



Request for Quotation (RFQ)

Centre for Policy Dialogue (CPD)'s decoration and branding services

[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 2024 (The full decoration will be installed at the Parliament before the 2 June 2024 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 (30) days.

Sl.	Item	Quantity
1.	Budget Help Desk Custom designed booth of 20ft x 8ft and 10ft height <i>Decoration for the Help Desk:</i> <ul style="list-style-type: none">- 6 Customised desk 3.5 feet by 2.5 feet- Executive Chair 12 pcs- Wooden platform with grass carpet- Backdrop with wooden frame 18ft x 10ft (Custom design)- Tabletop decoration- Book self-size 2.5ft X 6.5 ft (2pcs)- Light System – Ceiling spotlight, LED strip light, acrylic light box and any other lighting system with sufficient quantity- Power connection port (For reference, please find the photos from last year's help desk)	01 booth set-up



Sl.	Item	Quantity
2.	Snacks lounge Custom designed booth of 24ft x 8ft and 9.5 ft height <i>Decoration for the snacks lounge:</i> <ul style="list-style-type: none">- Wooden Platform wooden mdf/PVC floor- Customised raised Backdrop- Wooden lobe 10ft height, 24ft width Glass tea table (2pcs)- Standard sofa for VIP Guest (8 pcs)- Book self-Size 2.5ft x 6.5ft (01pcs)- Customized LED TV within a wooden book self- Light System- Ceiling Spotlight, LED strip light, Ceiling Hanging lamp, acrylic light box.- Power connection port etc. (For reference, please find the photos from last year's help desk)	01 lounge set-up
3.	LED Video Wall (P3) <ul style="list-style-type: none">- 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- an engineer will be assigned to look after the equipment for smooth operation (For reference, please find the photos from last year's help desk)	Two (2) Pcs
4.	Digital advertising display 43" Touch screen panel with LED backlight. Excellent design with super slim body of only 21mm thickness. Android OS support to customize Windows OS Support to play program directly from USB Support Ethernet, WIFI network, and can customize 3/4G function	03 digital Kiosks
5.	Entry gate Custom made entry gate at walkway. Size Width 6 feet and height 8 feet. Total 4 wings, Every Wings along with Custom design acrylic light box	02 gates
6.	Live Streaming <ul style="list-style-type: none">- Online video live streaming on Facebook and YouTube- Online editing panel, 3 videographers with camera, one photographer, switcher panel, AV recorder, talkback system, cable and accessories	One Day
7.	Podium Podium for inaugural session	One (1) pcs
8.	Banners Banner and other branding designing and 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
Technical proposal	
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
Financial proposal	
Budget detailing out the total fee (including VAT and tax as per the government rules)	1 Page
Total	10 pages

- 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 (2023–2024), Bank Account details, photo of the cheque book 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 2024.**”
- Please send your proposal document to procurement@cpd.org.bd by **11.59 pm of 12 May 2024.**
- 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, Dialogue Associate, CPD.

Evaluation criteria

The submitted proposals will be assessed based on the following:

Area(s)	Criteria	Weight
Technical	Understanding of the assignment	5
	Quality of the equipment	10
	Team formation	5
	Previous experience	20
Financial	Competitive pricing and overall reasonable, justifiable financial proposal	60
Total		100

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 (2023-24) 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:

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Photos for Reference:

