

REQUEST FOR PROPOSAL (RFP)

On

Engaging an Event Management Agency for
National Launching of HSBC Water Programme II



WaterAid Bangladesh

Country Office

House 97/B, Road 25, Block A

Banani, Dhaka 1213

Tel: +88 02 58815757, Fax: +88 02 9882577

TABLE OF CONTENTS

Section 1.	Information to Organisations	3
Section 2.	Terms of Reference	6
Section 3.	Technical Proposal Submission Format	12
Section 4.	Financial Proposal Submission Format	15

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.
 - Attaching a detailed plan of implementation and branding idea for the assignment.

- Financial Proposal*
- 3.5 In preparing the Financial Proposal, organisations are expected to take into account the requirements and conditions outlined in the RFP documents. The Financial Proposal should follow Standard Forms (Section 4).
- 3.6 The Financial Proposal should clearly identify item wise summary of cost for the assignment with detail breakdown, the taxes, VAT, duties, fees, levies and other charges to be included under the applicable law. WaterAid Bangladesh will deduct VAT and Tax at source according to the GoB rules and deposit the said amount to government treasury. An E-TIN should be attached with the financial proposal from applying organisation's end.
- 4. Submission, receipt and opening of proposals**
- 4.1 The original proposal (Technical and Financial) should be submitted electronically to the email address WaterAid-Tender-TA@wateraid.org with **“Engaging an Event Management Agency for National Launching of HSBC Water Programme II”** as the subject.
- 4.2 Proposals submitted to any other e-mail account except the above will be treated as disqualified.
- 4.3 Submissions after the deadline **11.59 pm of October 10 2017** will be treated as disqualified.
- 4.4 Attach financial and technical proposal along with all required documents with the email, and put all attachments in **one zip folder** in the name of your organisation.
- 4.5 Neither the technical nor the financial proposal should exceed 10 pages altogether, and both needs to be submitted in PDF format.
- 4.6 The Proposal will be reviewed by the evaluation committee and will be evaluated in line with the guidelines of WaterAid Bangladesh.
- 5. Proposal evaluation**
- Evaluation of technical proposals*
- 5.1 The evaluation committee will evaluate the proposals on the basis of their responsiveness to Terms of Reference, applying the evaluation criteria and point system specified herein. Each responsive proposal will be given a technical score. Proposal(s) will be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score indicated below.
- Technical proposal evaluation criteria*
- 5.2 Evaluation Criteria, Evaluation and Ranking for Selection:
The final selection will be done following Quality and Cost Based (QCBS) method. This will be done by applying a weight of 0.70 (or 70 percent) and 0.30 (or 30 percent) respectively to the technical 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: 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 proposal 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.

SECTION – 2 (TERMS OF REFERENCE)

ENGAGING AN EVENT MANAGEMENT AGENCY FOR NATIONAL LAUNCHING OF HSBC WATER PROGRAMME II

1. Introduction

Climate change and its negative consequence on the environment has always been a threat to the country's coastal community, in general, and for the poor and extreme poor in particular. To address this threat and help people emerge out of it, WaterAid Bangladesh with funding from HSBC had initiated a project titled 'Enhancing Climate Resilient WASH in Shyamnagar & Dacope Upazila of Coastal SouthWest in Bangladesh'.

The project, which ran its first phase from 2012 to 2016, had adopted a multipronged approach that addressed immediate WASH crisis in the project location through increasing adoption of context-specific technologies, installing reverse osmosis plants, engaging in rainwater harvesting system at the household as well as at schools, in community clinics and health centres; while building the foundation of changes to local governance and citizens-duty bearer interactions through activating mandated water and sanitation committees at the Union Parishad/Upazila level to establish WASH rights.

As the first phase ended in 2016, the project is looking to commence its second phase from October 2017 till December 2019. The project will run with a similar approach as the first phase and will be implemented in all 12 unions of Shyamnagar Upazila under Satkhira District, and 9 unions of Dacope Upazila under the Khulna District.

