

Request for Proposal (RFP)
Centre for Policy Dialogue (CPD)'s event management 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, live streaming, sound services, venue decoration and branding design and printing services, including necessary equipment and manpower to conduct these services for a day-long event. The service provider should ideally be in a position to offer a service that will include:

- HD video recording with projection facilities
- Online video editing
- Sound system facilities
- Stage set-up
- Stall set-up
- Branding material designing and printing
- LED and multimedia set-up

Event and service information

CPD, as part of its regular activities is going to organise a national level conference in Dhaka. Multiple hired cameras will cover the event at the venue. Three video stream feed will be sent to a CPD's official Facebook page. The audio of the programme will also be connected to the video using the sound mixer. Its team must consist of camera operator(s), online editing professional and any other technical person(s) required to manage this full execution. The vendor will also require to design and print branding materials with multiple design feedbacks from the CPD.

The vendor is also required to set up all the services at the venue a day before the event.

Date of the event: **11 March 2021**

Event time: **7.00 am – 7.00 pm**

Venue: **Bangabandhu International Conference Center (BICC)**

Halls: Hall of fame; Media Bazar; Windy Town and Milky Way (for exhibition/fair)

Equipment information

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

| Sl. | Item | Specification | Comments (if any) |
|-----|--------------|---|---|
| 1. | Video camera | Seven (7) digital video cameras (HD) online with panel 7 cameraman (for three separate halls) One (1) digital video cameras (HD) with 1 moving cameraman | Necessary technical professionals for managing each of these components |

| Sl. | Item | Specification | Comments (if any) |
|-----|------------------------------|--|----------------------------------|
| 2. | Photography | Two (2) photographer with professional camera for full-day | will be in-built part of service |
| 3. | Hard disk | Mobile hard disk for video, photo and audio archiving – for five sessions and fair | |
| 4. | Sound system | Speaker QWF4 – 20 pair 24 channel mixer - 3 pcs Cordless Microphone - 6 pcs Audio recording - 3 set up Delegate Microphone – 25 pcs Audio monitor – 4 pair Audio link – 3 pcs Equiliser rack – 3 pcs 20 Channel Audio Output for media camera - 1 pc | |
| 5. | Lights | Thirty two (32) pair LED perkan with stands | |
| 6. | LED screen, projector and TV | Two (2) LED screen of 12’x8’ with wooden base One (1) LED screen of 8’x6’ with wooden base Two (2) Multimedia projector with screen Four (4) 32’ television with wooden frame for stage | |
| 7. | Walkie-Talkie | Ten (10) pcs Walkie-Talkie for communication among CPD professionals | |
| 8. | Stage base | One (1) stage platform of 8’x24’x1’ with carpet and 6 inch staircase | |
| 9. | Stall set up | Sixty (60) pre-fabricated stalls of 8’x8’ with fascia stickers, two plastic chairs, one table, one tube light with connection and one connection facility of electricity | |
| 10. | Branding materials | Design, print, framing (if required) and set-up: One (1) Main entrance gate Banner: 1,500 sq. ft. Stand banner: 500 sq. ft. Banner with wooden frame: 800 sq. ft. Three (3) podium with branding | |

*’ – defines measurement in feet

Scope of work for the service-provider

The service-provider is expected to arrange the above-mentioned equipment and a team of professionals and manage these. 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 all the cameras to CPD in a hard-disk within seven (7) working days after the event.

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 |
| Technical proposal | |
| 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 |
| Financial proposal | |
| 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) may be sent via google drive.
- The e-mail subject line should mention "**CPD event management services proposal.**"
- Please send your proposal document to procurement@cpd.org.bd by **16 February 2021**. Proposals submitted to any other email address will not be considered as valid.
- For any query regarding this RFP, please contact Md. Irtaza Mahub Akhond, Programme Associate (Communication), CPD at +880-1675274965.

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, after the successful completion of the task.
- Please specify any requirement for advance payment.
- 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.
- The Seller will require to take necessary safety measures to prevent any fatalities and/or accidents for invited guests, organisers and/or vendor staff.