

Terms of Reference (ToR)

Producing Kit Box and Apron for Community Paramedics

1. BACKGROUND:

Swisscontact, Swiss Foundation for Technical Cooperation, headquartered in Zurich was founded in 1959 by Swiss private sector and academia for sustainable development cooperation. 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 because 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.

ASTHA (Achieving Sustainability Towards Healthcare Access) is the flagship healthcare project of Swisscontact. This project is financed by Novartis International AG, Laguna Foundation, Evi Diethelm-Winteler-Stiftung among other donors. It is part of the Swisscontact Development Programme, co-financed by the Swiss Agency for Development and Cooperation (SDC), the Federal Department of Foreign Affairs (FDFA). The project facilitates the development and integration of Community Paramedic services in rural Bangladesh. The goal is to increase healthcare outreach in the rural inaccessible pocket areas, with special attention to Maternal and Child Health (MCH), Family Planning (FP).

ASTHA has started its Phase III in January 2023 and will continue till December 2026. In Phase III, ASTHA will be working in 12 districts of Bangladesh: Bogura, Lalmonirhat, Nilphamari, Rangpur in the north, Dinajpur and Gaibandha in the north-west, Moulvibajar, Sunamganj and Sylhet in the north-east, and Barguna, Barisal, and Patuakhali in the south.

‘Community Paramedic’ (CP) is a two-year full-time course, designed by the Ministry of Health and Family Welfare (MoH&FW) where students acquire and develop skills on Maternal and Child Health, Reproductive Health, Family Planning and Primary Healthcare Services. 44 Training institutes affiliated with the Bangladesh Nursing and Midwifery Council (BNMC) are providing this course in 26 districts of Bangladesh to develop trained Community Paramedics for rural communities of Bangladesh. After completion of 2 years’ training, the graduates obtain certificates and practice license. Most of the qualified Community Paramedics are self-employed at the grassroots.

To support the self-practicing Community Paramedics of the previously mentioned districts, ASTHA will appoint a supplier who will need to produce CP Kit box and Apron.

2. OBJECTIVE:

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

3. GEOGRAPHIC LOCATION

Delivery Point

Sl.	Address	Quantity (pcs.)	
		Kit Box	Apron
1	Bogura	30	100
2	Sylhet	20	115
3	Rangpur	30	120
4	Barishal	20	130
Total		100	465

N.B. The full address of these 4 delivery points will be provided upon confirmation of the service contract.

4. DURATION OF ASSIGNMENT

15th October 2024 to 10 December 2024

Specific activities/ Scopes:

- i. **Specification:**
 - See **Annex 1** of this ToR
- ii. **Role of the vendor**
 - The vendor will provide the budget along with a sample of each item.
 - The vendor will execute the production of the aforementioned items.
 - The vendor will execute the free delivery of the aforementioned items (please see the delivery place in section 3).
- 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.

5. TARGETS

Produce and deliver **100 pcs. Kit Box and 465 pcs. Apron** for community paramedics.

6. DELIVERABLES

Item name	Items Inside		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	12. Torch light 13. Airway Tube 14. Silk 1/0 15. Measuring cup (500ml) 16. Stethoscope 17. BP Machine 18. Weighing Scale 19. Height scale 20. Cord Clamp 21. Kidney Tray 22. Apron 23. Nebulizer 24. Glucometer with strips 25. ARI Timer 26. Pulse Oximeter	100	November 30, 2024,
Apron	Branded Apron		465	

Note: The Kit Box includes an apron as an internal component. Additionally, the project requires the procurement of 465 aprons separately. Although these are the same type of apron, the total number required will be 565 aprons (100 aprons with the Kit Box and 465 aprons separately).

7. PAYMENT SCHEDULE

The payment schedule will be decided after consultation with the selected service provider before issuing the contract.

8. REPORTING

The selected agency will report directly to the Team Leader, ASTHA and work closely with the Senior Manager, Interventions Portfolio, ASTHA.

9. TECHNICAL PROPOSAL PARAMETERS

The vendors are requested to submit a sample of each item included in the Kit box. Please refer to the last page of this ToR for specifications. Technical evaluation will be completed based on the samples submitted by the service provider

10. SCORING CRITERIA

The scoring criteria will be as follows:

Sl.	Criteria	Weight
1.	Quality of Sample	50
2.	Financial Proposal	50
	Total	100

N.B. Swisscontact will open the financial quotation of those bidders who achieve 100% marks in the technical evaluation. This means that all 26 components submitted by the bidder must be accepted.

The following method will be applicable for evaluation of the potential firm¹:

- Quality and cost-based evaluation will be conducted by an evaluation team.
- The bidder achieving the highest score out of one hundred (100) will be awarded the contract, provided both parties are in an agreement on the final budget. If there is no agreement on the final budget, then the bidder with the second highest score will be considered.

11. REQUIRED DOCUMENTATION

In addition to the Request for Proposal (RfP), and budget, it is mandatory for bidders to submit necessary documents demonstrating their legal, taxation and financial status. The documents should be part of the technical proposal and include the following:

- A certificate of incorporation (for individual companies- a trade license).
- Joint-stock registration certificate (if applicable).
- Tax Identification Number (TIN).
- Business Identification Number (BIN)
- PSR (Proof of submission of return)
- VAT and Tax exemption certificate from NBR (if any)
- At least 02 years of experience.
- The vendor must bear all Annual Income Tax (AIT) and VAT. The total amount of VAT should be mentioned in the budget.

12. SUBMISSION GUIDELINE

Interested bidders should submit the sample (with mentioned necessary documents) and financial proposal in separate folder as hard copies on or before **8th October 2024** with the subject line: **“Procurement of Kit box for ASTHA”** to the address mentioned below:

¹a) Swisscontact has no obligation to award the contract to any applicant if the proposals submitted do not match the quality and/or the budget requirements of Swisscontact

b) Swisscontact has no obligation to provide any further information to bidders or any other third party about the evaluation process and its results



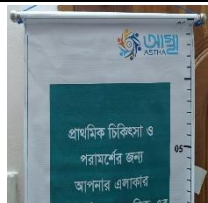
Sr. Officer - Procurement

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

Please label all samples and cartons with your company name.

Swisscontact does not accept any email or phone call for any clarification before the submission deadline. Interested bidders are requested to submit the bid based on their understanding.

ANNEX 1: SPECIFICATIONS FOR CP KIT BOX

Sl.	Items Inside	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)	Brand: Rossmax	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 with a metal pipe at top and , Roman Banner type, Design: will be provided by Swisscontact Size: 6'X1.5'	
20	Umbilical Cord Clamp (6pcs)		
21	Kidney tray (1 pc)	SS(Smooth finishing)	
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	Any reputed brand	Accu check preferred
26	Oximeter	Any reputed brand	