

**Annex-III: Specification & Financial proposal format for promotional & printing items**

Sl no	Item and specifications	Qty	Unit price	Total price
1.	<b>Note Pad</b> <ul style="list-style-type: none"> <li>• <b>Size:</b> A5 (148 x 210 mm) or A4 (210 x 297 mm)</li> <li>• <b>Pages:</b> 50-100 sheets per pad</li> <li>• <b>Paper:</b> 80-100 GSM lined white paper (for easy writing)</li> <li>• <b>Printing:</b> Single or double-sided, full-color or black &amp; white</li> <li>• <b>Binding:</b> Glued at the top or spiral bound</li> <li>• <b>Cover:</b> 250-300 GSM art card with matte and spot lamination, die-cut options</li> <li>• <b>Colour:</b> 4 colour printing</li> </ul>	1500		
2.	<b>Paper folder</b> <ul style="list-style-type: none"> <li>• <b>Folding Size:</b> 9" x 12"</li> <li>• <b>Open size:</b> 22" x 17"</li> <li>• <b>Paper:</b> 300gsm Swedish Board</li> <li>• <b>Lamination:</b> Matte lamination &amp; spot</li> <li>• <b>Cutting/creasing:</b> Di-cutting &amp; creasing</li> <li>• <b>Print:</b> 4 color</li> </ul>	1500		
3.	<b>Pen</b> <ul style="list-style-type: none"> <li>• <b>Material:</b> Aluminium or stainless steel</li> <li>• <b>Type:</b> Gel pen</li> <li>• <b>Ink Color:</b> Black or blue (standard)</li> <li>• <b>Mechanism:</b> Cap-off</li> <li>• <b>Printing:</b> Screen printing</li> <li>• <b>Finishing:</b> Matte</li> </ul>	1500		
4.	<b>Notebook (Hard Cover/Faux Leather/Cloth Cover)</b> <ul style="list-style-type: none"> <li>• <b>Size:</b> A5 (most common) or A4</li> <li>• <b>Pages:</b> 100-200 sheets (200-400 pages)</li> <li>• <b>Paper:</b> 80-100 GSM white or cream paper</li> <li>• <b>Printing:</b> Lined, grid, or blank pages; 4 colours printing</li> <li>• <b>Cover Options:</b> <ul style="list-style-type: none"> <li>○ <b>Hardcover:</b> 2.5-3 mm thick board with printed paper (matte/gloss lamination)</li> <li>○ <b>Faux Leather Cover:</b> PU or bonded leather with debossed/foil-stamped logo</li> <li>○ <b>Cloth Cover:</b> Fabric-wrapped hardcover with screen print or embroidery</li> </ul> </li> <li>• <b>Binding:</b> Section-sewn, spiral, or perfect bound</li> <li>• <b>Extras:</b> Elastic band, ribbon bookmark, pen holder</li> </ul>	500		
5.	<b>Regular Desk Calendar</b> <ul style="list-style-type: none"> <li>• <b>Size:</b> A5 (148 x 210 mm)</li> </ul>	500		

Sl no	Item and specifications	Qty	Unit price	Total price
	<ul style="list-style-type: none"> <li><b>Pages:</b> 12 months + 1 cover page (13 sheets) or 6 sheets (double-sided)</li> <li><b>Paper:</b> 300 GSM art card (gloss or matte)</li> <li><b>Printing:</b> Full-color, double-sided</li> <li><b>Binding:</b> Wire-O binding (spiral) at the top</li> <li><b>Base Material:</b> 350-400 GSM board or thick cardboard stand</li> </ul>			
6.	<b>Desk Easel Calendar</b> <ul style="list-style-type: none"> <li><b>Size:</b> A5 or 8" x 6" (203 x 152 mm)</li> <li><b>Pages:</b> 12-13 sheets (single-sided) or 6 sheets (double-sided)</li> <li><b>Paper:</b> 250-300 GSM art card</li> <li><b>Printing:</b> Full-color</li> <li><b>Binding:</b> Spiral or Wire-O binding</li> <li><b>Base:</b> Thick cardboard stand with foldable support</li> </ul>	500		
7.	<b>Branded Carry Bag</b> <ul style="list-style-type: none"> <li><b>Paper Bag:</b> 200-300 GSM art card (laminated for durability)</li> <li><b>Size:</b> 12"x 10"x 4"</li> <li><b>Printing:</b> Four colours</li> <li><b>Handles:</b> rope or fabric handles</li> </ul>	500		
8.	<b>Thermos (Branded)</b> <ul style="list-style-type: none"> <li><b>Material:</b> Stainless steel (double-walled for insulation)</li> <li><b>Capacity:</b> 350ml, 500ml, or 750ml</li> <li><b>Printing:</b> Screen printing (single color, budget-friendly)</li> <li><b>Extras:</b> Insulated lid, leak-proof cap, grip handle</li> </ul>	500		
9.	<b>Cotton Tote Bag (Branded)</b> <ul style="list-style-type: none"> <li><b>Material:</b> 100% premium cotton canvas</li> <li><b>Size:</b> Medium: 14" x 16"</li> <li><b>Handle length:</b> 14"</li> <li><b>Print:</b> Four colour screen print, one-side and on inner pocket</li> <li><b>Others:</b> inner pocket, zipper closure for inner pocket and main chamber, button clasp if design demands</li> </ul>	1200		
	VAT			
	Other cost-If any			
	Grand Total in BDT			

**Other information & mandatory criteria:**

Sl.	Data	Specific Instructions / Requirements
1	Conditions for Submitting Bid for Parts or sub-parts of the Total Requirements	<b>Partial Bid is not allowed.</b>  Any unquoted item will be reason for disqualification.
2	Period of Bid Validity commencing on the submission date	<input checked="" type="checkbox"/> <b>180 days</b>
3	Price validity	<b>2 years from the contract start date</b>
4	LTA duration	<b>2 years</b>
5	Preferred Currency of Bid and Method for Currency conversion	<input checked="" type="checkbox"/> <b>Local Currency (BDT) or United States Dollars (US\$)</b>  <i>Reference date for determining UN Operational Exchange Rate: Bid submission UNORE rate.</i>  Note: BDT (for Bangladeshi suppliers) or US Dollar (other than Bangladeshi supplier)
6	Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes. Vendors need to mention VAT amount in separate column.
7	Latest Expected Delivery Date and Time <i>(if delivery time exceeds this, quote may be rejected by ILO)</i>	This LTA doesn't guarantee of any formal delivery order & payment accordingly. PO will be issued as and when required basis for any specific item(s) keeping the LTA rate during the LTA period.
8	Deadline for submitting requests for <b>clarifications/ questions</b>	Date: <b>7 April 2025 (Sunday)</b>  Time: <b>04:30pm (Bangladesh Local Time)</b>  If any potential company has any query about the ITB document, that has to be submitted to ILO through email ID: <a href="mailto:lawc-dhaka@ilo.org">lawc-dhaka@ilo.org</a>  Please mention <b>"Queries on ILO-LTA-LAWC-2025-001"</b> in the subject of the email while sending any written query to ILO regarding this ITB.
9	<b>Pre-Bid meeting timeline</b>	A pre-bid meeting will be held on <b>7<sup>th</sup> April, 11.00 am</b> through below MS TEAMS link:  <a href="#">Join the meeting now</a> Meeting ID: 329 252 684 115 Passcode: mq6xr93S
10	<b>Deadline and Address of Bid Submission</b>	Date: <b>20 April 2025 (Sunday)</b>  Time: <b>04.30pm (Bangladesh Local Time)</b>  (No late submission will be accepted)

		<p><b><u>Address:</u></b></p> <p><b>ILO Country Office for Bangladesh</b></p> <p><b>PPD Secretariat Office Complex</b></p> <p><b>2nd floor, Block-F, Plot-17/B&amp;C</b></p> <p><b>Agargaon Administrative Zone</b></p> <p><b>Sher-e-Bangla Nagar, Dhaka-1207, Bangladesh</b></p>
11	Required Documents that must be Submitted to Establish Qualification of Bidders (In “Certified True Copy” form only)	<ul style="list-style-type: none"> <li>• Company Profile including printed brochures and product catalogues relevant to the goods/services being procured.</li> <li>• Any overseas bidder intends to submit bid must have local presence in Bangladesh.</li> <li>• Latest Business Registration Certificate.</li> <li>• Others VAT and Latest TIN Certificate.</li> <li>• Latest Audited Financial Statement (Income Statement and Balance Sheet) or copy of bank statement for the past three (3) years/Latest bank solvency.</li> <li>• Bidder must have relevant experience of manufacturing/supplying similar kind of promotional/printing items within last five years. As a proof, at least three (3) contract/PO copy must be submitted.</li> <li>• Duly filled &amp; signed all ITB annex-II(A-E).</li> <li>• Duly filled Detail financial proposal (Annex-III).</li> </ul> <p><b>N.B: All Prospective vendors must submit necessary documentation to substantiate the above eligibility criteria. Failure to do so shall result in disqualification.</b></p>
12	Criteria for the Award and Evaluation of Bid	<p><b><u>Award Criteria</u></b></p> <p><input checked="" type="checkbox"/> Non-discretionary “Pass” or “Fail” rating on the detailed contents of the Schedule of Requirements and Technical Specifications</p> <p><input checked="" type="checkbox"/> Lowest price offer of technically qualified/ responsive Bid</p>
13	Delivery Term [INCOTERMS 2010]	<input checked="" type="checkbox"/> DAP

	<i>(Pls. link this to price schedule)</i>	
14	Customs, if needed, clearing shall be done by:	<input checked="" type="checkbox"/> Supplier
15	Exact Address of Delivery/Installation Location and Time	Will be mentioned in PO.
16	Payment Terms	<input checked="" type="checkbox"/> <b>100% within 30 days upon ILO's acceptance of the goods delivered as specified and receipt of invoice</b>
17	Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order
18	Special conditions of Contract	<input checked="" type="checkbox"/> Poor quality/unacceptable delivery and failure to do necessary corrections/replacements as requested by ILO will result in cancellation of the PO.  <input checked="" type="checkbox"/> Time is essence of this contract and ILO reserves the right to terminate the contract for delayed delivery mentioned above.  <input checked="" type="checkbox"/> Shortlisted vendor will be asked a set of samples as per required specification at their own cost.  <input checked="" type="checkbox"/> ILO has the right to reject any quotation and postponed/cancelled the ITB process at any time.  <input checked="" type="checkbox"/> ILO has the right to select multiple vendors for this LTA.