



**Request for Quotation (RFQ)**  
**Centre for Policy Dialogue (CPD)'s publication services**

[Centre for Policy Dialogue \(CPD\)](#), a policy-influencing think tank in Bangladesh, is looking for proposals from established vendor to bring out the following services:

1. Policy Briefs (Bengali & English) – Nine (9)
2. Leaflet – One (1)
3. Folder – One (1)
4. Invitation card – One (1)
5. Envelope – One (1)
6. Pen – one (1)
7. Pad – one (1)

**Materials information**

The publication is a research report of CPD on the issue of concerning the National Budget of Bangladesh. The leaflet and other materials will be for the same programme.

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

Criteria	Remarks (if any)
<b>Policy brief specification</b>	
Language of the publications	Bengali & English
Copy-editing and proof reading	Required
Layout designing	Required
Formatting and Forma Setting	Required
Size	Paper size: 9.5" X 7"
Specification	4 Pages Colour: 4 (both side print) Paper: 120 gsm Matt paper
Binding	Pin Binding
Printing quantity	<b>Bangla</b> 9 separate policy briefs. 500 copies each (4500 copies) <b>English</b> 9 separate policy briefs. 100 copies each (900 copies)
Photos	Photo of Bangladesh National Parliament building and 3-4 thematic economic activity photos for each of the 9 publications
Graphs and tables	Graph and table formatting
<b>Leaflet specification</b>	
Language of the publications	Bengali
Size	A4
Specification	Colour: 4 (both side print) Paper: 150 gsm Matt paper Lamination: No
Printing quantity	500 copies
<b>Invitation card and envelope</b>	

Criteria	Remarks (if any)
Invitation card	Invitation card of 16.4" x 5.8" (one-fold) 300 gsm Biancoflash Ivory paper 4 colour with both side print Quantity: 500 pcs
Envelope	Envelope of 14" x 9" 120 gsm Biancoflash Ivory paper 4 colour with one side print Quantity: 500 pcs
<b>Folder specification</b>	
Folder	Size: 12" X 9.1" Pocket: 1 in right side Paper: 300 gsm Swedish board No Lamination Paper printing: 4 colour print Die cutting making Quantity: 1,100 copies
<b>Pad specification</b>	
Pad	Size: 5.5 Inch by 8.5 Inch Cover: 4 colour (300 gsm Swedish board) Inner: 1 Colour 100 Pages (50 pata) per Notepad 80 GSM Offset Paper Spiral Binding Quantity: 500
<b>Pen specification</b>	
Pen	Pen with non-plastic materials and logo and necessary branding provided by CPD. Quantity: 500

### 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) Copy-editing: This entails a full manuscript check before going for printing. The service will include (but may not limited to):
- language reading to check on grammatical correctness and consistency; punctuation consistency; typo of any kind
  - check on stylistic consistency in heading levels, table/graph formatting
  - reference list stylisation (as per the suggested international standard style guideline), including matching of all in-text citations and list entries
  - final proof-reading
- (b) 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
  - formatting of the full text, including references list, annex, footnotes, source-notes
  - formatting (and recreate if necessary) all tables, graphs and other such elements



(c) 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

(d) Photographs relevant to the content:

- Vendor will take new photos, or will provide photos from royalty-free sources;
- Vendor will provide evidence/document that the photo is a royalty free image;
- All photos will be provided upon discussion with the CPD;
- If the faces of the individuals in the photos are clearly depicted, then the consent of all individuals appeared in the photo is required. The photographer must obtain and submit a consent form originally signed by the models.

#### 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.

#### 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 assignment (without copying from the RFQ content)	1 Page
Time plan for the assignment	1 Page
Skills and strengths to carry out the required tasks (please indicate your proposed team including profile of key team members)	1 Pages
Previous experiences for similar works*	1 Page
Any other relevant information (if necessary)	1 Page
<b>Financial proposal</b>	
Budget detailing out the total fee (including VAT and tax as per the government rules)	1 Page
<b>Total</b>	<b>8 pages</b>

**Note:** \* Sample of previous works can be sent in a separate file; it should not be part of the main proposal document.

- 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 firm's registration certificate, TIN, annual TAX acknowledgement receipt (2023-24) and VAT registrations (BIN), Bank Account details, Bank solvency certificate and a photo of cheque book.
  - 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 – Budget Helpdesk publication services proposal.**"



- Please send your proposal document to [procurement@cpd.org.bd](mailto:procurement@cpd.org.bd) by **11.59 pm of 12 May 2024**.
- 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
<b>Technical</b>	Understanding of the assignment	5
	Qualification of the key team members	10
	Time plan for the assignment	5
	Experience for similar works	20
<b>Financial</b>	Competitive pricing and overall reasonable, justifiable financial proposal	60
<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.
- Selected vendor will need to provide CPD Mushak-6.3 with the bill at 15% rate, as per Statutory Regulatory Order (SRO) 235.
- The selected vendor must provide Mushak-6.3.
- 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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