

# Annex 1

## Specification of the requirement (revised)

S N	Name of Registers / Books	Size (L X H)	# of sheets	Printing	Cover Page		Inner Page		Binding	Others	Sample	Quantity Required	Paper Orientation
					Paper types	Printing	Paper Type	Printing					
1	PG's Members Passbook	5.5" x 4.1"	30	Both side with 60 Pages	300 GSM Swedish color Board	Light Green Color with both side	70 GSM	White Color Both side	Stapler Binding	Writings to be printed as per Sample in Bangla	As per Sample	98565	L
2	Group Savings Register	14" X 8.5" (Legal)	50	Both side with 100 Pages	300 GSM Swedish color Board	Yellow color with Both side	70 GSM	White color both side	Stitch Binding with Cloth Pasting	Writings to be printed as per Sample in Bangla	As per Sample	8017	L
3	Group Loan Register	14" X 8.5" (Legal)	50	Both side with 100 Pages	300 GSM Swedish color Board	Light Pink color with Both side	70 GSM	White color both side	Stitch Binding with Cloth Pasting	Writings to be printed as per Sample in Bangla	As per Sample	7307	L
4	Group Resolution	8.5" x 13.7"	50	One side with 100 Pages	300 GSM Swedish color Board	Light Red color with Both side	70 GSM	White color both side	Stitch Binding with Cloth Pasting	Writings to be printed as per Sample in Bangla	As per Sample	8932	P
5	CDC Meeting Resolution Book	8.5" X 11.1"	50	Both side with 100 Pages	300 GSM Swedish color Board	Light Green Color with both side	70 GSM	White color both side	Stitch Binding with Cloth Pasting	Writings to be printed as per Sample in Bangla	As per Sample	1300	P
6	CDC Cash Book	14" X 8.5" (Legal)	50	Both side with 100 Pages	300 GSM Swedish color Board	Sky Blue Color with both side	70 GSM	White color both side	Stitch Binding with Cloth Pasting	Writings to be printed as per Sample in Bangla	As per Sample	848	L
7	CDC Savings Register	14" X 8.5" (Legal)	50	Both side with 100 Pages	300 GSM Swedish color Board	Dark Blue Color with Both side	70 GSM	White color both side	Stitch Binding with Cloth Pasting	Writings to be printed as per Sample in Bangla	As per Sample	858	L
8	CDC Loan Register	14" X 8.5" (Legal)	50	Both side with 100 Pages	300 GSM Swedish color Board	Dark Pink Color with both side	70 GSM	White color both side	Stitch Binding with Cloth Pasting	Writings to be printed as per Sample in Bangla	As per Sample	773	L
9	CDC SoF and UoF Register	8.5" X 11.1"	50	Both side with 100 Pages	300 GSM Swedish color Board	Light Green Color with both side	70 GSM	White color both side	Stitch Binding with Cloth Pasting	Writings to be printed as per Sample in Bangla	As per Sample	847	P
10	CDC Cluster Resolution Book	8.5" X 11.1"	50	Both side with 100 Pages	300 GSM Swedish color Board	Brown Color with both side	70 GSM	White color both side	Stitch Binding with Cloth Pasting	Writings to be printed as per Sample in Bangla	As per Sample	193	P
<b>Grand Total</b>												<b>127640</b>	

**Annex 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. \_\_\_\_\_:

**TABLE 1: Offer to Supply Goods Compliant with Technical Specifications and Requirements**

<b>Specification</b>	<b>UOM</b>	<b>Quantity</b>	<b>Unit Price (BDT)</b>	<b>Total Price (BDT)</b>
PG's members Passbook	Nos.	98,565		
Group Savings Register	Nos.	8,017		
Group Loan Register	Nos.	7,307		
Group Resolution	Nos.	8,932		
CDC Meeting Resolution Book	Nos.	1,300		
CDC Cash Book	Nos.	848		
CDC Savings Register	Nos.	858		
CDC Loan Register	Nos.	773		
CDC SoF & UoF Register	Nos.	847		
CDC Cluster Resolution Book	Nos.	193		
<b>Total Printing cost</b>				
Transportation Cost for supplying in different towns				
<b>Total cost</b>				
Other costs (if Any)				
<b>Grand Total</b>				

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

<b>Other Information pertaining to our Quotation are as follows:</b>	<b>Your Responses</b>		
	<b><i>Yes, we will comply</i></b>	<b><i>No, we cannot comply</i></b>	<b><i>If you cannot comply, pls. indicate counter proposal</i></b>
Delivery Lead Time (Within 45 days after receiving PO)			
Validity of Quotation (90 days)			
Distribution schedule & 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]

## Annex – 5

## Distribution Schedule (revised)

Town	PG's Members Pass Book	Group Savings Register	Group Loan Register	Group Resolution	CDC Meeting Resolution Book	CDC cash Book	CDC Savings Register	CDC loan Register	CDC source and use of Fund	CDC Clusters Resolution Book	Total
Barisal	33150	1950	1950	1950	150	150	150	150	150	16	<b>39766</b>
Khulna	0	250	250	520	310	60	60	60	60	8	<b>1578</b>
DNCC	13500	3500	3500	3500	250	250	250	250	250	100	<b>25350</b>
Narayanganj	4500	0	0	0	120	40	40	40	40	0	<b>4780</b>
Mymensingh	12020	700	600	700	210	75	80	75	80	20	<b>14560</b>
Faridpur	1000	100	0	100	60	30	30	20	30	2	<b>1372</b>
Sylhet	6230	17	7	164	26	14	14	14	7	0	<b>6493</b>
Patuakhali	1000	500	0	500	0	60	60	0	60	13	<b>2193</b>
DSCC	5095	0	0	0	19	19	19	19	19	9	<b>5199</b>
Cumilla	0	0	0	0	0	0	0	0	0	7	<b>7</b>
Noakhali	3780	220	220	718	10	10	10	10	10	0	<b>4988</b>
Rangpur	12000	560	560	560	65	65	65	65	65	10	<b>14015</b>
Saidpur	6290	220	220	220	40	40	40	40	40	0	<b>7150</b>
Kustia	0	0	0	0	40	35	40	30	36	8	<b>189</b>
<b>Total</b>	<b>98565</b>	<b>8017</b>	<b>7307</b>	<b>8932</b>	<b>1300</b>	<b>848</b>	<b>858</b>	<b>773</b>	<b>847</b>	<b>193</b>	<b>127640</b>

**Delivery Locations (revised)**

Sl. No.	Town Name	Office Location
1	DNCC	Dhaka North City Corporation 81 Gulshan Avenue Gulshan-2 Dhaka-1212
2	Mymensingh	Mymensingh City Corporation Rajbari Road, Mymensingh-2200
3	Barisal	Barisal City Corporation Annex Bhaban (Bibir Pukur Purbo Par) Barisal City Corporation, Barisal
4	Khulna	KCC Super Market (1st Floor) Khulna City Corporation Khulna
5	Sylhet	Peer Habibur Rahman Pathagar (2nd floor) Sylhet City Corporation Temporary Office, Sylhet
6	Narayanganj	10, Bangabandhu Road 1st Floor, Bhaban No. 2 Nagar Bhaban, Narayanganj City Corporation Narayanganj
7	Patuakhali	Patuakhali Pourashava Patuakhali
8	Faridpur	Faridpur Pourashava Faridpur
9	DSCC	Dhaka South City Corporation Nagar Bhaban, Dhaka-1000
10	Cumilla	Cumilla City Corporation Cumilla Sadar, Cumilla
11	Rangpur	Rangpur City Corporation Rangpur
12	Noakhali	Noakhali Pourashava, Pourashava Bhaban (Level-3). Hospital Road, Noakhali-3800 Bangladesh.
13	Saidpur	Saidpur Pourashava Saidpur
14	Kustia	Kustia Pourashava Kustia