

Scope of Work (SoW)

Supply of Stationery Items for Khulna Office

1. Background

CARE Bangladesh requires regular supply of stationery items for its Khulna Office to support daily administrative and operational activities. To ensure timely availability and competitive pricing, CARE Bangladesh intends to engage supplier(s) under a Framework Agreement.

2. Objective

The objective of this SoW is to ensure:

- Continuous supply of required stationery items
- Standard quality products
- Cost-effective procurement

3. Scope of Work

The selected supplier(s) shall:

- Supply stationery items as per requirement
- Deliver items against approved Purchase Orders (POs)
- Ensure proper quality and packaging
- Replace any damaged or defective items

A detailed list of stationery items will be shared in Annex A.

4. Technical Requirements

The supplier must ensure:

- Items are good and standard quality
- Branded items are provided where applicable

- Products are new and unused
- Defective or incorrect items are replaced at no extra cost

5. Delivery Location

- CARE Bangladesh, **Khulna Office**

6. Procurement Methodology (Framework Agreement)

- CARE Bangladesh may appoint one or multiple suppliers
- This agreement does not guarantee any minimum order quantity
- All purchases will be made through official Purchase Orders (POs)

7. Cost Adjustment

Prices may be reviewed periodically based on market conditions.

Adjustment may be considered in case of:

- Significant market price changes
- Changes in VAT or Tax

Conditions:

- Supplier must provide justification
- CARE Bangladesh will review and approve
- Changes will be effective only after agreement

8. Deal Distribution

If multiple suppliers are selected:

- Orders will be placed based on price, availability, and delivery performance
- CARE may distribute orders among suppliers
- Better-performing suppliers may receive more orders

9. Eligibility Criteria

Suppliers must have:

- Valid Trade License, BIN, and E-TIN
- Minimum 2-5 years of experience
- Ability to deliver to Khulna
- Relevant supply experience (preferred)

10. Evaluation Criteria

Proposals will be evaluated based on:

Technical Proposal: 60%

Financial Proposal: 40%

10.1: Technical Evaluation Criteria: (60%)

The ranking to evaluate is between 1 and 5, where 5 is the highest score:

1 2 3 4 5
Low |-----|-----|-----|-----| High

Scoring:

- | | |
|---|------------------|
| 1 | Non-complying |
| 2 | Below Acceptable |
| 3 | Acceptable |
| 4 | Good |
| 5 | Excellent |

SL	Criteria	Assigned Score
1	Overall Proposal Suitability	20%
1.a	Understanding of requirements, ability to supply the requested stationery items, delivery commitment, replacement support)	

2	Previous Works & Awards	20%
2.a	Submission of at least 3 similar contracts, purchase orders, client references, or testimonials for stationery supply	
3	Organizational Expertise	20%
	Minimum 2–5 years of business experience, operational capacity, stock availability, and ability to deliver in Khulna)	
Total		60%

10.2: Financial Evaluation Criteria: (40%)

Financial proposals will be ranked from lowest to highest based on the Total Bid Price. The bidder with the lowest evaluated price will be given the highest financial ranking.

11. Contract Duration

- Duration: **2 years**

12. Payment Terms

- Payment within 30 days after delivery and invoice submission
- No advance payment
- VAT & Tax will be deducted as per government rules

13. Penalty for Delay

If the supplier fails to provide support of any or all the contract within the period (s) specified in the Contract / Purchase Order, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price / Purchase Order amount, as penalty, a sum equivalent to the percentage stated below:

Sl No.	Total Delay	% to be deducted on the contracted value.
01.	First 10 days	1.0%
02.	From 11 to 20 days	2.5%
03.	From 21 to 30 days	3.5%
04.	Above 30 days	5.0%
05.	Above 30 days	the termination clause below may also be applicable.

****Deduction of the penalty amount will not be applicable in case if any extended completion time/ period is officially agreed and accepted by CARE Bangladesh after the completion date mentioned in PO.**

13. Application Process

Interested suppliers should submit:

- Company documents (Trade License, BIN, TIN)
- Experience documents
- Financial quotation (signed & sealed)