

## MSH REQUEST FOR QUOTES (RFQ)

### Ref: RFQ-BD-2019-080

<b>RFQ Title:</b>	Production of Video Documentary for CTB End of Project Event
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Management Sciences for Health, Inc. (MSH) invites you to submit a quote in accordance with the requirements of this request for quotes. Quotes must be received by MSH no later than the Date and Time indicated in the table below:

<b>Request for Quotes Issue Date:</b>	16 Apr'19
<b>Due Date and Time for Questions:</b>	05.00 PM, 19 Apr'19
<b>Pre-Bid Meeting Time and Date:</b>	03.00 PM, 23 Apr'19
<b>Quote Due Date and Time:</b>	<p><b>Bid Dropping Time &amp; Date:</b>  <b>03.00 PM, 25 Apr' 2019</b></p> <p>Either Hard Copy or Electronic Bid can be submitted:          You are requested to either drop a <b>Sealed Quotation</b> in the <b>Tender Box</b> kept at MSH Office, 2nd Floor, H-3, R-23/B, Gulshan-1, Dhaka – 1212</p> <p style="text-align: center;"><b>OR</b></p> <p>You can send an electronic/pdf. version of the <b>Quotation</b> to MSH following e-mail: <a href="mailto:bdprocurement@msh.org">bdprocurement@msh.org</a></p>
<i>Quotes submitted after the deadline has passed or that do not include all of the information requested may be rejected.</i>	
<b>MSH Point of Contact:</b>	<a href="mailto:bdprocurement@msh.org">bdprocurement@msh.org</a>

Complete Description of Need/Scope of Work/Specifications
<h2 style="margin: 0;"><u>SCOPE OF WORK</u></h2> <h3 style="margin: 0;">Production of Video Documentary for CTB End of Project Event</h3>
<p><b>1. Background of the project:</b></p> <p>Introduction of CTB project: Tuberculosis (TB) is a major public health problem in Bangladesh since long. Under the Mycobacterial Disease (MBDC) unit of the Directorate General of Health Services (DGHS), the National Tuberculosis Control Program (NTP) is working with a mission of eliminating TB from Bangladesh. The goal of the program is to reduce morbidity, mortality and transmission of TB until it is no longer a public health problem while its present objective is to achieve universal access to high quality care for all people with TB. With the leadership of NTP, donors, the technical partners &amp; the other stakeholders are working together to prevent TB.</p> <p>The USAID-funded project; Challenge TB, is a five-year cooperative agreement, which is the primary mechanism for implementing USAID's vision of a world free of TB and its global End TB Strategy. This includes a decline in TB mortality by 35 percent and a 20 percent reduction in incidence compared to 2015 levels, and no more affected families facing catastrophic costs due to TB by 2018. To achieve this vision, the project complements existing and planned efforts to provide global technical leadership and support to national tuberculosis programs. MSH is the lead implementing partner of Challenge TB in Bangladesh in collaboration with IRD and KNCV.</p> <p>In the CTB closeout event, the project intends to disseminate achievements through a video documentary. The video documentary will:</p> <ol style="list-style-type: none"> <li>a) Capture CTB project's accomplishments/efforts in improving quality of TB services in Bangladesh, based on the above thematic areas.</li> <li>b) Documents experience of service providers and TB patients</li> </ol>

## 2. Key elements of the video documentary.

The video documentary will cover the following thematic areas of the project. However, which element of the following thematic areas to be captured in the documentary will be decided in consultation with focal person of the thematic areas. The thematic areas are:

- . Adult TB Screening through FAST approach
- . Child TB screening
  - Public Private Mix (SEM of ICDDR, working with BADDAS and HEED)
- . LAB/ GIS Mapping of GXP, particularly showing BSL3
- . Digital Solutions
- . Zero TB Cities Bangladesh+ Chakra
- . PT
- . NIDCH/ MDR-TB, STR and New drug

For each of the elements, a senior staff of CTB will be given responsibility to to-develop the script of his/her assigned thematic areas.

## 3. Pre-bidding meeting:

To provide a detailed understanding about the assignment, CTB project will organize a pre-bidding meeting with the vendors (*edibility and selection criteria are mentioned in paragraph 12 and 14*).

## 4. Methodology of developing scripts

CTB project will organize a detailed presentation in the light of paragraph 2 and will share available communication materials developed for the CTB project with selected vendor to craft the story board for the documentary. Based on the approved story board, vendor will develop and finalize the script with the technical assistance from CTB staff. The vendor will prepare and share the creative part of the documentary with relevant staff of CTB project for feedback and approval. The CTB project will reserve the rights to instruct the vendor to reshoot partially or whole part of video if required. The documentary will be in Bangla with English sub-titles.

## 5. Deliverables:

- a) One 'Documentary Film' (approx. 3 to 5 minutes), suitable for Conference presentations on large screens
- b) Two small version of the film (approx. maximum 1.5 minutes each) for
  - TV broadcasting
  - Internet and mobile internet use through platforms such as YouTube, Facebook etc.

## 6. Technical requirements

- Shooting format: HD
- Camera/ Recording:
  - Sony FX5 Full HD, P2HD Pro full size, Cannon 5d Mark 3/4
  - GoPro dorne or Jib arm
- Others such use of infographic as scripts requirement.

## 7. End users of the video documentaries

- National level policy makers
- Donors and development partners
- Program managers, local elected representatives, and relevant key stakeholders

## 8. Locations of shooting:

Within the metropolitan areas of Dhaka

**9. Duration of the assignment.**

The assignment completed within thirty twenty working days from the signing of agreement, maximum a period of three months.

**10. Vendor's responsibility.**

The vendor will carry out the following activities but not limited to:

- Attend the briefing meeting, and review existing print and digital materials to get an understanding about the key objective of CTB project.
- Submit a detailed work plan with the time frame to CTB project for review and approval.
- As required conduct site visit to meet with government and other relevant stakeholders as well as beneficiaries to conceptualize how CTB project adding value to the life of people
- Develop and finalize story line and scripts based on the outcomes of inception meeting, review of project materials and discussion with key stakeholders.
- Prepare shooting plan and get approval from CTB project and shoot as per the approved script.
- Integrate music, editing, and subtitles
- Attend meeting organized by CTB project to update about the progress of the assignment.
- As per the requirement, conduct interview with the service providers, local government, other key stakeholders, beneficiaries etc.
- Cut-edit and submit the first version of the documentary to the CTB project for feedback.
- Produce the final version based on CTB project's feedback

**11. CTB's Responsibilities**

- Establish and facilitate contact with any external contacts needed, set appointments with government official
- Provide detailed presentation on CTB project and provide relevant reference materials
- Identify thematic areas for video documentary
- Provide support to vendor in drafting script and story board
- Review and approve the draft and final production as stipulated in the deliverables section of contract.
- Review and approve the work plan, including schedule for filming, timeframe and approach to be used;
- Provide feedback for finalizing the documentary film.

**12. Required Qualifications and Experience of the Consultancy Firm**

- 10 and above years of experience working in similar field.
- Extensive experience in producing development work related documentaries for international organizations with the aim of reaching both local and international audiences.
- Experience in working with /INGOs/UN agencies and other international organizations.
- Excellent technical capacities (state of art filming equipment preferably High Definition) to ensure smooth and high quality production.
- Additional experience in development communication will be an added advantage.

**13. Tentative work plan**

Activities	Days	April 2019				May 2019			
1. Review and signing of contract									
2. Inception meeting with CTB Team									

3. A half day discussion session with senior CTB staff to understand the concept to develop scripts										
4. Development and share story board and scripts										
5. Review and incorporate feedback provided by CTB team										
6. Sharing of script further feedback/approval										
7. Production										
8. Sharing of documentary for feedback										
9. Reproduction, if required										
10 Submission of final products and rush footages										

**14. Evaluation Criteria**

- a) Proposal Evaluation Committee (PEC) will review the technical as well as financial proposals as per eligibility/qualification and technical criteria set in RFQ
- b) Technical proposal will carry 75% weight and financial proposal will carry 25% weight (technical pass mark is 65)

**Technical evaluation criteria**

Evaluation criteria	Assigned Score
<b>1. Organization profile</b>	<b>25</b>
1.1 Team Composition and relevancy. a) Experience of Team Leader/Production Manager’s in developing documentary film. b) Team should have sound understanding about reproductive health issues c) Should have experience on developing script on reproductive health issues	15
1.2 Organogram-Organizational clear management and governance structures	5
1.3 Facilities and resource availability a) Own production house with full facilities b) Directors and writers pool c) Technical resource pool, Camera Unit, editing panel etc)	5
<b>2. Specific experience of the organizations related to the assignment</b>	<b>35</b>
2.1 Experience in developing documentary film/TVC production for UN Agencies, USAID Funded INGOs, NGOs and GoB	20
2.1 Experience on developing similar type of documentary	15
<b>3. Technical Proposal</b>	<b>40</b>
3.1 understanding of assignment and methodology for developing two documentaries.	40
<b>Total Points (technical pass mark is 65)</b>	<b>100</b>

**15. Payment schedules:**

Upon successful completion of the deliverables and submission of invoices, the payments will be made as per the government's rules and regulation:

- a) 20% on signing and submission of inception plan
- b) 50 % on submission of first draft of documentary
- c) 30% on submission and acceptance of documentary

### 16. Copyright and obligation

Copyright of the spot will be exclusively owned by CTB project who can change or make any modification in this spot as and when necessary. Selected firm or any other person shall not be allowed to use any item of the spot for other organizations. The products and documents prepared during the assignment will be treated as CTB project's property. The spot or any part thereof cannot be used or reproduced in any manner by the selected firm.

### 17. Contract person and reporting:

The firm will report to Name, designation, email address, cell number CTB Project. The documentary draft version of documentary will be submitted to the name, designation, email address, cell number CTB Project for review and feedback for finalization. For any technical queries, please communicate with Name, designation, email address, cell number CTB Project for more information.

### 18. Bidding Instruction:

The Potential bidders are requested to submit a detail proposal covering technical aspect of this assignment and financial quotation.

<b>Delivery Address/ Place of Performance:</b>	Dhaka
<b>Payment Terms:</b>	Payment will be made on net 30 days (Monthly) basis after successful completion of services and submission of invoices by A/C payee cheque. VAT & TAX will be deducted as per Govt. rules.
<i>By responding with a quote you are accepting the requirements as outlined above, including any delivery requirements and payment terms</i>	

**In order to be considered quotes must be valid for at least 30 days and must include all of the following:**

- Complete vendor information – including vendors physical address, full legal name, VAT registration number & nationality<sup>1</sup>
- The price offered for the needed goods and/or services, including associated costs such as shipping or installation
- If you have not provided goods and/or services to MSH within the past 3 years - Current contact information for at least 3 past customer references
- All information relevant to demonstrating the vendor's ability to meet MSH's Evaluation Criteria (see below)

**Quotes will be evaluated based on the following Evaluation Criteria:**

<b>Ability to meet the Description/Scope of Work/Specifications above</b>	
<b>Price and Value</b>	
<b>Acceptable Past Performance</b>	
<b>Other Factors (if any):</b>	

*This RFQ is non-binding and in no way obligates MSH to award any contract. MSH reserves the right to purchase any or all of the items requested, to adjust quantities if necessary, or to make no purchase. Firm commitment to purchase is not established until a written order is issued by MSH. MSH will not pay for vendors quote preparation costs.*

**If any company or individual submitting an offer in response to this RFQ is found to have offered anything of value to any member of MSH staff, they will be disqualified from participation in this procurement and may be disqualified for any future procurements with MSH. MSH staff are instructed not to request or accept anything of value from companies or individuals receiving RFQ's. If an MSH representative asks you for any kind of incentive payment or other gift please report it to the following email address:**

[auditcommittee@msh.org](mailto:auditcommittee@msh.org)

<sup>1</sup> If submitted a bid as an individual 'nationality' is your country of citizenship or lawful permanent residence, if submitting a bid as a company/organization 'nationality' is the country in which your company/organization is registered to legally do business.