

Terms of References (ToR)

**Long-Term Agreement for Event Management
Services**



Centre for Policy Dialogue (CPD)

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Background

The [Centre for Policy Dialogue \(CPD\)](#) is a policy-influencing think tank in Bangladesh. CPD seeks to be the leading institution for in-depth research and dialogue to promote inclusive policymaking in Bangladesh and strengthen regional and global economic integration. CPD was established in 1993 with the vision of creating an inclusive society based on equity, justice, fairness and good governance.

Through a quarter century of journey, the Centre has positioned itself as an internationally reputed think tank addressing regional and global policymaking through strategic partnership while serving national needs.

CPD's communication and outreach is branded by its effective and innovative use of 360° communication approach using various forms of communication—face to face, small to large group, webinar, online live etc.—stimulating constructive engagement and informed exchange of views among a wide-ranging reach. Since its inception, CPD is organising events such as national, international, regional, and bilateral dialogues, Media Briefings, Seminars, Webinars, half-day and full-day Conferences, Meetings such as small meetings, Townhall meetings, Special Events and Professional Engagements.

CPD organises events to stimulate constructive engagement and informed exchange of views to advance the cause of a participatory, inclusive and accountable development process in Bangladesh. Apart from the issues of national importance, CPD events also focus on those that concern regional and global interests of Bangladesh and other low-income countries. Through events CPD disseminate knowledge and information to the citizens.

In this context, CPD is looking for entering into a long-term agreement with **one (1) established** vendors to provide **Event Management and Logistics services** for a period of **one (1) year**. The service providers should ideally be in a position to offer a package of Event Management and logistics services that will include:

1. Multimedia and screen
2. Decoration as per requirement
3. HD Video Recording with Projection Facilities
4. Video Editing
5. Sound System Facilities
6. Lighting System
7. Stage set-up
8. Stall set-up
9. Branding material designing and printing
10. Online video editing panel
11. Capacity to connect with the Facebook Page with the live video feed
12. Ensuring internet connection at event venues (including at district-level)
13. Mobile hard disk for video archiving
14. A team of necessary technical persons to manage the video service who will travel outside
15. Any other additional services required for the CPD Events

Long-Term Agreement Discourse

Centre for Policy Dialogue (CPD), at its own discretion showed interest to enter into a binding Long-Term Agreement with one Event Management Service Companies for a period of one year under the following conditions:

1. The service provider must provide all the necessary services required for conducting an event for a period of one year.
2. The services must be available both inside and outside of Dhaka.
3. The price determined at the time of the agreement must be consistent within the stated time period. For any exceptional circumstances, the service provider must contact CPD for the price change. A discord settlement meeting will be conducted to contemplate over revising the original price. Changes will depend on reasonable justifications.

Or

In the event of any advantageous technical changes and/or downward pricing of the Services during the duration of this Agreement, the Supplier/Contractor shall notify CPD immediately. CPD will consider the impact of any such an event and may request an amendment to the Long-Term Agreement.

4. CPD reserves the rights to reject any vendor who will be unable to provide appropriate services on time.
5. The quality of services must remain consistent over the service period.

Duration

The agreement will enter into effect upon signature by both parties and will be for **1 (one)** year.

Equipment Information

The below matrix provides the necessary information for the Event Management and Logistics Services:

Sl	Items	Remarks	Rate Inside Dhaka	Rate Outside Dhaka
Sound System				
1.	JBL MRX / Line Array or higher quality speakers			
2.	1 pair speaker	*All necessary Amplifiers' & wires will be provided.		
3.	2 pair speakers			
4.	4 pair speakers			
5.	8 pair speakers			
6.	1 pair sub-woofer speaker			
7.	Monitor speaker per piece			
8.	Cordless microphone per piece			
9.	Lapel (ear) cordless microphone per piece			
10.	Collar cordless microphone per piece			

