

Request for Quotations

Supplying of aprons and badges for continuing and replicate the "Star of the Month – Family Planning Counsellor" reward and recognition initiative in year two.

About Population Foundation of India

Founded in 1970 by the late JRD Tata, Population Foundation of India is a leading NGO in the fields of population dynamics, gender equity, and sexual and reproductive health (SRH). It addresses population issues within the context of empowering women, men, and young people, enabling them to make informed decisions about their fertility, health, and well-being. The organization's approaches include strategic engagement with policymakers, media, and other key stakeholders; knowledge generation and dissemination; leveraging technology; scaling up pilot projects; and social and behavior change communication. Population Foundation of India also collaborates closely with and provides technical support to both national and state governments, as well as other NGOs. For more details please refer website of the organisation is <https://populationfoundation.in/>

Background and Scope of Work

Under the Umeed 2.0 project, PFI is committed to strengthening the public health system by supporting the health department in establishing Family Planning Counseling Corners across all selected public health facilities—including District Hospitals, Community Health Centres, and Primary Health Centres in 50 blocks of seven districts i.e. Balrampur, Gonda, Sitapur, Barabanki, Unnao, Bahraich and Shravasti under the Umeed expansion Project with support of Mobius Foundation. In the first year, significant progress has been set-ups FP corners through uniformly designed and branded kiosks and several FP Corners have been successfully set up in designated rooms within targeted facilities.

In continuation of the above, in year one, 40 Family Planning (FP) Corners were established across public health facilities in all 7 districts. These FP Corners are equipped with tailored IEC and communication materials, including a set of 15 one-pager handouts and a comprehensive flipbook on family planning methods and counselling. These tools are actively utilized by Government Family Planning Counsellors during service delivery to enhance client understanding and promote and informed decision-making on family planning.

To promote high standards in managing Family Planning (FP) corners and to motivate government staff to deliver quality counseling services, the "Star of the Month – Family Planning Counsellor" reward and recognition initiative was launched in Year One. As part of this initiative, 50 aprons and 40 badges were supplied for distribution to facilities. Each month, one trained staff member from each facility is recognized based on their performance in FP counseling. The selection is jointly made by the facility's Medical Officer and the GPO of the Umeed Project in the respective district. Awardees receive a branded apron and badge as a token of appreciation for their commitment and dedication. The badge is awarded on a rotating basis among trained facility staff each month, fostering continuous motivation and a sustained focus on delivering quality services at FP corners.

Given the positive impact observed in year one, there is a strong need to continue and replicate the "Star of the Month – Family Planning Counsellor" reward and recognition initiative in year two. This initiative has played a crucial role in motivating frontline staff, promoting healthy competition, and enhancing the quality of Family Planning (FP) counseling at Umeed Counselling corners in the health facilities. Recognizing and appreciating the efforts of trained staff not only boosts morale but also encourages sustained performance and accountability. Continuing this initiative will further strengthen staff engagement, improve service delivery at FP corners, and contribute to achieving the broader objectives of the Umeed 2.0 project.

In light of the above, it is proposed to continue the "Star of the Month – Family Planning Counsellor" initiative into Year Two of the Umeed Project, extending its implementation to an additional 62 health facilities where FP corners have been established. In Year two, each of the three trained staff members per facility will receive an apron in recognition of their role in Family Planning (FP) counseling. However, one badge per facility will be awarded monthly to the best-performing staff member as a token of appreciation for their dedication and service. The badge will be rotated among the trained staff each month, encouraging ongoing motivation and a strong focus on delivering quality services in FP corners. The selection process will remain consistent with that of Year one, with awardees jointly identified by the Medical Officer of the respective facility and the GPO of the Umeed Project in the concerned district.

The agency is expected to have experience of supplying prizes and recognition awards in bulk within given timeline.

The scope of this assignment includes supply of 270 aprons & 70 badges:

1. **Aprons: 270 units** -Made of cotton fabric; mixed sizes (40 and 42)
2. **Badges: 70 units**- Size: 70 x 70 mm; metal material with program branding, Design of badge to be provided by PFI

Deliverables:

The supply of total aprons – 270 sets and badges – 70 units for continuing and replicate the "Star of the Month – Family Planning Counsellor" and sample to be approved by PFI:

Timelines of deliverables

- All aprons – 270 sets and badges – 70 units to be delivered within 10 days of receiving the formal work order.
- All deliveries to be done at Population Foundation of India's Lucknow office.

Payment:

- No advance payment.
- 100% payment will be made via BTC only after successful delivery of all items to PFI Lucknow and submission of the original invoice.

Documents to be submitted along with quotation

- Submit the financial quotation along with company profile and team profile in one file.
- Financial quotation must contain breakup of the costs items including all taxes.

Quotation should be sent in one email to louis.augustine@populationfoundation.in

Interested agencies may obtain further information or get clarification about RFQ from Population Foundation of India's State office by writing to louis.augustine@populationfoundation.in and with copy to shilpa.nair@populationfoundation.in

It shall be Bidder's responsibility to ensure that your quotation reaches us on or before the given timelines. Quotations received after the submission deadline for whatever the reason maybe, may not be considered for evaluation. Any delay in bidder's response shall not be used as a reason for extending the deadline for submission, unless PFI determines that such an extension is necessary and communicates a new deadline to the proposers.

General Information about RFQ and Timelines

Sl#	Description	Information
1	RFQ Issued by	Population Foundation of India, Lucknow
2	Project	supply of total aprons – 270 sets and badges – 70 units for continuing and replicate the "Star of the Month – Family Planning Counsellor" reward and recognition (As mentioned above)
3	Response to RFQ to be sent to	louis.augustine@populationfoundation.in and shilpa.nair@populationfoundation.in
4	Date of RFQ	6 August, 2025
5	Date of sending and responding queries	8 August, 2025
6	Last date for submitting the final quotations	11 August ,2025
7	Final date of Delivery	10-working days (from the date of signing of the contract)

The designated committee at the Population Foundation of India, Lucknow, will review all quotations received from agencies for supply of the required items. Based on this evaluation, the committee will decide whether to place a consolidated order with a single agency or to award orders to different agencies based on the most competitive item-wise rates
