



## REQUEST FOR QUOTATION (RFQ-BD-2019-015)

NAME & ADDRESS OF FIRM	DATE: October 7, 2019
	REFERENCE: RFQ-BD-2019-015

Dear Sir / Madam:

We kindly request you to submit your quotation for **Printing of different types of Nutrition SBCC Materials (LOT-1), Gender related printing materials (LOT-2) and Project's visibility materials and stationeries (LOT-3) for Livelihoods Improvement of Urban Poor Communities (LIUPC) Project** as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations must be submitted on or before **October 20, 2019 by 04:30 PM (Bangladesh Time)** through online e-Tendering system in the following link:

<https://etendering.partneragencies.org>

using your username and password. If you have not registered in the system before, you can register now by logging in using

**username: event.guest**

**Password: why2change**

and follow the registration steps as specified in the system user guide.

Your Quotation must be expressed in the English, and valid for a minimum period of 90 days.

You are kindly requested to indicate whether your company intends to submit a Quotation by clicking on "Accept Invitation" in the system (for e-tender submission).

In the course of preparing and submitting your Quotation, it shall remain your responsibility to ensure that it submitted into the system by the deadline. NO submission will be accepted after the deadline. Kindly ensure attaching the required supporting documents with RFQ contract and for e-tendering system convert all the documents in pdf format which must be free from any virus or corrupted files. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Delivery Terms [INCOTERMS 2010] (Pls. link this to price schedule)	<input checked="" type="checkbox"/> DAP	
Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier/Offeror The goods & Services must be delivered to final destination by the supplier.	
Exact Address/es of Delivery Location/s (identify all, if multiple)	Please see the Delivery Location in Annex-6, 7 and 8.	
UNDP Preferred Freight Forwarder, if any	Not Applicable	
Distribution of shipping documents (if using freight forwarder)	Not Applicable	
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	<input checked="" type="checkbox"/> As per Delivery schedule (Annex-5, 6, 7 & 8) Delivery should be made as per this delivery schedule (Annex-6) in Dhaka and outside Dhaka within 30 days from the issuance of the Purchase Order (PO) for LOT-1 & 2 and within 7 days from the issuance of the Purchase Order (PO) for LOT-3. <input checked="" type="checkbox"/> UNDP will provide the SAMPLE of 18 items to the winning bidder after awarding the PO. Upon approval of proof copy from LIUPCP, UNDP the Contractor (winning bidder) shall have to submit 2 copies of each item before going for final production. Final delivery should be made within 30 days for LOT-1 & 2 and within 7 days for LOT-3 or as agreed with the contractor (winning bidder) of the final approval by LIUPCP, UNDP	
Delivery Schedule	Please refer to Annex-5, 6, 7 and 8	
Packing Requirements	Standard packing	
Mode of Transport	<input type="checkbox"/> AIR <input type="checkbox"/> SEA	<input checked="" type="checkbox"/> LAND <input type="checkbox"/> OTHER [pls. specify]
Preferred Currency of Quotation	<input checked="" type="checkbox"/> Local Currency: Bangladesh Taka (BDT)	
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes	
After-sales services required	Not Applicable	

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Deadline for the Submission of Quotation	<p>Sunday, October 20, 2019 and 4.30 pm</p> <p>Please Refer to E-Tendering System</p> <p><b>As indicated in the e-Tendering system.</b></p> <p>Date and Time: As specified in the system (note that the time zone indicated in the system in New York Time zone).</p> <p><b>PLEASE NOTE: -</b></p> <p>The correct bid closing time is as indicated in the E-Tendering portal and system will not accept any bid after that time. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly to the system.</p> <p>Try to submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your bid at the last minute, UNDP may not be able to assist.</p>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
Documents to be submitted For Eligibility Criteria (Preliminary requirement)	<p><input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1;</p> <p><input checked="" type="checkbox"/> Latest Business Registration Certificate;</p> <p><input checked="" type="checkbox"/> Others VAT and TIN Certificate</p> <p><input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List; <i>(template attached)</i></p> <p><input checked="" type="checkbox"/> Three contracts/reference for similar Services /requirement (Provision of Printing Services) in the last 4 years, including contract description, contract value, clients name and contact details with national or international organizations with Cumulative amount of USD 30,000</p> <p><input checked="" type="checkbox"/> Company Profile, which should not exceed fifteen (15) pages including any printed brochure relevant to the services being procured</p> <p>N.B: All Prospective vendors must submit above documentation to substantiate the above eligibility criteria. Failure to do so shall result in disqualification.</p>
Period of Validity of Quotes starting the Submission Date	<p><input checked="" type="checkbox"/> 90 days</p> <p>In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.</p>
Partial Quotes	<input checked="" type="checkbox"/> Bidders are allowed to submit bid for individual LOT or combination of three LOTs. That is, a bid can include a proposal to supply one or all LOTs. Partial bid for any individual LOT is not allowed.
Payment Terms	100% payment after delivery of the full product as per delivery and distribution schedule (Annex- 5,6, 7 & 8) and acceptance by UNDP Focal Point and within 30 days of receipt of invoice.

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Liquidated Damages	Liquidated damages for delay caused by the Vendor shall be 0.1% of the price of the Contract per working day of delay but not exceeding 10% of the total value of the contract, hereafter UNDP Bangladesh has the right to cancel the order.
Evaluation Criteria <i>[check as many as applicable]</i>	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <i>[this is a mandatory criteria and cannot be deleted regardless of the nature of services required] (as provided in Annex-3)</i> <input checked="" type="checkbox"/> Others Bid Validity, Delivery Period
UNDP will award to:	<input checked="" type="checkbox"/> One or more suppliers
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order
Special conditions of Contract	Not Applicable
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Goods and services based on full compliance with RFQ requirements from the respective UNDP Project Officials (we will share the name, when issue the Purchase Order) <input checked="" type="checkbox"/> The Payment shall be made based on actual quantity of goods/ services received and certified by end user.
Annexes to this RFQ	<input checked="" type="checkbox"/> Specifications of the Goods and services Required (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2.1, 2.1 & 2.3) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3). <input checked="" type="checkbox"/> Written Self-Declaration (Annex 4) <input checked="" type="checkbox"/> Distribution Schedule (Annex 6, 7 and 8) <input checked="" type="checkbox"/> Delivery location (Annex 5) Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.
Contact Person for Inquiries (Written inquiries only)	<b>For any quires email to <a href="mailto:bd.procurement@undp.org">bd.procurement@undp.org</a> (Sub: Quires for RFQ-BD-2019-015) on or before October 14, 2019.</b>  Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information / Pre-bid Meeting	A pre-bid meeting will be held on <u>October 14, 2019 at 11:00 am</u> at UNDP Bangladesh, IDB Bhaban, Agargaon, Dhaka, Bangladesh. <u>Note: Bidder needs to carry a valid Credit or Debit card with photo/driving license/Passport/NID in order to enter into IDB Bhaban for the pre-bid meeting.</u>

Goods offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of UNDP requirements.

The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UNDP. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on UNDP's re-computation and correction of errors, its quotation will be rejected.

After UNDP has identified the lowest price offer, UNDP reserves the right to award the contract based only on the prices of the goods in the event that the transportation cost (freight and insurance) is found to be higher than UNDP's own estimated cost if sourced from its own freight forwarder and insurance provider.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the quotation. At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UNDP herein attached as Annex 3.

UNDP is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

Please be advised that UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a purchase order or contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.undp.org/procurement/protest.shtml>.

UNDP encourages every prospective Vendor to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link: [http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

Thank you and we look forward to receiving your quotation.

Sincerely yours,



Shaikh Munir Hossain  
Operations Manager, OIC  
October 7, 2019

## LOT-1

## Technical Specification for SBCC materials and training manual of Nutrition Component

## 1. Nutrition App user guideline

Item	Details	Statement of Compliance Yes/No
Size	11X8.5 inches after cutting and Binding	
Cover	300 gsm Art Card, Four Color Both Side Print with Matt Lamination	
Paper: Inner	120 gsm glossy Art Paper	
Color	Four Color Both Side Print	
Layout and Design	Content and concept will be provided from UNDP, Layout & Design are to be done by the press	
Bindings	Juice Bindings	
Volume	130 Pages (65 sheets both side 4 color print)	
Quantity	800	

## 2. Poster Prottekti Khabarer Gunagun

Item	Details	Statement of Compliance Yes/No
Size	15'' x 22'' inches	
Paper	170 gsm Art Paper	
Print	Four color print	
Binding	Tob & Bottom Tin Binding	
Layout and Design	Content and concept will be provided from UNDP, Layout & Design are to be done by the press	
Quantity	30,000	

## 3. Poster Gorboboti O Prosuti Pushti O Wight Chart

Item	Details	Statement of Compliance Yes/No
Size	15'' x 22'' inches	
Paper	170 gsm Art Paper	
Print	Four color print	
Binding	Tob & Bottom Tin Binding	
Layout and Design	Content and concept will be provided from UNDP, Layout & Design are to be done by the press	
Quantity	30,000	

## 4. Shishur Pushti/ Nirapod Khabar (Brochure)

Item	Details	Statement of Compliance Yes/No
Size	7.50'' x 7.50'' inches	
Paper	170 gsm Art Paper	
Print	Four Color Both Side Print with Matt Lamination	
Binding	2 Creasing Folding	
Layout and Design	Content and concept will be provided from UNDP, Layout & Design are to be done by the press	
Quantity	30,000	





### 5. Shishu ke Din Nirapod Khabar Sticker

Item	Details	Statement of Compliance Yes/No
Size	6" x 4" inches	
Paper	Lintec Sticker Paper	
Print	Four Color Print with Matt Lamination	
Binding		
Layout and Design	Content and concept will be provided from UNDP, Layout & Design are to be done by the press	
Quantity	30,000	

### 6. Food Card

Item	Details	Statement of Compliance Yes/No
Size	2.50" x 3.90" inches	
Paper	300 gsm Art Card	
Print	Four Color Both Side Print with Glue Lamination	
Items	70 Pcs Card Different Item	
Binding	Die Cutting, Interleaf	
<b>Card Box :</b>		
Size	2.75" x 4" inches	
Paper	350 gsm Swedish Board	
Print:	Four Color Print with Matt & Spot Lamination	
Binding:	Die Cutting	
Layout and Design	Content and concept will be provided from UNDP, Layout & Design are to be done by the press	
Quantity	2500	

### 7. Job Aid (IYCF)

Item	Details	Statement of Compliance Yes/No
Size	8.5x32.5 inches	
Paper	150 gsm Art Paper	
Print	Four color both side print	
Lamination	Both Side Matt Lamination, 2 Pocket Pesting (Die Cut) 2 Creasing Folding	
Layout and Design	Content and concept will be provided from UNDP, Layout & Design are to be done by the press	
Quantity	5,000	

### 8. Job Aid (Maternal Nutrition)

Item	Details	Statement of Compliance Yes/No
Size	8.5x32.5 inches	
Paper	150 gsm Art Paper	
Print	Four color both side print	
Lamination	Both Side Matt Lamination, 2 Pocket Pesting (Die Cut) 2 Creasing Folding	
Layout and Design	Content and concept will be provided from UNDP, Layout & Design are to be done by the press	
Quantity	10,000	

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**9. GMP Card (Male)**

Item	Details	Statement of Compliance Yes/No
Size	17.50" x 9.25" inches	
Paper	300 gsm Art Card	
Print	Four Color Both Side Print with Matt Lamination	
Folding	5 Creasing Folding	
Plastic Poly Cover:	25mm Cellular Poly Bag with One Plastic Bottom	
Bag size	4" x 10" inches	
Layout and Design	Content and concept will be provided from UNDP, Layout & Design are to be done by the press	
Quantity	10000	

**10. GMP Card (Female)**

Item	Details	Statement of Compliance Yes/No
Size	17.50" x 9.25" inches	
Paper	300 gsm Art Card	
Print	Four Color Both Side Print with Matt Lamination	
Folding	5 Creasing Folding	
Plastic Poly Cover:	25mm Cellular Poly Bag with One Plastic Bottom	
Bag size	4" x 10" inches	
Layout and Design	Content and concept will be provided from UNDP, Layout & Design are to be done by the press	
Quantity	10000	

