



BID FORM

BID FORM must be completed, signed and returned to UNICEF.
Bid must be made in accordance with the instructions contained in this INVITATION.

TERMS AND CONDITIONS OF CONTRACT

Any Purchase Order resulting from this INVITATION shall contain UNICEF General Terms and Conditions and any other Specific Terms and Conditions detailed in this INVITATION.

INFORMATION

Any request for information regarding this INVITATION must be forwarded by email to the attention of the person who prepared this document, with specific reference to the Invitation number.

The Undersigned, having read the Terms and Conditions of INVITATION No. LITB-2019-9148979 set out in the attached document, hereby offers to execute the services specified in the Terms and Conditions set out in the document.

Signature: _____

Date: _____

Name & Title: _____

Company: _____

Postal Address: _____

Tel No: _____

Fax No: _____

E-mail Address: _____

Validity of Offer: _____

Currency of Offer: _____

Please indicate after having read UNICEF Price & Discount stated in the Specific Terms and Conditions, which of the following Payment Terms are offered by you:

10 Days 3.0% _____ 15 Days 2.5% _____ 20 Days 2.0% _____ 30 Days Net _____

Other Trade Discounts _____



BID RESPONSE FORM – DAP – [BID NO: LITB-2019-9148979]

Bid Submission Deadline: Tuesday, 29 May 2019 by 11:00hrs

Name of Supplier: _____

Sl#	Item Details	Quantity	Unit Price Ex-Work (BDT)	Total Price Ex-Work (BDT)	Unit Price DAP (BDT)	Total Price DAP (BDT)
SCHEDULE – 1: IMMEDIATE PROCUREMENT						
1.	Games and Toys: Elephant Dolna Brand: Any reputed brand or equivalent to RFL Brand, Model# 79228	42 each				
2.	Games and Toys: Hand Hold Rider Brand: Any reputed brand or equivalent to RFL Brand Model: 95200	63 each				
3.	Games and Toys: Rocket Tricycle Blue Brand: Any reputed brand or equivalent to RFL Brand	42 each				
4.	Games and Toys: Froggy Slider Brand: Any reputed brand or equivalent to RFL Brand Model: 95198	42 each				
5.	Games and Toys: Rocking Horse Brand: Any reputed brand or equivalent to RFL Brand	84 each				

SA

Sl#	Item Details	Quantity	Unit Price Ex-Work (BDT)	Total Price Ex-Work (BDT)	Unit Price DAP (BDT)	Total Price DAP (BDT)
6	Games and Toys: Teddy Bear Brand: Any reputed brand or equivalent to RFL Brand	315 each				
7.	Games and Toys: DUCK - Quick Duck Brand: Any reputed brand or equivalent to RFL Brand Games and Toys: Rainbow Magic Ball Color: Multi-color Type: Fun fidget toys Brand: Any reputed brand or equivalent to RFL Brand Brand: 88099	63 each				
8	Games and Toys: Rainbow Magic Ball Color: Multi-color Type: Fun fidget toys Brand: Any reputed brand or equivalent to RFL Brand	105 each				
9.	Games and Toys: Goodly Toys Teddy Bear Goodly Toys Teddy Bear Soft Toy Color: Cream and Pink Brand: Any reputed brand or equivalent to RFL Brand	210 each				
10.	Games and Toys: Toys Dream House - Red, Blue, Yellow Color: Red, Blue & Yellow	210 each				

Sl#	Item Details	Quantity	Unit Price Ex-Work (BDT)	Total Price Ex-Work (BDT)	Unit Price DAP (BDT)	Total Price DAP (BDT)
11.	Games and Toys: Rocking Horse Brand: Any reputed brand or equivalent to RFL Brand	84 each				
12.	Games and Toys: Tiger Soft Toy Large Color: Yellow, Black & White Brand: Any reputed brand or equivalent to RFL Brand	210 each				
13.	Games and Toys: Baby Music Doll Material: Soft cloth & Plastic Size: (HxL) 20" x 11" Color: (Mixed) Brand: Any reputed brand or equivalent to RFL Brand	420 each				
14.	Games and Toys: Binocular, Flash Light Brand: Any reputed brand or equivalent to RFL Brand	420 each				
SCHEDULE II : ESTABLISH LONG TERM ARRANGEMENT (LTA) PRICE SLAB: 100 – 300 EACH						
1	Games and Toys: Elephant Dolna Brand: Any reputed brand or equivalent to RFL Brand, Model# 79228	01 – 300 each				
2	Games and Toys: Hand Hold Rider	01 – 300 each				

