*Version 1.0 /110621*

**INVITATION TO TENDER**

**Cox’s Bazar Area Office**

**October 18, 2023**

**IFT/SCI/CXB/FY-23/(Manual)/02**

**ALP Book Printing**

**SUBMISSION DEADLINE: 3:00 PM ON 08/11/2023**

**PRE-SUBMISSION CLARIFICATION MEETING: 11:00 AM ON 24/10/2023**

<https://zoom.us/j/99530357126?pwd=dENCZmpwKzdjQ2Q1TFhSTzk1MnIwdz09>

Meeting ID: 995 3035 7126   
Passcode: 914196

**QUESTIONS / CLARIFICATIONS:** [**manzur.morshed@savethechildren.org**](mailto:manzur.morshed@savethechildren.org)

**FORMAT FOR SUBMISSION:** [**BIDDER RESPONSE DOCUMENT**](#_PART_3_–)

[**PART**](#_PART_1_–) **1 : INVITATION TO TENDER**

* + Introduction to SCI
  + Project Overview and Requirements
  + Award Criteria
  + Instructions & Key Information

[**PART 2 : CORE REQUIREMENTS AND SPECIFICATION**](#_PART_2_–)

Detailed description of SCI’s specific requirements (e.g. volumes, delivery dates / locations, product specifications etc).

[**PART 3 : BIDDER RESPONSE DOCUMENT**](#_PART_3_–)

Template to be used to submit response to this Invitation to Tender.

**Tender Advertisement**

**PART 1 – INVITATION TO TENDER**

## **INTRODUCTION TO SAVE THE CHILDREN**

SCI is the world’s leading independent organisation for children. We save children’s lives; we fight for their rights; we help them fulfil their potential. We work together, with our partners, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

**Our Vision** – a world in which every child attains the right to survival, protection, development and participation.

**Our Mission** – to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

We do this through a range of initiatives and programmes, to:

* Provide lifesaving supplies & emotional support for children caught up in disasters (e.g. floods, famine & wars).
* Campaign for long term change to improve children’s lives.
* Improve children’s access to the food and healthcare they need to survive.
* Secure a good quality education for the children who need it most.
* Protect the world’s most vulnerable children, including those separated from their families because of war, natural disasters, extreme poverty or exploitation.
* Work with families to help them out of the poverty cycle so they can feed and support their children.

For more information on the work we undertake and recent achievements, visit our [website](http://www.savethechildren.net/).

## **PROJECT OVERVIEW**

|  |  |
| --- | --- |
| **Item** | **Description** |
| **Description of Goods / Services** | *ALP Book Printing* |
| **Outcome of Tender** | *Contract – the successful supplier(s) will be awarded a ‘Contract’ which will commit SCI to purchase the specified quantity of goods/services as defined in the contract at the agreed rates.* |
| **Duration of Award** | *For the duration of the specific ALP book print requirement* |

Further detail on the specific requirements of the project (e.g. volumes, dates, specifications etc.) can be found in [Part 2](#_PART_2_–) (Core Requirements & Specifications) of this Tender Pack.

## **AWARD CRITERA**

SCI is committed to running a fair and transparent tender process, and ensuring that all bidders are treated and assessed equally during this tender process. Bidder responses will be evaluated against four weighted categories of criteria: Essential Criteria, Sustainability Criteria, Capability Criteria, and Commercial Criteria.

### **ESSENTIAL CRITERIA**

Criteria which bidders **must** meet in order to progress to the next round of evaluation. If a bidder does not meet any of the Essential Criteria, they will be excluded from the tender process immediately. These criteria are scored as ‘Pass’ / ‘Fail’.

**3.2 SUSTAINABILITY CRITERIA (10%)**

Criteria used to evaluate the impact a supplier has on the environment, local economy and community. Bids will be evaluated against the same pre-agreed Criteria.

### **3.3 CAPABILITY CRITERIA (50%)**

Criteria used to evaluate the bidders ability, skill and experience in relation to the requirements. Bids will be evaluated against the same pre-agreed Criteria.

### **3.4 COMMERIAL CRITERIA (40%)**

Criteria used to evaluate the commercial competitiveness of a bid. Bids will be evaluated against the same pre-agreed Criteria.

## **VETTING**

Successful bidders must be successfully vetted. This involves checking bidders and key personnel against Global Watch Lists, Enhanced Due Diligence Lists and Politically Exposed Persons Lists.

The vetting of bidders will be completed after the award decision and prior to any contract being signed, or orders placed. If any information provided by the Bidder throughout the tender process is proved to be incorrect during the vetting process (or at any other point), SCI may withdraw their award decision.

## **BIDDER INSTRUCTIONS**

### **5.1 TIMESCALES**

|  |  |
| --- | --- |
| Activity | Date |
| Issue Invitation to Tender | 18 October 2023 |
| Pre-Submission Clarification Meeting | 24 October 2023 at 11 AM |
| Deadline for questions from Bidders | 2 November 2023 |
| Deadline for Bid Submission | 8 November 2023 at 3 PM |
| Bid Clarifications | 13 November – 19 November 2023 |
| Award Contact | 23 November 2023 |

The above dates are for indicative purposes only and are subject to change.

### **5.2 SUBMISSION FORMAT & BIDDER RESPONSE DOCUMENT**

Bidders wishing to submit a bid **must use the Bidder Response Document template in** [**Part 3**](#_PART_3_–) **of this Tender Pack**. Any bids received using different formats, or incomplete bids, will not be accepted.

This document allows bidders to submit all the required information and be evaluated fairly and equally against the Essential, Capability and Commercial Criteria. Bidders may also be required to submit supporting documentation. Further instructions can be found within the document in Part 3 of this pack.

Bids can be submitted by either:

**Electronic Submission via ProSave**

* Submit your response in accordance with the guidance provided in the below document:



**Paper Submission**

* Documents (Technical & Commercial) are to be submitted on the letter headed paper to **Bid Box-1** situated in Save the Children Area Office, Shafiq Tower, Middle Nuniyar Chora, Airport Road, Cox’s Bazar, Bangladesh or email to [Bangladesh.rrprocurement@savethechildren.org](mailto:Bangladesh.rrprocurement@savethechildren.org)
* Email size should not exceed 15mb – if this limit is breached bidder should split the submission into two emails.
* Do not copy other SCI email addresses into the email when you submit it as this may invalidate your bid.
* Bids should be submitted in a single sealed envelope addressed to the **Head of Supply Chain.**
* The envelope should clearly indicate the Invitation to tender reference number **IFT/SCI/CXB/FY-23/(Manual)/02 “ALP Book Printing”.**
* All supporting documentation should be labelled and grouped together (individual envelopes, stapled etc), and then included in a single sealed envelope as per the above.

### **5.4 CLOSING DATE FOR BID SUBMISSION**

Your bid must be received, no later than **15:00 Hrs. of November 8, 2023.** Bids must remain valid and open for consideration for a period of no less than 60 days.

### **5.5 KEY CONTACTS**

All questions relating to the tender should be sent via email to:

|  |  |
| --- | --- |
| Name | Email Address |
| Md. Manzur Morshed  Md. Kaysar Hasan Saurav | [manzur.morshed@savethechildren.org](mailto:manzur.morshed@savethechildren.org)  [kaysar.saurav@savethechildren.org](mailto:kaysar.saurav@savethechildren.org) |

Please be advised local working hours are 08:30 to 16:30 Hrs (Friday & Saturday is weekend for us).

Please allow up to 02 working days for a response.

Where the enquiry may have an impact on other bidders within the process, Save the Children will notify all other Bidders to maintain a fair and transparent process.

# **PART 2 – CORE REQUIREMENTS & SPECIFICATIONS**

1. **SPECIFIC REQUIREMENTS**

Contract for “ALP Book Printing for all LC and CBLF Learner” for Save the Children International as per terms and conditions set out in this tender document

1. **SPECIFICATIONS**

PLEASE SEE THE SECTION 3 – COMMERCIAL QUESTIONS

1. **ADDITIONAL INFORMATION**

**Description of works:** Save the Children is inviting offers for the printing of Different Books as explained in this document. Firm volumes are contained in the pricing annex but in addition to this, additional volume might be requested as and when required basis as per the mentioned specification(s).

**Scope of Work/Services:** Upon being awarded by SCI Procurement Team regarding this procurement, the supplier must confirm the works/services within the deadline. The printing material has to be used for program purpose in SCI program areas.

**Paper/Board Quality Checking:** Paper/Board Quality Checking: SCI Will examine the sample of papers/board (gsm) from the selected bidder before awarding. Also, during machine proof before final production, we will check the final gsm, paper size, laminations, paper quality etc.

**Machine Proofing:** The vendor will provide several hard copies of the printing for review by the concerned team of Save the Children. After having approval on the dummy copy vendor will proceed for machine proof.

**Delivery Location:** The supplier will deliver goods to Ukhiya & Cox’s Bazar Area Office, Cox’s Bazar as per the Distribution Plan through its own arrangement of transport. Please see the below-mentioned delivery plan



**In case of foreign bidders, the bidder must have their local agent in Bangladesh who will make all arrangements for the importation, sample submission, and delivery to SCI premises. Delivery needs to be ensured at SCI-designated premises (DDP). Bidders need to mention their local agent's name and contact details with the offer.**

**Failure to submit this information may result to ineligibility of that foreign bidder.**

**Tender Security:** The amount of the Tender Security shall be **BDT 2,000,000 (Two Lac BDT)** in favor of “Save the Children International” in the form of “Pay Order”/ “Bank draft”/BG from any scheduled bank in Bangladesh.

The Tender Security may be forfeited, if a Bidder:

Withdraws its Tender after opening of Tenders but within the validity of the Tender.

Refuses to accept a Notification of Award.

Fails to furnish performance security.

Refuses to sign the Contract or

Does not accept the correction of the Tender price following the correction of arithmetic errors.

Tender security will be returned to the unsuccessful bidder after successful completion of awarding contract to a successful bidder. Or Unsuccessful bidder tender security will be returned within 28 days after completion of tender validity.

**Performance Security:** The awarded vendor must be submitted the 5% of the contract/PO price as performance security which will be released after successful completion and satisfactory delivery.

**Technical Queries:** Interested vendors can contact Md. **Manzur Morshed**, Mobile- 01972310914 for terms and conditions of the RFP to and **Md. Kaysar Hasan Saurav**, Mobile 01821082832 for any technical queries

**Penalty:** A penalty of 0.1% of the purchase order per week and maximum of 10% of purchase order value will be deducted from the invoice for failure to deliver the Service as per delivery due date mentioned in the purchase order unless mutually agreed by both parties.

**Payment:** Payment will be made through A/C Payee cheque/EFT within 45 days upon satisfactory goods received/completion of work and submission of invoice with necessary documents. Delivery challan or service receipt acknowledgement received by Save the Children staff or their designated representative with name & signature is a mandatory document for payment. Partial payment is allowed.

**VAT & TAX shall be deducted as per applicable GoB rules.**

# **PART 3 – BIDDER RESPONSE DOCUMENT**

1. **INTRODUCTION**

This document **MUST BE USED** by Bidders wishing to submit a bid. It is linked into 5 sections detailed below:

* [Section 1 – Essential Criteria](#_SECTION_2:_ESSENTIAL)
* [Section 2 – Capability & Sustainability Questions](#_SECTION_3_–)
* [Section 3 – Commercial Questions](#_SECTION_4_–)
* [Section 4 – Bidder Submission Checklist](#_SECTION_5_–)

**The Bidder is required to sign a copy of the Check list in Section 4 as part of their submission**.

1. **INSTRUCTIONS**

Within each section there are instructions providing guidance to the bidder on what information is required. This guidance details the **MINIMUM** requirements expected by SCI. If a Bidder wishes to add further information, this is acceptable but the additional information should be limited to only items that are relevant to the tender.

* For the avoidance of doubt, bidders are required to complete all items within the Bidder Response Document unless clear instruction is provided otherwise.
* If a Bidder does not complete the entire Bidder Response document, their submission may be declared void.
* If a Bidder is unable to complete any element of the Bidder Response Document, they should contact Save the Children through the using the contact details provided for guidance.

By submitting a response, the bidder confirms that all information provided can be relied upon for validity and accuracy.

## **SECTION 1 - ESSENTIAL CRITERIA**

***INSTRUCTIONS – Bidders are required to complete all sections of the below table.***

|  |  |  |  |
| --- | --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** | |
| ***1*** | Bidder accepts Save the Children’s ‘Terms and Conditions of Purchase’ and that any business awarded to the bidder will be completed under the Terms and Conditions included in Section 5 of this pack. | **Yes / No** | **Comments / Attachments** |
|  |  |
| ***2*** | The Bidder and its staff (and any sub-contractors used) agree to comply with SCI and the IAPG’s policies listed in Section 5 of this pack throughout this tender process, and during any future works should the bidder be awarded a contract. | **Yes / No** | **Comments** |
|  |  |
| ***3*** | The bidder confirms they are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the United States of America or the European Union and accepts that SCI will undertake independent checks to validate this. | **Yes / No** | **Comments** |
|  |  |
| ***4*** | The Bidder confirms it is fully qualified, licenses and registered to trade with Save the Children (including compliance with all relevant local Country legislation).  This includes the Bidder submitting the following requirements (where applicable):   * Legitimate business address * Tax registration number & certificate * Business registration certificate * Trading license | **Yes / No** | **Comments** |
|  |  |
| **Requirement** | **Bidder Response / Attachments** |
| ***Legitimate Business Address*** |  |
| ***Tax Registration Number & Certificate*** |  |
| ***Business Registration Certificate*** |  |
| ***Trading License*** |  |
| ***5*** | Minimum 3 years of experience for similar type goods and services to renowned companies and supporting Work Orders/Experience certificate (i.e. MNC, UN, INGOs, Bank/Financial Institutions) need to submit. | **Yes / No** | **Comments** |
|  |  |
| ***6*** | The minimum amount of liquid assets i.e. working capital or credit line(s) of the Tenderer shall be:  BDT 15,000,000  Ref: Bank Statement/Balance Certificate/Credit facilities should be submitted as proof for liquid asset. The documents should be issued and valid during tender period. | **Yes / No** | **Comments** |
|  |  |
| ***7*** | The amount of the Tender Security shall be 200,000 (Two Lac BDT) in favor of “Save the Children International” in the form of “Pay Order”/ “Bank draft”/BG from any scheduled bank in Bangladesh. | **Yes / No** | **Comments / Attachments** |
|  |  |
| ***8*** | Compliance with our Mandatory Policy | **Yes / No** | **Comments / Attachments** |
|  |  |

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## **SECTION 2 – CAPABILITY & SUSTAINABILITY QUESTIONS**

***Instructions – Bidders are required to complete all sections of the below table.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** | | |
| ***1*** | **Client List/Organization Reference:**  (Category of the organization)   1. International NGO/NGO’s 2. UN /Diplomatic Mission/International organization/Donor Agency/GoB 3. Banks & Financial Institutions 4. Multinational Organization 5. Reputed Group of Companies 6. Hospitals/Clinic   [ Max. 10 points ≥ 10 clients and each individual client 1 point]  Need to submit the PO/Reference with contact details as supporting document | **Client Name** | **Contact Details (Name & Email)** | **Project Description** |
| 1) |  |  |
| 2) |  |  |
| 3) |  |  |
| 4) |  |  |
| 5) |  |  |
| 6) |  |  |
| 7) |  |  |
| 8) |  |  |
| 9) |  |  |
| 10) |  |  |
| ***2*** | Relevant Work Experience for **similar Service:**  (Minimum 3 Work orders/contracts with a value of BDT 5,000,000 and above each)  15 points for 3 work order/contract  10 points for 2 work order/contract  5 points for 1 work order/contract  0 point if required work order/contract is not available in tender | **Bidder Response** | | **Attachment(s)** |
|  | |  |
| ***3*** | **Length of Service:**  (Max. 10 points for ≥ 5 years and each individual year 2 points. 0 point for minimum experience less than 03 years. Length of service will be calculated from oldest purchase order available in tender) | **Bidder Response** | | **Attachment(s)** |
|  | |  |
| ***4*** | **Delivery Lead Time**:  (Max. 15 points for 45 days, 10 points for 46-60 days, 5 points for 61-70 days, 0 point for more than 70 days. | **Bidder Response** | | **Comments** |
|  | |  |
| ***5*** | **SUSTAINABILITY**  **Allocated Score 10 points**  The bidder supplies printed items on recycled materials.  10/10 - the bidder supplies 100% recycled materials.  5/10 - the bidder supplies partially recycled materials.  0/10 - the bidder does not use any recycled materials | **Bidder Response** | | **Comments** |
|  | |  |
|  | |  |

**SECTION 3 – COMMERCIAL QUESTIONS**

| **Sl No** | **Item Name** | **Full Description** | **Unit** | **Quantity** | **Unit Price** | **Total Amount** |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | English STB Package 1 | * Book Size- 8.5x 11 inch(A4) * Inner page – 74sheet/ 148 page * Inner paper: 80 GSM Offset paper. * Inner color: 4 colors both side print * Cover paper: 300 gsm duplex board/ box board * Cover color: 4 color one side printing * Binding: Book binding. * Cover mat lamination one side. * Cover page- one side deep purple color border | Each | 6951 |  |  |
| 2 | Burmese STB Package 1 | * Book Size- 8.5x 11 inch(A4) * Inner page – 110 sheet/ 220 page * Inner paper: 80 GSM Offset paper. * Inner color: 4 colors both side print * Cover paper: 300 gsm duplex board/ box board * Cover color: 4 color one side printing * Binding: book binding. * Cover mat lamination one side * Cover page- one side deep red color border | Each | 6951 |  |  |
| 3 | Burmese version Social studies STB Package 1 | * Book Size- 8.5x 11 inch(A4) * Inner page – 46 sheet/ 91 page * Inner paper: 80 GSM Offset paper. * Inner color: 4 colors both side print * Cover paper: 300 gsm duplex board/ box board * Cover color: 4 color one side printing * Binding: book binding * Cover mat lamination one side * Cover page- one side deep olive color border | Each | 6951 |  |  |
| 4 | Burmese version Science STB Package 1 | * Book Size- 8.5x 11 inch(A4) * Inner page – 49 sheet/ 97page * Inner paper: 80 GSM Offset paper. * Inner color: 4 colors both side print * Cover paper: 300 gsm duplex board/ box board * Cover color: 4 color one side printing * Binding: book binding * Cover lamination one side * Cover page- one side deep maroon color border | Each | 6951 |  |  |
| 5 | Burmese version Math TB Package 1 | * Book Size- 8.5x 11 inch(A4) * Inner page – 54 sheet/ 108 page * Inner paper: 80 GSM Offset paper. * Inner color: 4 colors both side print * Cover paper: 300 gsm duplex board/ box board * Cover color: 4 color one side printing * Binding: stapler binding * Cover lamination one side * Cover page- one side deep navy-blue color border. | Each | 6951 |  |  |
| 6 | Burmese version Life Skill STB, Package 1 | * Book Size- 8.5x 11 inch(A4) * Inner page – 43 sheet/ 85page * Inner paper: 80 GSM Offset paper. * Inner color: 4 colors both side print * Cover paper: 300 gsm duplex board/ box board * Cover color: 4 color one side printing * Binding: book binding * Cover lamination one side * Cover page- one side deep silver color border | Each | 6951 |  |  |
| 7 | English version Social studies STB Package 1 | * Book Size- 8.5x 11 inch(A4) * Inner page – 47 sheet/ 93 page * Inner paper: 80 GSM Offset paper. * Inner color: 4 colors both side print * Cover paper: 300 gsm duplex board/ box board * Cover color: 4 color one side printing * Binding: book binding * Cover lamination one side * Cover page- one side deep olive color border | Each | 386 |  |  |
| 8 | English version Science STB Package 1 | * Book Size- 8.5x 11 inch(A4) * Inner page – 47 sheet/ 93page * Inner paper: 80 GSM Offset paper. * Inner color: 4 colors both side print * Cover paper: 300 gsm duplex board/ box board * Cover color: 4 color one side printing * Binding: stapler binding * Cover lamination one side * Cover page- one side deep maroon color borde | Each | 386 |  |  |
| 9 | English version Math STB Package 1 | * Book Size- 8.5x 11 inch(A4) * Inner page – 61 sheet/ 122page * Inner paper: 80 GSM Offset paper. * Inner color: 4 colors both side print * Cover paper: 300 gsm duplex board/ box board * Cover color: 4 color one side printing * Binding: stapler binding * Cover lamination one side * Cover page- one side deep navy blue color border | Each | 386 |  |  |
| 10 | English version LSTB, Package 1 | * Book Size- 8.5x 11 inch(A4) * Inner page – 45 sheet/ 89 page * Inner paper: 80 GSM Offset paper. * Inner color: 4 colors both side print * Cover paper: 300 gsm duplex board/ box board * Cover color: 4 color one side printing * Binding: book binding * Cover lamination one side * Cover page- one side deep silver color border | Each | 386 |  |  |
| 11 | Burmese TG Package 1 | * Book Size- 8.5x 11 inch(A4) * Inner page – 124 sheet/ 248 page * Inner paper: 80 GSM Offset paper. * Inner color: 4 colors both side print * Cover paper: 300 gsm duplex board/ box board * Cover color: 4 color one side printing * Binding: book binding * Cover lamination one side * Cover page- one side light red color border. | Each | 366 |  |  |
| 12 | Burmese version Social Studies TG Package- 1 | * Book Size- 8.5x 11 inch(A4) * Inner page – 47sheet/ 93 page * Inner paper: 80 GSM Offset paper. * Inner color: 4 colors both side print * Cover paper: 300 gsm duplex board/ box board * Cover color: 4 color one side printing * Binding: book binding * Cover lamination one side * Cover page- one side light olive color border | Each | 366 |  |  |
| 13 | Burmese Science TG Package 1 | * Book Size- 8.5x 11 inch(A4) * Inner page – 41 sheet/ 81page * Inner paper: 80 GSM Offset paper. * Inner color: 4 colors both side print * Cover paper: 300 gsm duplex board/ box board * Cover color: 4 color one side printing * Binding: book binding * Cover lamination one side * Cover page- one side light maroon color borde | Each | 366 |  |  |
| 14 | Burmese version Math TG Package 1 | * Book Size- 8.5x 11 inch(A4) * Inner page – 65 sheet/ 129 page * Inner paper: 80 GSM Offset paper. * Inner color: 4 colors both side print * Cover paper: 300 gsm duplex board/ box board * Cover color: 4 color one side printing * Binding: book binding * Cover lamination one side * Cover page- one side light navy-blue color border | Each | 366 |  |  |
| 15 | Burmese version Life Skill TG- Package 1 | * Book Size- 8.5x 11 inch(A4) * Inner page – 53sheet/ 105page * Inner paper: 80 GSM Offset paper. * Inner color: 4 colors both side print * Cover paper: 300 gsm duplex board/ box board * Cover color: 4 color one side printing * Binding: stapler binding * Cover lamination one side * Cover page- one side light silver color border | Each | 366 |  |  |
| 16 | English TG Package 1 | * Book Size- 8.5x 11 inch(A4) * Inner page – 69 sheet/ 138 page * Inner paper: 80 GSM Offset paper. * Inner color: 4 colors both side print * Cover paper: 300 gsm duplex board/ box board * Cover color: 4 color one side printing * Binding: book binding * Cover lamination one side * Cover page- one sidelight purple color border | Each | 386 |  |  |
| 17 | English version SSTG Package- 1 | * Book Size- 8.5x 11 inch(A4) * Inner page – 44 sheet/ 88 page * Inner paper: 80 GSM Offset paper. * Inner color: 4 colors both side print * Cover paper: 300 gsm duplex board/ box board * Cover color: 4 color one side printing * Binding: book binding * Cover lamination one side * Cover page- one side light olive color border | Each | 386 |  |  |
| 18 | English Science TG Package 1 | * Book Size- 8.5x 11 inch(A4) * Inner page – 36 sheet/ 71 page * Inner paper: 80 GSM Offset paper. * Inner color: 4 colors both side print * Cover paper: 300 gsm duplex board/ box board * Cover color: 4 color one side printing * Binding: book binding * Cover lamination one side * Cover page- one side light maroon color border | Each | 386 |  |  |
| 19 | English version Math TG Package 1 | * Book Size- 8.5x 11 inch(A4) * Inner page – 60 sheet/ 120 page * Inner paper: 80 GSM Offset paper. * Inner color: 4 colors both side print * Cover paper: 300 gsm duplex board/ box board * Cover color: 4 color one side printing * Binding: book binding * Cover lamination one side * Cover page- one side light navy-blue color border | Each | 386 |  |  |
| 20 | English version LSTG-Package 1 | * Book Size- 8.5x 11 inch(A4) * Inner page – 46sheet/ 91page * Inner paper: 80 GSM Offset paper. * Inner color: 4 colors both side print * Cover paper: 300 gsm duplex board/ box board * Cover color: 4 color one side printing * Binding: stapler binding * Cover lamination one side * Cover page- one side light silver color border | Each | 386 |  |  |
| 21 | Burmese STB Package 2, Part 1 | * Book Size- 8.5x 11 inch(A4) * Inner page – 56 sheet/ 111 page * Inner paper: 80 GSM Offset paper. * Inner color: 4 colors both side print * Cover paper: 300 gsm duplex board/ box board * Cover color: 4 color one side printing * Binding: stapler / book binding * Cover lamination one side * Cover page- one side deep green color border | Each | 2180 |  |  |
| 22 | Burmese version Social Studies (SS) STB Package 2, part 1 | * Book Size- 8.5x 11 inch(A4) * Inner page – 48 sheet/ 98 page * Inner paper: 80 GSM Offset paper. * Inner color: 4 colors both side print * Cover paper: 300 gsm duplex board/ box board * Cover color: 4 color one side printing * Binding: stapler/ book binding * Cover lamination one side * Cover page- one side deep White color border | Each | 2180 |  |  |
| 23 | Burmese version-Science STB Package 2, part 21 | * Book Size- 8.5x 11 inch(A4) * Inner page – 52 sheet/ 104 page * Inner paper: 80 GSM Offset paper. * Inner color: 4 colors both side print * Cover paper: 300 gsm duplex board/ box board * Cover color: 4 color one side printing * Binding: stapler/ book binding * Cover lamination one side * Cover page- one side deep yellow color border | Each | 2180 |  |  |
| 24 | Burmese version Math STB Package 2, part 21 | * Book Size- 8.5x 11 inch(A4) * Inner page – 63 sheet/ 126 page * Inner paper: 80 GSM Offset paper. * Inner color: 4 colors both side print * Cover paper: 300 gsm duplex board/ box board * Cover color: 4 color one side printing * Binding: stapler binding * Cover lamination one side * Cover page- one side deep blue color border | Each | 2180 |  |  |
| 25 | Burmese version Life skill (LS) STB Package 2, part 1 | * Book Size- 8.5x 11 inch(A4) * Inner page – 49 sheet/ 97page * Inner paper: 80 GSM Offset paper. * Inner color: 4 colors both side print * Cover paper: 300 gsm duplex board/ box board * Cover color: 4 color one side printing * Binding: stapler/ book binding * Cover lamination one side * Cover page- one side deep orange color border | Each | 2180 |  |  |
| 26 | English Student Text Book Package -2, Part 1 | * Book Size- 8.5x 11 inch(A4) * Inner page – 71 sheet/ 142 page * Inner paper: 80 GSM Offset paper. * Inner color: 4 colors both side print * Cover paper: 300 gsm duplex board/ box board * Cover color: 4 color, Front and rear / back side printing * Binding: book binding * Cover matt lamination one side * Cover page- one side deep pink color border | Each | 2180 |  |  |
| 27 | English version Social Study (SS) STB Package 2, part 1 | * Book Size- 8.5x 11 inch(A4) * Inner page – 52 sheet/ 103 page * Inner paper: 80 GSM Offset paper. * Inner color: 4 colors both side print * Cover paper: 300 gsm duplex board/ box board * Cover color: 4 color one side printing * Binding: stapler/ book binding * Cover lamination one side * Cover page- one side deep White color border | Each | 160 |  |  |
| 28 | English version-Science STB Package 2, part 1 | * Book Size- 8.5x 11 inch(A4) * Inner page – 46 sheet/ 91 page * Inner paper: 80 GSM Offset paper. * Inner color: 4 colors both side print * Cover paper: 300 gsm duplex board/ box board * Cover color: 4 color one side printing * Binding: stapler binding * Cover lamination one side * Cover page- one side deep yellow color border | Each | 160 |  |  |
| 29 | English version Math STB Package 2, part 1 | * Book Size- 8.5x 11 inch(A4) * Inner page – 63sheet/ 126 page * Inner paper: 80 GSM Offset paper. * Inner color: 4 colors both side print * Cover paper: 300 gsm duplex board/ box board * Cover color: 4 color one side printing * Binding: stapler binding * Cover lamination one side * Cover page- one side deep blue color border | Each | 160 |  |  |
| 30 | English version Life skill (LS) STB Package 2. part 1 | * Book Size- 8.5x 11 inch(A4) * Inner page – 49 sheet/ 97page * Inner paper: 80 GSM Offset paper. * Inner color: 4 colors both side print * Cover paper: 300 gsm duplex board/ box board * Cover color: 4 color one side printing * Binding: stapler / book binding * Cover lamination one side * Cover page- one side deep orange color border | Each | 160 |  |  |
| 31 | English TG Package 2, part 1 | * Book Size- 8.5x 11 inch(A4) * Inner page – 37 sheet/ 143 page * Inner paper: 80 GSM Offset paper. * Inner page: both side print * Cover paper: 300 gsm duplex board/ box board * Cover page color: 4 colors one side printing * Binding: stapler / book binding * Cover lamination one side * Cover page- one side light yellow color border | Each | 160 |  |  |
| 32 | English version SSTG Package 2, part 1 | * Book Size- 8.5x 11 inch(A4) * Inner page – 53 sheet/ 105 page * Inner paper: 80 GSM Offset paper. * Inner page: both side print * Cover paper: 300 gsm duplex board/ box board * Cover page color: 4 colors one side printing * Binding: stapler binding * Cover Page lamination one side * Cover page- one side light white color border | Each | 160 |  |  |
| 33 | English version Science TG Package 2, part 1 | * Book Size- 8.5x 11 inch(A4) * Inner page – 37 sheet/ 73 page * Inner paper: 80 GSM Offset paper. * Inner page: both side print * Cover paper: 300 gsm duplex board/ box board * Cover page color: 4 colors one side printing * Binding: stapler / book binding * Cover lamination one side * Cover page- one side light yellow color border | Each | 147 |  |  |
| 34 | English version Math TG Package 2, part 1 | * Book Size- 8.5x 11 inch(A4) * Inner page – 58 sheet/ 116 page * Inner paper: 80 GSM Offset paper. * Inner page: both side print * Cover paper: 300 gsm duplex board/ box board * Cover page color: 4 colors one side printing * Binding: book binding * Cover Page lamination one side * Cover page- one side light blue color border | Each | 147 |  |  |
| 35 | English version LS-TG, Package 2, part 1 | * Book Size- 8.5x 11 inch(A4) * Inner page – 45 sheet/ 89 page * Inner paper: 80 GSM Offset paper. * Inner page: both side print * Cover paper: 300 gsm duplex board/ box board * Cover page color: 4 colors one side printing * Binding: stapler binding * Cover Page lamination one side * Cover page- one side light orange color border | Each | 147 |  |  |
| 36 | Burmese TG Package 2, part 1 | * Book Size- 8.5x 11 inch(A4) * Inner page – 48 sheet/ 191 page * Inner paper: 80 GSM Offset paper. * Inner page: both side print * Cover paper: 300 gsm duplex board/ box board * Cover page color: 4 colors one side printing * Binding: stapler binding * Cover lamination one side * Cover page- one side light yellow color border | Each | 160 |  |  |
| 37 | Burmese version SSTG Package 2, part 1 | * Book Size- 8.5x 11 inch(A4) * Inner page – 50 sheet/ 100 page * Inner paper: 80 GSM Offset paper. * Inner page: both side print * Cover paper: 300 gsm duplex board/ box board * Cover page color: 4 colors one side printing * Binding: book binding * Cover Page lamination one side * Cover page- one side light white color border | Each | 160 |  |  |
| 38 | Burmese version Science TG Package 2, part 1 | * Book Size- 8.5x 11 inch(A4) * Inner page – 48 sheet/ 96 page * Inner paper: 80 GSM Offset paper. * Inner page: both side print * Cover paper: 300 gsm duplex board/ box board * Cover page color: 4 colors one side printing * Binding: stapler binding * Cover lamination one side * Cover page- one side light yellow color border | Each | 160 |  |  |
| 39 | Burmese version Math TG Package 2, part 1 | * Book Size- 8.5x 11 inch(A4) * Inner page – 59 sheet/ 118 page * Inner paper: 80 GSM Offset paper. * Inner page: both side print * Cover paper: 300 gsm duplex board/ box board * Cover page color: 4 colors one side printing * Binding: stapler binding * Cover Page lamination one side * Cover page- one side light blue color border | Each | 160 |  |  |
| 40 | Burmese version LS-TG, Package 2, part 1 | * Book Size- 8.5x 11 inch(A4) * Inner page – 52 sheet/ 104 page * Inner paper: 80 GSM Offset paper. * Inner page: both side print * Cover paper: 300 gsm duplex board/ box board * Cover page color: 4 colors one side printing * Binding: book binding * Cover Page lamination one side * Cover page- one side light Orange color border | Each | 160 |  |  |
| 41 | Burmese STB Package 2, part 2 | * Book Size- 8.5x 11 inch(A4) * Inner page – 62 sheet/ 124page * Inner paper: 80 GSM Offset paper. * Inner color: 4 colors both side print * Cover paper: 300 gsm duplex board/ box board * Cover color: 4 color one side printing * Binding: stapler / book binding * Cover lamination one side * Cover page- one side deep green color borde | Each | 1480 |  |  |
| 42 | Burmese version Social Studies (SS) STB Package 2, part 2 | * Book Size- 8.5x 11 inch(A4) * Inner page – 45 sheet/ 90page * Inner paper: 80 GSM Offset paper. * Inner color: 4 colors both side print * Cover paper: 300 gsm duplex board/ box board * Cover color: 4 color one side printing * Binding: stapler/ book binding * Cover lamination one side * Cover page- one side deep White color border | Each | 1480 |  |  |
| 43 | Burmese version-Science STB Package 2, part 2 | * Book Size- 8.5x 11 inch(A4) * Inner page – 50 sheet/ 99 page * Inner paper: 80 GSM Offset paper. * Inner color: 4 colors both side print * Cover paper: 300 gsm duplex board/ box board * Cover color: 4 color one side printing * Binding: stapler/ book binding * Cover lamination one side * Cover page- one side deep yellow color border | Each | 1480 |  |  |
| 44 | Burmese version Math STB Package 2, part 2 | * Book Size- 8.5x 11 inch(A4) * Inner page – 143 sheet/ 145page * Inner paper: 80 GSM Offset paper. * Inner color: 4 colors both side print * Cover paper: 300 gsm duplex board/ box board * Cover color: 4 color one side printing * Binding: stapler binding * Cover lamination one side * Cover page- one side deep blue color border | Each | 1480 |  |  |
| 45 | Burmese version Life skill (LS) STB Package 2, part 2 | * Book Size- 8.5x 11 inch(A4) * Inner page – 45 sheet/ 90page * Inner paper: 80 GSM Offset paper. * Inner color: 4 colors both side print * Cover paper: 300 gsm duplex board/ box board * Cover color: 4 color one side printing * Binding: stapler/ book binding * Cover lamination one side * Cover page- one side deep orange color border | Each | 1480 |  |  |
| 46 | English STB Package 2, part 2 | * Book Size- 8.5x 11 inch(A4) * Inner page – 54 sheet/ 107 page * Inner paper: 80 GSM Offset paper. * Inner color: 4 colors both side print * Cover paper: 300 gsm duplex board/ box board * Cover color: 4 color one side printing * Binding: book binding * Cover matt lamination one side * Cover page- one side deep pink color border | Each | 1480 |  |  |
| 47 | English version Social Study (SS) STB Package 2, part 2 | * Book Size- 8.5x 11 inch(A4) * Inner page – 43 sheet/ 85 page * Inner paper: 80 GSM Offset paper. * Inner color: 4 colors both side print * Cover paper: 300 gsm duplex board/ box board * Cover color: 4 color one side printing * Binding: stapler/ book binding * Cover lamination one side * Cover page- one side deep White color border | Each | 90 |  |  |
| 48 | English version-Science STB Package 2, part 2 | * Book Size- 8.5x 11 inch(A4) * Inner page – 45sheet/ 90 page * Inner paper: 80 GSM Offset paper. * Inner color: 4 colors both side print * Cover paper: 300 gsm duplex board/ box board * Cover color: 4 color one side printing * Binding: stapler binding * Cover lamination one side * Cover page- one side deep yellow color border | Each | 90 |  |  |
| 49 | English version Math STB Package 2, part 2 | * Book Size- 8.5x 11 inch(A4) * Inner page – 63sheet/ 125page * Inner paper: 80 GSM Offset paper. * Inner color: 4 colors both side print * Cover paper: 300 gsm duplex board/ box board * Cover color: 4 color one side printing * Binding: stapler binding * Cover lamination one side * Cover page- one side deep blue color border | Each | 90 |  |  |
| 50 | English version Life skill (LS) STB Package 2, part 2 | * Book Size- 8.5x 11 inch(A4) * Inner page – 42sheet/ 83page * Inner paper: 80 GSM Offset paper. * Inner color: 4 colors both side print * Cover paper: 300 gsm duplex board/ box board * Cover color: 4 color one side printing * Binding: stapler / book binding * Cover lamination one side * Cover page- one side deep orange color border | Each | 90 |  |  |
| 51 | English TG Package 2, part 2 | * Book Size- 8.5x 11 inch(A4) * Inner page – 57 sheet/ 113 page * Inner paper: 80 GSM Offset paper. * Inner page: both side print * Cover paper: 300 gsm duplex board/ box board * Cover color: 4 colors on side printing * Binding: stapler binding * Cover lamination one side * Cover page- one side light pink color border | Each | 90 |  |  |
| 52 | English version SSTG Package 2, part 2 | * Book Size- 8.5x 11 inch(A4) * Inner page – 43sheet/ 86page * Inner paper: 80 GSM Offset paper. * Inner page: both side print * Cover paper: 300 gsm duplex board/ box board * Cover page color: 4 colors one side printing * Binding: stapler binding * Cover Page lamination one side * Cover page- one side light white color border | Each | 90 |  |  |
| 53 | English version Science TG Package 2, part 2 | * Book Size- 8.5x 11 inch(A4) * Inner page – 36 sheet/ 71page * Inner paper: 80 GSM Offset paper. * Inner page: both side print * Cover paper: 300 gsm duplex board/ box board * Cover page color: 4 colors one side printing * Binding: stapler / book binding * Cover lamination one side * Cover page- one side light yellow color border | Each | 90 |  |  |
| 54 | English version Math TG Package 2,part -2 | * Book Size- 8.5x 11 inch(A4) * Inner page – 70 sheet/ 139 page * Inner paper: 80 GSM Offset paper. * Inner page: both side print * Cover paper: 300 gsm duplex board/ box board * Cover page color: 4 colors one side printing * Binding: book binding * Cover Page lamination one side * Cover page- one side light blue color border | Each | 90 |  |  |
| 55 | English version LS-TG, Package 2, part 2 | * Book Size- 8.5x 11 inch(A4) * Inner page – 52 sheet/ 104page * Inner paper: 80 GSM Offset paper. * Inner page: both side print * Cover paper: 300 gsm duplex board/ box board * Cover page color: 4 colors one side printing * Binding: stapler binding * Cover Page lamination one side * Cover page- one side light orange color border | Each | 90 |  |  |
| 56 | Burmese TG Package 2, part 2 | * Book Size- 8.5x 11 inch(A4) * Inner page – 105 sheet/ 209 page * Inner paper: 80 GSM Offset paper. * Inner page: both side print * Cover paper: 300 gsm duplex board/ box board * Cover page color: 4 colors one side printing * Binding: stapler binding * Cover Page lamination one side * Cover page- one side light green color border | Each | 90 |  |  |
| 57 | Burmese version SSTG Package 2, part 2 | * Book Size- 8.5x 11 inch(A4) * Inner page – 162sheet/ 132 page * Inner paper: 80 GSM Offset paper. * Inner page: both side print * Cover paper: 300 gsm duplex board/ box board * Cover page color: 4 colors one side printing * Binding: book binding * Cover Page lamination one side * Cover page- one side light white color border | Each | 90 |  |  |
| 58 | Burmese version Science TG Package 2,Part 2 | * Book Size- 8.5x 11 inch(A4) * Inner page – 47 sheet/ 94page * Inner paper: 80 GSM Offset paper. * Inner page: both side print * Cover paper: 300 gsm duplex board/ box board * Cover page color: 4 colors one side printing * Binding: stapler binding * Cover lamination one side * Cover page- one side light yellow color border | Each | 90 |  |  |
| 59 | Burmese version Math TG Package 2, Part 2 | * Book Size- 8.5x 11 inch(A4) * Inner page – 80 sheet/ 159page * Inner paper: 80 GSM Offset paper. * Inner page: both side print * Cover paper: 300 gsm duplex board/ box board * Cover page color: 4 colors one side printing * Binding: stapler binding * Cover Page lamination one side * Cover page- one side light blue color border | Each | 90 |  |  |
| 60 | Burmese version LS-TG, Package 2, part 2 | * Book Size- 8.5x 11 inch(A4) * Inner page – 52 sheet/ 103page * Inner paper: 80 GSM Offset paper. * Inner page: both side print * Cover paper: 300 gsm duplex board/ box board * Cover page color: 4 colors one side printing * Binding: book binding * Cover Page lamination one side * Cover page- one side light Orange color border | Each | 90 |  |  |

Note:

* SCI will be providing soft copies (PDF), The Vendor will work on aligning the design and illustrator. The illustration has already been put in the PDF.
* Logos (SCI, Sector, and ECW) for each book will be provided by SCI.
* The awarded vendor will be responsible for the kit of the books at their own arrangement as per below attach instruction. No additional payment will be made for this packing.



* Quoted price should be inclusive of any Government taxes/VAT and charges as applicable.

## **SECTION 4 – BIDDER SUBMISSION CHECKLIST**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **We, the Bidder, hereby confirm we have completed all sections of the Bidder Response Document:** | | | | | | |
| **No** | **Section** | | | **Please Tick** | | |
| 1. | Section 2 – Essential Criteria | | |  | | |
| 2. | Section 3 – Capability & Sustainability Questions | | |  | | |
| 3. | Section 4 – Commercial Questions | | |  | | |
|  | | | | | | |
| **We, the Bidder, confirm we have uploaded all of the required information and supporting evidence:** | | | | | | |
| **Section** | | **Required Document / Evidence** | | | | **Please Tick** |
| **Essential Criteria Evidence** | | Proof of legitimate business address | | | |  |
|  | | Copy of tax registration number & certificate | | | |  |
|  | | Copy of business registration certificate/Trade License | | | |  |
|  | | Minimum 3 years of experience for similar type of goods | | | |  |
|  | | Liquid assets i.e. working capital or credit line(s) | | | |  |
|  | | Tender Security | | | |  |
|  | | Compliance with Mandatory Policy | | | |  |
| **Capability and Sustainability Criteria Evidence** | | Completed Bidder Response Document | | | |  |
|  | | Client List | | | |  |
|  | | Work order/contract with a value of BDT 5,000,000 and above | | | |  |
|  | | Length of Service | | | |  |
|  | | Delivery Lead Time | | | |  |
| **Commercial Criteria Evidence** | | Completed Bidder Response Document | | | |  |
|  | | | | | | |
| **We, the Bidder, hereby confirm we compliance with the following policies and requirements:** | | | | | | |
| **Policy** | | | **Policy / Document** | | **Signature** | |
| Terms & Conditions of Bidding | | |  | |  | |
| Terms & Conditions of Purchase | | |  | |  | |
| Supplier Sustainability Policy  and the included mandatory policies | | | [Click Here to Access](https://www.savethechildren.net/sites/www.savethechildren.net/files/Supplier%20Sustainability%20Policy.pdf) | |  | |

|  |  |
| --- | --- |
| We confirm that Save the Children may in its consideration of our offer, and subsequently, rely on the statements made herein. | |
| Signature: | ………………………………………………….. |
| Name: | ………………………………………………….. |
| Title: | ………………………………………………….. |
| Company: | ………………………………………………….. |
| Date: | ………………………………………………….. |