<p style="text-align:center;">**Request for Proposal (RFP)**
Centre for Policy Dialogue (CPD)'s Publication</p>

Centre for Policy Dialogue (CPD), a policy-influencing think tank in Bangladesh, is looking for proposals from established vendor to bring out a special paper. The service-provider should ideally be in the position to offer a package of 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 special paper of CPD titled 'Study on Enhancing Welfare and Rights of Migrants and Migrant Communities: Role of National Budget'.

Publication information

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

Criteria	Requirement
Special paper title: Study on Enhancing Welfare and Rights of Migrants and Migrant Communities: Role of National Budget	
Publication Layout	
Language	English
Forma	4 forma (32 pages)
Specification	**Size: A4** **Inner:** 80 gsm Offset Only black print **Cover:** 300 gsm matt card, matt lamination Four (4) Colour print
Quantity	200 pcs
Binding	Middle pin binding

Scope of work for the service-provider

As mentioned above, the responsibility of the service-provider will be to carry out the two complete layers of publication processes - 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 created 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:
  - Agency/ firm profile (maximum 2-page) 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
- 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 publication services proposal**".
- Please send your proposal document at **procurement@cpd.org.bd** by **20 August, 2023**.
- For any query regarding this RFP, please contact HM Al Imran Khan, Publication Assoiate, CPD| +8801714114401.

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.