

Activating Village Courts in Bangladesh Project Phase II
Address: IDB Bhaban (Level 12), Sher-e-Bangla Nagar, Agargaon, Dhaka

REQUEST FOR QUOTATION
for
Designing and Printing of Photo Story Booklet of AVCB-II Project of UNDP

RFQ No: AVCB-II/Goods/Printing/003/2021/128

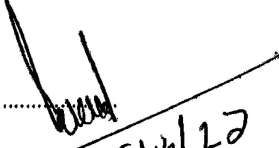
Date: 2.6.2021

To
[insert name and address of the Quotationers]

1. The **Activating Village Courts in Bangladesh Project Phase II** project has been allocated public funds and intends to apply a portion of the funds to eligible payments under the Contract for which this Quotation Document is issued.
2. Detailed Specifications for the intended Goods and related services is available in Annex-1 of the RFQ documents that will be obtained in the office of the Procuring Entity by the potential Quotationers during office hours from 3rd June 2021 on all working days but no later than 3.00 p.m. on 9th June 2021. This RFQ docs will also be available in the project website www.villagecourts.org
3. Quotation shall be prepared and submitted using the 'Quotation Document'.
4. Quotation shall be completed properly, duly signed-dated each page by the authorized signatory and submitted by the date to the office as specified in **Para 6** below.
5. No Securities such as Quotation Security (i.e. the traditionally termed Earnest Money, Tender Security) and Performance Security shall be required for submission of the Quotation and delivery of the Goods (if awarded) respectively.
6. **Quotation in a sealed envelope or by fax or through electronic mail shall be submitted** to the office of the undersigned **on or before 9th June 2021 by 3.00 p.m.** The envelope containing the Quotation must be clearly marked "Quotation for Printing of Photo Story Booklet under AVCB-II Project of UNDP" and **DO NOT OPEN** before expiry the submission time on **9th June 2021**. Quotations received later than the time specified herein shall not be accepted.
7. Quotations received by fax or through electronic mail shall be sealed-enveloped by the Procuring Entity duly marked as stated in **Para 6** above and, all Quotations thus received shall be sent to the Evaluation Committee for evaluation, without opening, by the same date of closing the Quotation.
8. The Procuring Entity may extend the deadline for submission of Quotations on justifiably acceptable grounds duly recorded subject to threshold of ten (10) days pursuant to Rule 71 (4) of the Public Procurement Rules, 2008.
9. All Quotations must be valid for a period of at least 30 days from the closing date of the Quotation.
10. No public opening of Quotations received by the closing date shall be held.
11. **Quotationer's rates or prices shall be inclusive of profit and overhead and, all kinds of taxes, duties, fees, levies, and other charges to be paid under the Applicable Law, if the Contract is awarded.**

12. Rates shall be quoted and, subsequent payments under this Contract shall be made in Taka currency. The price offered by the Quotationer, if accepted shall remain fixed for the duration of the Contract.
13. Quotationer shall have legal capacity to enter into Contract. **Quotationer, in support of its qualification shall be required to submit** certified photocopies of latest documents related to valid **Trade License, Tax Identification Number (TIN), VAT Registration Number**; without which the Quotation may be considered **non-responsive**.
14. Quotations shall be evaluated based on information and documents submitted with the Quotations, by the Evaluation Committee and, at least three (3) responsive Quotations will be required to determine the lowest evaluated responsive Quotations for award of the Contract.
15. In case of anomalies between unit rates or prices and the total amount quoted, the unit rates or prices shall prevail. In case of discrepancy between words and figures the former will govern. Quotationer shall remain bound to accept the arithmetic corrections made by the Evaluation Committee.
16. The supply of Goods and related services shall be completed as per the schedule mentioned in **Annex-1** but no later than 45 days from the date of issuing the Purchase Order.
17. The Purchase Order that constitutes the Contract binding upon the Supplier and the Procuring Entity shall be issued within 07 (seven) days of receipt of approval from the Approving Authority.
18. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.

Signature :


Maran Kumar Chakraborty 6/6/21
National Project Director, AVCB Project & Additional Secretary, LGD
Date: 2.6.2021
Project Office: AVCBII, IDB Bhaban (Level-12), Sher-e-Bangla Nagar, Dhaka-1207.

Distribution:

1. Notice board of Ministry of LGRD&C (for information and wide circulation)
2. Project Manager a.i., AVCB-II project (with a request to upload in the project website)
3. Notice Board of AVCBII Project Office.
4. Office File.

Uma Das





Quotation Submission Letter
[Use Letter-head Pad]

RFQ No: **AVCB-II/Goods/Printing/003/2021**

Date: **2.6.2021**

To:

Activating Village Courts in Bangladesh Project Phase II
Address: IDB Bhaban (Level 12), Sher-e-Bangla Nagar, Agargaon, Dhaka

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Goods and related services for Designing and **printing of Photo story booklet of AVCB-II Project of UNDP.**

The total Price of my/our Quotation is BDT
[.....Only]

My/Our Quotation shall remain valid for the period stated in the RFQ Document and it shall remain binding upon us and, may be accepted at any time prior to the expiration of its validity period.

I/We declare that I/we have the legal capacity to enter into a contract with you, and have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive or coercive practices. Furthermore, I/we am/are aware of Para 21(b) of the Terms and Conditions and pledge not to indulge in such practices in competing for or completion of delivery of Goods.

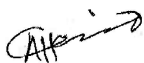
I/We am/are not submitting more than one Quotation in this RFQ process in my/our own name or other name or in different names. I/We understand that the Purchase Order issued by you shall constitute the Contract and will be binding upon me/us.

I/We have examined and have no reservations to the RFQ Document issued by you **on 2nd June 2021.**

I/We understand that you reserve the right to reject all the Quotations or annul the procurement proceedings without incurring any liability to me/us.

Signature of Quotationer with Seal
Date:

Uma Das



Price Schedule for Goods and Related Services for one Batch

RFQ NO. AVCB-II/Goods/Printing/003/2021

Date: 2.6.2021

Sl no	Description of Items	Unit of Measurement	Quantity	Unit Rate or Price (in Tk.)		Total Amount	Destination for Delivery
				In figure	In words	In figure In words	
1	2	3	4	5	6	7	8
1	Designing, Printing & delivery of Photo Story booklet as per specification given in Technical Specification under Annex-01)	nos	5500				As per Annex-02
	Other relevant cost including transportation and delivery						
	Vat and Tax (as per Govt. rules)						
	Total						

Total in words:

(All Price must be inclusive of VAT and all applicable taxes; see Note 2 and 3 below)


[insert number]..... number corrections made by me/us have been duly initialed in this Price Schedule. My/Our Offer is valid until(dd/mm/yy) [insert Quotation Validity date].

Signature of Quotationer with Seal and Date:
Name of Quotationer:

Note:

1. Col. 1, 2, 3, 4, 5 and 9 to be filled in by the Procuring Entity and Col. 6, 7 & 8 by the Quotationer.
2. Rates or Prices shall include profit and overhead and, all kinds of taxes, duties, fees, levies, and other charges earlier paid or to be paid under the Applicable Law, if the Contract is awarded; including transportation, insurance etc. whatsoever up to the point of delivery of Goods and related services in all respects to the satisfaction of the Procuring Entity.
3. Payment will be made at actual consumption.

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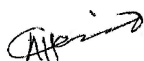
Technical Specification of the Goods Required

Activating Village Courts in Bangladesh Project Phase II

Specification for Designing and Printing of Bi-lingual Photo Story Booklet on Beneficiaries in Accessing Justice to Village Courts

1. **Size:** Width 9"X height 6.5" (after cutting)
2. **Cover:** 4 color printing on 300 GSM Swedish Board, matt & spot lamination
3. **Inner:** 150 GSM art paper(glossy)
4. **Quantity:** 5,500 copies
5. **Number of inner pages:** Total 28 pages (14 leaves) including cover pages (front and back cover).
6. **Print:** 4 color
7. **Binding:** Pin binding with automated machine
8. **Logo:** Logos will be set as per the approved design (prescribed by the project)
9. **Text and design of the booklet:** the vendor will design cover page and inner pages by digital drawing (Vector Artwork) and photo. Text (English and Bangla on reverse side). Relevant photos for the booklet will be provided by the project, the design should be matched with the given text and photo. However, the text might need to be modified during finalizing the product output.
10. **Designer's professional qualification:** As this is a design focused publication on the issue of women's rights, the vendor must have professional degrees in Fine Arts/Graphic Design and relevant experiences on the graphic design for similar production/activities.
11. **Draft designs and finalization:** Produce at least 2/3 (two/three) draft vector art design/digital image designs options and consider feedbacks for finalizing the design. Share color print and soft copies of the draft designs for feedback. Vendor must submit machine proof of the final design for getting final approval from UNDP/GoB for printing.
12. **Delivery:** Within 45 days, after getting the work/purchase order, (including design, printing, cutting, binding, checking and delivery)
13. **Cost:** Rate should include the cost for design, preparing, binding, printing, delivery and distribution according to the mentioned specification.
14. **Soft Versions:** Graphics, PDF and word versions of the printed document will be required to share by e-mail and in DVD.
15. **Packing and distribution:** Vendor will ensure quality packing and distribution of the booklets as per distribution list. District-wise quantity to be packed in befitting boxes (made with 5 ply virgin quality paper having capacity of containing maximum 10kg weight in each box) and to be distributed to the 27 district offices in secured arrangement with their own responsibility and according to the guidance of project office. Vendor will submit signed delivery note as per the distribution plan with the final invoice/bill.

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Eligibility criteria for the bidder:

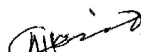
- The vendor must have valid trade license or business registration certificate and/or corporate documents (Articles of Association or other founding authority), TIN number and VAT Registration certificate.
- The vendor must have minimum 5 years of experience in producing booklet/leaflet/newsletter/flipchart/posters or other similar communications materials with quality for national/international/UN or donor agencies.
- The vendor (organization) must have produced at least 10 printed quality communications materials for reputed national/international/UN or donor agencies.
- The vendor (organization) must have designer/designers having capacity in computer graphics/digital drawing (Vector Artwork), who has/ have bachelor degree/diplomas from renowned institute of fine arts/graphic design. He/She/They must have minimum 4 years of experience in designing leaflets/posters/ other quality printed materials for developing agencies i.e. UN or donors, international/local NGOs specially for rural audience.
- Vendor must submit brief CVs and commitment letters for the task from two designers who will be employed for the task. Vendor must replace the designer/s with equivalent qualification and experience, in case the assigned designer/s are unavailable during the assignment period.
- Vendor must submit two sample of quality and relevant print materials which were designed by the vendor and printed by the vendor. These designs must be developed for UN or donor agencies/GOB/national/ international organizations especially suitable for rural audience.
- Vendor must submit brief organizational profile mentioning client list, experience in designing and printing materials and about its team.
- Vendor must submit two names and contract numbers as reference with whom it worked earlier.

All Prospective bidders must submit necessary documentation to substantiate the above eligibility criteria. Failure to do so shall result in disqualification.

Special Notes for Vendor:

1. Please mention specifically the quality of paper, binding etc. including the time required for completion of the task;
2. Vendor will be responsible for producing the items by performing all required tasks including designing, cutting, binding, pre-checking before submission, delivery and distribution;
3. Compliance of working on the several options in finalizing the designs (with uninterrupted response of any further correction and visiting project offices as needed), if necessary, subject to approval from the Government (LGD);
4. Compliance of providing several proof copies (subject to approval from LGD);
5. Compliance of providing AI/EPS file of the final production along with delivery;
6. Vendor must comply "zero error" compliance by ensuring quality design, supervising printing process, and other relevant compliance issues of the project, UNDP and LGD during production and post production of the booklets;
7. The order is expected to supply as per given sample/approved machine proof copy and, of course, the printing document without compliance with the above-mentioned criteria, won't be accepted.

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Annex-2

Distribution list of Photo Story booklet

Sl	Recipient	Basis of calculation	Total	Delivery Point
1	District Training Pool Members	27 districts*12	324	District Office
2	UNO	128 upazillas	128	District Office
3	Deputy Commissioner, SP, District Judge, DDLG, UNO, DFs	27 districts*20	540	District Office
4	UP Chairman and Panel Chairmen	1080 unions*1 person	1080	IDB Bhaban
5	UP Secretary	1080 unions	1080	IDB Bhaban
6	AACO	1080 unions	1080	IDB Bhaban
7	Ministry, Division and Missions	(approx.)	300	IDB Bhaban
8	Different project events	(approx.)	500	IDB Bhaban
9	Project store (for immediate and other needs)	(approx.)	468	IDB Bhaban
Total			5,500	

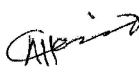
I/We declare to supply Goods and related services offered by me/us fully in compliance with the Technical Specifications and Standards mentioned hereinabove

