

Request for Quotation (RFQ)
Centre for Policy Dialogue (CPD)'s Decoration and Branding Items

[Centre for Policy Dialogue \(CPD\)](#), a policy-influencing think tank in Bangladesh, is looking for proposals from an established vendor to provide decoration and branding items inside the Bangladesh National Parliament.

Event and service information

CPD is planning to set-up an information desk inside the Bangladesh National Parliament to share some information with the Hon'ble Members of Parliament. Therefore, decoration and branding items will be required at the entrance on ground floor and on the third floor of the Parliament.

Date of the event: Throughout the full month of June 2022 (The full decoration will be installed at the Parliament before the 1 June 2022 and few days will be allowed to disassemble all the decoration. Kindly mention the number of days to set-up and disassemble all the decoration.)

Equipment information

The below matrix provides the necessary information for the decoration and branding with the template for budget submission.

Sl.	Item	Quantity	Unit (BDT)	Total price (BDT)
1.	Item 1: LED Video Wall (P3) LED of 8'x6' with 3' board base and 1 laptop for each LED. The base will have PVC branding Wings banner with frame (Size: 3'x10') and also with sticker cutout and back light	02 LED walls		
2.	Item 2: Digital advertising display Digital advertising display at various points on the National Parliament	03 digital displays		
3.	Item 3: Budget Help Desk Custom designed booth of 18'x8' Decoration for the Help Desk: China cushion chair with cover - 10 pcs Red carpet (18'x8') Backdrop with wooden frame 18'x10' (Custom design) Tabletop decoration LED per can light – sufficient quantity	01 booth set-up		

Sl.	Item	Quantity	Unit (BDT)	Total price (BDT)
4.	Item 4: Snacks lounge Custom designed booth of 18'x8' Decoration for the snacks lounge: Letter Cutout of 2' height of 15 alphabets Red Carpet (18'x8') VIP Single Sofa 10 pcs Tea table 4 pcs Book Shelf 2 pcs (For magazine) Backdrop with wooden frame 18'x10' (custom design) Back drop banner cutout and back light LED per can light – sufficient quantity	01 lounge set-up		
5.	Item 5: Plants decoration Plants to cover 60' 300 plants of height 2' to 5' with warm mirchi lights and board structure front and back of plants with PVC Branding Time to time plantation will be required 4 pcs custom pillar of 2'x10' in between plants with PVC banner with frame on all four sides of the pillar	300 plants		
6.	Item 6: Entry gate Custom made overhead entry gate at walkway Width 20 feet and height 8 feet	02 gates		

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 and specification	1 Page
Previous experiences and similar work samples	1 Page
Any other relevant information (if necessary)	1 Page
<i>Financial proposal</i>	

Topic	Page limit (max.)
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 (BIN), Bank Account details and Bank solvency certificate
- 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 Budget Help Desk**.”
- Please send your proposal document to procurement@cpd.org.bd by **11.59 pm of 12 May 2022**.
- For any query regarding this RFQ, please contact Md. Irtaza Mahbub Akhond, Dialogue 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.
- The selected vendor will have to provide Mushak-6.3.
- 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.

Contact:

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