

Request for Quotation (RFQ)
Centre for Policy Dialogue (CPD)'s video services

[Centre for Policy Dialogue \(CPD\)](#), a policy-influencing think tank in Bangladesh, is looking for proposals from an established vendor to provide video recording and live streaming services, including necessary equipment and manpower to conduct events across the country. The service provider should ideally be in a position to offer a service that will include:

- Video recording facilities
- Online video editing panel
- Capacity to connect with the Zoom Meeting Service with the live video feed
- Ensuring internet connection at event venues (including at district-level)
- Sound system facilities
- Mobile hard disk for video archiving
- A team of necessary technical persons to manage the video service who will travel outside Dhaka (any district headquarter) in their own travel and stay arrangements

Event and service information

CPD, as part of its regular activities is going to organise a dialogue at Pirojpur, Bangladesh. In the present COVID-19 situation, these events will take place partially virtually. A part of the guests will be connected from Dhaka or their own respective locations, and the guests at the local level will join the event through video conferencing from a particular venue point.

It is in this connection the above-mentioned service is sought. Two hired cameras will cover the event at the local-level venue. One video stream feed will be sent to a conferencing call application (Zoom Meeting Service). The audio of the programme will also be connected to the video using the sound mixer. The selected service-provider will have to ensure best possible internet connection at the venue. Its team must consist of camera operator(s), editing professional and any other technical person(s) required to manage this full execution.

The vendor is also required to conduct a trial run with CPD before the event.

Date of the event: **31 January 2021**.

Venue location: **Pirojpur**.

Equipment information

The below matrix provides the necessary information for the video conferencing equipment.

Sl.	Item	Specification	Comments (if any)
1.	Video camera	Two (2) digital video cameras (HD) with 2 cameraman	Necessary technical professionals for managing each of these components will
2.	Editing panel	One (1) online editing panel	
3.	Laptop	One (1) laptop	

Sl.	Item	Specification	Comments (if any)
4.	Internet	Internet connection (broadband or mobile 3G/4G connectivity)	be in-built part of service
5.	Sound system	Two (2) hand-held microphones with a console and 1 pair speakers sufficient for 100 people, clear audio recording of the full event and zoom call.	
6.	Hard disk	One (1) mobile hard disk for video archiving	
7.	Multimedia	One (1) multimedia projector with screens	
8.	LED screen	One (1) LED screen of 6'x8' with base 2 feet	
9.	Lights	Two (2) pair LED perkan with stands	
10.	Audio recording	One (1) audio recording facilities	

Scope of work for the service-provider

The service-provider is expected to arrange the above-mentioned equipment and a team of professionals who would travel to the Pirojpur and manage the video conferencing part from there. The breakdown activities will involve:

- Record the full event and send a video feed to the video conference during the event.
- Ensure necessary sound facilitates at the event.
- Ensure that the audio is synced with the video feed for the video conferencing.
- Deliver the footage from both the cameras to CPD in a hard-disk within seven (7) working days after the event.
- Arrange the travel, accommodation and food of the travelling persons which will be billed to CPD as part of the full cost proposal.

Proposal submission and evaluations criteria

Guideline for proposal submission

- The proposal/expression of interest (duly signed) should comprise the following sections and be kept within the given page limit.

Topic	Page limit (max.)
Cover page	1 Page
Table of content	1 Page
<i>Technical proposal</i>	
Understanding of the proposal	1 Page
Equipment model and specification	1 Page
Previous experiences for similar works	1 Page
Any other relevant information (if necessary)	1 Page
<i>Financial proposal</i>	
Budget detailing out the total fee (including VAT and tax as per the government rules)	1 Page
Total	10 pages

- The following documents will need to come with the proposal in a separate attachment:
 - Maximum 2-page firm profile highlighting related assignments completed with client name, contact person and mobile number
 - Scanned copy of trade license, TIN and VAT registrations, Bank Account details
- Proposal will be accepted only through e-mail in PDF format (not more than 4 MB in size); additional material(s)/document(s) can be sent via google drive.
- The e-mail subject line should mention “**CPD video services proposal.**”
- Please send your proposal document to Md. Irtaza Mahbub Akhond, Programme Associate (Communication), CPD, (irtaza@cpd.org.bd) by **16 January 2021.**
- For any query regarding this RFP, please contact Md. Irtaza Mahbub Akhond, Programme Associate (Communication), CPD.

Evaluation criteria

The submitted proposals will be assessed based on the following:

Area(s)	Criteria	Weight
Technical	Understanding of the assignment	10
	Quality of the equipment	15
	Previous experience	15
	Technical understanding	10
Financial	Competitive pricing and overall reasonable, justifiable financial proposal	50
Total		100

Finance-related special notes

- All payments for the selected vendor will be made through Account Payee Cheque in favour of the selected vendor.
- CPD will deduct TDS from the billed amount as per Section 52A, Income Tax Ordinance 1984.
- Selected vendor will need to provide CPD Mushak-6.3 with the bill at 15% rate, as per Statutory Regulatory Order (SRO) 235.
- In case the selected vendor is unable to provide Mushak-6.3, CPD will deduct 15% VAT from the billed amount.
- The selected vendor will need to produce original invoices for each delivery made under each Purchase Order within this contract period.

Disclaimers

- CPD reserves the rights to select or reject any vendor who will drop the proposal for providing the service.
- Any attempt to unlawfully acquire and/or persuade to get the assignment will lead to immediate rejection of the respective service-provider, and CPD may also take legal actions, if required.
- Failure to deliver according to the terms of the contract shall subject the vendor to penalties as will be stipulated in the final contract.
- Centre for Policy Dialogue (CPD) **will not** be liable to indemnify any third party in respect for any claims, debt, damage, or demand arising out of this contract. Centre for Policy Dialogue (CPD) will not accept any Liability for the compensation for death, disability or hazards. Which may be suffered by the Supplier/Supply chain through this contract while supplying Centre for Policy Dialogue (CPD), no such claims will be made against Centre for Policy Dialogue (CPD).
- If the Seller breaches any term or condition of this agreement (part or all), or the conditions set out in any given Purchase Order/Contract, including, but not limited to, quality of the Goods/Services, Price and Delivery requirements, the buyer shall be entitled to immediately purchases goods/services from any other source/Suppliers, in addition to any remedy available in law or equity.