



03 July 2012

## INTERNATIONAL COMPETITIVE BIDDING ICB No. UNFPA/BGD/12/004

### MANUFACTURE AND/OR SUPPLY OF CLEAN DELIVERY KITS

Dear Sir/Madam,

1. The United Nations Population Fund (UNFPA), an international development agency, invites sealed bids for Long Term Agreement (LTA) for the supply of **Clean Delivery Kits** for its programme in **Bangladesh**. The specific products solicited are listed in Annex III: Items and Quantities.
2. The technical bid (according to Annex II, Annex III and Annex VI) containing the technical product specifications and the financial bid (according to Annex VII) containing price information shall be submitted separately.
3. The bidder shall be required to quote for all items and partial bid for any item against the lot will not be accepted.
4. To enable you to submit a bid, please read the following attached documents carefully:
  - Instructions to bidders.....Annex I
  - Terms of Reference (TOR).....Annex II
  - Technical Product Specifications.....Annex III
  - UNFPA General Terms and Conditions.....Annex IV
  - Bid Submission Form.....Annex V
  - Bidders Identification Form .....Annex VI
  - Product Item Overview Form.....Annex VII
  - Price Schedule Form.....Annex VIII
5. The bid shall reach UNFPA's reception in the Bid Box specially marked "ICB No. UNFPA/BGD/12/004" at the IDB Bhaban (15th Floor), E/8-A Rokeya Sharani, Sher-e-Bangla Nagar, Dhaka 1207, Bangladesh or the email inbox of **bidtender.bangladesh@unfpa.org** no later than **30 July 2012 by 16:30 hrs** (Bangladesh time).
6. The bid shall be opened on **31 July 2012 at 15:00 hrs** (Bangladesh time) at the office of UNFPA, (IDB Bhaban (15th Floor), E/8-A Rokeya Sharani, Sher-e-bangla Nagar, Dhaka 1207). Bidders<sup>1</sup> or their authorized representatives may attend the bid opening. Kindly confirm by e-mail by date whether your company shall be represented at the bid opening.

7. A pre-bid meeting will be held on **10 July 2012 at 14:00 hrs** at the UNFPA Office, IDB Bhaban 15<sup>th</sup> Floor), Dhaka, Bangladesh where all technical and procurement issued will be explained to all bidders attending the meeting. The interested bidders are requested to attend the meeting with all their queries
8. Bids received after the stipulated date and time shall not be accepted under any circumstances. Bids delivered through courier and post later than date due shall not be registered and shall be returned unopened. Bids submitted to any other email address than **bidtender.bangladesh@unfpa.org** shall be rejected.
9. The award of the bid shall be posted at [www.ungm.org](http://www.ungm.org). The successful bidder shall be notified by UNFPA by email.
10. Bidders shall acknowledge receipt of this proposal to bid by email to Mr. Jawher L. Das ([jawher@unfpa.org](mailto:jawher@unfpa.org)) no later than 12 July 2012 and to indicate whether or not a bid shall be submitted. The acknowledgement shall provide company name, telephone number, fax number and the name of a contact person.

**Do not submit your bid to the above contact, or your bid will be disqualified.**

11. Any questions relating to the attached documents shall be addressed in writing to the following UNFPA personnel no later than 9 July 2012 at 16:30 hrs Bangladesh time).
  - Mr. Jawher Das, Senior Procurement Officer (email: [jawher@unfpa.org](mailto:jawher@unfpa.org)) for questions relating to the bidding exercise.

Do not submit your bid to these contacts, or your bid will be disqualified.

