



Tender Notice Request for Quotation- Printing & Publication Items

Bangla-German Sampreeti (BGS) is a national, non-government, non-profit, humanitarian and voluntary development organization. BGS stated its journey with a massive response to emergency relief and rehabilitation activities for the severely affected communities of the coastal areas of Cox's Bazar district after the devastating cyclone where hit the areas on 29 April 1991.

Bangla-German Sampreeti (BGS) is inviting quotations from the Bona-fide Printing & Publications Authorized for supplying the following listed printing items described in specifications under **Community-based Health Outreach Program (CHOP)** for Rohingya Refugee and Host Community in Teknaf, Cox's Bazar funded by **International Organization for Migration (IOM)**:

Items requirements with Specification:

Sl. No.	Descriptions	Estimated Quantity	Unit Cost (TK.)	Total Amount (Including Vat & Tax)
01	Counseling Book Size: High-11-inch X Wide 8.5-inch, Paper 70 GSM Offset print, One color (One side), Per book 100 leaf.	24 Book		
02	CHW/CHV Attendance Book Size: High-11-inch X Wide 8.5-inch, Paper 70 GSM Offset print, One color (One side), Per book 100 leaf.	07 Book		
03	Action Plan Book Size: High-11-inch X Wide 8.5-inch, Paper 70 GSM Offset print, One color (Both side), Per book 100 leaf.	03 Book		
04	Kobo Report Book Size: High-11-inch X Wide 8.5-inch, Paper 70 GSM Offset print, One color (both side), Per book 100 leaf.	04 Book		
05	Leave Form Book Size: High-11-inch X Wide 8.5-inch, Paper 70 GSM Offset print, One color (One side), Per book 100 leaf.	04 Book		
06	Planning Card for Safe Delivery/ANC Card Size: High 6.75-inch, X Wide 10-inch (5+5), Paper 300 GSM Offset, Print 4 color (both side) Binding: (1-Crease)	1000 Card		

07	<p>Pocket Book for Adolescent Session Size: Height 5.50-inch X Wide 8 inch (4 inch+4 inch), Paper Cover:170 GSM Art card Paper, Inner: 120 GSM Art card total 20 pages & 10 Leaf, Print: 4- color (Both Side), Lamination: Cover Glossy, Pin binding</p>	1500 Book		
08	<p>Monthly Achievement Report Book Size: High-11-inch X Wide 8.5-inch, Paper 70 GSM Offset print, One color (both side), Per book 100 leaf.</p>	07 Book		
09	<p>Mortality Reporting Form Book Size: High-11-inch X Wide 8.5-inch, Paper 70 GSM Offset print, One color (One side), Per book 100 leaf.</p>	02 Book		
10	<p>Breast Feeding Counseling Book Size: High-11-inch X Wide 8.5-inch, Paper 70 GSM Offset print, One color (One side), Per book 100 leaf.</p>	08 Book		
11	<p>Monthly Probable Delivery List Book Size: High-11-inch X Wide 8.5-inch, Paper 70 GSM Offset print, One color (One side), Per book 100 leaf.</p>	04 Book		
12	<p>Monthly SRH Report Book Size: High-11-inch X Wide 8.5-inch, Paper 70 GSM Offset print, One color (both side), Per book 100 leaf.</p>	04 Book		
13	<p>Referral Slip Book Size: two-part, Color print (4 Color) left part (High 4.25inch X Wide 3-inch) Right part (High 4.25inch X Wide 4 inch) Total Height: 4.25-inch X wide: 7 inch) Paper 70 GSM Offset Print, (One side) Per book 100 leaf</p>	500 Book		
14	<p>Eligible Couple Register Book Size: High-14-inch X Wide 8.5-inch, Paper 70 GSM Offset print, One color (both page), Per book 100 leaf with cover binding.</p>	42 Book		
15	<p>Pregnant Women Register Book Size: High-14-inch X Wide 8.5-inch, Paper 70 GSM Offset print, One color (both page), Per book 100 leaf with cover binding.</p>	42 Book		
16	<p>Under Two Children List Format Size: High-11-inch X Wide 8.5-inch, Paper 70 GSM Offset print, One color (tow side), Per book 100 leaf.</p>	25 Book		
17	<p>Note Book Size: H-8.50" x W-5.50" Paper Cover: 300 GSM</p>	110 Book		

Art Card, Print Cover: 4-Color (outside), Lamination: Cover outside Matt. Paper Inner: 65 Pertex, Print Inner: One color Page: Personal info. 1 page + 80 Page Com., Binding: Spiral			
--	--	--	--

[Click here](#) to download Vendor Respiration form

[Click here](#) to download all sample book

Notes:

Vendor can check the sample physically at our office in all working days from 9.00 am to 4.00 pm (Saturday to Thursday).

Printing products need to take approval sample basis from BGS management.

Final product needs to deliver at BGS-CHOP Project Office within **15 working days** after issuing **Supply/Work Order**.
Delivery charges should be included in quoted price.

Selected Vendor should be submitted sample copy of quoted items before issuing **Supply/Work Order** for Technical Evaluation.

2. Payment methods

The payment will be made through account payee cheque in favor of Firm upon successfully completion of the event. Tax and VAT will be deducted at source as per government rules and regulations.

[Click here](#) to download Supplier Code of Conduct

How to apply

Please read the details specification mentioned above. Interested companies/firms are requested to submit their quotation (quotation price must include Tax and Vat) along with all legal documents (TIN Certificate, BIN Certificate & Trade License), and one sample of previous work related to this assignment on or before **30 April'2024** by envelop and mentioned the name of the subject Line-

“Request for Quotation – Printing & Publications”

Where to Submit the Application:

The quotations have to be submitted to the below email address following terms & conditions in your **Original Letter Head Official Pad** along with photocopy of update **Trade License** and photocopy of TIN & BIN **certificate and Income Tax Certificate** to BGS-CHOP office, Leda, Teknaf, Cox’s Bazar within **30 April' 2024 before 05:00 pm**. Please note that incomplete quotation will not be taken into the consideration.

A tender box kept in **BGS-CHOP Office, Leda (House o f American Kamal, Ground floor), Hnila, Teknaf, Cox’s Bazar**.
Bangladesh email: bgspcchop@gmail.com or bgspmarif@gmail.com . Please put the envelope in the tender box and sign the register. A courier will accept but organization will not take the responsibility to acknowledging the documents as there are some ongoing processes run at the time.

Please note, application through email, soft or hard copy will be accepted.

Contact person:

Khondoker Habebul Arif

Program Manager (SD & HA)
Bangla-German Sampreeti (BGS)
4/16, (1st Floor), Block-B, Humayun Road
Mohammadpur, Dhaka-1207
Mobile: 01711 182 900
Telephone: (+880-2) 9124318, 9118584
Email: bgspmarif@gmail.com
Skype: arifnushra
Website: www.bgsbd.org