

**Request for Quotation (RFQ)**  
**Centre for Policy Dialogue (CPD)'s decoration and branding services**

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[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. The main objective of the Budget Helpdesk is to provide MPs with any assistance they might require regarding the budget and to prepare and publish budget briefs. The program also organises a series of debriefing sessions for MPs where experts on relevant areas made their interventions on the budgetary process of Bangladesh. The Budget Helpdesk played a vital role in engaging MPs in the government budgetary process.

To initiate the programme, CPD needs to set-up an information desk. 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 2023 (The full decoration will be installed at the Parliament before the 1 June 2023 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. Please provide budget for thirty-four (34) days.

Sl.	Item	Quantity	Unit (BDT)	Total price (BDT)
1.	<b>Item 3: Budget Help Desk</b> Custom designed booth of 18ft x 8ft Decoration for the Help Desk: 4 Customized table 3.5 feet by 2.5 feet China cushion chair with cover - 10 pcs Red carpet (18ft x 8ft) Backdrop with wooden frame 18ft x 10ft (Custom design) Tabletop decoration LED per can light – sufficient quantity (For reference, please find the photos from last year help desk)	01 booth set-up		

Sl.	Item	Quantity	Unit (BDT)	Total price (BDT)
2.	<p><b>Item 4: Snacks lounge</b></p> <p>Custom designed booth of 18ft x 8ft            Decoration for the snacks lounge:            Letter Cutout of 2ft height of 15 alphabets            Red Carpet (18ft x 8ft)            VIP Single Sofa 10 pcs            Tea table 4 pcs            Bookshelf 2 pcs (For magazine)            Backdrop with wooden frame 18ft x 10ft (custom design)            Back drop banner cutout and back light            LED per can light – sufficient quantity            (For reference, please find the photos from last year help desk)</p>	01 lounge set-up		
3.	<p><b>Item 1: LED Video Wall (P3)</b></p> <p>P3 Led Display - Size 10ft X 6.6ft            LED Base - Wooden Board frame, wooden base for LED display            LED side covering wall – wooden frame with customised design.            Sound - 1 Pair speaker.            LED panel - one laptop with the LED Maintenance            (For reference, please find the photos from last year help desk)</p>	Two (2) Pcs		
4.	<p><b>Item 2: Digital advertising display</b></p> <p>43" Digital Kiosk with LED backlight            Android OS support at various points on the National Parliament.</p>	03 digital Kiosks		
5.	<p><b>Item 5: Plants decoration</b></p> <p>25 plants of height 2ft to 5ft with warm mirchi lights. Time to time maintenance will be required.</p>	25 plants		
6.	<p><b>Item 6: Entry gate</b></p> <p>Custom made overhead entry gate at walkway.            Width 20 ft and height 8 ft            (For reference, please find the photos from last year help desk)</p>	02 gates		

Sl.	Item	Quantity	Unit (BDT)	Total price (BDT)
7.	<b>Item 7: Live Streaming</b> Logistics & Multimedia for event broadcasting Three Video camera with videographer, sound, and other logistics	One Day		
8.	<b>Item 8: Podium</b> Podium for inaugural session	One (1) pcs		
9.	<b>Item 9: Banners</b> Banner and other branding printing	As per requirement		

### 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
<b>Technical proposal</b>	
Understanding of the proposal	1 Page
Equipment and specification	3 Page
Previous experiences and similar work samples	2 Page
Any other relevant information (if necessary)	1 Page
<b>Financial proposal</b>	
Budget detailing out the total fee ( <b>including VAT and tax as per the government rules</b> )	1 Page
<b>Total</b>	<b>10 pages</b>

- 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), Annual Tax Acknowledgement receipt (2022-2023), Bank Account details and Bank solvency certificate
- Proposal will be accepted only through e-mail in PDF format; additional material(s)/document(s) can be sent via google drive.
- The e-mail subject line should mention "**CPD Budget Help Desk 2023.**"

- Please send your proposal document to [procurement@cpd.org.bd](mailto:procurement@cpd.org.bd) by **11.59 pm of 7 May 2023**.
- Send the technical and Financial Proposal in separate attachment in the same email.
- For any query regarding this RFQ, please contact Mr S. M. Khalid, Programme Associate, CPD.

### ***Evaluation criteria***

The submitted proposals will be assessed based on the following:

<b>Area(s)</b>	<b>Criteria</b>	<b>Weight</b>
<b>Technical</b>	Understanding of the assignment	10
	Quality of the equipment	15
	Previous experience	20
	Technical understanding	5
<b>Financial</b>	Competitive pricing and overall reasonable, justifiable financial proposal	50
<b>Total</b>		<b>100</b>

### **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.
- In case, the selected vendor fails to provide acknowledgment receipt of the annual TAX return (2022-23) at the time of making the payment, the rate of TAX shall be fifty percent (50%) higher as per Section 52 of the Income TAX ordinance 1984.
- Selected vendor will need to provide CPD Mushak-6.3 with the bill at 10% rate, 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.

**Contact:**

*Mr S. M. Khalid*

Programme Associate

Centre for Policy Dialogue (CPD)

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Photos for Reference:

