

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

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

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| | <ul style="list-style-type: none"> • Pages: 12 months + 1 cover page (13 sheets) or 6 sheets (double-sided) • Paper: 300 GSM art card (gloss or matte) • Printing: Full-color, double-sided • Binding: Wire-O binding (spiral) at the top • Base Material: 350-400 GSM board or thick cardboard stand | | | |
| 6. | Desk Easel Calendar <ul style="list-style-type: none"> • Size: A5 or 8" x 6" (203 x 152 mm) • Pages: 12-13 sheets (single-sided) or 6 sheets (double-sided) • Paper: 250-300 GSM art card • Printing: Full-color • Binding: Spiral or Wire-O binding • Base: Thick cardboard stand with foldable support | 500 | | |
| 7. | Branded Carry Bag <ul style="list-style-type: none"> • Paper Bag: 200-300 GSM art card (laminated for durability) • Size: 12"x 10"x 4" • Printing: Four colours • Handles: rope or fabric handles | 500 | | |
| 8. | Thermos (Branded) <ul style="list-style-type: none"> • Material: Stainless steel (double-walled for insulation) • Capacity: 350ml, 500ml, or 750ml • Printing: Screen printing (single color, budget-friendly) • Extras: Insulated lid, leak-proof cap, grip handle | 500 | | |
| 9. | Cotton Tote Bag (Branded) <ul style="list-style-type: none"> • Material: 100% premium cotton canvas • Size: Medium: 14" x 16" • Handle length: 14" • Print: Four colour screen print, one-side and on inner pocket • Others: inner pocket, zipper closure for inner pocket and main chamber, button clasp if design demands | 1200 | | |
| | VAT | | | |
| | Other cost-If any | | | |
| | Grand Total in BDT | | | |

Other information & mandatory criteria:

| Sl. | Data | Specific Instructions / Requirements |
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| 1 | Conditions for Submitting Bid for Parts or sub-parts of the Total Requirements | Partial Bid is not allowed. Any unquoted item will be reason for disqualification. |
| 2 | Period of Bid Validity commencing on the submission date | <input checked="" type="checkbox"/> 180 days |
| 3 | Price validity | 2 years from the contract start date |
| 4 | LTA duration | 2 years |
| 5 | Preferred Currency of Bid and Method for Currency conversion | <input checked="" type="checkbox"/> Local Currency (BDT) or United States Dollars (US\$) <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 clarifications/ questions | Date: 7 April 2025 (Sunday) Time: 04:30pm (Bangladesh Local Time) If any potential company has any query about the ITB document, that has to be submitted to ILO through email ID: lawc-dhaka@ilo.org Please mention " Queries on ILO-LTA-LAWC-2025-001 " in the subject of the email while sending any written query to ILO regarding this ITB. |
| 9 | Pre-Bid meeting timeline | A pre-bid meeting will be held on 7th April, 11.00 am through below MS TEAMS link: Join the meeting now Meeting ID: 329 252 684 115 Passcode: mq6xr93S |
| 10 | Deadline and Address of Bid Submission | Date: 20 April 2025 (Sunday) Time: 04.30pm (Bangladesh Local Time) (No late submission will be accepted) |

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| | | <p>Address:</p> <p>ILO Country Office for Bangladesh</p> <p>PPD Secretariat Office Complex</p> <p>2nd floor, Block-F, Plot-17/B&C</p> <p>Agargaon Administrative Zone</p> <p>Sher-e-Bangla Nagar, Dhaka-1207, Bangladesh</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"> • Company Profile including printed brochures and product catalogues relevant to the goods/services being procured. • Any overseas bidder intends to submit bid must have local presence in Bangladesh. • Latest Business Registration Certificate. • Others VAT and Latest TIN Certificate. • Latest Audited Financial Statement (Income Statement and Balance Sheet) or copy of bank statement for the past three (3) years/Latest bank solvency. • 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. • Duly filled & signed all ITB annex-II(A-E). • Duly filled Detail financial proposal (Annex-III). <p>N.B: All Prospective vendors must submit necessary documentation to substantiate the above eligibility criteria. Failure to do so shall result in disqualification.</p> |
| 12 | Criteria for the Award and Evaluation of Bid | <p>Award Criteria</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 |

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|----|--|---|
| | <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"/> 100% within 30 days upon ILO's acceptance of the goods delivered as specified and receipt of invoice |
| 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. |