



SWISS  
FOUNDATION  
FOR TECHNICAL  
COOPERATION

*We create opportunities*

We are a leading organisation for the implementation of international development projects. We promote inclusive economic, social, and ecological development to make an effective contribution towards sustainable and widespread prosperity in developing and emerging economies.

### **Background**

Swisscontact is an independent, non-profit foundation established in 1959 by exponents of the Swiss private sector. Our development work focuses on private sector-led, sustainable economic development with improved quality of life for all in developing and emerging countries. A key focus is to strengthen the skills of individuals and foster the competitiveness of companies. Based in Zurich, Swisscontact currently manages more than 140 projects in 41 countries on behalf of public and private donors.

Swisscontact's working principles include systemic thinking, private sector cooperation, evidence-informed adaptive management, and learning culture. In addition, the organisation's sustainability strategy comprises of gender equality and social inclusion, environmental responsibility, and good governance.

For ensuring effective internal and external communications, Swisscontact Bangladesh is currently looking for a service provider for the following tasks:

1. Provide high-quality communication materials.
2. Provide designing support to the country office.
3. Provide high quality office branding materials.
4. Provide photography support to the country office.

### **Objective**

The objective of this assignment is to deliver different types of communication related task such as communication material and branding material production, document designing, photography, etc. for the organisation over a period of one year. The service provider will be required to deliver these tasks following the Corporate Design Manual 2023 provided by Swisscontact.

### **Details of the Requirement**

The hired service provider will sign a one-year framework agreement with Swisscontact Bangladesh to deliver the aforementioned tasks as and when required. The demand for these services may come at any time during the contract period and there may be multiple items required at the same time. The deadlines can be determined based on mutual understanding between the service provider and the Swisscontact team.

Table 1 Items required

SL	Item Type	Specification
1	Notebook	210 mm by 130 mm, 300 GSM Art Card, Matt Laminated (only Front and Back cover), Inner: 80 gsm, around 400 pages, single colour print, 7-8 divider pages (on both sides)
2	Diary	250 mm by 175 mm, Artificial leather (Only Front and Back cover) Inner: 80 gsm, single colour print, 7-8 divider pages (on both sides)
3	Folders	8 Size: 340 mm (length) by 240 mm (width); mm folder gusset, 300 GSM Art Card, Matt Lamination (Front and Back Cover only), Spot Lamination of Logo and Tagline.
4	Calendar	Desk calendar 12-16 pages, 300 GSM Art Card
5	Pen	Metal cover with ballpoint at the tip.
6	Gift bag	Size: 9.5" X 12.5" X 3.75" Paper: 150 GSM Art Paper Colour: Four Colour Both Side Printing Lamination: Glossy Lamination on One Side Binding: Bag Making
7	Leaflet/ Brochures	Size: 8.27" X 11.69" Paper: 170 GSM Art paper Colour: Four Colour Both Side Printing
8	Printouts on Environment friendly material/PVC Sheet (Banner, X-stand)	(Size may vary depending on the requirement) Paper: 300 GSM PVC paper Colour: Four Colour Both Side Printing Binding: Cutting and Packing
9	Glass Wall Stickers	(Size may vary depending on the requirement) Material: transparent synthetic material Printing: Four Colour One Side Lamination: Matte Lamination One Side
10	Annual Publication	Size : 8.27" X 11.69" Page: May vary upon requirement (quote based on pages considering other specifications); Paper: 300 GSM Art Card Paper Colour: Four Colour Both Side Lamination: Spot & Matte Lamination Both Side Binding: One Folding
11	Invitation card	Size: 8.1" X 6.75" Paper: 200/300 GSM matte paper
12	Infographic	Size: 8.27" X 11.69" Paper: 200/300 GSM matte paper Colour: Four Colour Both Side Printing
13	Photography	Country office and project photography as and when required (including a fixed per diem and accommodation cost for field visits outside Dhaka).
14	Videography	Short videos of events as and when required (including a fixed per diem and accommodation cost for field visits outside Dhaka).

### Role and Task of the service provider

- Provide samples and design ideas (both soft copies and hard copies).
- Design the products, aligned with the themes and guidelines.
- Provide at least three options for selection of design layout for each product based on the guidance/direction provided by Swisscontact.
- Provide machine proofs of final design to Swisscontact and proceed with final delivery after receiving written approval from Swisscontact.
- Ensure quality of products and services.
- Ensure the timely delivery of products and services

### Role of Swisscontact

- Orient the service provider on the product or service development.
- Orient the service provider on the communications guidelines as per the Corporate Design Manual 2023 of Swisscontact.
- Provide the service provider with in-house photographs and other contents.
- Provide suggestions and feedback during the designing phase of the materials.
- Approve the designs and machine proof of the materials.
- Provide approval and accept final delivery of products provided that the agreed quantity and quality is met by the service provider as per requirement.

### Mandatory Eligibility Criteria

- Valid registration document with the Government of Bangladesh.
- TIN Certificate.
- BIN (if required by law).
- Proof of submission of returns to NBR.
- At least 05 years of experience.

Organisations not fulfilling mandatory eligibility criteria will not be considered for evaluation.

### Selection Criteria:

The following criteria will be applicable for the evaluation of proposals.

SL.	Particular	Marks allocated
1	Sample of work and relevant experience (design and printing)	50

2	Company profile (expertise and human resource)	10
3	Financial proposal (item wise unit cost)	40

***N.B.: Swisscontact reserves the right to reject or cancel any offer***

### Required Documentation

- a) Sample of similar work done in the last three years such as gift bag, brochure, leaflets, etc.
- b) Portfolio of qualified photographer with samples (including videography).
- c) Portfolio of qualified artist with samples for designing documents, infographics, greetings cards, logo, etc.
- d) Scanned copies of documents proving the legal entity of the agency (e.g., trade license, VAT certificate, TIN certificate, proof of submission of returns to NBR).
- e) Financial proposal with budget breakdown for each deliverable's price, as listed in **Table 1**, based on the minimum order, standard size, and quality of the material. Any additional cost related to the design, size, and quality of the material should also be mentioned. In the case of printouts on PVC sheets (for banners and X-stands) and printouts of glass wall stickers, the price per unit feet square should be provided.
- f) Please note, prices of all items that have been finalised after negotiation will be locked in the agreement period. If there is any change in cost during the contract period due to inflation, the service provider will be required to submit a comparative quotation. The proposed new price will be verified by Swisscontact and will be accepted if found reasonable.

### Submission Details

Interested parties should submit all the required documents as both hard copies and soft copies by **16<sup>th</sup> September 2024 before 5 p.m.** Soft copies should be emailed to the following address:

**[bd.procurement@swisscontact.org](mailto:bd.procurement@swisscontact.org)**

Please mention in the subject line **“Framework Agreement for Country Office Communications”**.

**Hard copies should be submitted to the address below:**

Senior Officer – Procurement

**Swisscontact Bangladesh**

House 28, Road 43, Gulshan 2, Dhaka 1212,  
Bangladesh

Please mention **“Framework Agreement for Country Office Communications”** on the top of the envelope.

***For more information, please e-mail to [asifur.rahaman@swisscontact.org](mailto:asifur.rahaman@swisscontact.org)***