
TERMS OF REFERENCE & RFP

ENGAGING AN AGENCY FOR 'Annual Stationery Pack for WaterAid Bangladesh'

Introduction

WaterAid Bangladesh is seeking proposals from qualified vendors to provide Annual stationery Pack from WaterAid for our employees and stakeholders. The purpose of this Request for Proposals/Terms of Reference (RFP/TOR) is to invite interested and competent vendors to submit their proposals for consideration.

1. Objective

The objective of this Request for Proposals/Terms of Reference (RFP/TOR) is to solicit competitive proposals from qualified vendors to supply Annual stationery Pack items for WaterAid Bangladesh. The selected vendor will be responsible for delivering high-quality, festive, and customizable stationery Pack items that reflect the spirit of the New Year celebration maintaining the organization's values and resonating with the target audience. The objective is to enhance employee and stakeholder engagement by providing a diverse range of items that are not only visually appealing but also practical and memorable. The vendor should demonstrate the capability to meet the specified requirements, adhere to a budget, and ensure timely delivery of the stationery Pack items. Through this procurement process, WaterAid aims to select a vendor that can provide unique and thoughtful Annual stationery Pack, contributing to a positive and celebratory atmosphere among our team members and stakeholders.

2. Major Activities

Major activities to be undertaken in this assignment have been listed under the deliverables.

3. Timeline

The key activities of this assignment will be accomplished following a tentative schedule as follows:

Activities	Timeline
ToR circulation	12 December '23
Prebid Meeting (at 11:00 am at WaterAid Office)	14 December '23
Proposal submission (by 4:00 pm)	17 December '23
Finalise the successful agency and notify through email	18 December '23
Delivery of the final products	28 December '23

4. Deliverables

Item	Specification	Quantity
Notebook	Size- (5x8) inch, Page -50 pcs Embossed Cover and back 600 GSM Craft Paper two color print and 1 pocket. Inner-2 sheet offset paper, 2 sheet Stickers with half cutting one color print, 2 types paper 2 color print, after 14 sheets 3 dividers one color print.15 pages sticky notes with a die cut. Wire o binding.	1250
Backpack	ARCTIC HUNTER B00382 (2 in 1 Detachable) 17-inch Laptop Backpack Waterproof backpack bag	100
Dog tag with chain	Metal tag with chain	320
Pouch	Black Genuine Leather Mobile Pouch (as per sample)	500
Polo T-shirt	Polo T-shirt 220 gsm cotton with polyester mixed (PolyCotton) with 2 color logos.	100
Round Neck T-shirt	Round neck-shirt 180 gsm polyester with 2 color logo	100
Notebook pouch	Notebook pouch Bag laminated jute cotton fabric One colure Logo (7.5x8.5) inch	630
Box package	Size- (12x9) inch 2 ply Brown 2 Ply Corrugated paper Box with 1 color print	300
Normal pen	Gel pen (As per Sample)	1250
Touchscreen pen (Baseus)	Baseus ACPCL-01 Stylus Pen	100
Fieldworker vest	Medium, Large, Extra Large Design As per sample Color Off white / Cream Fabric Gabardine / Mixed (Cotton & Pollster as per sample) Fitting & Accessories Zipper - Plastic, Size: 5, YKK/Neo Velcro - Best quality, Stopper with elastic a bottom Print 2 color skin print in front & back, Packing Individual poly pack.	220
Carrying bag	As per sample	88
Branded umbrella	3-fold, auto open & close Color Black Fabric Nylon, water & windproof Print 2 color skin print in two parts per sample (Sankar Chata)	220
Backpack	Arctic Hunter 2005	132
Coat pin	Metal coin and Coat Pin	200
Printing Materials (Postcard/ bookmark of CPS and Annual Report)	Width: 16 cm, H: 10.2 cm	200
Vest	Medium, Large, Extra Large Design As per sample & attached design Color Off white / Cream Fabric Gabardine / Mixed (Cotton & Pollster as per sample) Fitting & Accessories Zipper - Plastic, Size: 5, YKK/Neo Velcro - Best quality, Stopper with elastic a bottom Print 2 color skin print in front & back (maximum 10/12 design) Packing Individual poly pack	200

Any items can be added or deducted from the above-mentioned list on need basis

- Please make the financial breakdown for each item on a **unit basis**

5. Contact person

Aritra Ankan, WaterAid, email: AritraMitra@wateraid.org, if you have any question or need clarification, please contact with him.

