



Sesame Workshop Bangladesh

Terms of Reference and Guideline for Vendor Enlistment 2018-2019

Background:

Sesame Workshop Bangladesh (SWB), the country office of Sesame Workshop, produces Sisimpur, the local version of world-famous children's television program Sesame Street. The TV show has been airing since 2005 with a view to making early childhood education delightful and enjoyable for Bangladeshi children. This program has been developed to address educational needs of children between the ages of 3 and 8. Since its inception, Sisimpur has been a tremendous success in Bangladesh and within a very short time it became the most famous television program for children as well as their caregivers.

Sesame Workshop Bangladesh is going to prepare a vendor database for the next three years and thus inviting vendors to be enlisted through sending duly filled out attached form and relevant documents. Our vendor list is diverse in nature to be providing good and services for the business operations of the organization.

Duration of Vendor Enlistment: 3 years (From July 1, 2018 to June 30, 2021)

Category of Vendor Enlistment:

SL#	Name of Category	Sub Category Description
1	General Office Supplies	a) Stationery and Grocery supply b) Repair and Maintenance services (for Electrical, AC, Plumbing, Furniture etc.) c) Promotional Items (Mug/Souvenir/T-shirt/bag/ Umbrella etc.). d) Education supplementary Materials e) Office furniture f) Courier Service
2	Printing and Publishing	a) Offset printing/ General printing b) Digital printing c) Design and Illustration d) Book Publishing
3	Public Relations, Communications and Event Management	a) Media Buying (TV and Radio broadcast) b) AV Production (TVC, Animation, Video Documentary, Editing & Recording) c) Advertising d) Event Management (Sisimpur Characters Walkaround, Fair Management) e) Social Media Agency f) Sisimpur Boi Mela team management

4	Workshop, Training and Event Venue	<ul style="list-style-type: none"> a) Accommodation b) Food and Beverage c) Venue
5	ICT Hardware and Equipment	<ul style="list-style-type: none"> a) Computer/Laptop b) Printer c) Projector/ PICO projector d) ICT Accessories (including hard drive) e) Toner/Cartage f) Communication Equipment (Mobile/TAB) g) Still/ Video Camera h) Scanner i) Photocopier j) Air conditioner
6	ICT Software	<ul style="list-style-type: none"> a) Packaged Software /Licensed Software b) Software Development c) Maintenance & Repair
7	ICT Services	<ul style="list-style-type: none"> a) On call services for office software and hardware maintenance b) ICT Content & Curriculum Development c) Internet Service provider(Broadband) d) IVR services
7	Travel, Transportation and Shipping	<ul style="list-style-type: none"> a) Vehicle rental services b) In-country and International shipping c) International Postal
8	Office Services	<ul style="list-style-type: none"> a) Security Services (including Security Guard, Security training and Security manual review) b) Cleaning services c) Insurance (for Life, Health, Travel and Office Asset) d) Travel agent for domestic and international travel
9	Consultancy Services	<ul style="list-style-type: none"> a) Interpreter/ Translator b) Survey/Evaluation/Research/ Data collection c) Design and Illustration d) Project design, business plan development and review e) Writing f) Illustration g) Trainer or facilitator h) Puppeteers

VENDOR ENLISTMENT EVALUATION PROCESS: The vendors who applied for enlistment for the tenure of 2018-2020 will be evaluate based on the following steps:

- a) Preliminary Examination of Eligibility Criteria
- b) Technical Evaluation
- c) Physical Verification or Existing Performance Evaluation (for existing vendors only)
- d) Combined Evaluation (b+c) and shortlisting
- e) Due Diligence check/ vetting

f) Notification of Enlistment

a) Preliminary Examination/ Eligibility Criteria:

Firstly, SWB assess the applications for enlistment following the evaluating the below four criteria;

- I) Submission of the application – timely and duly
- III) Submission of the required Legal Documents (Copy of Updated Trade License, TIN Certificate and VAT Registration Certificate and Certificate of Incorporation for Limited company Only)
- IV) Furnishing the of the relevant work experience documents for the applied category (Copy of Purchase Order/ Work Order/ Copy of Agreement / Copy of other documents related to work experience)

Those who are primarily Eligible and comply with the above four criteria then they will go for next step of the evaluation (Technical Evaluation).

b) Technical Evaluation:

The preliminary shortlisted vendors will be technically evaluated as per the following criteria and weight and then will be shortlisted for physical verification. Technical evaluation score will be based on following criteria & weight:

SL#	Criteria	Weight (%)
1	Year of Establishment	10%
2	Client List and Customer reference	10%
3	Organization Profile (Type of business and number of employee)	20%
4	Relevant Experience	20%
5	Capacity and Strength	15%
6	Physical Verification/ Performance Evaluation Score	25%

Those who are technically qualified, they will be recommended for Physical Verification based on the score from technical evaluation.

C) Physical Verification/Performance Marks:

Physical verification will be conducted for the shortlisted vendors based on the technical evaluation. Physical verification is mandatory for newly shortlisted vendor, those are already enlisted and verification has been done, will not require for further physical verification, in that case their performance evaluation score weight will consider as a physical verification mark.

d) Combined Evaluation and shortlisting:

Final Shortlisting will be prepared based on the following two score

- i) Score from Technical Evaluation
- ii) Score from Physical Verification or Performance Evaluation

Based on the combined score Vendor Enlistment Committee will shortlist and recommend vendor for Enlistment for 2018-2021 for respective categories.

e) Due diligence:

Vendor Enlistment process will be complete after due diligence check if any vendor(s) disqualify /unclear from the due diligence check (Bridger Check) then they will be enlisted as vendor for 2018-2021. Based on Due Diligence Clearance SWB will issue Notification of Enlistment and finally enlisted in our data base.

SWB will conduct the Vendor Orientation Session where we share our General Terms and Conditions, Child Protection Policy, Compliance and necessary guidelines so that enlisted vendor or their representative can align with SWB systems and compliance.

Work Flow

1. All the Potential vendor(s) need to submit the duly filled out SWB Vendor enlistment form to SWB office at, Concord Police Plaza (L-8), Tower-1, Unit-G, Gulshan-1, Dhaka-1212.
2. Interested Vendors will fill out required information and submit all the relevant documents in hardcopies at SWB office along with necessary documents.
3. One Vendor may participate in multiple categories based on their capacity, scope and nature of business.
4. Validity of Vendor Enlistment will be applicable for three years which will be effective from July 1, 2018 or date of approval.
5. All the vendors must comply with our policy and procedure including due diligence.
6. Hard Copy of Vendor Enlistment documents must reach at SWB Office within the mentioned deadline (by 25th of June, 2018).

LIST OF DOCUMENTS TO BE SUBMITTED:

- i) Application Form - duly filled out, signed and stamped
- ii) Copy of Updated Trade License/ Registration Certificate
- iii) Copy of TIN Certificate (e-Tin) or Last return submission copy
- iv) Copy of VAT Registration Certificate or BIN Certificate
- v) Copy of Certificate of Incorporation (for Limited Company)
- vi) Bank Account information, with a copy of VOID cheque.
- vii) Copy of Experience Documents/ Purchase Order against applied Category or sub Category
- viii) Reputed Client List and Customer reference as per Evaluation Criteria
- ix) Organization Profile along with required information related to Evaluation
- x) Supporting documents for Relevant Experience, Capacity and Financial Strength or copy of big amount purchase order or large agreement /any other relevant documents related to measure the strength and capacity.

Issued by:

M.H.Khokan,
Manager-Administration,
Sesame Workshop Bangladesh
Police Plaza Concord (8th floor), Tower 1, Unit G, Gulshan-1, Dhaka-1212, Bangladesh

Tel: +880-2-55045158/55045159 Cell:+88 01713-456026 |
Email: mozammel.khokon@sesame.org

ENLISTMENT SCHEDULE:

Interested vendor are requested to register in SWB Vendor Enlistment System. Interested vendor required to submit the signed enlistment form with required supporting documents as per enlistment TOR/Guideline.

Enlistment Registration Period	June 10, 2018 to June 30, 2018
Address of Enlistment Schedule dropping	Sesame Workshop Bangladesh, Level 8, Tower 1, Unit G, Police Plaza Concord, Gulshan-1 Dhaka 1212
Last Date and time for Submission	June 25, 2018 before 5:00pm at above mentioned address
Marking on Envelop	Application for VENDOR ENLISTMENT, CATEGORY NO.....or Sub category should be mentioned
Support	For any Technical support or Query, please contact at below number or send email to info.sisimpur@sesame.org Phone: +8802 55045158/55045159

Note: SWB Management reserves the right to accept or reject part/whole of any or all the application without assigning any reason whatsoever.