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SI#	Item Details	Quantity	Unit Price Ex-Work (BDT)	Total Price Ex-Work (BDT)	Unit Price DAP (BDT)	Total Price DAP (BDT)
	Brand: Any reputed brand or equivalent to RFL Brand Model: 95200					
3	Games and Toys: Rocket Tricycle Blue Brand: Any reputed brand or equivalent to RFL Brand	01 – 300 each				
4	Games and Toys: Froggy Slider Brand: Any reputed brand or equivalent to RFL Brand Model: 95198	01 – 300 each				
5	Games and Toys: Rocking Horse Brand: Any reputed brand or equivalent to RFL Brand	01 – 300 each				
6	Games and Toys: Teddy Bear Brand: Any reputed brand or equivalent to RFL Brand	01 – 300 each				
7	Games and Toys: DUCK - Quick Duck Brand: Any reputed brand or equivalent to RFL Brand Games and Toys: Rainbow Magic Ball Color: Multi-color Type: Fun fidget toys Brand: Any reputed brand or equivalent to RFL Brand Brand: 88099	01 – 300 each				

Sl#	Item Details	Quantity	Unit Price Ex-Work (BDT)	Total Price Ex-Work (BDT)	Unit Price DAP (BDT)	Total Price DAP (BDT)
8	Games and Toys: Rainbow Magic Ball Color: Multi-color Type: Fun fidget toys Brand: Any reputed brand or equivalent to RFL Brand	01 – 300 each				
9	Games and Toys: Goodly Toys Teddy Bear Goodly Toys Teddy Bear Soft Toy Color: Cream and Pink Brand: Any reputed brand or equivalent to RFL Brand	01 – 300 each				
10	Games and Toys: Toys Dream House - Red, Blue, Yellow Color: Red, Blue & Yellow	01 – 300 each				
11	Games and Toys: Rocking Horse Brand: Any reputed brand or equivalent to RFL Brand	01 – 300 each				
12	Games and Toys: Tiger Soft Toy Large Color: Yellow, Black & White Brand: Any reputed brand or equivalent to RFL Brand	01 – 300 each				
13	Games and Toys: Baby Music Doll Material: Soft cloth & Plastic Size: (HxL) 20" x 11" Color: (Mixed)	01 – 300 each				

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SI#	Item Details	Quantity	Unit Price Ex-Work (BDT)	Total Price Ex-Work (BDT)	Unit Price DAP (BDT)	Total Price DAP (BDT)
	Brand: Any reputed brand or equivalent to RFL Brand					
14	Games and Toys: Binocular, Flash Light Brand: Any reputed brand or equivalent to RFL Brand	01 – 300 each				
16.	Games and Toys: Toy Clock Alarm Clock Stress Toy Brand: Any reputed brand or equivalent to RFL Brand	01 – 300 each				
17.	Games and Toys: Tick Tock Musical Clock Brand: Any reputed brand or equivalent to RFL Brand	01 – 300 each				
SCHEDULE III : ESTABLISH LONG TERM ARRANGEMENT (LTA) PRICE SLAB: 300 – ABOVE EACH						
1	Games and Toys: Elephant Dolna Brand: Any reputed brand or equivalent to RFL Brand, Model# 79228	300 – above each				
2	Games and Toys: Hand Hold Rider Brand: Any reputed brand or equivalent to RFL Brand Model: 95200	300 – above each				
3	Games and Toys: Rocket Tricycle Blue	300 – above each				

Sl#	Item Details	Quantity	Unit Price Ex-Work (BDT)	Total Price Ex-Work (BDT)	Unit Price DAP (BDT)	Total Price DAP (BDT)
	Brand: Any reputed brand or equivalent to RFL Brand					
4	Games and Toys: Froggy Slider Brand: Any reputed brand or equivalent to RFL Brand Model: 95198	300 – above each				
5	Games and Toys: Rocking Horse Brand: Any reputed brand or equivalent to RFL Brand	300 – above each				
6	Games and Toys: Teddy Bear Brand: Any reputed brand or equivalent to RFL Brand	300 – above each				
7	Games and Toys: DUCK - Quick Duck Brand: Any reputed brand or equivalent to RFL Brand Games and Toys: Rainbow Magic Ball Color: Multi-color Type: Fun fidget toys Brand: Any reputed brand or equivalent to RFL Brand Brand: 88099	300 – above each				
8	Games and Toys: Rainbow Magic Ball Color: Multi-color Type: Fun fidget toys Brand: Any reputed brand or equivalent to RFL Brand	300 – above each				

SA

SI#	Item Details	Quantity	Unit Price Ex-Work (BDT)	Total Price Ex-Work (BDT)	Unit Price DAP (BDT)	Total Price DAP (BDT)
9	Games and Toys: Goodly Toys Teddy Bear Goodly Toys Teddy Bear Soft Toy Color: Cream and Pink Brand: Any reputed brand or equivalent to RFL Brand	300 – above each				
10	Games and Toys: Toys Dream House - Red, Blue, Yellow Color: Red, Blue & Yellow	300 – above each				
11	Games and Toys: Rocking Horse Brand: Any reputed brand or equivalent to RFL Brand	300 – above each				
12	Games and Toys: Tiger Soft Toy Large Color: Yellow, Black & White Brand: Any reputed brand or equivalent to RFL Brand	300 – above each				
13	Games and Toys: Baby Music Doll Material: Soft cloth & Plastic Size: (HxL) 20" x 11" Color: (Mixed) Brand: Any reputed brand or equivalent to RFL Brand	300 – above each				
14	Games and Toys: Binocular, Flash Light	300 – above each				

Sl#	Item Details	Quantity	Unit Price Ex-Work ((BDT)	Total Price Ex-Work (BDT)	Unit Price DAP ((BDT)	Total Price DAP (BDT)
	Brand: Any reputed brand or equivalent to RFL Brand					
16	Games and Toys: Toy Clock - Alarm Clock Stress Toy Brand: Any reputed brand or equivalent to RFL Brand	300 – above each				
17	Games and Toys: Tick Tock Musical Clock Brand: Any reputed brand or equivalent to RFL Brand	300 – above each				

Delivery time (Calendar days): For SCHEDULE I, II and II:

1. EX-Works (after receipt of Purchase Order within Dhaka city): Days
2. Delivery At Place (after receipt of Purchase Order district level): Days

SPECIAL NOTES:

- 1) Submission of Sample or Brochures for each of the products is MANDATORY. LITB received without Samples/Brochures will not be considered for further process of adjudication. All samples are returnable.
- 2) Bids will be evaluated on the basis of reviewing samples as per UNICEF standard quality, durability, packing. Based on the acceptability of the product, successful bidders will be selected as per the lowest price and minimum delivery lead time.
- 3) Delivery lead time means:
 - EX-WORKS: Total time required to make the goods readily available at the Supplier's premises (Ex-Works) from the date of issue of Purchase Order.
 - DAP (Delivery At Place): means delivery of goods to the consignees at District level. Unit Price /Publicized rate with volume discount (DAP) includes the cost of packaging, cost of transportation during transit and risk involved up to the consignee.
- 4) The bidders are requested to provide genuine, specified branded product which is acceptable subject to pre-delivery and/ or post-delivery inspection.
- 5) Supplier must mention "realistic delivery time i.e. number of days require for delivery including time for formal pre-delivery inspection.

- 6) Unit price of item should include cost of transportation, risk involved during transit for Delivery At Place (DAP). Delivery up to District level.
- 7) Price of item must be given without VAT. Applicable percentage of VAT to be mentioned in point (d) in “ANNEX-C: Please advise as to the following and use only this form (fill in manuscript/ type)” table.
- 8) Please refer to Contractual Provisions for LTA related terms and conditions. Please also refer to Clauses 12 and 13 of the ‘Specific Terms and Conditions’ for Invoice Instructions and VAT payment respectively.
- 9) Maintaining UNICEF Visibility is mandatory (Logo design/copy will be provided by UNICEF).

ANNEX-C

Please advise as to the following and use only this form (fill in manuscript/ type):

UNICEF Requirements	Bidders' Response
a. Validity of Offer: Preferably two years:	
b. Delivery Terms: EX-Works (EXW) & Delivery At Place (DAP) to the Consignee	
c. Payment Terms (Note clause B of the UNICEF General Terms & Conditions):	
d. Value Added Tax (VAT) in Percentage (%): <i><u>NB: Suppliers MUST provide prove from the Government Authority. Government circular or policies for the stated VAT percentage otherwise bids will be invalidated.</u></i>	