

REQUEST FOR QUOTATION (RFQ) FOR SUPPLYING DIGNITY KITS

Society Development Agency (SDA) established in 1996 is a non-governmental organization working with and for the poor, under privileged groups, indigenous community, disaster affected groups especially the women, girls, and children in the south coastal area of Bangladesh.

With the support of UNFPA Bangladesh, SDA is planning to procure Dignity Kits as a part of its emergency response to the women, girls, and transgender. Interested Vendors are requested to submit their quotations according to the terms and conditions in the schedule to be downloaded from <https://www.sdabangladesh.org/> by 30/11/2022 before 5:00 pm in the official tender box or through sdabd.org@gmail.com. For any further clarification or queries, please contact with the address mentioned below-

K M Enayet Hossain
Executive Director
Society Development Agency (SDA)
PIT Road, Sabujbag, Patuakhali

Interested Vendors are requested to quote as per the requirement (prescribed format) mentioned below –

Date:	
Name of Vendor:	
Address:	
Contact number:	

To,
The Executive Director
Society Development Agency (SDA)
PIT Road, Sabujbag, Patuakhali

Financial Proposal

SI No	Name of item	UoM	Unit	Quantity/Unit	Rate/Unit (BDT)	Total (BDT)
1	Female Underwire	Set	3 pcs/set	2500 sets		
2	Bathing Soap	EA	2 pc	5000 pcs		
3	Laundry Soap	EA	2 pc	5000 pcs		
4	Shampoo	Jar	1 pcs	2500 pcs		
5	Toothpaste	EA	1 pc	2500 pcs		
6	Toothbrush	EA	1 pc	2500 pcs		
7	Reusable sanitary cloth	Set	6 pcs/ 1 set	2500 sets		
8	Torch/ Flash Light (Solar Light)	Piece	1 pcs	2500 pcs		
9	Gamcha	EA	1 pcs	2500 pcs		
10	Plastic Bucket with lid and handle with Logo of UNFPA and SDA	Piece	1 pcs	2500 pcs		
11	Plastic Rubber Sandal (large Size)	Pair	1 pair	2500 pairs		
12	Cotton Saree	Piece	1 pcs	2500 pcs		
13	Mosquito net (4 hat)	Piece	1 pcs	2500 pcs		
14	Hair oil	Piece	1 pcs	2550 pcs		
15	Tissue Bag	Piece	1 pcs	2500 pcs		
16	Comb	Piece	1 pcs	2500 pcs		
				Sub Total		
				VAT		
				Grand Total		
	In Word:					

Product (KITs) Specification		
No.	Item Description	Specification
1.	Cotton Sa-ree	Sharee (UOM: 1 Pcs) Length: min 212 inches Width: min 44 inches Fabric: Cotton and/or other suitable material Print, Colour & Design : Clear print, vibrant colour & design (multi-colour) Colour Fastness : wash colour fastness (to pass through basic wash test) Each Shari should be separately packed in PE wrapping. Brand: Preferably Pakiza Print/ Jony print
2	Reusable sanitary cloth	Reusable Sanitary Napkin Size: Length-18", Width-36" Fabric: 100% Cotton, Shalu Color: Dark Color Stitching : Overclock all side Preferably as per design & sample Each set (6/set) of reusable sanitary cloth should be separately packed in PE wrapping
3	Female underwear	(50% Large and 50% Medium) Female underwear (panties) of a brief type with an elastic waistband Size : Large, Medium, (considering local context) Fabric: Preferably Lycra jersey fabric (min 160 gsm) Garments quality Colour : Black or a dark colour With Provision of two black elastic properly shaped and placed at inner part of underwear to keep hold the napkin. Without any pre fitted napkins Preferably as per design & sample Each set (3 pcs/set) of female underwear should be separately packed in PE wrapping
4	Gamcha/Towel	Gamcha/ Towel (UOM: 1 Piece) Length: approx. 72 inches Width: approx. 36 inches Fabric: Cotton, Soft and quickly absorbent Loom: Machine Colour Fastness: Wash fast colour (to pass through basic wash test) Colour: Multi-colour, chickened pattern Quality: Preferably as per design & sample Primary Packing: Each Gamcha should be separately packed in PE wrapping

5	Bathing Soap	Bathing Soap Antibacterial / Antiseptic / Equivalent Weight: 100 grams BSTI/other international standard Shelf Life: 2 Years from the delivery date Original factory pack –EA Brand: Preferably Lifebuoy/ Lux
6	Laundry Soap	Bar (any shape) of laundry soap for washing clothes Weight: approx.130-135 grams, Original factory pack BSTI/Equivalent Certified Shelf life- 2 years –EA Preferably Wheel/ Chaka
7	Comb	Material: Plastic Length: 9 inches (approx.) Made of Plastic BSTI/Other international Certified Preferably as per design & sample -EA
8	Sandals	Size: Extra-large if available (Size 10+) Plastic rubber sandal for female use Material: Virgin material no sharp edges and burrs Preferably as per design & sample
9	Toothpaste	Weight: 200 grams (approx.), in a factory packed Pack: Laminated Tube Shelf Life: 2 Years BSTI/other international standard –EA Preferably White Plus/ Close up
10	Toothbrush	Length: 7.5 inches (approx.) Multi-level bristles, Soft bristle Pack: Plastic box or cap Orally hygienic BSTI/other international standard – EA Preferably as per design & sample

11	Plastic bucket with handle and lid (with 2 logos)	<p>Bucket with tight fitting lid and plastic handle, heavy duty Safe for water and food storage</p> <p>Capacity: 20 Liters</p> <p>Material: Virgin and durable plastic</p> <p>UNFPA Logo, with "NOT FOR SALE" message and Donor Logo to be affixed with screen print</p> <p>Color: Orange as per sample</p> <p>Preferably as per design & sample</p>
12	Mosquito net (4 hat)	<p>Mosquito Net- 5ftX7ft (UOM: 1Pcs):</p> <p>Latest Mart Square 5F IX 7Ft Bed Size Net Material: polyester, Suitable For: Double Bed Type: Ceiling Hung, Washable, product Height- 6Ft</p>
13	Shampoo	<p>Shampoo (UoM: 1 jar)</p> <p>Brand: Clear or equivalent</p> <p>Size: 200ml plastic bottle</p> <p>BSTI/ Equivalent certified</p> <p>Self-life- 2 years from the delivery date</p>
14	Torch/ Flash Light (Solar Light)	<p>Re-chargeable LED torchlight with charger, 5 hours backup size: at-least 4, 5 inches Battery size large. Electric power and Solar powered both. Preferably company – STAR or equivalent</p>
15	Tissue Bag	<p>Material: tissue cloth, Measures: approximately 42 x 50 cm,</p> <p>Handle Height: 15 cm from the top of the bag and wide 15 cm a Belt: width: 2.5 cm. for carrying. With zipper (3 no's).</p>
16	Hair Oil	<p>Coconut hair oil (UoM: 1 jar)</p> <p>Brand: Parashoot or equivalent</p> <p>Size: 200ml plastic bottle</p> <p>BSTI/ Equivalent certified</p> <p>Self-life- 2 years from the delivery date</p>

Schedule

Date of RFQ announcement:	23 November 2022
Last date of Quotation submission:	30 November 2022
Place of Quotation submission:	Society Development Agency (SDA), PIT Road, Sabujbag, Patuakhali
Tentative date of issuing work order:	5 December 2022

Location for delivery

Sl.	Location	Quantity	Remarks
1.	Location: Society Development Agency (SDA) PIT Road, Sabujbag, Patuakhali	2500 pcs	
Total		2500 pcs	

Terms and Condition:

- Vendors must submit the hard copies of proposals (A complete technical proposal and financial proposal in English, including detailed cost per items) with organization's/Firm's Certificate, TIN and VAT registration and documents in favor of the previous relevant tasks. The technical and financial proposal should be submitted in two separate envelopes. These two envelopes are then to be put in one larger envelope, which must be sealed with a cover letter addressing the Executive Director of Society Development Agency (SDA), PIT Road, Sabujbag directly or through email
- Delivery cost will be beard by the Vendor up to the delivery place mentioned above
- In case of unavailability of any item/items (not manufactured in Bangladesh) as per the specification, the bidder can quote the item/items available in Bangladesh
- Bidders need to mention details specification with brand, sizes, thickness etc.
- Bidders need to mention the warranty period of the supplied items (where applicable).
- Selected Supplier(s) must submit samples of each items before issuing Work Order
- SDA will give payment as per SDA's procurement policy. The matters on VAT and Tax will be set as per the rules and procedures of Government of Bangladesh. No travel expenses are involved for this assignment. All items must comply with the standards and measured as per the specification as well as the sample
- The selection/ evaluation criteria for both the technical and the financial reviews will be established in the RFQ (Request for Quotation) stressing the key areas of importance that will be considered in the evaluation. In addition, the ratio between technical proposal and financial proposal factors are 60/40 weighting (technical /financial). Proposals will be evaluated, ranked and awarded based on a definition of "best value" considering both technical and financial factors.
- The vendors must provide/ submit their Printed Letter Head, Updated Trade license & TIN Certificate, NID, and Bank solvency documents (bank Statement –last 6 months) along with the quotation
- Payment mode: No advance or partial payment will be provided. Payment shall be made through bank transfer (BEFTN) or A/C Payee Cheque within 03 weeks after acknowledgement of the above-mentioned items in good condition and receiving of relevant documents.

- The bidders will collect samples from the head office of SDA at patuakhali to quote, and they must provide the agreed samples to SDA before getting the work order.
- Compliance of using green materials & green manufacturing environment is highly appreciated.
- Society Development Agency (SDA), PIT Road, Sabujbag, Patuakhali has the right to accept/cancel of any or all tenders without showing any clarification whatsoever.
- The selected vendor will have to deposit 5 % of the total work order amount as a security money, which will be refunded immediate after the delivery of the kits or will be adjusted from the bill
- The Vendors having all documents and having experience in supplying KITS or other items in Patuakhali will be given preference
- The vendors may submit Quotation partially

Contact person: Executive Director Society Development Agency (SDA), PIT Road, Sabujbag, Patuakhali
Mobile: 01712-103394 (Please call if you need any additional information or any further clarification)

Thanks



K M Enayet Hossain
Executive Director
Society Development Agency (SDA)
PIT Road, Sabujbag, Patuakhali.