

REQUEST FOR PROPOSAL (RFP)

for

Organising the National Dissemination Event -
'Promoting Environmental Health for Urban Poor'
(PEHUP) project



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SECTION - 1 (INFORMATION TO ORGANISATIONS)

- 1. Introduction**
- 1.1 The organisations are invited to submit a Technical Proposal and a Financial Proposal. Under one proposal the organisation(s) have to split all the goods and services for technical description and cost separately as per the indication of section-3 (Technical Proposal Submission Format) and section-4 (Financial Proposal Submission Format) in this RFP. Both these proposals will be the basis for selection.
- 1.2 Costs for preparing the proposal and of negotiating the contract are non-reimbursable.
- 1.3 Organisations should observe the highest standard of ethics during the selection process and implementation of contracts. The attempt of any organisation to influence the internal WaterAid Bangladesh independent evaluation and selection process will automatically lead to the removal of this organisation's proposal from consideration. In addition, any misrepresentation of facts or institutional capacity will also lead to the removal of the misrepresented proposal from consideration.
- 1.4 WaterAid Bangladesh reserves the right to amend and modify this RFP document and also can select organisation(s) for providing goods and services cited in section-2 (point 8). Deliverables of this RFP are either for the entire content of the proposal or a part thereof.
- 2. Clarification and amendment of RFP documents**
- 2.1 At any time before the receipt of proposals, WaterAid Bangladesh may for any reason, whether at its own initiative or in response to a clarification requested by an invited organisation, amend the RFP. Any amendment shall be issued in writing and shall be posted and will be binding. WaterAid Bangladesh may at its discretion extend the deadline for the submission of proposals.
- 3. Preparation of proposal**
- Technical proposal*
- 3.1 Organisations are requested to submit their proposal written in English (font-Arial, size-12). Proposals must remain valid for a minimum of 91 days after the submission date.
- 3.2 In preparing the Proposal, organisations are expected to examine the documents constituting this RFP. Material deficiencies in providing the information may result in rejection of a proposal.
- 3.3 While preparing the Proposal, organisations must give particular attention to the following:
- It is desirable that the key professional staff who would be involved in the assignment have practical experience and an extended knowledge on the subject matter.
 - Reports or communication with WaterAid to be issued by the organisation(s) as part of this assignment must be in English.
- 3.4 The proposal shall provide the following information using the format given in this RFP:
- Description of the organisation and an outline of recent experience on assignments of a similar nature using the format as placed in the annexure.
 - Brief profile of the organisation and proposed key staff.

and financial score of each evaluated technical and financial proposal and then computing the relevant combined total score for each organisation.

Technical Proposal Evaluation: 70

- *Specific experience of the organisation related to the assignment: 20*
- *Adequacy of the proposed work plan and methodology in responding to the Terms of Reference: 50*
 - Thematic design & idea: 20
 - Comments on the ToR: 5
 - Level of details discussed in execution plan: 10
 - Technical capability and branding idea: 15

Evaluation of Financial Proposals

5.3.1 The evaluation committee will determine whether the Financial Proposals are complete (i.e. whether they have costed all items of the corresponding Technical Proposals). The Evaluation Committee may invalidate any proposal if it is determined that significant budgetary mistakes or omissions undermine the integrity of the proposal.

5.3.2 The evaluation will be based upon a Quality and Cost Based Selection (QCBS) process. A total of 30 points will be allocated for this cost part. The lowest Financial Proposal will be given highest score.

**Technical Proposal - 70 and Financial Proposal - 30
Total points from both - 100**

6. Negotiations

6.1 Once the proposals are evaluated, WaterAid may enter into negotiation with one or more than one organisation for final selection.

6.2 Negotiations will include a discussion on the proposed methodology, performer, staffing, costing, any suggestions made by the organisation(s) to improve the Terms of Reference. WaterAid Bangladesh and the organisation(s) will then work out final terms of reference, performers, staffing, and bar diagrams indicating activities, logistics and reporting. The agreed work plan, cost and final terms of reference will then be incorporated in the contract document.

6.3 If negotiations fail, WaterAid Bangladesh will then invite those organisation(s) whose proposals received the next highest score. If none of the invited proposals led to an agreement, fresh Requests for Proposals (RFP) will be called upon.

7. Award of Contract

The organisation is expected to commence the assignment within three weeks of signing the contract.

8. Confidentiality

Information relating to evaluation of proposals and recommendations concerning awards will not be disclosed to the organisations who submitted the proposals or to other persons not officially concerned with the process, until the winning organisation has been notified that it has been awarded the contract.

Organising the National Dissemination Event - ‘Promoting Environmental Health for Urban Poor’ (PEHUP) project

1. Introduction

WaterAid has been implementing the project Promoting Environmental Health for the Urban Poor (PEHUP) in Bangladesh from November 2011 till June 2017 with financial support from the Swedish International Development Cooperation Agency (SIDA). The aim of the project is to contribute to the national goal and MDG (thereafter SDG) related to environmental health through ensuring access to safe drinking water, improved sanitation and adoption of desired hygiene practices. In the mentioned time frame, the PEHUP project has worked with poor and marginalized people living in slums and low-income communities in three cities of the country – Dhaka, Chittagong and Khulna, covering a total of 170 slums.

The project had also targeted commuters and pedestrians in Dhaka city through promotion of mobile/public sanitation facilities. Work through this project has been implemented in partnership with four local NGOs naming Dushtha Shasthya Kendra (DSK), Concerned Women for Family Development (CWFD), Nabolok, and Association for Realisation of Basic Needs (ARBAN).

2. Objective

The PEHUP project is scheduled to end on June 2017. This five year long project, in its tenure, has created lots of evidences and learning by following and adapting a range of comprehensive and bottom-up approaches over the years. This project has also been a laboratory for various innovations. Through different interventions, the project not only brought changes in the structures/facilities but also in the hygiene behavior and practices of the beneficiaries.

As part of this project ending dissemination initiative, WaterAid Bangladesh is seeking proposals from event management organizations who can provide WaterAid with services outlined below in section 8, in order to organize a national level dissemination event smoothly.

3. Venue and Participants

Venue: Bangabandhu International Convention Center - **Windy Town**
Participants: 150 participants/guests (\pm 10%) from development sectors, NGOs, INGOs, Government departments, individual professionals, academics, researchers, policy makers/actors, Donors, other sector actors as well as from print and electronic media.

4. Scope of Work

The organisation will be responsible for every aspect of the event from scratch to execution with particular focus on the following broad areas: Conceiving and conceptualizing the thematic brand, Designing, planning and execution of the event; including event branding, venue preparation, venue branding, printing, documentation and logistics.

5. Major Activities

Major activities to be undertaken in this assignment have been listed under the deliverables. However, it will be appreciated if the organisation comes up with innovative ideas following the TOR.

- Half day session: to be organised in the Windy Town of BICC
- Event logistics support such as: stage, light, sound, LED, projection, branding material (e.g. Banner, Pop-up stands showing relevant messages with photos of the project)
- Organize a photo gallery walk surrounding the area of Windy Hall: print out relevant photographs and arrange it creatively
- Others (meet the needs of the event as it appears)

6. Duration

The contract will require inputs over the period from July 15, 2017 to August 10, 2017. All assigned tasks must be accomplished within this time period.

7. Timeline

The timeframe of the assignment is 4 weeks after signing the contract. The dissemination event will be held on **August 2, 2017** as a half-day engagement.

The key activities of this assignment will be accomplished following a tentative schedule as follows:

Activities	Timeline
ToR Circulation	June 22, 2017
Invite queries and clarifications from the interested agencies (if any)	July 6, 2017
Closure of the invitation	July 8, 2017
Finalize the successful agency and notify through mail	July 13, 2017
Agreement sign and briefing	July 16, 2017
Submission of final work plan	July 18, 2017
Share the draft materials	July 23, 2017
Finalization of all materials	July 25, 2017
All materials are printed and ready	July 31, 2017
Dissemination event	August 2, 2017

However, the exact dates will be specified following a submission of the detailed work plan by the vendor. It is to be noted that the handover deadline of July 31, 2017 is non-negotiable. Only vendors confident of being able to meet the requirements of the assignment within the mentioned date are expected to apply.

8. Deliverables

A. Event Branding

Sl.	Type	Items	Remarks
1	Creative artwork and branding	<ul style="list-style-type: none"> a. Thematic design for the entire event b. Logos of the Hosting parties c. Event title d. For guests, instead of CREST – please suggest innovative giveaway to recognize and thank them 	Get approved from WAB well ahead of event

B. Venue Preparation

Sl.	Type	Items	Remarks
1	Venue decoration & management	<ul style="list-style-type: none"> a. Registration area/desks (participants & media) b. Dining hall (refreshment & lunch) coordinating with BICC on behalf WaterAid c. Fox Candy (150 tables) -150 guest d. Stage Preparation: Specification: 16x12 feet stage, 6 Chairs for Guest (Panel); 1 Podium 	<ul style="list-style-type: none"> i) PVC Printing ii) Framed accordingly

C. Venue Branding, Logistics and Publications

Sl.	Type	Items	Remarks
1	Venue decoration & management both the lobby and hall used at a time	<ul style="list-style-type: none"> a. Entry gate Stairs: Specification (Qty 2) Windy Town Entrance 8'x4' wooden frame PVC print b. Registration Banner (Qty 1): Specification 10'x8' wooden frame PVC print c. Main Stage Backdrop (Qty 1) Specification: 24'x9' wooden frame PVC Print d. X Stand Banner (Qty 4): Specification With Stand Size: 5'2' PVC e. Festoons (Qty 4): Specification Size: 3'x6' PVC print f. Vertical Roman Banner: 2 Qty Size; 2.6ft x 16 ft: QTY 4: To be hanged outside g. Photo Gallery Walk in Windy Town Entrance Lobby. Specification: Photo Frame for exhibition - 8mm PP board with inject sticker print with hanging system size: 24in X 16 in. On Photo Exhibition Board h. Flowers 	<ul style="list-style-type: none"> i) Printing and packaging ii) Distribution
2	Logistics management	<ul style="list-style-type: none"> a. 2 back LED Projectors display 6x8 feet b. Sound system – Standard Seminar Sound System with 4 cordless, 6 panel mic, 1 podium mic. This will be done in coordination with BICC Registration of 	<ul style="list-style-type: none"> i) PVC Printing ii) Framed accordingly

		<p>participants and guests: 4 usher needed, 2 male and 2 female</p> <p>c. Stationary – Business Drop box, pens, staplers etc.</p> <p>d. Panelist Monitor 2 Qty in front of stage</p> <p>i. Rapporteur with support of post reporting</p>	
3	Publications	<p>a. Invitation card (Qty 200). Specification: Size: 5x7 inches 1 fold, Paper: 300 gsm art card, Mat/Spot, With Envelop 4 color all, Qty: 200</p> <p>b. Conference Kit</p> <p>i. Event Folder (Qty 200). Specification: Folder [17" x 27"] 350 gsm Swedish board, 1 side print, 4 color, di-cutting, Eyelet and Elastic.</p> <p>ii. Notebook (Qty 200). Specification Cover: 300 gsm Swedish Board, Inner: 80gsm offset, Size: 8.5 by 5.5, 30 leaves/60 pages, Binding: Wire-O black/white, Lamination, Spot & Matt,</p> <p>iii. Pen (Qty 200). Plastic Ball Pen, With event title and logo branding</p>	

D. Documentation

Sl.	Type	Items	Remarks
1	Documentation	<p>a. Photography (1 photographer)</p> <p>b. Videography – online editing panel Qty 2 cameras.</p> <p>c. AV interviews of key guests on their views about the closing. Develop an Impressions of the Day video 2-3 minutes from the documented clips.</p>	<p>i) Raw footages of all sessions also need to be provided</p>

- Food and venue rent is on WaterAid
- Any items can be added or deducted from the above mentioned list on need basis
- Please make the financial breakdown for each item on an **unit basis**

9. Contact person

B.M. Al-Emran, Communications Officer - Branding and Production from WaterAid Bangladesh will be available to answer any queries or clarifications you might have in regard to this RFP. Please contact him at B.M.Al-Emran@wateraid.org for further communications. WaterAid Bangladesh will be available to entertain your questions only till July 6, 2017.

10. STANDARD WATERAID BANGLADESH CONTRACT TERMS & CONDITIONS

WaterAid Bangladesh practices the following terms and conditions stated below applicable to signing any contract with external agencies/consultants:

- All documents/products/materials produced under the Agreement remains the intellectual property of WaterAid. The organisation might be allowed to use these products only for non-commercial purposes, subject to written approval from WaterAid Bangladesh.
- All project records and copies of records, data sets, electronic data and photocopies, etc., which the organisation remains for the successful execution of the assignment, shall remain the exclusive properties of WaterAid Bangladesh.
- During the period of the Agreement or afterwards, the organisation shall not issue any written material or express public or personal opinions concerning the services under the Agreement to parties outside except with the prior written approval of WaterAid Bangladesh.
- The organisation assumes all responsibility for complying with local legal codes as they apply to an Agreement and work performed there under. In addition, the organisation shall be liable to pay all applicable taxes and fees as required by the laws of Bangladesh. WaterAid Bangladesh will deduct Income Tax and VAT at source as per Govt. rules.
- The organisation shall not without first obtaining the consent in writing of WaterAid, permit any of its duties or obligations made under the Agreement to be performed or carried out by any other person, or reassign his/her interest in the Agreement.
- In the event that the organisation requires additional time to complete the Agreement, over and above that previously agreed to, without WaterAid changing the scope of the Agreement, WaterAid's prior written concurrence to the same is necessary in order to charge WaterAid for Agreement expenses incurred during an Agreement extension.
- However, WaterAid may, by written order, make general changes within the scope of the Agreement affecting the services to be performed or the time of performance. If any such changes cause an increase or decrease in the cost of, or time required for performance of, any part of the work under the Agreement, WaterAid shall make an equitable adjustment in the Agreement price, the delivery schedule, or both, and shall modify the Agreement in writing accordingly.
- The organisation may communicate with parties external to WaterAid through and with prior intimation to WaterAid, while performing services under the Agreement.
- Notwithstanding anything contained in the Agreement or in these conditions WaterAid may at any time by notice in writing terminate the Agreement in whole or in part by requiring the organisation to stop performing the work or any part thereof, in which event the organisation shall have no claim against WaterAid by reason of such termination other than payment of expenses actually incurred by the organisation plus a fair and reasonable fee to be in proportion to the work performed under the Agreement, less any sum previously paid on account thereof. However, if the Agreement is cancelled by WaterAid due to negligence on the part of the organisation, termination expenses shall be borne by him. In this later case, WaterAid's independent determination of negligence on the part of the organisation shall be considered to be final and non-negotiable.
- The organisation shall not hold WaterAid liable for any accident or misadventure befalling them whilst on duty or pursuing activities to fulfil the Agreement.
- WaterAid Bangladesh reserves right to accept and reject any proposal without assigning any verbal and or written rationale whatsoever;
- WaterAid Bangladesh reserves the right to monitor the quality and progress of the work during assignment.
- Further items/tasks might be incorporated by WaterAid Bangladesh and in such case budget will be revised accordingly.
- Payments will be made by account payee cheque or bank transfer in the name of the organisation or individual as per the contract.

11. Mode of Payment

WaterAid will issue a work order and the organisation will submit an invoice based on the work order and actual consumption. The payment will be made in two installments-

Installments	Percentage	Time
First installment	40%	After signing the contract, agreed work plan and branding
Final installment	60%	After completion of the assignment and hand over documents to WaterAid

For further information on WaterAid and the kind of work we do, please visit:

www.wateraid.org/bangladesh

SECTION - 3 (TECHNICAL PROPOSAL SUBMISSION FORM)

- 3A. Forwarding Letter format
- 3B. Organisation's references
- 3C. Comments and suggestions of organisations on the Terms of Reference
- 3D.
 - (i) Brief profile of the organisation including proposed key staff
 - (ii) Detailed plan of implementation with timeline
 - (iii) Branding idea for the assignment

3A. Forwarding Letter format

(Please use letterhead pad)

[*Location, Date*]

Dr Md Khairul Islam
Country Director
WaterAid Bangladesh
House 97/B, Road 25, Block A
Banani, Dhaka 1213

Dear Sir:

We the undersigned are offering to provide the following assignment in accordance with your Request for Proposal (RFP) dated [*Date*] on **Organsing the National Dissemination Event - 'Promoting Environmental Health for Urban Poor' (PEHUP) project.**

We are hereby submitting our proposal, which includes this Technical Proposal, and a Financial Proposal.

If negotiations are held during the period of validity of the proposal, i.e., before [*Date*] we undertake to negotiate on the basis of the proposed staff. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

We understand you are not bound to accept any proposal you receive.

Yours sincerely,

Authorized Signature:

Name:

Title:

Name of Organisation:

Address:

3B. Organisation’s references

Relevant Services Carried Out in the Last Three Years That Best Illustrate Qualifications

Using the format below, please provide maximum 10 examples for which your organisation, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

Name of the assignment	Digital link (if available)	Client name with contact details	Contract value in Taka

3C. Comments and suggestions of the Organisations on the TOR

- 1.
- 2.
- 3.
- 4.
- 5.

3D. This is expected to be prepared by the Organisation

SECTION 4. (FINANCIAL PROPOSAL SUBMISSION FORM)

- 4A. Forwarding Letter format
- 4B. Summary of budget/costs.
- 4C. Breakdown of price per deliverables with unit cost
- 4D. Budget Narratives

The format for 4A is provided in the following page. The formats for 4B, 4C and 4D are expected to be prepared by the organisation.

4A. Financial Proposal Forwarding Letter format

(Please use letterhead pad)

[Location, Date]

Dr Md Khairul Islam
Country Director
WaterAid Bangladesh
House 97/B, Road 25, Block A
Banani, Dhaka 1213

Dear Sir:

We the undersigned are offering to provide the following assignments/services and/or goods in accordance with your Request for Proposal (RFP) dated [Date]. Our attached Financial Proposal is for the sum of Taka [Amount in words and figures] for **Organising the National Dissemination Event - 'Promoting Environmental Health for Urban Poor' (PEHUP) project.**

This amount is inclusive of VAT and taxes, which we have estimated at [Amount(s) in words and figures]. We understand that VAT and taxes will be determined as per applicable law and will be deducted at source while making payments.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract Negotiations, up to expiration of the validity period of the Proposal, i.e., [Date].

We understand you are not bound to accept any proposal you receive.

Yours sincerely,

Authorized Signature:

Name:

Title:

Name of Organisation:

Address: