

Date: 11 June 2023

Subject: Request for Proposal (RFP) for media monitoring services.

Dear Concerned,

Centre for Policy Dialogue (CPD) is planning to procure the services from a vendor to provide media monitoring services. The description of the services required is as follows:

Sl.	Description	Mode of Delivery
1.	Daily print media news clippings of CPD's mention	Sharing the news clips through E-mail on a daily basis by 10.30 am
2.	Video clippings of news, talk shows, interviews & documentaries on CPD's mention	
3.	Monthly report of all print and electronic media news clips on CPD	Month end report

Terms and Conditions:

1. VAT and Tax will be deducted from your bill amount as per govt. rule.
2. CPD reserves the right to accept or reject this RFQ.

Please submit the following documents with your proposal:

1. Trade License
2. TIN certificate
3. Acknowledgment receipt for the last annual TAX return (2022-23)
4. BIN Certificate
5. Bank Account details

You may drop your proposals at procurement@cpd.org.bd.

Deadline: 21 June 2023

With best regards,

Mr Avra Bhattacharjee

Joint Director

Dialogue and Outreach

Centre for Policy Dialogue (CPD)