12. This letter is not to be construed in any way as an offer to contract with your firm.

Yours Sincerely,



**Aisana Taher**  
**Operations Manager**  
**UNFPA, Bangladesh**



**UNITED NATIONS POPULATION FUND**

**INTERNATIONAL COMPETITIVE BIDDING**

**ICB No. UNFPA/BGD/12/004**

**Bid Document for the signing of a  
Long Term Agreement (LTA) for the Supply of  
Clean Delivery Kits**

**03 July 2012**

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# **ANNEX I: Instructions to Bidders**

## **A. Introduction**

### **1. Eligible Bidders**

This bid is open to primary manufacturers, who are registered in the country where they produce, or their authorized representatives. A “primary manufacturer” is defined as a company that performs all the manufacturing and fabricating operations needed to produce goods in their appropriate dosage forms, including processing, blending, formulating, filling, packing, labelling and quality testing. A bid may be submitted by an authorized agent for and on behalf of the primary manufacturer provided the bid is accompanied by a duly notarized letter of authority from the primary manufacturer authorizing the designated agent to bid solely for and on behalf of the primary manufacturer. Please note that UNFPA prefers to work directly with manufacturers.

Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the buyer to provide consulting services for the preparation of the design specifications, and other documents to be used for the procurement of goods to be purchased under this invitation to bids.

### **2. Cost of Bid**

The bidder shall bear all costs associated with the preparation and submission of the bid, and the procuring UN entity shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

## **B. Solicitation Documents**

### **3. UNFPA Bid document**

Bidders are expected to examine all instructions, forms, specifications, terms and conditions contained in the bid solicitation documents issued by UNFPA. Failure to comply with these documents shall be at the bidder’s risk and may affect the evaluation of the proposals.

### **4. Clarifications of solicitation document**

A prospective bidder requiring any clarification on the bid solicitation documents may notify UNFPA in writing within two weeks from the date of issue of the bid. UNFPA shall respond in writing to any request for clarification received and circulate its response (including an explanation of the query but without identifying the source of enquiry) to all prospective bidders who have received the bid solicitation documents. A copy of UNFPA’s answer shall also be posted in the UNFPA website [http://www.unfpa.org/procurement/current\\_bids.htm](http://www.unfpa.org/procurement/current_bids.htm) and in the UN Global Marketplace <http://ungm.org/>

## 5. Amendments of UNFPA bid solicitation document

At any time prior to the deadline for submission of proposals, UNFPA may, for any reason whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by amendment.

All prospective bidders that have received the bidding documents shall be notified in writing of all the amendments to the bidding documents. In order to give prospective bidders reasonable time to take the amendments into account in preparing their proposals, UNFPA, may at its discretion, extend the deadline for the submission of proposals.

## C. Preparation of Bids

### 6. Language of the Bid

The bid prepared by the bidder and all correspondence and documents relating to the bid shall be written in English.

### 7. Documents to be submitted with Bid

For UNFPA's acceptance of the Bid, the Bidder should furnish documentary evidence of:

- a. Completed Bid Submission Form (Annex V)
- b. Completed Bidders Identification Form (Annex VI)
- c. Completed Product Item Overview Form (Annex VII)
- d. Completed Price Schedule Form (Annex VIII)
- e. Copy of valid manufacturing license from the country of manufacturing and/or a copy of company registration in the country of operation
- f. Copy of last audited financial statements
- g. Copy of valid authorization letter issued by the manufacturer, if Bidder is not the manufacturer
- h. Product catalogues containing pictures of the product(s)
- i. Copies of current certificates such as GMP/quality, FSC/PPP, manufacturer's ISO certificate for the product, manufacturer's CE certificate, USA 510k, Japan QS standard, etc., as stated in the TOR.
- j. Manufacturer's technical product specifications or datasheets
- k. Results of any testing carried out on the products

- **In addition at least one sample of kit contains all items shall reach UNFPA office on or before submission of the bid**

Failure to furnish all the information required for submission of a bid which does not substantially respond to the UNFPA bid document in every respect shall be at the bidder's risk and may result in a rejection of the bid.

### 8. Bid Currency and Prices

All prices shall be quoted in US dollars (USD) or any other convertible currency. The bidder shall indicate on the appropriate Price Schedule the unit prices (where applicable) and total bid price of the goods or services it proposes to supply under the contract.

Bidders are requested to quote the following based on INCOTERMS 2010:

- Price of goods: **FOB**
- Freight, insurance, packing, custom duty & clearance etc. **DDP [Dhaka]**

Where installation, commissioning, training or other similar services are required to be performed by the bidder, the bidder shall include the prices for these services breakdown into itemized prices.

Bidders shall be requested by the buyer to arrange for ocean and/or other transportation from any reliable freight forwarders. This arrangement shall be made only after award or a corresponding purchase order is issued.

Should an LTA be awarded, the LTA agreement will state that price increases can be allowed once per year provided the increase is documented by the supplier. The price increase cannot exceed the national consumer price index of Bangladesh for the preceding year.

## **9. Conversion to Single Currency**

To facilitate evaluation and comparison, the buyer will convert all bid prices expressed in the amounts in various currencies in which the bid prices are payable to US dollars at the official UN exchange rate on the last day for submission of bids.

## **10. Validity of Bid**

The prices of the bid shall be valid for 90 days after the closing date of bid submission as specified by UNFPA. A proposal valid for a shorter period shall be rejected by UNFPA on the grounds that it is non-responsive. UNFPA may solicit the bidder's consent for an extension of the period of validity under exceptional circumstances.

## **D. Submission of Bids**

### **11. Partial Bids**

Partial bids are **not allowed** under this tender. UNFPA reserves the right to select and accept a part of parts of any bid.

### **12. Technical and Financial Bids**

A bid shall consist of two parts: the technical bid and the financial bid.

The technical bid containing the technical product specifications and the financial bid containing price information **shall be submitted separately and in two different envelopes or transmitted in two separate emails** to the email address designated by UNFPA.

- The **Technical Bid** shall be prepared in accordance to Annex IV: Technical Product Specifications of the bidding document.
- The **Financial Bid** shall be prepared in accordance to Annex VIII: Price Schedule of the bidding document.

Bids shall be signed by the bidder or a person or persons duly authorized to bind the bidder to the contract. A bid shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the bidder, in which case such corrections shall be initialled by the person or persons signing the bid.

### 13. Sealing and Marking of Bids (hard copies)

When submitting in hard copies, the bidder shall prepare (two) set(s) of sealed bids containing 3 (three) set(s) of the technical bid(s) and 2 (two) set of the financial bid, one stamped as “Original” and the other one stamped as “Copy”. In the event of a discrepancy between them, the original shall govern.

The **outer envelope** must be clearly marked with the following:

UNITED NATIONS POPULATION FUND (UNFPA)  
IDB Bhaban (15th Floor), E/8-A Rokeya Sharani  
Sher-e-Bangla Nagar, Dhaka 1207, Bangladesh  
Invitation to Bid No. UNFPA/BGD/12/004

**ONLY TO BE OPENED BY AUTHORISED UNFPA PERSONNEL**

The **inner envelopes** must be clearly marked with the following:

UNITED NATIONS POPULATION FUND (UNFPA)  
IDB Bhaban (15th Floor), E/8-A Rokeya Sharani, Sher-e-Bangla Nagar  
Dhaka 1207, Bangladesh  
*Submission 1 of 2: “UNFPA/BGD/12/004, Company name, Technical Proposal”*

UNITED NATIONS POPULATION FUND (UNFPA)  
IDB Bhaban (15th Floor), E/8-A Rokeya Sharani  
Sher-e-Bangla Nagar, Dhaka 1207, Bangladesh  
*Submission 2 of 2: “UNFPA/BGD/12/004, Company name, Financial Proposal”*

The envelope shall also indicate the name and address of the Bidder to enable the Bid to be returned unopened in case it is declared “late”.

If the outer envelope is not sealed and marked as required, UNFPA Bangladesh shall assume no responsibility for the Bid’s misplacement or premature opening.

### 14. Electronic Submissions

Please note the following guidelines for **electronic submissions**:

Bidders shall make clear reference to the specific proposal in the subject field as instructed, otherwise proposals may be rejected. Clearly specify: **ICB No. UNFPA/BGD/004, company name** and specify “Technical Proposal” or “Financial Proposal” in the subject field. i.e.:



Submission 1 of 2: “ICB No. UNFPA/BGD/12/004, Company name, Technical Proposal”  
Submission 2 of 2: “ICB No. UNFPA/BGD/12/004, Company name, Financial proposal”

The Technical Proposal and the Financial Proposal shall be submitted in **separate emails** to [bidtender.bangladesh@unfpa.org](mailto:bidtender.bangladesh@unfpa.org). Proposals received at the mail box are kept undisclosed and shall not be opened before the scheduled opening date.

E-mail submission shall not exceed **8 MB**. It is recommended that all the bidding documents are consolidated into as few attachments as possible which shall be in commonly used file formats. Where the technical details are in large electronic files, it is recommended that these shall be sent separately before the deadline.

It shall be the bidder’s responsibility to ensure that Bids sent by e-mail are received by the deadline.

All bidders shall receive an auto-reply acknowledging the receipt of their email. Bidders shall not receive responses to questions sent to [bidtender.bangladesh@unfpa.org](mailto:bidtender.bangladesh@unfpa.org) since it is a secure mailbox.

#### **15. Deadline for Submission of Bids/Late Bids**

Bids must be delivered to the office on or before the date and time specified in section I of these Solicitation Documents.

UNFPA may, under special and exceptional circumstances, extend this deadline for the submission of the bids and such changes shall be notified to all Bidders before the expiration of the original period.

Any bid received by UNFPA after the deadline for submission of bids shall be rejected and returned unopened to the bidder. UNFPA shall not be legally responsible for bids that arrived late due to the bidder’s problems with transmission of bid submissions via email and/or with the courier company.

#### **16. Modification and Withdrawal of Bids**

The bidder may withdraw its bid after submission, provided that written notice of the withdrawal is received by UNFPA prior to the deadline for submission. No Bid may be modified after passing of the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity.

#### **17. Storage of Bids**

Bids received prior to the deadline of submission and the time of opening shall be securely kept unopened until the specified bid opening date stated in the UNFPA’s bid solicitation document. No responsibility shall be attached to UNFPA for the premature opening of a proposal not properly addressed and identified.

## **E. Opening and Evaluation of Bids**

### **18. Opening of Bids**

The buyer shall open all bids in the presence of two witnesses.

There shall be two separate technical and financial bid openings. This “two envelope system” ensures that the technical evaluation can focus solely on the contents of the technical proposals without bias from the financial aspects of the proposals. The bidders’ names and their technical bids shall be announced at the technical bid opening. The financial bids are opened in a separate opening session after completion of the technical evaluation.

No bid shall be rejected at bid opening, except for late bids, which shall be returned unopened to the bidder pursuant to clause 14 of instructions to bidders.

Bids that are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances. Withdrawn bids shall be returned unopened to the bidders.

### **19. Preliminary examination of Bids**

UNFPA shall examine the bids to determine whether they are complete, whether any computational errors have been made, whether the documents are properly signed and whether the proposals are generally in order.

Arithmetical errors shall be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the bidder does not accept the correction of errors, its proposal shall be rejected. If there is a discrepancy between words and figures, the amount in words shall prevail.

### **20. Clarification of Bids**

To assist in the examination, evaluation and comparison of bids, UNFPA may ask bidders for clarification of their bids. The request for clarification and the response shall be in writing by UNFPA and no change in price or substance of the proposal shall be sought, offered or permitted.

### **21. Inspection of premises**

If required, the bidder shall permit UNFPA representatives access to their facilities at any reasonable time to inspect the premises that shall be used for the production, testing and packaging of the products, and shall provide reasonable assistance to the representatives for such inspection, including copies of any test results or quality control reports as may be necessary.

## **F. Award of Contract**

### **22. Award Criteria**

UNFPA shall award the Purchase Order(s) to the lowest priced bidder whose bid complies with all the conditions and technical specifications of this invitation to bid.