**11. Food distribution slip:**

Item	Details	Statement of Compliance Yes/No
Size	7.10" x 9.50" inches	
Inner paper	80 gsm opset paper foreign	
Inner print	Four Color One Side Print	
Cover	170 gsm Art paper	
Cover print	Four Color Print both side	
Layout and Design	<ul style="list-style-type: none"> <li>Content and concept will be provided from UNDP, Layout &amp; Design are to be done by the press</li> <li>Auto numbering and book bindings</li> </ul>	
Quantity	1160 Books, per book containing 500 slips,	

*Anna*



**LOT-2**  
**Technical Specification for Gender related printing materials**

**1. Designing and Printing of Sticker**

Item	Details	Statement of Compliance Yes/No
Size	6"x2.5"	
Paper	Sticker paper high quality	
Color	4 color	
Quantity	54766	

**2. Designing and Printing of Poster**

Item	Details	Statement of Compliance Yes/No
Size	18" x 24"	
Paper	100 gsm Art paper (glossy)	
Color	4 color printing	
Quantity	54766	

**3. Designing and Printing of Booklet**

Item	Details	Statement of Compliance Yes/No
Size	4" x 6"	
Cover	300gsm art card	
Inner	100 gsm art paper (glossy)	
Color	4 colors	
Sheet	16 sheet - 32±	
Proof reading	Both Content development, design and printing roof reading by professional proof reader	
Booklet Cover:	Cover for 3 or 4 booklets to put together – 300 gsm art card/jute bag	
Quantity	13446	

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## LOT-3

### Technical Specification for LIUPC Project's visibility materials

#### 1. Printing of Seminar/Workshop Notepad

Item	Details	Statement of Compliance Yes/No
Size	6 inches X 8.25 inches	
Volume	Cover page in 120 GSM ART paper 5 Information pages and Total 16 pages inside for writing notes,	
Print	4 color print (Cover)	
Information & Inner page	80 GSM offset paper	
Binding	glue or sewn or pin binding, with branding & UNDP /GoB/DFID logo	
Quantity	14000	

#### 2. Supply and printing of Pen

Item	Details	Statement of Compliance Yes/No
Print	4 color machine print Design	
Side Print	Project name & logo. 3 logos (Logos will be supplied by project) will be printed	
Pen Ink	Best qualities Black Jell.	
Pen Color	White	
Quantity	4000	

#### 3. Printing of Project brochure (Bangla)

Item	Details	Statement of Compliance Yes/No
Apprx Size	7.90" X 21.50" (after 7.90" X 5.50")	
Paper	150 GSM Art Paper	
Fold	3-fold	
Print	4 color	
Lamination	Matt & Spot (both side)	
Binding	Creasing & Folding	
Quantity	7000	

#### 4. Printing of Project Folder

Item	Details	Statement of Compliance Yes/No
Size	9.5 inches X 13 inches	
Paper	300 GSM Swedish Board	
Pocket	Inner both side pocket (6 inch) with 4 color print on it	
Print	4 (four) color print	
Lamination	Matt & spot lamination (Cover and back cover) Inner pocket	
Quantity	5200	

*Anna*

## Annex 2.1

### FORM FOR SUBMITTING SUPPLIER'S QUOTATION

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery)

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No. \_\_\_\_\_: (LOT-1)

**TABLE 1: Price Schedule- Printing of different types of Nutrition SBCC Materials Compliant with Technical Specifications and Requirements**

SL#	Specification	UOM	Quantity	Unit Price (BDT)	Total Price (BDT)
1	Nutrition App user guideline	Nos	800		
2	Poster Prottekti Khabarer Gunagun	Nos	30000		
3	Poster Gorboboti O Prosuti Pushti O Wight Chart	Nos	30000		
4	Shishur Pushti/ Nirapod Khabar (Brochure)	Nos	30000		
5	Shishu ke Din Nirapod Khabar Sticker	Nos	30000		
6	Food Card	Nos	2500		
7	Job Aid (IYCF)	Nos	5000		
8	Job Aid (Maternal Nutrition)	Nos	10000		
9	GMP Card (Male)	Nos	10000		
10	GMP Card (Female)	Nos	10000		
11	Food distribution slip	Nos	1160		
	<b>Total Printing cost</b>				
	Transportation Cost				
	<b>Total cost</b>				
	Other costs (if any)				
	<b>Grand Total</b>				

**TABLE 2: Offer to Comply with Other Conditions and Related Requirements**

Other Information pertaining to our Quotation are as follows:	Your Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Delivery Lead Time (30 days)			
Validity of Quotation (90 days)			
Distribution schedule and Location (Annex-5 & 6 )			
All Provisions of the UNDP General Terms and Conditions			
Other requirements: Documents to be submitted For Eligibility Criteria			

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

[Name and Signature of the Supplier's Authorized Person]

[Designation]

[Date]

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## Annex 2.2

### FORM FOR SUBMITTING SUPPLIER'S QUOTATION

*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery)*

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No. \_\_\_\_\_: (LOT-2)

**TABLE 1: Price Schedule- Printing of different types of Gender related printing Materials Compliant with Technical Specifications and Requirements**

SL#	Specification	UOM	Quantity	Unit Price (BDT)	Total Price (BDT)
1	Designing and Printing of Sticker	Nos	54766		
2	Designing and Printing of Poster	Nos	54766		
3	Designing and Printing of Booklet	Nos	13446		
	<b>Total Printing cost</b>				
	Transportation Cost				
	<b>Total cost</b>				
	Other costs (if any)				
	<b>Grand Total</b>				

**TABLE 2: Offer to Comply with Other Conditions and Related Requirements**

Other Information pertaining to our Quotation are as follows:	Your Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Delivery Lead Time (30 days)			
Validity of Quotation (90 days)			
Distribution schedule and Location (Annex-5 & 7)			
All Provisions of the UNDP General Terms and Conditions			
Other requirements: Documents to be submitted For Eligibility Criteria			

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

*[Name and Signature of the Supplier's Authorized Person]*

*[Designation]*

*[Date]*

## Annex 2.3

### FORM FOR SUBMITTING SUPPLIER'S QUOTATION

*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery)*

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No. \_\_\_\_\_: (LOT-3)

**TABLE 1: Price Schedule- Printing of different types of LIUPC Project's visibility materials Compliant with Technical Specifications and Requirements**

SL#	Specification	UOM	Quantity	Unit Price (BDT)	Total Price (BDT)
1	Seminar/Workshop Notepad	Nos	14000		
2	Pen	Nos	4000		
3	Project brochure (Bangla)	Nos	7000		
4	Project folder	Nos	5200		
	<b>Total Printing cost</b>				
	Transportation Cost				
	<b>Total cost</b>				
	Other costs (if any)				
	<b>Grand Total</b>				

**TABLE 2: Offer to Comply with Other Conditions and Related Requirements**

Other Information pertaining to our Quotation are as follows:	Your Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Delivery Lead Time (7 days)			
Validity of Quotation (90 days)			
Distribution schedule and Location (Annex-5 & 8)			
All Provisions of the UNDP General Terms and Conditions			
Other requirements: Documents to be submitted For Eligibility Criteria			

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

*[Name and Signature of the Supplier's Authorized Person]*

*[Designation]*

*[Date]*

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## General Terms and Conditions

### 1. ACCEPTANCE OF THE PURCHASE ORDER

This Purchase Order may only be accepted by the Supplier's signing and returning an acknowledgement copy of it or by timely delivery of the goods in accordance with the terms of this Purchase Order, as herein specified. Acceptance of this Purchase Order shall effect a contract between the Parties under which the rights and obligations of the Parties shall be governed solely by the terms and conditions of this Purchase Order, including these General Conditions. No additional or inconsistent provisions proposed by the Supplier shall bind UNDP unless agreed to in writing by a duly authorized official of UNDP.

### 2. PAYMENT

- 2.1 UNDP shall, on fulfillment of the Delivery Terms, unless otherwise provided in this Purchase Order, make payment within 30 days of receipt of the Supplier's invoice for the goods and copies of the shipping documents specified in this Purchase Order.
- 2.2 Payment against the invoice referred to above will reflect any discount shown under the payment terms of this Purchase Order, provided payment is made within the period required by such payment terms.
- 2.3 Unless authorized by UNDP, the Supplier shall submit one invoice in respect of this Purchase Order, and such invoice must indicate the Purchase Order's identification number.
- 2.4 The prices shown in this Purchase Order may not be increased except by express written agreement of UNDP.

### 3. TAX EXEMPTION

- 3.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter alia, that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for utilities services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize UNDP's exemption from such taxes, duties or charges, the Supplier shall immediately consult with UNDP to determine a mutually acceptable procedure.
- 3.2 Accordingly, the Supplier authorizes UNDP to deduct from the Supplier's invoice any amount representing such taxes, duties or charges, unless the Supplier has consulted with UNDP before the payment thereof and UNDP has, in each instance, specifically authorized the Supplier to pay such taxes, duties or charges under protest. In that event, the Supplier shall provide UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

### 4. RISK OF LOSS

Risk of loss, damage to or destruction of the goods shall be governed in accordance with Incoterms 2010, unless otherwise agreed upon by the Parties on the front side of this Purchase Order.

### 5. EXPORT LICENCES

Notwithstanding any INCOTERM 2010 used in this Purchase Order, the Supplier shall obtain any export licences required for the goods.

### 6. FITNESS OF GOODS/PACKAGING

The Supplier warrants that the goods, including packaging, conform to the specifications for the goods ordered under this Purchase Order and are fit for the purposes for which such goods are ordinarily used and for purposes expressly made known to the Supplier by UNDP, and are free from defects in workmanship and materials. The Supplier also warrants that the goods are contained or packaged adequately to protect the goods.

### 7. INSPECTION

- 7.1 UNDP shall have a reasonable time after delivery of the goods to inspect them and to reject and refuse acceptance of goods not conforming to this Purchase Order; payment for goods pursuant to this Purchase Order shall not be deemed an acceptance of the goods.
- 7.2 Inspection prior to shipment does not relieve the Supplier from any of its contractual obligations.



**8. INTELLECTUAL PROPERTY INFRINGEMENT**

The Supplier warrants that the use or supply by UNDP of the goods sold under this Purchase Order does not infringe any patent, design, trade-name or trade-mark. In addition, the Supplier shall, pursuant to this warranty, indemnify, defend and hold UNDP and the United Nations harmless from any actions or claims brought against UNDP or the United Nations pertaining to the alleged infringement of a patent, design, trade-name or trade-mark arising in connection with the goods sold under this Purchase Order.

**9. RIGHTS OF UNDP**

In case of failure by the Supplier to fulfil its obligations under the terms and conditions of this Purchase Order, including but not limited to failure to obtain necessary export licences, or to make delivery of all or part of the goods by the agreed delivery date or dates, UNDP may, after giving the Supplier reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights:

- 9.1 Procure all or part of the goods from other sources, in which event UNDP may hold the Supplier responsible for any excess cost occasioned thereby.
- 9.2 Refuse to accept delivery of all or part of the goods.
- 9.3 Cancel this Purchase Order without any liability for termination charges or any other liability of any kind of UNDP.

**10. LATE DELIVERY**

Without limiting any other rights or obligations of the parties hereunder, if the Supplier will be unable to deliver the goods by the delivery date(s) stipulated in this Purchase Order, the Supplier shall (i) immediately consult with UNDP to determine the most expeditious means for delivering the goods and (ii) use an expedited means of delivery, at the Supplier's cost (unless the delay is due to Force Majeure), if reasonably so requested by UNDP.

**11. ASSIGNMENT AND INSOLVENCY**

- 11.1. The Supplier shall not, except after obtaining the written consent of UNDP, assign, transfer, pledge or make other disposition of this Purchase Order, or any part thereof, or any of the Supplier's rights or obligations under this Purchase Order.
- 11.2. Should the Supplier become insolvent or should control of the Supplier change by virtue of insolvency, UNDP may, without prejudice to any other rights or remedies, immediately terminate this Purchase Order by giving the Supplier written notice of termination.

**12. USE OF UNDP OR UNITED NATIONS NAME OR EMBLEM**

The Supplier shall not use the name, emblem or official seal of UNDP or the United Nations for any purpose.

**13. PROHIBITION ON ADVERTISING**

The Supplier shall not advertise or otherwise make public that it is furnishing goods or services to UNDP without specific permission of UNDP in each instance.

**14. CHILD LABOUR**

The Supplier represents and warrants that neither it nor any of its affiliates is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development.

Any breach of this representation and warranty shall entitle UNDP to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of UNDP.

**15. MINES**

The Supplier represents and warrants that neither it nor any of its affiliates is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on

*Done*



Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

Any breach of this representation and warranty shall entitle UNDP to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of UNDP.

**16. SETTLEMENT OF DISPUTES**

**16.1 Amicable Settlement.** The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Purchase Order or the breach, termination or invalidity thereof. Where the Parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the Parties.

**16.2 Arbitration.** Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Purchase Order or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Section within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining, including its provisions on applicable law. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

**17. PRIVILEGES AND IMMUNITIES**

Nothing in or related to these General Terms and Conditions or this Purchase Order shall be deemed a waiver of any of the privileges and immunities of the United Nations, including its subsidiary organs.

**18. SEXUAL EXPLOITATION:**

**18.1** The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

**18.2** UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor's personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor's personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

**19.0 OFFICIALS NOT TO BENEFIT:**

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

**20. AUTHORITY TO MODIFY:**

Pursuant to the Financial Regulations and Rules of UNDP, only the UNDP Authorized Official possess the authority to agree on behalf of UNDP to any modification of or change in this Agreement, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against UNDP unless provided by an amendment to this Agreement signed by the Contractor and jointly by the UNDP Authorized Official.

*Amo*

## Declaration

Date:

**United Nations Development Programme**

UNDP Registry, IDB Bhaban, Agargaon  
Sher-E-Bangla Nagar, Dhaka, Bangladesh

**Assignment: Printing of different types of Nutrition SBCC and Gender related Materials for Livelihoods Improvement of Urban Poor Communities (LIUPC) Project**

**Reference:** RFQ-BD-2019-015

Dear Sir,

I declare that ..... is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.

Yours Sincerely,

*[Name and Signature of the Supplier's Authorized Person]*

*[Designation]*

*[Date]*



**Delivery Locations for LOT-1, 2 & 3**

Sl. No.	Town Name	Office Location
1	Dhaka	IDB Bhaban (Ground Floor), Agargaon, Dhaka
2	DNCC	Dhaka North City Corporation, 81 Gulshan Avenue Gulshan-2, Dhaka-1212
3	Chattogram	Chittagong City Corporation (Store Office) Dampara, WASA Square Chittagong
4	Mymensingh	Mymensingh Pourashava, Rajbari Road, Mymensingh-2200
5	Barisal	Barisal City Corporation, Annex Bhaban (Bibir Pukur Purbo Par) Barisal City Corporation, Barisal
6	Khulna	KCC Super Market (1st Floor), Khulna City Corporation, Khulna
7	Sylhet	Peer Habibur Rahman Pathagar (2nd floor), Sylhet City Corporation Temporary Office, Sylhet
8	Kushtia	Kushtia Pourashava, Kushtia
9	Narayanganj	10, Bangabandhu Road, 1st Floor, Bhaban No. 2 Nagar Bhaban, Narayanganj City Corporation, Narayanganj
10	Chandpur	Chandpur Pourashava, Chandpur
11	Patuakhali	Patuakhali Pourashava, Patuakhali
12	Faridpur	Faridpur Pourashava, Faridpur
13	DSCC	Dhaka South City Corporation, Nagar Bhaban, Dhaka-1000
14	Noakhali	Master Para, Noakhali Pourashava Water Supply Division (Water Tanky), Near Noakhali Government University, Noakhali
15	Cumilla	Cumilla City Corporation, Cumilla
16	Cox's Bazar	Bhola Pourashava, Bhola
17	Rajshahi	Nagar Bhaban, Rajshahi City Corporation, Rajshahi
18	Rangpur	Rangpur City Corporation, Rangpur
19	Gazipur	Gazipur City Corporation, A/132, Bazar Road, Gazipur-1700
20	Gopalganj	Gopalganj Pourashava, Gopalganj
21	Syedpur	Syedpur Pourashava, Syedpur