11.	Delegate Microphone per piece	* Necessary audio mixing console will be provided for below 4 pair speakers.		
12.	Interpretation Headphone per piece			
13.	Interpretation Box			
14.	Audio Mixing Console Digital console Behringer x32/Midas M32/ Yamaha LX9 or higher quality Console for 4 pair & above speakers			
15.	Media box 20 channel			
16.	Audio recorder per piece			
Lighting System				
17.	LED Warm & RGB Percan per piece With DMX 512 lighting controller	With necessary stands, hooks & wires		
Video System				
	LED Video Wall Pixel pitch - P3			
18.	Size: 8'x6' or below	*All necessary wires will be provided.		
19.	Size: 8'x6' to 12'x8'			
20.	Size: 12'x8' to 16'x10'			
21.	Size: 16'x10' to 21'x10.5'			
22.	Size higher than 21'x10.5' (rate will be upon discussion)			
23.	Full HD Video Camera per piece P2 equivalency or higher Panasonic / Sony			
24.	Online Editing Panel per setup With Switcher, recorder & talkback etc Data video / AV matrix panel or higher			
25.	Zoom/Facebook/Youtube Live setup (Capture card, laptop & accessories) (Without Internet Connection)			
26.	55" Television per piece With connectivity to panel With board slant box / Stand			
27.	Projector with Screen (96" x 96") per piece 5000 Lumens and above			
Branding				

28.	LED Board Base Size in length: 8' to 12'	* Only Board Base without branding. * Branding charge will be as per PVC & framing sqft.		
29.	LED Board Base Size in length: 12' to 16'			
30.	LED Board Base Size in length: 16' to 20'			
31.	LED Board Base Size in length: 20' and above (rate will be upon discussion)			
32.	Cloth Media Print (Without Lamination) per sqf			
33.	White Media PVC Print per sqft			
34.	Blockout Media PVC Print per sqft			
35.	Standy Wooden framing only With paint, thickness & low stand Size: 4'x8'			
36.	Vinyl Sticker per sqft			
37.	Wooden framing 64 sqft or below			
38.	Wooden framing 64 to 200 sqft			
	Transportation, labour & Others			
39.	Transportation & labour	* Rates outside Dhaka will be upon discussion.		
40.	Photographer	To cover the event		
41.	Design & Branding costs will be added as per requirement			

*** Please mention both half day and full day rate including VAT and TAX*

Scope of work for the Service Provider

The service-provider is expected to arrange the above-mentioned equipment and a team of professionals should manage these. The service providers should pay special attention to the following:

- (a) **Venues:** Throughout the year, CPD organises numerous events, as mentioned above. The service providers must ensure that they have all the necessary equipment to conduct these events. These events are usually organised but not limited to in the following venues:
- 1) Lakeshore Hotel, Gulshan, Dhaka
 - 2) BRAC Centre Inn, 75 Mohakhali, Dhaka
 - 3) Sheraton, Banani, Dhaka
 - 4) Six Seasons Hotel, Gulshan 2, Dhaka
 - 5) The Westin Dhaka
 - 6) Pan Pacific Sonargaon Hotel, Dhaka
 - 7) Intercontinental Dhaka
 - 8) Golden Tulip

- 9) Amari Dhaka
- 10) KIB Convention Hall, Khamar Bari Rd, Dhaka
- 11) Centre on Integrated Rural Development for Asia and the Pacific (CIRDAP), Dhaka
- 12) Bangabandhu International Conference Center (BICC), Dhaka

- (b) **Events outside Dhaka:** Events will also be organised outside Dhaka. The location of those venues will be informed prior to the event. The service providers need to reach the destination at least one day prior to the event. For these events, the equipment cost must be the same and to this, the transportation costs will be added based on the distance.
- (c) **Hall Set-Up:** All sorts of set-up and decorations must be completed on the night before the event or 3 hours prior to the event. Depending on the needs of the event, the service provider should decorate the event venue with necessary items such as PVC posters, X-banners, lighting arrangement as per requirement.
- (d) **Video:** The master recording of the event must be submitted within three days after the event is conducted. The entire event must be recorded in HD and the service provider should have at least two (2) digital video cameras (HD) with 2 camera men. A team of necessary technical persons should be available to manage the video service. The cameras should be able to zoom in and out when necessary. The video feed must be able to connect to Facebook live without any buffering issues.
- (e) **Equipment Charges:** The duration of the events can differ depending on the type of the event. The events can either be half day (7am to 2pm) or full day (7am to 7pm). Please mention the price as per duration in the **Quotation**.
- (f) **Branding and Promotional Materials:** Each type of branding and promotional materials will go through an approval process at CPD. Necessary adjustments will need to be made accordingly.
- (g) **Sound System Facilities:** The service provider should ensure appropriate sound facilities depending on the needs of the event. It should be ensured that the audio is synced with the video after it's recorded. There should be necessary speakers available for the events depending on the size of the conference rooms. There should always be facilities for cordless, handheld, lapel, and ceiling array microphones.
- (h) **Others:** CPD organises numerous events every now and then. The service providers must be ready and available for these events at all times. They should be prepared to provide all the necessary equipment needed for the event.

Proposal and 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	2 Pages
Equipment model and specification	3 Pages

Previous experiences for similar works*	2 Pages
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)	3 Pages
Total	14 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 (latest), TIN and VAT registrations, Annual Tax Acknowledgement Receipt (latest), Bank Account details
- Proposal will be accepted only through e-mail in PDF format (not more than 8 MB in size); additional material(s)/document(s) may be sent via google drive.
- The e-mail subject line should mention "CPD Event Management Services Agreement."
- Please send your proposal document to procurement@cpd.org.bd by 2 November 2024. Proposals submitted to any other email address will not be considered as valid. (do not CC any CPD official)
- For any query regarding this ToR, please contact:
Mr S. M. Khalid
Dialogue Associate, CPD
Tel: 01680903566
Email: khalid@cpd.org.bd

Evaluation criteria

The submitted proposals will be assessed based on the following:

Areas	Criteria	Weight
Technical	Understanding of the assignment	5
	Quality of the equipment	20
	Previous experience	15
	Technical understanding	10
Financial	Competitive pricing and overall reasonable, justifiable financial proposal	50
Total		100

Finance-related special notes

- All payments for the selected vendors will be made through bank transfer method in favour of the selected vendor, after the successful completion of the task.
- Please specify any requirement for advance payment.
- CPD will deduct TDS from the billed amount as per Section 52A, Income Tax Ordinance 1984.
- In case, the selected vendor fails to provide a copy of the **acknowledgment receipt of the annual TAX return (2024-25)** 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.

5. Selected vendor will need to provide CPD **Mushak-6.3** with the bill at 15% rate, as per Statutory Regulatory Order (SRO) 235.
6. In case the selected vendor is unable to provide Mushak-6.3, CPD will deduct 15% VAT from the billed amount.
7. The selected vendor will need to produce original invoices for each delivery made under each Purchase Order within this contract period.

Disclaimers

1. CPD reserves the rights to select or reject any vendor who will drop the proposal for providing the service.
2. 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.
3. Failure to deliver according to the terms of the contract shall subject the vendor to penalties as will be stipulated in the final contract.
4. 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 agreement. Centre for Policy Dialogue (CPD) will not accept any Liability for the compensation for death, disability or hazards which may be suffered by the service providers through this agreement while supplying Centre for Policy Dialogue (CPD), no such claims will be made against Centre for Policy Dialogue (CPD).
5. If the service provider breaches any term or condition of this agreement (part or all), or the conditions set out in any given agreement, 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.
6. The Service provider will require to take necessary safety measures to prevent any fatalities and/or accidents for invited guests, organisers and/or vendor staff.
7. CPD will not be responsible for food arrangements, food expenses or any other expenses of the technical persons. These should entirely be arranged and managed by the service providers.