Terms of Reference (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.

Over more than three decades, the Centre has established itself as an internationally reputed think tank, contributing to national, regional and global policymaking through research, dialogue and strategic partnerships.

CPD's communication and outreach activities are characterised by an effective and innovative 360-degree communication approach, using various forms of engagement—including face-to-face interactions, small and large group discussions, webinars and online livestreaming—to stimulate constructive engagement and informed exchanges of views among diverse stakeholders.

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 intends to enter into a long-term agreement with **one (1) established** vendor to provide **Event Management and Logistics services** for a period of **one (1) year.** The selected service provider should be able to offer a comprehensive package of event management and logistics services, including but not limited to:

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 social media Pages 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

Terms and Conditions of the Long-Term Agreement

The Centre for Policy Dialogue (CPD) intends to enter into a binding Long-Term Agreement with one (1) established event management service provider for a period of one (1) year, subject to the following terms and conditions:

1. The service provider shall provide the event management and logistics services required by CPD throughout the agreement period, as and when requested through individual assignment.
2. The service provider must ensure the availability of the required services both within and outside Dhaka.
3. The prices agreed upon at the time of signing the Long-Term Agreement shall remain fixed throughout the agreement period. Any request for price revision due to exceptional circumstances must be submitted to CPD in writing, accompanied by appropriate justification. Any revision shall be subject to CPD's review and written approval.
4. The Service Provider shall promptly notify CPD of any significant reduction in the market price of the agreed services or any technological advancement that may improve service quality or reduce costs. CPD reserves the right to review the matter and request an appropriate adjustment to the agreed rates.
5. CPD reserves the right to reject any service provider that fails to deliver the required services within the agreed timeframe or fails to meet the required service standards.
6. The Long-Term Agreement does not guarantee any minimum volume or number of assignments during the agreement period. CPD shall engage the selected service provider on an as-required basis through individual Purchase Orders or Work Orders, specifying the services, quantities, location, date and applicable charges for each assignment.
7. The quality of services must remain consistent over the service period.

Duration

The agreement will come into effect upon signature by both parties and shall remain valid for one (1) year, subject to satisfactory performance and compliance with CPD's procurement policy.

Equipment Information

The matrix below provides the necessary information for the Event Management and Logistics Services. Based on the information below, please mention your quotation for events both in Dhaka and outside Dhaka.

Sl	Items	Remarks	Half-day Price Including VAT (Dhaka)	Full-day Price Including VAT (Dhaka)
	Sound System			
	• JBL SRX 910 LA Dual 10" Powered Line Array speakers • JBL PRX ONE Powered Column PA System			
1.	1 pair speaker	*All necessary amplifiers, cables, connectors and accessories required for operation shall		
2.	2 pair speakers			
3.	4 pair speakers			
4.	8 pair speakers			
5.	1 pair JBL SRX 918S LA Dual 18" Powered Subwoofer speakers			

6.	JBL SRX 800 Monitor Powered Line Array speakers	be provided. * An appropriate audio mixing console, along with all necessary accessories, shall be provided for configurations involving four pairs of speakers or more.		
7.	Monitor speaker per piece			
8.	Sennheiser G4 500 Cordless microphone per piece			
9.	Sennheiser G4 500 Cordless Lapel Microphone			
10.	BOSCH Delegate Microphone per piece			
11.	BOSCH Interpretation Headphone			
12.	Interpretation Soundproof Booth			
13.	Tabletop Interpretation booth			
14.	Audio Mixing Console Digital console Behringer x32/Midas M32/ Yamaha LX9 or higher quality Console for 4 pair & above speakers			
15.	AVMatrix Media Box 30-Channel			
16.	ZOOM Recorder: Focusrite Scarlett 4i4 Audio Interface, depending on the intended function			
17.	DJI Mic 3 (Per day/event)			
18.	HP/Lenovo or equivalent laptop with Intel Core i5 12th Generation or higher (or equivalent AMD Ryzen 5), minimum 16 GB RAM and 512 GB SSD			
	Lighting System			
19.	Unilumin LED Warm White and RGB Par Can Lights with Arena Lighting Controller, including necessary	Including all necessary stands, hooks, cables and accessories.		

	stands, hooks and cables.			
20.	Unilumin Super Sharpy Light			
21.	Unilumin LED Branding Bar Light			
	Video System			
	Unilumin LED P2 Video Screen			
22.	Up to 8' × 6'	*All necessary wires will be provided.		
23.	Above 8' × 6' and up to 12' × 8'			
24.	Above 12' × 8' and up to 16' × 10'			
25.	Above 16' × 10' and up to 21' × 10.5'			
26.	Above 21' × 10.5' and up to 25' × 10.5'			
27.	Above 25' × 10.5' (Rate per square foot)			
28.	Sony Camera 4K HDR or above (Mention the Camera Model Number) with Camera person			
29.	PTZ Camera: AI Auto-Tracking, 30X Optical Zoom, 16X Digital, 3G SDI/HDMI/USB3.0/LAN (PoE), 1080P60 for Live Streaming			
30.	Blackmagic ATEM Live Production Switching and Online Editing Setup, including switcher, recorder, talkback system and necessary accessories.			
31.	Live Streaming Setup, including Blackmagic Capture Card, Laptop, Focusrite Scarlett 4i4 Audio Interface (or equivalent), necessary accessories and technical support.			
32.	Sony 55-inch LED/LCD Television (or equivalent), including necessary stand, cables and connectivity to the			

	video switching panel.			
33.	Sony 65-inch LED/LCD Television (or equivalent), including necessary stand, cables and connectivity to the video switching panel.			
34.	Digital Mobile Kiosk – minimum 43-inch Full HD LED/LCD display, with a mobile floor-standing structure, HDMI/USB connectivity and capability to display digital content			
35.	75-inch 4K UHD Floor-Standing Digital Display Kiosk (3840 × 2160), with HDMI/USB connectivity and suitable for displaying videos, images and presentations.			
36.	Digital LED Display-Integrated Podium, with a full-colour LED display for customised digital branding and event-related content.			
37.	HP LaserJet Printer			
38.	Projector with Screen (96" × 96"), minimum 5,000 ANSI lumens and Full HD (1920 × 1080) resolution. The quoted price must include the projector, screen, stand, cables and necessary accessories.			
	Branding			
39.	LED Board Base Size in length: 8' to 12'	* Only Board Base without branding. * Branding charge will be as per PVC & framing sqft.		
40.	LED Board Base Size in length: 12' to 16'			
41.	LED Board Base Size in length: 16' to 20'			
42.	LED Board Base Size in length: 20' and above (rate will be upon			

	discussion)			
43.	Cloth Media Printing without Lamination (per sq. ft.)			
44.	White PVC Media Printing (per sq. ft.)			
45.	Blockout PVC Media Printing (per sq. ft.)			
46.	Wooden-Framed Standee with Painted Finish and Supporting Stand (4' × 8')			
47.	Vinyl Sticker Printing (per sq. ft.)			
48.	Inkjet Sticker Printing with Lamination (per sq. ft.)			
49.	Wooden board framing 64 sqft or below			
50.	Wooden board framing 64 to 200 sqft			
51.	Photo Booth Branding with 10 mm PVC Board and Inkjet Sticker (per sq. ft.)			
52.	Photo Booth Branding with Board Frame and PVC Print (per sq. ft.)			
53.	Podium with Customised Branding (per piece; specify material and branding area)			
54.	Customised Cut-out Branding with 10 mm PVC Board and Inkjet Sticker (per sq. ft.)			
55.	Exhibition Stall (6x4 ft)– Aluminium Structure, Branded Fascia, One Table, Two Chairs, One Light and One Power Socket/Board (per set)			
56.	Exhibition Stall (6x6 ft)– Aluminium Structure, Branded Fascia, One Table, Two Chairs, One Light and One Power Socket/Board (per set)			
57.	24x12 ft Carpet covering			

	for stage			
58.	Walkway red carpet (per sq. ft.)			
59.	Stanchion Poles with Red Velvet Ropes (Per Pcs)			
60.	Cushion Banquet Chair (Per Pcs)			
61.	6x3 ft Table (Per Pcs)			
62.	Stand Fan (Per Pcs)			
63.	Stage Platform Making	Price Upon Discussion and Specification		
64.	Vinyl Facia Banner (per sq. ft.)			
65.	Photo Frame/Photo Booth Design, Fabrication and Installation	Price Upon Discussion and Specification		
66.	Professional Event Photography	Including photographer, equipment and delivery of edited 60-70 photographs		
67.	Documentary/External Videography, including camera operator, equipment, filming and agreed edited deliverables (One Day)	For external shooting (Documentary purpose)		
68.	Dedicated Internet Cable Connection (500 mbps)			
69.	Interpreter			
	Transportation, labour & Others			
70.	Event Assistant Per Person (Volunteer)			
71.	Generator with Fuel (Per KVA)	To Cover events outside Dhaka		
72.	Transportation & labour	Per Vehicle inside Dhaka		
73.	Transportation & labour	* Rates outside Dhaka will be upon discussion.		
74.	Design & Branding costs will be added as per the requirement			

Scope of work for the Service Provider

The service provider shall arrange the equipment specified above and deploy a team of qualified professionals to operate and manage the equipment and provide the required event management and logistics services.

(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**: The same agreed equipment rates shall apply to events held outside Dhaka. Additional transportation, accommodation and other applicable logistical costs shall be quoted separately and shall be subject to CPD's prior approval.

(c) **Hall Set-Up:** The service provider shall complete the installation, setup and decoration by the evening before the event or, where applicable, at least three hours before the scheduled commencement of the event, as instructed by CPD.

(d) **Video:** The entire event must be recorded in Full HD (1920 × 1080) or higher resolution, using at least two (2) professional digital video cameras operated by two (2) experienced camera operators. 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 3pm) 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 celling array microphones.

(h) **Safety Responsibility:** Ensure all equipment and setups comply with safety standards. Minimise use of non-recyclable materials and maintain environmentally responsible practices.

(i) **Others:** Maintain a dedicated technical and logistics team available for CPD events throughout the year. Backup equipment must be available in case of malfunction.

Proposal Submission and Evaluation 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 Contents	1 Page
Technical proposal	
Understanding of the Assignment	2 Pages
Equipment Models and Specifications	3 Pages
Previous Experience in Similar Assignments*	2 Pages
Any other relevant information (if necessary)	1 Page
Financial proposal	
Detailed Budget with VAT and TAX	3 Pages
Total	**14 Pages**

1. 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
2. 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.
3. The email subject line must be: 'CPD Event Management Services Agreement 2026'.
4. Interested service providers must submit their proposals to **procurement@cpd.org.bd** by **28 October 2026**. Proposals submitted to any other email address will not be considered. Applicants are requested not to copy (CC) any CPD official in the submission email.
5. For any query regarding this ToR, please contact:
   Mr S. M. Khalid
   Senior Dialogue & Communication Associate
   Centre for Policy Dialogue (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	10
	Quality and Technical Specifications of Equipment	25

	Relevant Experience in Similar Assignments	20
	Technical Approach and Operational Capacity	10
Financial	Competitiveness and Reasonableness of Pricing	35
Total		**100**

Finance-related special notes

1. All payments to the selected service provider shall be made through bank transfer to the service provider's designated bank account, upon satisfactory completion of the assigned services and submission of the required supporting documents.
2. The service provider must clearly indicate in its financial proposal whether any advance payment is required. Any advance payment shall be subject to CPD's prior approval.
3. CPD will deduct TDS from the billed amount as per Section 52A, Income Tax Ordinance 1984.
4. In case, the selected vendor fails to provide a copy of the **acknowledgment receipt of the annual TAX return** (2025-26) 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 right to accept or reject any or all proposals and to annul the procurement process at any stage, in accordance with its applicable procurement policy.
2. Any attempt to unlawfully influence the procurement or selection process shall result in the immediate disqualification of the concerned service provider. CPD reserves the right to take further legal action, where necessary.
3. Failure to deliver the services in accordance with the agreed terms and conditions shall subject the service provider to applicable penalties and other remedies as stipulated in the final agreement.
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 the agreement, including requirements relating to service quality, pricing or delivery, CPD reserves the right to procure the required goods or services from alternative sources, in addition to exercising any other remedies available under the agreement or applicable law.

6. The service provider shall take all necessary safety measures to prevent accidents, injuries or fatalities involving invited guests, organisers and its personnel during the provision of services.
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.