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Terms of Reference
For Design, Illustration and Printing of the
Health Educational Materials: Better Work Bangladesh
ILO-RMGP

24th September 2017

Background

A major component of the Improving Working Conditions in the RMG Sector in Bangladesh programme is to support the workers, factory owners and government to significantly continuous improvement of the capacity. Given the current array of efforts in the country focused on improving working conditions—most notably safety and health initiatives—Better Work Bangladesh will work collaboratively with other organizations and programmes already providing high-quality services in order to avoid duplication of efforts.

Objective

The overall objective of the assignment is to provide support to the workers and management. And to improve the capacity of the factories concentrating on building worker/management health and hygienic on hand washing, menstrual hygienic, healthy timing and spacing of pregnancy, family planning methods and engaged fathers and health; while the specific objective is to make available the Bangla version of the training module to the workers and management.

Specifications of the Printing:

A publication house/firm will be contracted to print “Educational Materials on Health, Hygiene, Family Planning, Hand wash and Parenting” for Better Work Bangladesh. The responsibilities of the contracted publication house/firm are as follows:

Design

Use the design already developed by the partner agency with the Better Work Bangladesh, as the outline and Design in consultation with and to the concern of the Better Work Bangladesh; Better Work Bangladesh will provide text, photo for the printing materials.



Specifications and requirements

- I. Total copies 34,600; Size 17" x 22", 2600 copies, Size A4 (8.3" x 11.7"), 32,000 copies. Each item should be printed in 180gsm Art Paper, single side and 4 colour with lamination.

Name of Material	Type of Material	Size	Qty (pcs)	Size	Qty (pcs)
HAND WASHING	Handout 01	17" x 22"	200	A4 (8.3" x 11.7")	2,000
	Handout 02	17" x 22"	200	A4 (8.3" x 11.7")	2,000
	Q&A Supplement	-	-	A4 (8.3" x 11.7")	2,000
	Mini-Poster 01	17" x 22"	200	A4 (8.3" x 11.7")	2,000
MENSTRUAL HYGIENE	Handout 01	17" x 22"	200	A4 (8.3" x 11.7")	2,000
	Q&A Supplement	-	-	A4 (8.3" x 11.7")	2,000
	Mini-Poster 01	17" x 22"	200	A4 (8.3" x 11.7")	2,000
HEALTHY TIMING AND SPACING OF PREGNANCY	Handout 01	17" x 22"	200	A4 (8.3" x 11.7")	2,000
	Mini-Poster 01	17" x 22"	200	A4 (8.3" x 11.7")	2,000
FAMILY PLANNING	Handout 01	17" x 22"	200	A4 (8.3" x 11.7")	2,000
	Handout 02	17" x 22"	200	A4 (8.3" x 11.7")	2,000
	Q&A Supplement	-	-	A4 (8.3" x 11.7")	2,000
	Mini-Poster 01	17" x 22"	200	A4 (8.3" x 11.7")	2,000
ENGAGED FATHERS & HEALTH	Handout 01	17" x 22"	200	A4 (8.3" x 11.7")	2,000
	Mini-Poster 01	17" x 22"	200	A4 (8.3" x 11.7")	2,000
	Mini-Poster 02	17" x 22"	200	A4 (8.3" x 11.7")	2,000

- II. Submit four (4) colour print (2 poster size and 2 A4 size) ready copy (dummy) of the material with design and illustration to the ILO for clearance prior to final printing;
- III. Ensure quality printing of the material as per the dummy approved by the Better Work Bangladesh-ILO
- IV. Printer needs to send all the materials directly to 5 Factory address. (Better Work Bangladesh will share the list of factories after selection of the vendors)
- V. Ensure **all the tasks including printing and distribution** is completed within the time-frame mentioned below.



Qualifications/Eligibility:

The publication house/firm should have:

- Experience in designing and printing with Government, NGO and development agencies;
- Own printing and binding unit with all modern equipment for quality printing;
- Proven experience to work with ILO Dhaka for at least 2 years and ability to complete the assignment in time; and
- Adequate manpower with experience and expertise to design, illustrate, format and ensure quality printing.

Quotation submission and selection:

The publication house/firm should:

- Submit the proposal and Financial Quotation in two separate sealed envelope in the “bid box” in below mentioned address:
International Labour Organization, Bangladesh
Suite: 602, Level-6, Shanta Western Tower
186, Bir Uttam Mir Shawkat Ali Road
- Sample copy must be submitted along with the proposal as per following instruction
 - 1 copy poster size previously printed sample mentioned in the specification area
 - 1 copy A4 size poster previously printed sample mentioned in the specification area
- Unable to follow the previous instruction will bring automatic rejection.
- 30 points will be given for financial offer and 70 points will be given for technical evaluation
- Financial selection will be made based on lowest rate where following information should be complied:
 - Per unit cost
 - Total cost
 - Delivery cost
- Technical selection will be made based on following criteria:
 - Working experience with Government, NGO and development agencies
 - Previous working experience with UN Agency
 - Printed sample matches with specification
 - Proof of adequate manpower
- Selection will be made on cumulative points based on financial and technical evaluation and selected vendor will be contacted.

Payment method:

- No advance will be given prior completion of the tasks
- Payment will be made after submission of proof of delivery at factories ensuring the final product in good condition which was approved and accepted by ILO.
- Payment will be made within 30 days of submission of invoice to ILO



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Time Frame:

- Quotation should be submitted within by **24 October 2017**.
- The final product should be delivered and task should be completed within 30 November 2017 which includes printing and delivery of the product.

Approved by

A handwritten signature in black ink, appearing to read 'L. B. Vanegas', written over a horizontal line.

Louis Bernardo Vanegas
Chief Technical Advisor