



## Request for Quotation (RFQ)

**Subject:** Request for Quotation (RFQ) for Supply of Health and Hygiene Packs

**RFQ No.** JC/BD/JTIP/2024/03

Justice and Care invites quotations from qualified vendors to supply and deliver Health and Hygiene packs across different districts of the country as detailed below:

### Hygiene Pack Specifications

Each Health and hygiene pack should include the following items:

SL	Items	Qty	Specifications
1	Bathing Soap	2 pcs	Meril Milk & Beli Soap Bar (Box Pack) - 150 gm
2	Toothpaste	1 pc	Pepsodent Toothpaste Germi-Check 45g
3	Toothbrush	1 pc	Snsodyne_Extra Soft Sensitive Toothbrush 1 pcs
4	Freedom sanitary napkin (green)	3 packs	Freedom sanitary napkin (green)
5	Detergent soap	2 pcs	Wheel 125g
6	Sandals	1 pair	Chappal sandal
7	Coconut oil	2 pcs	Parachute (200 ml)
8	Shampoo	60 pcs	Sunsilk 5ml sachet
9	Body Lotion	1 pc - (large)	(Parachute/Revive) 200 ml
10	Vaseline	1 small	Meril

Total quantity of packages will range from 200-300 per quarter. The items should be packaged in a small cartoon box and the supplier must deliver the packages to the specified districts mentioned below:

### Distribution Details

The Health and hygiene packs will be distributed to the following districts – Sylhet, Barishal, Faridpur, Bagerhat, Kushtia, Chattogram and Rajshahi:

### Terms and Conditions

1. The quoted price should include the VAT and Tax, which will be deducted at source according to the government policies.
2. The supplier must ensure timely delivery of health and hygiene packs to all specified locations as per the work order. Delivery charges should be included in the quotation.
3. The supplier must follow the **Code of Conduct** and **Safeguarding Policy** of Justice and Care in every step of operations.
4. After successful delivery of the items, the vendor must take the signed delivery challan from the recipient of health and hygiene packages.
5. Payment will be made after successful delivery and goods receipt note from the recipient.

6. All unit prices quoted in the RFQ response shall be agreed to be in effect for a minimum of six (06) months beginning on the date when the contract is executed, with the exception of products or services which are subject to significant and unavoidable market forces which prevent this, in which case the Bidder shall describe and justify the driver(s) of potential price fluctuation during the first six (06) months of the agreement. The Bidder shall sign the price schedule and shall stamp the price schedule with the Bidding Company's seal where feasible.
7. All rates and amounts entered in the Bid Form and Price Schedule and used in any documents, correspondence or operations pertaining to this tender shall be expressed in (BDT, Taka.)

Interested vendors are requested to submit their quotations through the following email address - [info@justiceandcarebd.org](mailto:info@justiceandcarebd.org), including the following information:

- Unit price for each health and hygiene package including delivery charges.
- Delivery timeline.
- Company profile, trade license, Tax and VAT registration.
- Details of Bank Account

### **Compliance to the Justice and Care Way**

The Justice and Care Way provides, inter alia, that Justice and Care does “not engage in theft, corrupt practices, nepotism, bribery, or trade in illicit substances.” Justice and Care’s procurement systems and policies are designed to maximize transparency and minimize the risk of corruption in Justice and Care’s operations.

Justice and Care requests that a supplier

- (i) informs Justice and Care upon becoming aware that the integrity of Justice and Care’s business has been compromised during the RFQ process, and
- (ii) Reports such events through Justice and Care’s confidential hotline, Ethics point, which can be accessed at [hello@justiceandcare.org](mailto:hello@justiceandcare.org) or via 0203 959 2580.

### **Bidder Non-Collusion Statement**

Justice and Care prohibits collusion and will disqualify all bids where collusion is detected. Collusion happens when related parties submit separate bids for the same tender. Collusion includes situations where:

- a) Members of the same family submit separate bids for the same tender
- b) Separate companies owned by the same person submit separate bids for the same tender
- c) Employees of a bidding company submitting separate bids through companies they own for the same tender
- d) Partners in a bidder submitting separate bids under their own names/ companies they own for the same tender

It is collusion for a person to be involved in more than companies/ businesses submitting a bid to the same tender. Collusion will lead to Justice and Care disqualifying the involved Individuals or companies from that tender as well as disqualify them from submitting bids for future tenders. In addition, Justice and Care may share information relating to this collusion with other international aid organizations operating in the region leading to loss of business opportunities for the colluders.

### **Submission Deadline**

Quotations must be submitted to [info@justiceandcarebd.org](mailto:info@justiceandcarebd.org) no later than **December 21, 2024, 5:00 PM.**

For further inquiries, please contact:

**Justice and Care**

**Email:** [info@justiceandcarebd.org](mailto:info@justiceandcarebd.org)

**Phone:** +8801755698751

We look forward to receiving your quotations.