

**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:

- 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 working paper of CPD titled '*Securing Interests of Bangladesh and Other Graduating LDCs in view of WTO-MC12*'. This paper examines Bangladesh's issues of concern and interests, as a graduating LDC, in view of the graduation challenges and developments in the WTO, and presents a set of policies and actions that the country would need to pursue towards sustainable graduation.

**Publication information**

The below matrix provides the necessary information of a publication process.

<b>Criteria</b>	<b>Requirement</b>
Book	1 Book Publication
<b><i>Layout of the Publication</i></b>	
Language	English
Number of tables	4
Number of figures	5
<b><i>Publication specification</i></b>	
Forma	10 forma (80 pages)
Specification	<b>Inner:</b> <b>Size: 6.1" X 9.2"</b> Biancoflash Ivory Paper 120 GSM One (1) Colour print  <b>Cover:</b> Hard Binding with Jacket Jacket paper: 250 Matt paper Four (4) Colour print with lamination
Printing quantity	300

## 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) 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
- 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 bibliography list, footnotes, source-notes
- formatting (and recreate if necessary) all tables, graphs and other such elements

(b) 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.

## 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 (2022-23)
  - 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** by **17 May 2023**.
- 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.