*Amo*

## Delivery and Distribution Schedule for LOT-01

Location	Nutrition App user guideline	Poster Prottekti Khabarar Gunagun	Poster Gorboboti O Prosuti Pushti O Wight Chart	Shishur Pushti/ Nirapod Khabar (Brochure)	Shishu ke Din Nirapod Khabar Sticker	Food Card	Job Aid (IYCF)	Job Aid (Maternal nutrition)	GMP Card (Male)	GMP Card (Female)	Food distribution slip-Book
Dhaka	83	350	350	350	350	165	300	600	600	600	10
DNCC	86	4300	4300	4300	4300	300	600	1200	1200	1200	204
CTG	100	4700	4700	4700	4700	300	700	1400	1400	1400	204
Khulna	68	3800	3800	3800	3800	225	450	900	900	900	166
Sylhet	43	1700	1700	1700	1700	120	240	480	480	480	153
Mymensingh	30	1300	1300	1300	1300	100	200	400	400	400	128
Narayanganj	45	1800	1800	1800	1800	135	270	540	540	540	153
Barisal	40	1600	1600	1600	1600	100	280	560	560	560	0
Rangpur	30	1500	1500	1500	1500	90	180	360	360	360	0
Dhaka South	30	1600	1600	1600	1600	90	180	360	360	360	0
Gazupur	25	900	900	900	900	75	150	300	300	300	0
Cumilla	25	800	800	800	800	75	150	300	300	300	0
Rajshahi	55	2200	2200	2200	2200	150	350	700	700	700	0
Chandpur	25	550	550	550	550	125	150	300	300	300	58
Kushtia	25	750	750	750	750	125	150	300	300	300	38
Patuakhali	20	300	300	300	300	65	130	260	260	260	26
Faridpur	20	500	500	500	500	60	120	240	240	240	20
Cox's Bazar	15	250	250	250	250	50	100	200	200	200	0
Syedpur	15	400	400	400	400	50	100	200	200	200	0
Noakhali	10	300	300	300	300	50	100	200	200	200	0
Gopalganj	10	400	400	400	400	50	100	200	200	200	0
Total (Number)	800	30000	30000	30000	30000	2500	5000	10000	10000	10000	1160

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### Delivery and Distribution Schedule for LOT-2

SL	Name of City	Sticker	Poster	Booklet
1	Chattogram	6180	6180	1073
2	Khulna	5240	5240	1267
3	Narayangonj	2950	2950	717
4	Mymensingh	2310	2310	639
5	Chandpur	1460	1460	486
6	Dhaka North	5316	5316	1309
7	Sylhet	2440	2440	727
8	Kushtia	1550	1550	504
9	Faridpur	1290	1290	418
10	Patuakhali	1110	1110	418
11	Dhaka South	5000	5000	974
12	Cumilla	2180	2180	601
13	Rajshahi	3190	3190	708
14	Rangpur	3360	3360	774
15	Gazipur	4640	4640	775
16	Sayedpur	1410	1410	444
17	Noakhali	960	960	374
18	Gopalganj	1190	1190	364
19	Cox's Bazar	990	990	374
20	Dhaka	2000	2000	500
	<b>Total Qty</b>	<b>54766</b>	<b>54766</b>	<b>13446</b>

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### Delivery and Distribution Schedule for LOT-3

SL	Name of City	Seminar/Workshop Notepad	Pen	Project brochure (Bangla)	Project folder
1	Chattogram	1000	100	100	100
2	Khulna	1000	100	100	100
3	Narayangonj	700	100	100	100
4	Mymensingh	700	100	100	100
5	Chandpur	500	100	100	100
6	Dhaka North	700	100	100	100
7	Sylhet	700	100	100	100
8	Kushtia	500	100	100	100
9	Faridpur	500	100	100	100
10	Patuakhali	500	100	100	100
11	Dhaka South	700	200	500	300
12	Cumilla	700	200	500	300
13	Rajshahi	700	200	500	300
14	Rangpur	700	200	500	300
15	Gazipur	700	200	500	300
16	Sayedpur	500	200	500	300
17	Noakhali	500	200	500	300
18	Gopalganj	500	200	500	300
19	Cox's Bazar	500	200	500	300
20	Dhaka	1700	1200	1500	1500
	<b>Total Qty</b>	<b>14000</b>	<b>4000</b>	<b>7000</b>	<b>5200</b>

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