UNFPA reserves the right to make multiple arrangements for any item(s) where, in the opinion of UNFPA, the lowest bidder cannot fully meet the delivery requirements or if it is deemed to be in UNFPA's best interest to do so. Any arrangement under this condition shall be made on the basis of the lowest, second lowest, third lowest, etc bid which meets all the requirements in the above paragraph.

UNFPA reserves the right to reject any bid if a bidder has previously failed to perform properly or complete on time in accordance with contracts or the bidder who in UNFPA's perspective is not in a position to perform the contract.

UNFPA reserves the right to annul the solicitation process and reject all bids at any time prior to award of purchase order, without thereby incurring any liability to the affected bidder(s) or any obligation to provide information on the grounds for the buyer's action.

A bid that is rejected by UNFPA may not be made responsive by the bidder by correction of the non-conformity. A responsive bid is defined as one which conforms to all the terms and conditions of the UNFPA's bid solicitation documents without material deviations. UNFPA shall determine the responsiveness of each bid with the UNFPA's bid solicitation documents.

The Bidders waive all rights to appeal against the decision made by UNFPA.

### **23. Right to Vary Requirements at Time of Award**

UNFPA reserves the right at the time of award of contract to increase or decrease by up to 15% the quantity of goods specified in this bid without any change in price or other terms and conditions.

### **24. Signing of the contract**

The buyer shall send the successful bidder the Long Term Agreement, which constitutes the Notification of Award. The successful bidder shall sign, date the contract and return it to UNFPA within 30 days of receipt of the contract. After receipt of any resulting Purchase Orders, the successful bidder shall deliver the commodities in accordance with the delivery schedule outlined in its proposal.



Suppliers perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract, may complain to the UNFPA Head of the Business Unit [*Mr. Arthur Erken, UNFPA Representative, [erken@unfpa.org](mailto:erken@unfpa.org)*]. Should the protestor be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the protestor may contact the Chief of the Procurement Services Branch at [procurement@unfpa.org](mailto:procurement@unfpa.org).

### **25. Gifts and hospitality**

UNFPA has adopted a zero tolerance policy on gifts and hospitality. In view of this UNFPA personnel is prohibited from accepting any gift, even of a nominal value, including drinks, meals, food products, hospitality, calendars, transportation, and any other forms of benefits. Vendors are therefore requested not to send gifts or offer hospitality to UNFPA personnel

**ANNEX II: Terms of Reference (TOR)**  
**(Please see attached)**

## ANNEX III: Technical Product Specifications

Items and Specifications	Item Illustration (as example)
<p><b>1. Drawsheet</b></p> <p><b><u>I. Composition:</u></b></p> <ul style="list-style-type: none"><li>▪ Main unit: 01 set</li></ul> <p><b><u>II. Specification:</u></b></p> <ul style="list-style-type: none"><li>▪ Type: Plastic/PVC</li><li>▪ Colour: Clear</li><li>▪ Size: 100cmx100cm approx.</li><li>▪ Boilable</li><li>▪ Non-sterile</li></ul> <p><b><u>III. Purpose:</u></b></p> <ul style="list-style-type: none"><li>▪ For mother to lie down on clean surface during delivery.</li></ul>	
<p><b>2. Nail clipper, standard</b></p> <p><b><u>I. Composition:</u></b></p> <ul style="list-style-type: none"><li>▪ Main unit: 01 set</li></ul> <p><b><u>II. Specification:</u></b></p> <ul style="list-style-type: none"><li>▪ Type: Standard</li><li>▪ Material: Metal</li><li>▪ Colour: No specification</li></ul> <p><b><u>III. Purpose:</u></b></p> <ul style="list-style-type: none"><li>▪ For delivery assistant to use before delivery.</li></ul>	

### 3. Soap

#### I. Composition:

- Main unit: 01 set

#### II. Technical Specifications:

- Type: Toilet bar
- Weight: 100-125gr
- Individually wrapped
- Unperfumed and Hypoallergenic
- Anti-bacterial preferred
- Long durability
- Composed of: TFM (total fatty matter) content: Minimum 70 %.
- Water and volatiles max. 24 %.
- Glycerin approx. 1 %.
- pH alkaline ingredients approx. 5%.

#### III. Purpose:

- For personal hygiene: In the mother: washing the perineum prior to delivery. Birth attendant Hand washing prior to assisting at the delivery.



### 4. Cotton cloth/towel/gamsa

#### I. Composition:

- Main unit: 01 set

#### II. Specification:

- Type: Towel
- Size: 100cmx100cm approx.
- Colour: Not red, not black, not white
- The Gamsa/Towel needs to be light and not bulky (maximum 400 grams)

#### III. Purpose:

- For delivery assistant to dry hands before delivery and for cleaning newborn baby.



**5. Cotton Roll**

**I. Composition:**

- Main unit: 01 set

**II. Specification:**

- Type: 100% cotton
- Size: Standard (25-50gr)
- Purpose: Cleaning of blood during and after delivery



**6. Surgical Blade**

**I. Composition:**

- Main unit: 01 set

**II. Specification:**

- Type: Single edged, sterile and disposable
- Size: Standard

**III. Purpose:**

- The razor blade is used to cut the umbilical cord after tying it.



**7. Umbilical clamp**

**I. Composition:**

- Main unit: 01 set

**II. Specification:**

- Type: Standard
- Sterile, non-toxic.
- Disposable (single use)
- Size: Standard

**III. Purpose:**

- Tying umbilical cord.



## 8. Cotton Strings / Tape

### I. Composition:

- Main unit: 01 set, 2 strings, in a box or small bag

### II. Specification:

- Braided and flat
- Components: Thread.
- Material: 100 % cotton.
- Size selected: Tape umbilical roll. Aprox. 10cm long (each)
- Width: approx. 3 mm.
- Length: approx. 15 cm.
- Disposable.
- Non-sterile.

### III. Purpose:

- Tying umbilical cord. Umbilical tape is used as a ligature thread to tie the umbilical cord. To prevent cutting or damage to the umbilical cord: do not select mono filament, round or thin ligature threads. Select cotton to prevent untying of knots.



## 9. Cotton Blanket

### I. Composition:

- Main unit: 01 set

### II. Specification:

- Material: Cotton
- Non-sterile
- Size: 100cmx100cm approx.

### III. Purpose:

- The tetra cotton cloth/towel is used to dry and wrap infants. Keeping the newborn-baby warm





## 10. Instruction Booklet/Sheet

### I. Composition:

- Main unit: 01 set

### II. Specification:

- Instruction sheet describing the use of the materials in the kit in bangla.
- Description should be in words and with pictures.
- Can be in one sheet or many.
- Can be in black&white or colour print.

### III. Purpose:

- To inform parents and delivery assistants on the use of the kit contents. *If company has no experience on these issues the instruction sheet design can be provided by UNFPA*

\*\*\* পরিষ্কার রাখা \*\*\*



১. সাদামাৎ দিয়ে ভাল করে হাত পরিষ্কার করতে হবে



২. নতুন ব্লেড ও নতুন ব্যবহার করতে হবে



৩. পরিষ্কার ব্যাগ ব্যবহার করতে হবে

## 11. List of contents

### I. Composition:

- Main Unit: 01 (it can be Iron-On on one of the sides of the bag, or an insert paper, kept inside the bag, but readable from the outside.)

### II. Specification:

- Size: A4 size
- Colour: Black and White
- Paper: 80 gram offset paper
- Language: English and Bengali