General Terms & Conditions:

1. Submission of Quotation: Quotation to be submitted by **17 December 2023** via email at WaterAid-Tender-TA@wateraid.org
2. Single item participation is acceptable, bidder can participate for one item or for all items. WaterAid may also issue item wise purchase to the winning bidder.
3. Products to be deliver at 10-12 locations all over Bangladesh, please consider the transport cost.
4. Validity of Quotation: Price validity is mandatory & should be mentioned in the quotation.
5. VAT & TAX shall be deducted at source as per Govt. rules
6. WaterAid reserve the right to accept or reject in part or full/one or all quotations without assigning any reason whatsoever.
7. **Evaluation Criteria:**
 - a. The evaluation committee will evaluate the proposals based on their responsiveness to the Terms of Reference, applying the evaluation criteria and point system specified herein. Each responsive proposal will be given a technical score. Proposal(s) will be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score indicated below.
 - b. Evaluation Criteria, Evaluation, and Ranking for Selection: The final selection will be done following the Quality and Cost Based (QCBS) method. This will be done by applying a weight of 0.60 (or 60 percent) and 0.40 (or 40 percent) respectively to the technical and financial score of each evaluated technical and financial proposal and then computing the relevant combined total score for each organisation.

8. STANDARD WATERAID BANGLADESH CONTRACT TERMS & CONDITIONS

WaterAid Bangladesh practices the following terms and conditions stated below applicable to signing any contract with external agencies/consultants:

- All documents/products/materials produced under the Agreement remains the intellectual property of WaterAid. The organisation might be allowed to use these products only for non-commercial purposed, subject to written approval from WaterAid Bangladesh.
- All project records and copies of records, data sets, electronic data and photocopies, etc., which the organisation remains for the successful execution of the assignment, shall remain the exclusive properties of WaterAid Bangladesh.
- During the period of the Agreement or afterwards, the organisation shall not issue any written material or express public or personal opinions concerning the services under the Agreement to parties outside except with the prior written approval of WaterAid Bangladesh.
- The organisation assumes all responsibility for complying with local legal codes as they apply to an Agreement and work performed there under. In addition, the organisation shall be liable to pay all applicable taxes and fees as required by the laws of Bangladesh. WaterAid Bangladesh will deduct Income Tax and VAT at source as per Govt. rules.
- The organisation shall not without first obtaining the consent in writing of WaterAid, permit any of its duties or obligations made under the Agreement to be performed or carried out by any other person or reassign his/her interest in the Agreement.

- If the organisation requires additional time to complete the Agreement, over and above that previously agreed to, without WaterAid changing the scope of the Agreement, WaterAid's prior written concurrence to the same is necessary to charge WaterAid for Agreement expenses incurred during an Agreement extension.
- However, WaterAid may, by written order, make general changes within the scope of the Agreement affecting the services to be performed or the time of performance. Suppose any such changes cause an increase or decrease in the cost of, or time required for performance of, any part of the work under the Agreement. In that case, WaterAid shall make an equitable adjustment in the Agreement price, the delivery schedule, or both, and shall modify the Agreement in writing accordingly.
- The organisation may communicate with parties external to WaterAid through and with prior intimation to WaterAid, while performing services under the Agreement.
- Notwithstanding anything contained in the Agreement or in these conditions WaterAid may at any time by notice in writing terminate the Agreement in whole or in part by requiring the organisation to stop performing the work or any part thereof. In this job, the organisation shall have no claim against WaterAid because of such termination other than payment of expenses incurred by the organisation plus a fair and reasonable fee to be in proportion to the work performed under the Agreement, less any sum previously paid on account thereof. However, if the Agreement is cancelled by WaterAid due to negligence on the part of the organisation, termination expenses shall be borne by him. In this later case, WaterAid's independent determination of negligence on the part of the organisation shall be considered to be final and non-negotiable.
- The organisation shall not hold WaterAid liable for any accident or misadventure befalling them whilst on duty or pursuing activities to fulfil the Agreement.
- WaterAid Bangladesh reserves right to accept and reject any proposal without assigning any verbal and or written rationale whatsoever.
- WaterAid Bangladesh will deduct Tax and VAT at source according to the Govt. policy
- WaterAid Bangladesh reserves the right to monitor the quality and progress of the work during assignment.
- Further items/tasks might be incorporated by WaterAid Bangladesh and in such case budget will be revised accordingly.
- Payments will be made by account payee cheque or bank transfer in the name of the organisation or individual as per the contract.

9. Mode of Payment

WaterAid will issue a work order to the successful bidder without any advance. After completing the assignment the vendor will submit an invoice based on the work order and actual consumption. The payment will be made in one installment.

Installments	Percentage	Time
One installment	100%	After deliver of all products successfully and handover of all documentations to WaterAid

For further information on WaterAid and the kind of work we do, please visit: www.wateraid.org/