<p>Signature of Quotationer with Seal</p>	<p>Date: dd/mm/yy</p>
<p>Name of Quotationer</p>	

Note:

1. Col. 1, 2, 3 & 4 to be filled in by the Procuring Entity and Col. 5 & 6 by the Quotationer.
2. Specifications are to be filled in by the Procuring Entity. A set of precise and clear specifications is a pre-requisite for Quotations to respond realistically and competitively to the requirements of the Procuring Entity. In the context of competitive Quotations, the specifications shall be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the Goods and related services to be procured. The specifications should require that all items, materials and accessories to be included or incorporated in the Goods be new, unused and of most recent or current models, and that they include or incorporate all recent improvements in design and materials.
3. Technical Specifications of the Goods and related services shall be in compliance with the requirements of the Procuring Entity specified in this document. Quotationer is required to mention make / model (as applicable) of the Goods offered and must attach the appropriate original printed (if not available copied) literature / brochures for the listed items.

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[enter here the name and address of the Procuring Entity]

PURCHASE ORDER FOR THE SUPPLY OF GOODS

[insert name of the supplies in brief]

Purchase Order No. _____

Date: dd/mm/yy

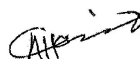
RFQ No: _____	Date: dd/mm/yy
To: [name and address of the Supplier]	
Delivery Date: [insert completion date]	Order Value:TK. [insert Contract Price]
Delivery: As per Terms and Conditions	

The Purchaser has accepted your Quotation dated [insert date] for the supply of Goods and related services as listed below and requests that you supply the Goods and related services within the delivery date stated above, in the quantities and units in conformity with the Technical Specifications under the Terms and Conditions as annexed.

ORDER ITEMS
Attached Certified photocopy of approved Priced Schedule for Goods and related services Attached Certified photocopy of approved Technical Specification of the Goods Required Attached Certified photocopy of Terms and Conditions
For the Purchaser:
Signature of the Procuring Entity with name and Designation
Date

Attachments: As stated above

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Terms and Conditions for Supply of Goods and Payment

1. Terms and Conditions contained herein shall be binding upon both the Procuring Entity and the Supplier for the purpose of administration and management of this Contract.
2. Implementation and interpretation of these Terms and Conditions shall, in general, be under the purview of the Public Procurement Act, 2006 and the Public Procurement Rules, 2008.
3. The Supplier shall have to complete the delivery in all respects within [As stated by UNDP] days of Issuing the Purchase Order in conformity with the Terms and Conditions.
4. The Supplier shall be entitled to an extension of the Delivery Schedule if the Procuring Entity delays in receiving the Goods and related services or if Force Majeure situation occurs or for any other reasons acceptable to the Procuring Entity on justifiable grounds duly recorded.
5. All delivery under the Contract shall at all times be open to examination, inspection, measurements, testing, commissioning, and supervision of the Procuring Entity or his/her authorized representative.
6. The Procuring Entity shall check and verify the delivery made by the Supplier in conformity with the Technical Specifications and notify the Supplier of any Defects found.
7. If the Goods are found to be defective or otherwise not in accordance with the specifications, the Procuring Entity may reject the supplies by giving due notice to the Supplier, with reasons.
8. The Supplier shall be entirely responsible for payment of all taxes, duties, fees, and such other levies under the Applicable Law.
9. Notwithstanding any other practice, the payment shall be based on the actual delivery of goods on the basis of the quantity of each item of Goods in accordance with the Priced Schedule and Specifications. 100% of the Contract price of the Goods and related services shall be paid after submission and acceptance of the Delivery Chalan.
10. The Supplier's rates or prices shall be inclusive of profit and overhead and, all kinds of taxes, duties, fees, levies, and other charges to be paid under the Applicable Law.
11. The total Contract Price is BDT [.....only] [in words].
12. The minimum Warranty Period of the Supplies shall be [none] starting from the date of completion of delivery in the form of submission by the Supplier and acceptance by the Procuring Entity, of the Delivery Chalan.
13. The Supplier shall remain liable to fulfil the obligations pursuant to Rule 40 (5) of the Public Procurement Rules, 2008.
14. The Supplier shall keep the Procurement Entity harmless and indemnify from any claim, loss of property or life to himself/herself, his/her workmen or staff, any staff of the Procurement Entity or any third party while delivering the Goods and related services .
15. Any claim arising out of delivery of Goods and related services shall be settled by the Supplier at his/her own cost and responsibility.

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