



REQUEST FOR QUOTATION (RFQ) FOR PROCUREMENT OF MENSTRUAL HYGIENE MANAGEMENT (MHM) KITS CARRYING BAG WITH BRANDING

CWFD emerged from an emotional response to help women in need of reproductive health care counseling. The organization, originally named “Concerned Women for Family Planning (CWFP), started its voluntary activities in 1974 to help the refugees coming to Dhaka city after the devastating famine of 1974. The organization was registered in 1975 with The Directorate of Social Welfare and formally launched its project activities in 1976 with only five female staff to cover an area of Dhaka city slum comprising around 50,000 people. For more information, please visit our website at www.cwfd.org

Vision Statement: Empower women, youths, and adolescents to achieve gender equality and social justice within family and society.

Mission Statement: CWFD is a non-political, non-profit national voluntary organization run by women of Bangladesh to support, promote and protect the interest of women in Bangladesh by providing community-based health care, empowering community to exercise their rights to eliminate social injustice, creating economic opportunities for marginalized urban and rural women by marketing health products, empowering under-privileged adolescents and youth in both urban and rural areas by enhancing their knowledge, attitudes, and practices, aiming to build an efficient generation of human resources to drive positive social change.

Expected Programme Output(s): Girls, at risk of adolescent pregnancy, child marriage, or who are married will be benefited from improved economic and life skills education opportunities, will be protected from violence, and will be able to access protection interventions and services across the development-humanitarian-peace building continuum.

Programme background: Concerned Women for Family Development get funds from United Nations Population Fund (UNFPA) to implement the Humanitarian response project titled: **Addressing sexual and reproductive health and protection needs and risks of eastern flood-affected women, adolescent girls including pregnant women and person with disabilities** under the Adolescents and Youth Programme. This programme aims to address Women, adolescent girls, gender diverse population, including pregnant women, persons with disabilities, and GBV survivors, have access to life-saving quality integrated SRH and GBV services in flood-affected areas in the eastern region of Bangladesh. As a part of delivering adolescent-friendly health services, the programme will create linkage for Tele-counseling and referral services to different service providers on sexual and reproductive health and gender-based violence. The primary target groups of this helpline and adolescent friendly health services are adolescents aged 10-19 years. Also, it has covered the youths aged 20-24 years.

The **Adolescents and Youth Programme** of CWFD is planning the procurement of Menstrual Hygiene Management (MHM) Kits Carrying Bag for the several projects under the A&Y Programme. The detailed specifications and terms and conditions are as follows:

SI #	Name of Item	Specifications	Unit measure	# of unit	Unit cost
1	MHM Kits Carrying Bag	Fabric: Jute cotton lamination (dui suta) ; Height: 19.5", Length: 16.5", Carrying Handle: 26" both side and 1" depth with 100% cotton; Inner side: External hard cloth (black) as a coverlet including a small pocket with zipper; Pocket: An external pocket in the outside of the	Piece	8,240	

SI #	Name of Item	Specifications	Unit measure	# of unit	Unit cost
		bag size: 7"X7"; Zipper: A long zipper (16.5") in the top of the bag.			
2	Branding part of MHM Kits Carrying Bag	Materials: Best quality cloth media (Made in China); Size: 22 inches x 18.5 inches including sewing allowances [Based on requirement the types of branding will be segregated which will be shared later upon onboard the respective suppliers]	Packet	8,240	
Also, note that the quantity may vary based on the actual need.					

Terms & conditions:

1. Submitted quotation validity date: Submitted quotation validity date will be up to the end of December 2024. Upon agreement of both parties, it may be extended as per project requirements.

2. Time for observing/seeing sample copies: Sample copies will be available for observing/seeing within **Wednesday 30 October 2024 to Thursday 07 November 2024 (except Friday and Saturday)** from 09.00 A.M. to 4.00 P.M. on the 3rd Floor of CWFD Headquarters.

3. Required documents with the quotations: Quotation, valid Trade license, TIN Certificate with Proof of up-to-date income tax filing, BIN Certificate, VAT Registration (if available), Bank solvency Certificate, previous working experience with photocopy of work orders, and profile of the business organization.

4. Quotation submission timeline: Interested suppliers should submit quotations with unit cost wise within **03 November 2024 Sunday to 10 November 2024 Sunday from 10:00 AM to 4:00 PM (except Friday and Saturday)**. Any incomplete quotation will not be accepted by CWFD.

5. Opening of Quotations: All quotations will be opened on **10 November 2024 Sunday, at 04:01 PM** on the 3rd floor of the conference room of CWFD Headquarters. All vendors/representatives of vendors who will submit quotations are invited to be present during the tender opening.

6. Quality and Inspection: The suppliers must maintain the quality of goods as per the required specifications of CWFD. Inspection will be done by a team of experts against all the mentioned specifications and the approved Kit bag. If any contrary is found, the goods shall be replaced.

7. Submission of sample item: Supplier should submit **samples (non-returnable)** of all partial materials which will be used for making the carrying bag with the quotation including option samples (if any) and without sample the quotation will not be accepted.

8. Earnest Money:

a) Suppliers will have to submit an earnest money Pay Order (PO) in favor of the **Concerned Women for Family Development (CWFD)** at the rate of **2% (two) against the submitted quotations**.

b) If the selected vendor can't accept the Work Order at their quoted price or at any time disagrees with delivering the work, the pay order (earnest money) will be forfeited and no excuse can be accepted in future.

c) The Pay Order will not be adjusted with the final bill. The Pay Order will be returned after the completion of the whole work and after the distribution of those MHM Kits with satisfaction. The possible time to hand over the Pay Order is the last week of December 2024.

9. Preparation of Carrying Bag: After getting a Work Order (WO) from CWFD, selected suppliers will take necessary action to prepare the sample as per specifications. 1st sample copy of the 'Carrying Bag with branding part' should be submitted to CWFD within 3 (three) days after receiving the work order from CWFD. After getting approval of a sample copy from CWFD, suppliers can start the production of 8,240 (eight thousand two hundred forty) pieces of Carrying Bag with branding.

10. Delivery places: The selected supplier will have to deliver and hand over the full work of supplying of the mentioned items to the CWFD central office by their own arrangement (Saturday through Thursday from 9.00 AM to 4.00 PM) or as per Instruction of the CWFD's representatives.

11. Supply/Delivery time: After getting a Work Order (WO) from CWFD, selected suppliers will take necessary action to do their job simultaneously with the preparation of the Female underwear and arrangement of all goods of complete packages of the job. Then suppliers will submit 10 (ten) bag with branding to CWFD central office within Sunday- Thursday from 9.00 AM to 4.00 PM. After the approval, the supplier will make ready all goods as per the work order by **15 (fifteen) days**.

13. Penalty Clause/ Liquidated Damage:

a) The liquidated damage shall be imposed a sum equivalent to 0.5% of the contract price per day delay for the first week and 0.1% for the second week onward till final delivery up to a maximum of 10% of the contract value.
b) If for any reason delivery cannot be made within a specified date, the supplier should communicate about the delaying writing before the required date. Failing which the purchaser has the option to reject/ cancel (partial or full) the Purchase Order without any obligation.

14. Payment Mode: Payment will be made through an A/C Payee cheque within 10 working days upon satisfactory goods received/completion of work and submission of invoice with necessary documents. Submission of original and duplicate delivery challan to be received by CWFD representative with name & sign is a mandatory document for payment.

15. VAT & TAX: VAT & TAX shall be deducted at source as per the rules of the Government of Bangladesh.

Quotation submission:

CWFD reserves the right to cancel the ToR by giving notice, without assigning any reason.

Interested suppliers are requested to submit their quotations in the tender box with the required documents to the **Executive Director**, Concerned Women for Family Development (CWFD), House No. 16 & 18, Road – 1, Block-E, Banasree, Rampura, Dhaka by 4:00 pm of **10 November 2024** (please follow the quotation submission timeline). Submitted tenders will be opened after 4:00 pm on the same day in presence of the vendors.

The organization reserves the right to accept or reject any proposal. For any clarification regarding Request for Quotation (RFQ) all concerned are requested to communicate through email to recruitmentgb2.cwfd@gmail.com for any clarifications.