

TERMS OF REFERENCE (TOR):
PROCUREMENT OF LARGE WASTE BINS FOR
MOULVIBAZAR AND SREEMANGAL MUNICIPALITIES



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 was established in 1959 as an independent foundation by notable figures from the worlds of commerce and science in Switzerland. It is exclusively involved in international development cooperation and has carried out its mandated projects since 1961. Based in Zurich, Swisscontact currently manages over 130 projects in 41 countries on behalf of public and private funding partners.

Project Brief

The project is being implemented by Swisscontact over a five-year period from 2023 to 2028. It aims to enhance teachers' capacity through targeted training, address health and hygiene issues—particularly for female students—and provide logistical support to schools to increase student participation in sports and extracurricular activities. In addition, the project focuses on capacity development and employment opportunities for local youth, promotes cooperative governance and

micro-savings, addresses community health challenges, and advances environmental conservation while exploring innovative solutions to meet local needs.

The project is implemented through six key components: **Education, Skills Development, Health, Cooperative Governance, Environment and Community Safety, and Technology Innovation**

The Environment and Community Safety component of the Project focuses on promoting environmental sustainability and strengthening community resilience. Aligned with the project's commitment to environmental protection, this component implements targeted interventions that support ecological balance while empowering communities to safeguard their surroundings. Key activities include waste management support to municipalities, ensuring long-term environmental and community well-being for all stakeholders.

In line with this approach, a key strategic focus is on strengthening the Solid Waste Management systems

within the Moulvibazar and Sreemangal municipalities.

With this backdrop, Swisscontact is now inviting proposals from prospective vendors/manufacturers, and this document provides the detailed Terms of Reference (ToR) to carry out the assignment related to the procurement of **120L waste bins**.

Place of delivery: To the office of the Chief Executive Officers, Moulvibazar and Sreemangal Municipalities, Moulvibazar.

Objective of the assignment

The intervention aims to improve waste management in Moulvibazar and Sreemangal Municipalities through the introduction of large, durable, and eco-friendly waste bins. Swisscontact will oversee the procurement and strategic placement of these bins to ensure accessibility for both residents and waste collection teams. This initiative will strengthen the waste management system while encouraging community participation in maintaining a cleaner and more sustainable environment.

Roles and responsibilities

Both Swisscontact and the vendor/manufacturer will strive to accomplish the above-mentioned objective by undertaking the following roles and responsibilities:

Task and specific deliverables

The bidder will perform the following tasks:

1. Share an actual picture with the specification/catalogue of the product
2. Get approval for the design of the product from Swisscontact.
3. Ensure proper branding (by project-related logos) of all the items as per project requirement
4. Incorporate feedback, if any, and get approval from Swisscontact on the final samples and quantity
5. Ensure proper quality of the waste bin
6. Deliver the product as per the agreed quality and quantity within the decided timeframe.

Task of Swisscontact

The Swisscontact team will facilitate the work to ensure that the vendor responds to the objective by carrying out the following tasks:

1. Share the specifications of the product.
2. Support the bidder in understanding the assignment objectives.
3. Quantity and quality check by Swisscontact team.
4. Monitor the activities and provide suggestions.
5. Involve the Office of the Chief Executive Officer, Moulvibazar and Sreemangal Municipalities in quality checking.
6. Support Swisscontact's finance team in releasing payment after satisfactory completion of the task and deliverables

Desired criteria for vendor/manufacturer

- Local manufacturer/supplier with a good reputation in the market.
- Prior experience in manufacturing waste bins and delivering in large quantities
- At least two years of experience implementing similar activities

All interested vendor/manufacture(s) should submit the following documents.

- A technical proposal demonstrating understanding of the assignment, proof of relevant experience, and work plan. A separate financial proposal including a detailed budget for the assignment **[please check the Annex 1 for the specifications and quantity]**.
- Company registration document (an updated trade license)
- Tax identification number (TIN certificate)
- VAT registration number (BIN certificate)
- Proof of last submitted return (PSR)
- Bank account details (account name, account number, bank name, branch name, routing number)
- A signed statement testifying that all information contained within the proposal is correct and true.

Evaluation criteria

	Criteria	Score
Technical proposal		50
	Understanding of the assignment and good reputation	10
	Proven experience in delivering high quality bins in large quantity	25
	Discussion on the brand and quality of materials	15
Financial proposal	Value for money	50
	Total	100

Note: VAT and TAX will be deducted at source as per government rules (must be mentioned in the proposal)

N.B.: Bidders who obtain at least **70%** marks in the technical evaluation, their financial proposals opened for further evaluation.

The following method will be applicable for the evaluation of the potential firm:

- A Quality and Cost (Q&C)-based evaluation will be conducted by an evaluation team.
- The bidder achieving the highest score out of 100 will be awarded the contract, provided both parties reach an agreement on the final budget. If there is no agreement on the final budget, then the bidder with the second-highest score will be considered.

Task Schedule and Deliverables

Task	Deadline	Deliverables
Publishing the RfP/ToR	19 May 2026	Distribute RfP/ToR
Submit Quotation	07 June 2026	Submit proposals to SCBD office
Work order to Contractor	20 June 2026	Work order for selected contractor
Supply of the product	20 July 2026	Final delivery to selected locations

Submission Guideline

Technical Proposal:

Interested vendor(s)/manufacturer(s) should submit the technical proposal via email bd.procurement@swisscontact.org mentioning “**Procurement of large waste bins for Moulvibazar and Sreemangal Municipalities**” in the subject line.

Financial Proposal:

Interested vendor(s)/manufacturer(s) are required to submit a **sealed envelope** containing the hard copy of the financial proposal.

Note: Interested vendor(s)/manufacturer(s) are requested not to submit any soft copy of the financial proposal through email or digital means.

Hard copies should be submitted to the following address:

Coordinator- Procurement & Govt. Relations

Swisscontact Bangladesh

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

SWISS FOUNDATION FOR TECHNICAL COOPERATION

The subject line – “**Procurement of large waste bins for Moulvibazar and Sreemangal Municipalities**” must be mentioned on the envelope and email.

Deadline for submission: 07 June 2026, before 5:00 pm

Swisscontact reserves the right to accept or reject any or all proposals without assigning any reason. Also, Swisscontact reserves the right to select more than one service provider for the assignment.

Swisscontact does not accept any email or phone call for any clarification before the submission deadline. Interested bidders are requested to submit the bid based on their understanding

Annex 1: Materials specifications

Particulars	Sample Photo	Specification	Quantity
Waste Bin		<p>Trash Bin Brand: Renowned brand Material: Polypropylene Dimension: L-55.5 x W-53.5 x H-96 CM Category: Basket & Bin Size: 120L Attractive & Unique Design Strong and Durable Made of high-quality PP material Handles, wheels and foot pedal must be given. Easy to handle and clean waste. Suitable for use in markets, home courtyards, car parks, roadsides etc. Color: Blue (refer to the picture given). Promotion: The logos of Swisscontact, the donor and Moulvibazar and Sreemangal Municipality along with relevant messaging, are to be included on the bin's body.</p>	<p>570 bins in total 430 bins for Moulvibazar Municipality And 140 bins for Sreemangal Municipality</p>