

**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 publications. 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 designing and inner graphic designing
- formatting of the entire publication including necessary graphic works
- forma setting for final press printing with two times incorporating and editing
- printing and delivery of the total number of copies

### **Publication information**

The publication is a report of CPD on the overall project activities and outcomes focusing on three themes such as **Education, Gender empowerment, and Decent employment** prepared under the UNDEF project of “Advancing responsiveness and accountability through citizen engagement in Bangladesh”.

### **Publication information**

The below matrix provides the necessary information of a publication process. The publication focuses on the overall project activities and deliverables of the project titled “Advancing responsiveness and accountability through citizen engagement in Bangladesh”.

<b>Criteria</b>	<b>Requirement</b>
Resource Document	1 Publication
<b><i>Manuscript specification for each Publication</i></b>	
Language	English
Number of tables	6
Number of figures	3
Any other graphical elements that will require special treatment	No
Photos (relevant to the content)	5
<b><i>Publication specification</i></b>	
Size	8.2”x11.2”
Forma	14 forma (112 pages)
Specification	<b>Inner:</b> 100 gsm matt Paper Four color <b>Cover:</b> 30 gsm offset paper 4 color print with lamination
Printing quantity	700

## 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):
- manuscript copy-editing and proof reading two layer (English)
  - 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):
- layout designing
  - Cover designing and inner graphic designing
  - formatting of the entire publication including necessary graphic works
  - forma setting for final press printing with two times incorporating and editing
  - 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
- (d) Photographs relevant to the content:
- Vendor will take new photos, or will provide photos from royalty-free sources;
  - Vendor will provide evidence/document that the photo is a royalty free image;
  - All photos will be provided upon discussion with the CPD;
  - If the faces of the individuals in the photos are clearly depicted, then the consent of all individuals appeared in the photo is required. The photographer must obtain and submit a consent form originally signed by the models.

## 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.

## Required Documents

- 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
  - Trade License
  - TIN certificate
  - Acknowledgment receipt for the last annual TAX return
  - BIN Certificate
  - 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 [procurement@cpd.org.bd](mailto:procurement@cpd.org.bd) by **28 October 2022**.
- For any query regarding this RFP, please contact S. M. Khalid, Programme Associate, CPD | 01680903566.

## 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.
- CPD will deduct VAT from the billed amount as per the government rule.
- The selected vendor will need to produce original invoices for each delivery made under each Purchase Order within this contract period.