### III. Purpose:

- To inform the user to know about the content of the kits

CLEAN DELIVERY KIT নিরাপদ প্রসব সেবা কিট	
প্রতিটি ব্যাগ এ আছে :	<b>Each kit contains:</b>
<ul style="list-style-type: none"><li>▪ ১ টি গোসলের সাবান ১০০ গ্রাম।</li><li>▪ ১ টুকরা প্লাস্টিক শীট ১০০ সেং মিঃ X ১০০ সেং মিঃ</li><li>▪ ১ টি ডিসপোজেবল রেজার, ব্লেড।</li><li>▪ ৩ টি স্টারিলাইজড টেপ, ৩ মিঃ মিঃ X ১৫ সেং মিঃ</li><li>▪ ১ টি ঔষধ রাখার প্লাস্টিক ব্যাগ।</li><li>▪ ২ টি কম্বলের গরু ব্যাডেল ১০০ সেং মিঃ X ১০০ সেং মিঃ।</li><li>▪ ১ জোড়া গ্লোভস (হাতমোলা), স্টেরিলাইজড, মিডিয়াম সাইজ।</li><li>▪ ২ টি ছবি সন্নিবিষ্ট ব্যবহার বিধি।</li></ul>	<ul style="list-style-type: none"><li>▪ Toilet soap, bar,</li><li>▪ Drawsheet, plastic, approximately 100 x 100 cm</li><li>▪ Razor blade, single-edged, disposable</li><li>▪ Tape, umbilical, 3 mm x 15 cm</li><li>▪ Bag (envelope), plastic, for drugs, approximately 18 x 28 cm</li><li>▪ Cotton cloth, "tetra", approximately 100 x 100 cm</li><li>▪ Gloves, examination, latex, medium, single use</li></ul>
১ টি তোয়ালে	Towel (1)
১ টি কম্বল	Blanket (1)
১ টি নখ কাটার মেশিন	Nail Cutter (1)

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## 12. Container bag

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### I. Composition:

- Main unit: 01 set

### II. Specification:

- Material: Plastic
- Colour: Clear
- Size: Big enough to fit all contents of the kit comfortably.
- Should be resealable (zip-lock system or zipper)
- Should have the UNFPA Logo on one side, and list of contents on the other side. Visible without opening the bag.

### III. Purpose:

- To carry contents of the kit.



Sample: 1 (one) sample of the Kit contains all items shall be supplied with the bid

**ANNEX IV: UNFPA General Terms and Conditions**  
**(Please see attached)**

## ANNEX V: Bid Submission Form

To: UNFPA

Dear Sir / Madam,

The undersigned, having read the Bidding Document of Invitation to Bid No. UNFPA/BGD/12/004, hereby offers to supply the goods specified in the schedule at the price or prices quoted, in accordance with any specifications stated and subject to the Terms and Conditions set out or specified in the document

We agree to abide by this Bid for a period of three months from the date fixed for opening of Bids in the Invitation to Bid, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that you are not bound to accept any Bid you may receive.

Dated this . . . .day of . . . .[year].

Signature: .....

Name: .....

Title: .....

Company: .....

Postal Address .....

Telephone No. ....

Fax No. ....

Email address .....

Validity of Offer .....

## ANNEX VI: Bidders Identification Form

Bid No. UNFPA/BGD/12/004

1. Company/Institution Name: \_\_\_\_\_
2. Address, Country: \_\_\_\_\_
3. Telephone: \_\_\_\_\_ Fax \_\_\_\_\_ Website \_\_\_\_\_
4. Date of establishment: \_\_\_\_\_
5. Name of Legal Representative: \_\_\_\_\_
6. Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_
7. Type of Company: Natural Person  Co.Ltd.  Other  \_\_\_\_\_
8. Organizational Type: Manufacturer  Wholesaler  Trader  Other:  \_\_\_\_\_
9. Number of Staff: \_\_\_\_\_
10. Years supplying to UN organizations: \_\_\_\_\_ and to UNFPA: \_\_\_\_\_
11. Subsidiaries in the region:  
Indicate name of subsidiaries and address
  - a) \_\_\_\_\_
  - b) \_\_\_\_\_
  - c) \_\_\_\_\_
12. Commercial representative in the country (for international companies only)  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

## **ANNEX VII: Product Item Overview Form**

(Please see attached Excel spreadsheet Annex VII – Product Item Overview Form.xls)

## **ANNEX VIII: Price Schedule Form**

(Please see attached Excel spreadsheet Annex VIII – Price Schedule form.xls)