

**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
2. Leaflet
3. Folder
4. Invitation card
5. Envelope

**Publication information**

The publication of Policy Briefs is about the National Budget of Bangladesh. The leaflet and other publication materials will be for the same programme by CPD.

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

Criteria	Remarks (if any)
<b><i>Policy brief specification</i></b>	
Language of the publications	Bengali and English
Layout designing	Required
Formatting and Forma Setting	Required
Size	Paper size: 9.5"X7"
Specification	4 Pages Colour: 4 (both side print) Paper: 120 gsm Matt paper Lamination: Yes
Binding	Pin Binding
Printing quantity (Bangla)	9 separate policy briefs in Bengali <b>500 copies each (4,500).</b>
Printing quantity (English)	9 separate policy briefs in English <b>100 copies each (900).</b>
Photos	Photo of Bangladesh National Parliament building and 3-4 thematic economic activity photos for each of the 9 publications (Total photo 15 pcs)
Graphs and tables	Graph and table formatting
<b><i>Leaflet specification</i></b>	
Language of the publications	Bengali
Size	A4
Specification	Colour: 4 (both side print) Paper: 150 gsm Matt paper Lamination: No
Printing quantity	<b>500 copies</b>
<b><i>Invitation card and envelope</i></b>	

<b>Criteria</b>	<b>Remarks (if any)</b>
Invitation card	Invitation card of 16.4"x5.8" (one-fold) 300 gsm art card with matt lamination 4 colour with both side print <b>Quantity: 500 pcs</b>
Envelope	Envelope of 14"x9" 120 gsm offset card paper 4 colour with one side print <b>Quantity: 500 pcs</b>
<b><i>Leaflet specification</i></b>	
Folder	Size: 12"x9.1" Pocket: 1 in right side Paper: 300 gsm Swedish board Matt Lamination Paper printing: 4 colour print Die cutting making <b>Quantity: 1,000</b>

### **Scope of work for the service provider**

As mentioned above, the responsibility of the service-provider will be to carry out two complete layers of the publication process—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
- formatting of the full text, including references list, annex, 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

### **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.

- The leaflet, folders, invitation cards and envelopes should be delivered to the CPD by **4 June 2026**. CPD will provide the content and materials for the Policy Briefs by **15 June 2026** and should be printed and delivered by **18 June 2026**.
- All design files, including the final form 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 following documents will need to come with the proposal in a separate attachment:
  - Maximum 2-pages of 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 (2026-27) and VAT registrations (BIN), Bank Account details and Bank solvency certificate.
- 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 30 May 2026**.
- For any query regarding this RFQ, please contact Mr H M Al Imran Khan, Publication Associate, CPD.

### **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 must provide Mushak-6.3 to CPD with the bill at 15% 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. CPD will not accept any Liability for the compensation for death, disability or hazards, which may be experienced by

the Supplier/Supply chain through this contract while supplying the materials to the CPD, and no such claims will be made against the CPD.

- If the vendor breaches any term(s) or condition(s) 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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