2. Objective

As the project is scheduled to commence from October 2017, we believe that this initiative that WaterAid is taking up with HSBC needs to be shared with relevant sector actors and respective government authorities. Climate resilience being one of the important national issues, it is an area of interest for multiple stakeholders, and as such a national launching event needs to be organised to open windows of opportunities for collaboration, innovations and partnerships.

As such, 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 launching event smoothly.

3. Venue and Target Audience

Venue : CIRDAP Conference Room, 2nd floor (new building)
Participants : 100 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 and planning
- Execution

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.

6. Duration

The contract will require inputs over the period from October 11, 2017 to October 22, 2017. All assigned tasks must be accomplished within this time period.

7. Timeline

The timeframe of the assignment is 10 days after signing the contract. The dissemination event will be held on October 18 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	October 3
Invite queries and clarifications from the interested agencies (if any)	October 8
Closure of the invitation	October 10
Finalize the successful agency and notify through mail	October 11
Agreement sign and briefing	October 11
Submission of final work plan	October 12
Share the draft materials	October 15
Finalization of all materials	October 16
All materials are printed and ready	October 17
Event	October 18

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 October 17, 2017 is extremely ambitious and 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.	Items	Specs	Size	Qty	Remarks
1	Creative artwork and branding	a. Thematic design for the entire event b. Event title			

B. Publications (event kit)

Sl.	Items	Specs	Size	Qty	Remarks
1	Invitation card	Card: 300 gsm art card, folded with 4 color, both side print with matte & spot lamination Envelope: 100 gsm offset paper, 4 color with die cutting	5in x 7in	200 pcs	
2	Folder	350 gsm swedish board, 1 side print, 4 color, di-cutting, eyelet and strong elastic	17in x 27in. 4in pocket, 2 nos.	150	
3	Notebook	30 leaves/60 pages, 80 gsm offset inner with 2 color, cover 300 gsm art card with 4 color, wire – O Black/White, cover matte & spot lamination	8.5in x 5.5in	150	
4	Project brief	300 gsm art card, bi-fold with 4 color both side print, matte lamination	6.45 in x 9.5 in	150	
5	Pen	Branded gel pen with UV logo print		150	

C. Outdoor branding

Sl.	Item	Items	Size	Qty	Remarks
1	X stand banner for staircase	Digital PVC print with X stand	2ft x 5ft	2	

D. Registration

Sl.	Item	Items	Size	Qty	Remarks
1	Registration logistics	registration form, drop box		2	
2	Registration backdrop	wooden frame with digital PVC print	8ft x 7ft	1	
3	Program schedule	Color print - 1 page	A4	150	

E. Venue branding

Sl.	Item	Items	Size	Qty.	Remarks
1	Stage Backdrop	Wooden board frame with digital PVC print	24ft X 9ft	1	
2	Projector and screen	For showing presentation	large	1	
3	Podium	Customized podium with branding		1	
4	Standalone banner	Wooden board frame with digital PVC print	3ft x 6ft	2	
5	Photo exhibition	30 photos in total for two sides of the hallroom		30	
6	Sound system	Standard seminar sound system with 2 cordless microphone, 1 gooseneck, 1 pair full range and 2 pair half range JBL speakers	package	1	
7	Light for backdrop and photo gallery	Basic parkan light for backdrop and photo gallery, and face light with audience light	package	1	
8	Guest table decoration	Fox candy, flower and tissue as per the number of table requirement	package	1	

F. Documentation

Sl.	Item	Items	Size	Qty.	Remarks
1	Photography	Digital photography for half day		2	

- 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

Anindita Hridita, Programme Officer from WaterAid Bangladesh will be available to answer any queries or clarifications you might have in regard to this RFP. Please contact her at AninditaHridita@wateraid.org for further communications. WaterAid Bangladesh will be available to entertain your questions only till October 8, 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 purposed, 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 '**Engaging an Event Management Agency for National Launching of HSBC Water Programme II**'.

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. 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 **'Engaging an Event Management Agency for National Launching of HSBC Water Programme II'**.

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: