



Request for Quotation (RFQ)

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

The Centre for Policy Dialogue (CPD), a leading policy-influencing think tank in Bangladesh, invites quotations from qualified and experienced vendors to provide decoration, branding, and event setup services at the Bangladesh National Parliament.

Event and service information

CPD plans to establish a **Budget Help Desk** inside the Bangladesh National Parliament to support Hon'ble Members of Parliament (MPs) by:

- Providing budget-related assistance
- Sharing policy insights and briefs
- Organising expert-led debriefing sessions

The Help Desk plays a vital role in strengthening MPs' engagement in the national budget process.

To support this initiative, CPD requires **design, setup, and maintenance of branded spaces**, including booths, lounges, and digital displays.

Event Details

- Duration: Full month of June 2026
- Installation Deadline: Before 1 June 2026
- Dismantling: After the event (vendor must specify required days for setup and dismantling)

Equipment information

The vendor will be responsible for **design, fabrication, installation, operation, and dismantling** of the following:

Sl.	Item	Quantity
1.	Budget Help Desk Booth (1 Unit) <ul style="list-style-type: none">• Size: 20 ft × 8 ft × 10 ft (height)• Components:<ul style="list-style-type: none">• 6 customised desks (3.5 ft × 2.5 ft)• 12 executive chairs• Wooden platform with grass carpet• Custom-designed backdrop (18 ft × 10 ft)• Tabletop decoration• Bookshelves (2 units, 2.5 ft × 6.5 ft)• Lighting system (spotlights, LED strips, acrylic lightbox, etc.)• Power connections (For reference, please find the photos from last year's help desk)	01 booth set-up



Sl.	Item	Quantity
2.	Snacks Lounge (1 Unit) <ul style="list-style-type: none">• Size: 24 ft × 8 ft × 9.5 ft• Components:<ul style="list-style-type: none">• Wooden/MDF/PVC flooring• Custom raised backdrop• Wooden louver structure• Glass tea tables (2 units)• VIP sofas (8 units)• Bookshelf (1 unit)• Integrated LED TV with wooden frame• Lighting system (spotlights, hanging lamps, LED strips, etc.)• Power connections <p>(For reference, please find the photos from last year's help desk)</p>	01 lounge set-up
3.	LED Video Wall (P3) <ul style="list-style-type: none">- P3 LED display (10 ft × 6.6 ft)- Wooden base and frame structure- Custom side panel design- Sound system (1 pair of speakers)- Laptop integration- Dedicated technical support/engineer <p>(For reference, please find the photos from last year's help desk)</p>	Two (2) Pcs
4.	Digital advertising display <ul style="list-style-type: none">• 43" touchscreen kiosks• Android/Windows support• USB, Ethernet, WiFi (optional 3G/4G support)• Slim modern design	03 digital Kiosks
5.	Entry gate <ul style="list-style-type: none">• Size: 6 ft (width) × 8 ft (height)• 2 wings per gate• Custom acrylic lightbox branding	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 <p>Podium for inaugural session</p>	One (1) pcs
8.	Banners <p>Banner and other branding designing and printing</p>	As per the 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 (2025–2026), 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 2026.**”
- Please send your proposal document to procurement@cpd.org.bd by **11.59 pm of 23 April 2026.**
- 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
Senior Dialogue & Communication Associate, CPD.

Evaluation criteria

The submitted proposals will be assessed based on the following:

Area(s)	Criteria	Weight
Technical	Understanding of the assignment	15
	Quality of the equipment	15
	Team formation	10
	Previous experience	20
Financial	Competitive pricing and overall reasonable, justifiable financial proposal	35
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:



