

Request for Proposal (RFP)
Centre for Policy Dialogue (CPD)'s Publication

[Centre for Policy Dialogue \(CPD\)](#), a policy-influencing think tank in Bangladesh, is looking for proposals from established vendor to bring out one of its upcoming books. The service-provider should ideally be in a position to offer a package publication service that will include:

- manuscript copy-editing and proof reading
- cover and layout designing
- formatting of the entire report including necessary graphic works
- forma setting for final press printing
- printing and delivery of the total number of copies

Book information

This book explores how decentralised governance and corruption affect one another in local settings and how these imply to the effectiveness of the anti-corruption initiatives undertaken centrally in the context of Bangladesh.

Publication information

The below matrix provides the necessary information for the publication process.

Criteria	Requirement
<i>Manuscript specification</i>	
Word count	60000 words
Number of tables	16
Number of diagrams	8
Number of boxes	7
Any other graphical elements that will require special treatment	1 map, 1 figure, 1 chart
<i>Book specification</i>	
Book size	Half-A4
Forma	20 Approximately (1 × 16)
Binding	Hard binding
Jacket specification	Jacket of 4 colour 300gsm Korean art card with lamination and printing on hard cover including postani
Inner specification	Colour: Single-colour Paper: 80 gsm Indonesian Offset paper both side
Printing quantity	500

Scope of work for the service-provider

As mentioned above, the responsibility of the service-provider will be to carry out three complete layers of the publication process—copy-editing; graphic designing; and press printing.

- (a) Copy-editing: This entails a full manuscript check before going for printing. The service will include (but may not limited to):
- language reading to check on grammatical correctness and consistency; punctuation consistency; typo of any kind
 - check on stylistic consistency in heading levels, table/graph formatting
 - reference list stylisation (as per the suggested international standard style guideline), including matching of all in-text citations and list entries
 - final proof-reading
- (b) Graphic designing: This entails designing of the full manuscript using a press-compatible professional software. The service will include (but may not limited to):
- cover designing
 - inner layout designing
 - formatting of the full text, including references list, annex, footnotes, source-notes
 - formatting (and recreate if necessary) all tables, graphs and other such elements
- (c) Press printing: This entails all printing-related activities. The service will include (but may not limited to):
- forma setting as per printing requirement
 - printing, packaging and delivery of the contracted quantity of books to the CPD office

Other issues

- Each layer of the publication works will go through an approval process at CPD's end. Necessary adjustments will need to be made at each stage accordingly.
- All design files, including the final forma files, both editable and create outline versions will need to be submitted to the CPD at the end of the assignment.

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 assignment (without copying from the RFP content)	1 Page

Topic	Page limit (max.)
Time plan for the assignment	1 Page
Skills and strengths to carry out the required tasks (please indicate your proposed team including profile of key team members)	1 Pages
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	8 pages

Note: * Sample of previous works can be sent in a separate file; it should not be part of the main proposal document.

- 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 firm's registration certificate, TIN and VAT registrations, Bank Account details
 - CV of copy-editor(s)
- 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 publication services proposal.**"
- Please send your proposal document to Ms Anikah Ibtisam, Programme Associate (Communication), CPD, (anikah@cpd.org.bd) by **14 November 2021**.
- For any query regarding this RFP, please contact Ms Anikah Ibtisam, Programme Associate (Communication), CPD, (anikah@cpd.org.bd | 55001185 Ext. 215)

Evaluation criteria

The submitted proposals will be assessed based on the following:

Area(s)	Criteria	Weight
Technical	Understanding of the assignment	25
	Qualification of the key team members	20
	Time plan for the assignment	10
	Experience for similar works	5
Financial	Competitive pricing and overall reasonable, justifiable financial proposal	40
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.