

TERMS OF REFERENCE (TOR):  
SUPPLY OF PROTECTIVE RAINCOATS FOR TEA GARDEN  
WORKERS IN SYLHET REGION



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**

Under its **Environment and Community Safety** component, the project supports interventions that reduce climate-related risks, strengthen community resilience, and improve the safety and well-being of vulnerable populations through practical and sustainable solutions.

Against this backdrop, the project intends to procure **5,000 full-body one-piece protective raincoats** for tea garden workers across the Sylhet Division. The initiative aims to reduce monsoon season and occupational health risks, enable

safer working conditions during the rainy season, and minimize disruptions to workers' livelihoods by providing appropriate protective rainwear.

With this backdrop, Swisscontact is now inviting proposals from prospective vendor(s)/manufacturer(s)/supplier(s) for the supply and delivery of **5,000 high-quality full-body one-piece protective raincoats**. This document provides detailed Terms of Reference (ToR) for this assignment.

**Place of delivery:** Selected tea gardens of Sylhet, Moulvibazar and Sreemangal Upazilas.

### Objective of the assignment

The objective of this assignment is to procure durable, high-quality protective raincoats that improve the occupational health and safety of tea garden workers during the monsoon season by reducing exposure to rain-related health risks, supporting uninterrupted income-generating activities, and contributing to improved resilience, productivity, and well-being within tea garden communities.

### Task and specific deliverables

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

- Supply 5,000 full-body one-piece protective raincoats of **PVC** material (please check Annex 1 for specifications).
- Ensure uniform quality, durability, and waterproof performance.
- Print the approved branding logos on each raincoat (**3 logos**).
- Replace any defective or damaged products identified during inspection or delivery.
- Package each raincoat in waterproof storage bags to prevent damage during transportation and distribution.
- Deliver the complete quantity to the designated location(s).
- Support the project team in signing handover agreements after distribution.
- Coordinate delivery schedules with the project team.

### Task of Swisscontact

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

- Finalize the specifications, sizes, and branding requirements of the raincoats.
- Share the branding requirements and logos.
- Coordinate with the project team and other relevant stakeholders regarding delivery and distribution arrangements.
- Monitor and inspect product quality before distribution.
- Verify the quantity and quality of supplied raincoats during delivery.
- Document procurement and distribution activities through photographs.

### Desired criteria for vendor/manufacturer

- Minimum 1 year of experience in supplying raincoats and/or similar products.
- Demonstrated experience in supplying bulk quantities to government agencies, NGOs, INGOs, or corporate organizations.
- Demonstrated experience in printing or embossing organizational logos and branding on PVC garments or similar products.

### All interested

**vendor(s)/manufacturer(s)/supplier(s) should submit the following documents.**

- A technical proposal demonstrating understanding of the assignment, proof of relevant experience, **physical sample of the raincoat with any logo** and distribution plan. A separate financial proposal including a detailed budget for the assignment **[budget headers and raincoat material specifications are given in Annex 1]**.
- 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

**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 **60%** 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.

	Criteria	Score
<b>Technical proposal</b>		<b>50</b>
	Understanding of the assignment	10
	Experience in supplying similar goods in bulk quantity	10
	Quality of the shared sample of raincoat with a logo	20
<b>Presentation</b>	Discussion on the quality of materials and logo printing	10
<b>Financial proposal</b>	Value for money	<b>50</b>
	<b>Total</b>	<b>100</b>

### Task Schedule and Deliverables

Task	Deadline	Deliverables
Publishing the RfP/ToR	<b>08 July 2026</b>	Distribute RfP/ToR
Submit Quotation	<b>15 July 2026</b>	Submit proposals to SCBD office
Work order to Contractor	<b>19 July 2026</b>	Work order for selected contractor
Supply of the product	<b>30 July 2026</b>	Final delivery to selected locations

### Submission Guideline

#### Technical Proposal:

Interested vendor(s)/manufacturer(s)/supplier(s) should submit the technical proposal via email [bd.procurement@swisscontact.org](mailto:bd.procurement@swisscontact.org) mentioning “**Supply of protective raincoats for tea garden workers in Sylhet region**” in the subject line.

#### Financial Proposal:

Interested vendor(s)/manufacturer(s)/supplier(s) are required to submit a **sealed envelope** containing the hard copy of the financial proposal and sample of rain coat separately.

**Note: Interested vendor(s)/manufacturer(s)/supplier(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 – “**Supply of protective raincoats for tea garden workers in Sylhet region**” must be mentioned on the envelope and email.

**Deadline for submission: 15 July 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: Budget Headers

SL	Budget Item Description	Unit	Quantity	Unit Rate (BDT)	Total Cost (BDT)
1	Full-body one-piece protective raincoats (including packaging of raincoats in storage bag)  Specifications:  One layer Jacket (Overcoat type) in PVC material Color specifications: Black/Navy Blue Size: XL and/or XXL	Piece	5,000		
2	Branding and printing of <b>3 logos</b>	Piece	5,000		
3	Transportation and delivery using <b>covered van</b>	Lumpsum	1		
				<b>Subtotal</b>	
				<b>Tax 5%</b>	
				<b>Total</b>	
				<b>VAT 10%</b>	
				<b>Grand total (BDT)</b>	