAT should be mentioned in the Quotation.
3. Interested vendors are requested to submit a financial proposal with a detailed quotation for items mentioned in **section D** by **November 3, 2020, before 5:00 pm** to [bd.procurement@swisscontact.org](mailto:bd.procurement@swisscontact.org) with the subject line: “**Procuring Jar Water Business Accessories - Shujola** ”

For more information please e-mail:

**Senior Officer-Procurement, Swisscontact**

House 19, Road 11, Baridhara, Dhaka-1212, Bangladesh

E-mail to [samaun.bhuiyan@swisscontact.org](mailto:samaun.bhuiyan@swisscontact.org)

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

**Annex-1: Specifications:**

|  |  |
| --- | --- |
| **Item name** | **Specification** |
| Food Grade Water Jar | * 20 Litre Water Jar, Water Jar | Noida | Water Water Enterprises ...Capacity: 5 gallon * Color: Blue or white * Model: with handle * Quality: High-quality food grade * Certification: Food grade certification from national authority (ex: Science laboratory) * Branding: Company Name and details in one colour |
| Food Grade Jar Cap | * Cap for 5-gallon water jar * Color: any * Quality: High-quality food grade * Certification: Food grade certification from national authority (Science laboratory) * Branding: N/A |
| Dispenser-Large | * Size: Double bottle dispenser * Quality: High quality steel made * Facility: 4 dispensing option with cold water facility. * Branding: Company Name and details in one colour |
| Dispenser-Medium | * Costway Water Dispenser 5 Gallon Bottle Load Electric Primo Home | Walmart  CanadaSize: Single bottle dispenser * Quality: High-quality plastic made * Facility: 2 dispensing option with cold and hot water facility. * Color: Any * Branding: Company Name and details in one colour |
| Dispenser-Small | * Quality: High-quality food grade plastic made * Facility: Single dispensing normal. * Al BayanColour: White or any * Branding: Company Name and details in one color |
| Hand Press Water Dispenser Pump | * K Kudos Enterprise Water Dispensers Accessories Prices | Buy K ...Quality: High-quality food grade plastic made * Facility: pumping water dispenser.      * Branding: Company Name and details in one colour |
| Hand Date Coding Machine | * For batch and date coding on the jar cap |