

Request for Quotation (RFQ)
Conferencing system; Sound system; and Multimedia and screen

[Centre for Policy Dialogue \(CPD\)](#), a policy-influencing think tank in Bangladesh, is looking for proposals from an established vendor to provide logistics that CPD will buy for its regular use. The service provider should ideally be in a position to offer:

- Conferencing system
- Sound system
- Multimedia and screen

Logistics information

CPD is planning to procure logistics for its regular use. In this regard, the CPD wishes to buy conferencing system, sound system, multimedia and screen for its office. Thus, the CPD seeks offers from vendors to procure these logistics.

Equipment information

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

Sl.	Item	Specification	Comments (if any)
Conferencing system			
1.	Conference gooseneck microphone	Twenty three (23) units of conference gooseneck microphone and one (1) chairman unit	Please specify the brand variation and we will choose one brand, detailed specification, web link and photo (where appropriate). The vendor will require to set-up all the equipment at the CPD office premises.
2.	Others	- Necessary operating accessories - Extension cable (10 m)	
Sound system			
3.	Speaker	Necessary speakers for conference room of 986 sq. ft.	Please specify the brand variation and we will choose one brand, detailed specification, web link and photo (where appropriate). The vendor will require to set-up all the equipment at the CPD office premises.
4.	Sound mixer	One (1) 16-channel sound mixer	
5.	Microphone	- Two (2) cordless microphone - Two (2) handheld dynamic microphone - One (1) lapel microphone - Two (2) Microphone floor stand - Two (2) ceiling array microphones	
6.	Others	- Accessories (as necessary for specific brand) - Connecting wire (if required)	
Multimedia and screen			

Sl.	Item	Specification	Comments (if any)
7.	Multimedia projector	- One (1) short-through multimedia projector - Hanging auto multimedia screen (8"x8" size)	Please specify the brand variation and we will choose one brand, detailed specification, web link and photo (where appropriate). The vendor will require to set-up all the equipment at the CPD office premises.
8.	Camera	One (1) video conferencing web camera One (1) remote control video conferencing web camera	
9.	Multimedia switcher	One (1) HDMI video matrix switcher of 16 channels	
10.	Others	Necessary cables and accessories	

Notes:

- Specify all the available after sales support for each equipment.
- The warranty on the respective equipment must be specified.
- Mention the time of quoted price validity.
- Specify VAT and Tax as per government rule.
- All the equipment needs to be delivered within 15 days of issue of the work order.
- CPD does not have any provision for advance payment.
- Payment will be made after full set-up at the CPD office premises.
- Specify if there is any set-up charge.
- Highlight previous similar working experience.
- Photo of all items should be attached appropriately with full specification.
- For clear understanding, vendors may visit the CPD office premises with due appointment.

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 logistics proposal.**”
- Please send your proposal document to Md. Irtaza Mahbub Akhond, Programme Associate (Communication), CPD, (procurement@cpd.org.bd) by **21 February 2021.**
- For any query regarding this RFQ, 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, as per Statutory Regulatory Order (SRO) 235.
- 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.