

REQUEST FOR PROPOSAL (RFP)

On

AV documentation

**on WASH scenarios in Dhaka, Saidpur,
Chattogram and Khulna for WASH4UP project**



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Table of Contents

Section 1.	Information to Organisations	3
Section 2.	Terms of Reference	6
Section 3.	Technical Proposal Submission Format	10
Section 4.	Financial Proposal Submission Format	13

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 services for technical description and cost separately as per the indication of Section–3 (Technical Proposal Submission Format) in this RFP. Both the proposals the Cost and Technical will be the basis for selection.
- 1.2 Costs for preparing the proposal and of negotiating the contract are not reimbursable.
- 1.3 Organisation(s) 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. Final Deliverables) of this RFP 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 posted and will be binding. WaterAid Bangladesh may at its discretion extend the deadline for the submission of proposals.

3. Preparation of 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.

Technical Proposal

- 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:
- (i) It is desirable that the key professional staff who would be involved in the assignment have an extended knowledge in research and making film for NGO’s working in Bangladesh.
 - (ii) 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:

- (i) A brief description of the organisation and an outline of recent experience on assignments of a similar nature using the format as placed in the annexure.
 - (ii) A description of the methodology and detailed work plan for performing the assignment.
 - (iii) Brief profile of the proposed key staff.
- 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 5).
 - 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.
- 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 “**Audio-visuals documentation on WASH scenarios in Dhaka, Saidpur, Chattogram and Khulna**” 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 **11.59pm on 27 May 2018** 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 the 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 keeping with the guidelines of WaterAid Bangladesh.
- 5. Proposal Evaluation**
- General 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:
 - Team composition, skills set 20
 - AV documentary, process, documentary development expertise: 20
 - Level of details discussed in methodology and work plan: 10

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 the cost part as below:
- Financial amount (The lowest financial proposal will be given highest score and vice versa): 10
 - Financial cost detail: 20

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 vendor/vendor 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.
- 6.4 WaterAid Bangladesh reserves the right to cancel the RFP at any point of time without serving any notice. Furthermore, WaterAid has its absolute discretion to suspend and disqualify any proposal or all proposals received without tendering any reason whatsoever.

7. Award of Contract

- 7.1 The organisation is expected to commence the assignment within one week of signing contract.

8. Confidentiality

- 8 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)

Audio-visuals documentation on WASH scenarios in Dhaka, Saidpur, Chattogram and Khulna for WASH4UP project

1. Introduction

The WASH4UrbanPoor programme is a second phase of its predecessor Promoting Environmental Health for the Urban Poor (PEHUP) - a project funded by the Swedish International Development Cooperation Agency (Sida). Beginning operations in May 2018, the project aims to work with WASH poverty in the urban setting of the country, implementing in three major cities - Dhaka, Chattogram and Khulna, along with three municipalities - Paikgacha, Sakhipur and Saidpur, intending to cover 150 slums and 60 schools within its project duration by December 2022.

2. Objectives of the assignment

In its duration, the project aims to not only bring changes in the country's water and sanitation structures/facilities, but also aims to work on hygiene behavior and practices of the target beneficiaries.

Thus, to document changes that the project brings in both structures and in lives of the target beneficiaries, WaterAid is seeking proposals from interested agencies who shall support in documenting the pre-intervention WASH scenarios in the mentioned urban locations – to be done primarily through photographs and videography showcasing case stories and interviews. These pre-intervention scenarios will help WaterAid visualise the changes it will make at the end of the programme duration in 2022.

3. Target audience

Different stakeholders including right holders, government authorities, WASA, City Corporations, local government, development partners, implementing partners and other sector actors and donor organizations.

4. Scope of work

- The agency will be required to film the pre-intervention water, sanitation and hygiene conditions/scenarios in selected locations of the operation – Dhaka, Chattogram and Khulna and Saidpur.
- Photographs and videos must clearly and creatively be able to showcase the WASH conditions in the intervention areas WaterAid aims to work.
- Submitted photographs and videos need to be high resolution and be adaptable for use in the future;
- The video will be in Bangla with English subtitles; including interviews of communities.
- The video and photographs will have to be placed to WaterAid for feedback and approval.

6. Methodology

Major activities to be undertaken in this assignment have been listed under the deliverables. However, it will be appreciated if the vendor comes up with innovative ideas under appreciation of the ToR.

7. Timeline

The timeframe of the assignment is two months after signing the contract. Key activities of this assignment will be accomplished following the below tentative schedule:

Activities	Timeline
ToR Circulation	16 May
Invite queries and clarifications from the interested agencies (if any)	22 May
Closure of the invitation	27 May
Finalize the successful agency and notify through mail	3 June
Agreement sign and briefing	3 June
Submission of final work plan	5 June
Pre-intervention shooting	6 June -15 June
Submission of all photography materials	25 June
Submission of all videography materials	

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 deadlines are non-negotiable. Only vendors confident of being able to meet the requirements of the assignment within the given timeline are expected to apply.

8. Final Deliverables

Focusing on pre-intervention Water, Sanitation and Hygiene scenarios of stated locations, the following deliverables are expected through portraying structures, case stories and interviews:

1) Videography

- a) 4 cities scenarios raw footages; hard drive transfer HD format.
- b) 5 mins edited version of each city; Dhaka, Khulna, Chattogram and Saidpur.
- c) 6 mins edited version of overall 4 cities scenarios

2) Photography Strong and appealing edited photos high res

- a) 4 cities WASH scenario portfolio with caption;
- b) 3 case stories from each city; 3x4 = 12 case stories/photo essay style.

(This is to be noted that some photos might need to be handed over to WaterAid by 8th June 2018)

All video and images have to have consent and follow WaterAid image policy.

All the materials will have to be placed before WaterAid Bangladesh in draft form for approval before it goes for production and implementation. WaterAid will respond to the draft within timeline which will be agreed upon mutually.

Note:

- Consider a filming/photography shooting of maximum 12 days or 3 days on each location including travel.
- Location: Dhaka, Khulna, Chattogram, Saidpur.

9. Contact person

From WaterAid Bangladesh, Faysal Abbas, be available to answer any queries or clarifications you might have in regard to this RFP. Please contact him at faysalabbas@wateraid.org on or before close of business 27 May 2018.

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 vendor 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 vendor 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 vendor 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 vendor assumes all responsibility for complying with local legal codes as they apply to an Agreement and work performed there under. In addition, the vendor 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 vendor 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 vendor 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 vendor 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 vendor to stop performing the work or any part thereof, in which event the vendor shall have no claim against WaterAid by reason of such termination other than payment of expenses actually incurred by the vendor 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 vendor, termination expenses shall be borne by him. In this later case, WaterAid's independent determination of negligence on the part of the vendor shall be considered to be final and non-negotiable.
- The vendor 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 will deduct Tax and VAT at source according to the Govt. policy
- 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 instalments:

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

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

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 work plan with timeline
 - (iii) Creative idea and conceptualisation 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 “**AV documentation on WASH scenarios in Dhaka, Saidpur, Chattogram and Khulna for WASH4UP 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. 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 **“AV documentation on WASH scenarios in Dhaka, Saidpur, Chattogram and Khulna for WASH4UP 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: