

TERMS OF REFERENCE (TOR):
SUPPLY AND DISTRIBUTION OF WINTER BLANKETS IN THE
SYLHET REGION

A background image for the header section showing a close-up of a person's hand holding a metal mechanical part, with a blurred background of industrial machinery and a semi-transparent globe graphic on the right side.

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 for international development cooperation, established in 1959 by Swiss business and civil society. Headquartered in Zurich, we promote skills development and enterprise competitiveness to improve income and employment. In 2025, Swisscontact implemented 138 projects in 39 countries. In Bangladesh, Swisscontact works with public and private partners to strengthen skills, enterprises and market systems. Our work integrates gender equality and social inclusion, environmental responsibility and good governance.

Project Brief

The project is being implemented by Swisscontact over a five-year period from 2023 to 2028. The five-year long project (2023-2028) is working in four districts under Sylhet Division (Nabiganj, Sylhet, Moulvibazar and Sunamganj).

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

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.

One of the components of the project is the environment and community safety which focuses on promoting a safer, cleaner, and more resilient living environment for communities

surrounding project's operational areas. The component emphasizes both environmental sustainability and community well-being by implementing measures that reduce vulnerabilities to environmental and climatic challenges.

As part of this commitment, the winter blanket support and distribution initiative has been designed to provide essential protection to vulnerable households during the cold season. Swisscontact is now inviting proposals from prospective vendors/suppliers to procure winter blankets and deliver them to respective locations.

Place of delivery: The distribution will be at the following upazila and unions:

- **Nabiganj Upazila, Habiganj**
- **Sreemangal Upazila, Moulvibazar**
- **Sylhet Sadar**

Objective of the Assignment

Swisscontact Bangladesh plans to distribute **1,500 pieces of high-quality winter blankets** will be distributed to vulnerable community members to alleviate the harsh effects of winter. The initiative directly contributes to improving community safety and well-being by mitigating seasonal hardships faced by low-income families, elderly individuals, and children.

Roles and Responsibilities

Both Swisscontact and the vendor/supplier 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:

- Procure 1,500 pieces of high-quality winter blankets (**6 ft × 7 ft**) made of full high-quality garments fabrics materials (3-part blanket; weight -1600+ gm) with premium zipper bag.
- Ensure proper packaging prior to reaching the distribution venue (premium zipper bag) for ease of distribution.

- Coordinate with Swisscontact's project team to finalize delivery schedules, distribution lists, and logistical arrangements.
- Transport and deliver the blankets to the identified Unions in Sylhet Sadar, Nabiganj and Sreemangal Upazilas.
- Support on-site distribution activities, including transporting blankets to selected locations and plan-wise distribution to beneficiaries in the presence of Swisscontact's representatives and local government officials.
- Collect beneficiary lists (signed/verified), and photographic evidence of distribution.

Task of Swisscontact

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

- Provide the vendor with detailed specifications and quantity requirements for the blanket.
- Approving blanket samples before procurement.
- Coordination support with local Union Parishad authorities during distribution.
- Monitor and supervise the delivery process to ensure transparency and quality assurance.
- Release payments according to agreed milestones upon verification and final delivery of the products.

Desired Criteria for vendor/supplier

- Authorized dealer/distributor/supplier of blankets with a good reputation in the market.
- Evidence of at least 2 years of experience in supplying similar products.
- Prior experience working in similar setting/implementing similar activities are preferred.

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

- A **technical proposal** demonstrating understanding of the assignment, relevant experiences, tentative timeline for delivery.
- **Physical sample(s) of the blanket whose**

price is quoted in the financial proposal.

- A separate financial proposal including a detailed budget for the assignment. **A format for the financial proposal is given in Annex 01.**
- 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		70
	Vendor/supplier's experience, market reputation and proven track record in supplying/distributing blankets	20
Sample evaluation	Provide physical sample(s) of the blanket as per the requested specifications	50
Financial proposal	Consistency and relevance of the proposed budget (value for money)	30
	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 **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.

Submission Guideline

Technical Proposal:

Interested vendor/supplier(s) should submit the technical proposal via email bd.procurement@swisscontact.org mentioning "Supply and distribution of winter blankets in the Sylhet region" in the subject line.

Financial Proposal:

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

Note: Interested vendor(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 and Govt. Relations

Swisscontact Bangladesh

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

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The subject line – “**Supply and distribution of winter blankets in the Sylhet region**” must be mentioned on the envelope and email.

Deadline for submission: October 27, 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 01: Budget headers

Item (specifications)	Quantity	Price (including Tax)	Total Cost (including Tax)
Blanket (6 ft × 7 ft) made of full high-quality garments fabrics materials (3-part blanket; weight -1600+ gm) with premium zipper bag			
Transport cost			
Sub-total			
VAT (10%)			
Total			