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| **RFP for Design and Print Service for P4D** |
| **About P4D** | The British Council is the United Kingdom’s international organisation for educational opportunities and cultural relations. We operate in 110 countries. Our purpose is to create international opportunities for the people of the UK and other countries and build trust between them worldwide.P4D is an EU funded programme agreed with the Cabinet Division of the Government of Bangladesh. It is managed by the British Council in support of the EU’s Roadmap for Engagement with Civil Society in its development partner countries. P4D’s overall objective is to strengthen democratic ownership and accountability mechanisms in Bangladesh. The specific objective is to promote a more enabling environment for the effective engagement and participation of citizens and civil society in decision making and oversight.  |
| **Scope of Work** | P4D is looking to contract a **Design and Print Agency** to design and print **Training Modules/Policy Documents/Project Reports/Handouts/Story Books**. The scope of work for the company will be as follows:Design * Make designs (layout, illustrations, templates etc) for different printing materials/products as per P4D’s guidelines
* Providing soft copy of designed books/materials for P4D website
* Print and deliver of books/materials as per P4D’s requirements
* Submit the AI files after approval of final design

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| **Work Description** | **Design service:** * Design of books for printing and electronic distribution;
* Deliver creative and innovative layouts for print
* Improve and edit visual illustrations, photos, charts and other graphic elements;
* Create infographic as and where applicable

**Print services*** Oversee printing of documents agreed and signed off by P4D project Communications Team
* Ensure that machine proof versions of document are accurate and meet given criteria for quality and standard.
* Ensure all final print copies delivered to P4D office by agreed timeline.
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| **Special Conditions** | * The duration of the contract will be up to 31 January 2020 with possibility of extension based on project’s need
* P4D project will procure different books/manuals as per below six specifications, and per page design and printing costs will remain same throughout the contract period
* Number or quantity of books may vary and P4D will inform that to agency 15 days in advance
* Design and specifications may change as per project’s need, and agency must accommodate the changes
* The agency must meet the delivery deadline. Missing the deadline may lead to cancel the contract.
* The agency must have to provide press proof before final printing of all the books/materials
* The agency must provide dedicated designer(s) for this contract. Designers’ CV must be provided during the submission of proposal
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| **Item/Service Name** | **Item** | **Design specifications** | **Design costs per page** | **Print specifications** | **Print costs per page** | **Quantity of books** | **Unit costs per book including VAT, TAX and all other costs** | **Total costs** |
| **Training Modules/Policy Documents/Project Reports/Handouts/Story Books Design and Print for P4D** | **Book-1**(100 pages appx, it may increase or decrease based on project need) | Design layout with necessary illustrations and infographicSize: 11 x 8.5 inch |  | Size: 11 x 8.5 inchCover: 350 GSM Swedish board paperInner pages: 120 GSM art paper (equivalent Chinese Chenming Paper quality)Print: both side printColour: Four colourLamination: All the pages in both cover and inner pages will be mat and spot laminationBook bindingPress proof must have to provide before final print |  | 2000 pcs (quantity may increase or decrease based on project need) |  |  |
| **Book-2**(100 pages appx, it may increase or decrease based on project need) | Design layout with necessary illustrations and infographicSize: 11 x 8.3 inch  |  | Size: 11 x 8.3 inch Cover: 350 GSM Swedish board paperInner pages: 120 GSM art paper (equivalent Chinese Chenming Paper quality)Print: both side printColour: Four colourLamination: All the pages in both cover and inner pages will be mat lamination and spot laminationLamination: All the pages in both cover and inner pages will be mat and spot laminationBook bindingPress proof must have to provide before final print |  | 2000 pcs (quantity may increase or decrease based on project need) |  |  |
| **Book-3**(100 pages appx, it may increase or decrease based on project need) | Design layout with necessary illustrations and infographicSize: 10.4 x 7.5 inch  |  | Size: 10.4 x 7.5 inch Cover: 350 GSM Swedish board paperInner pages: 120 GSM art paper (equivalent Chinese Chenming Paper quality)Print: both side printColour: Four colourLamination: All the pages in both cover and inner pages will be mat and spot laminationBook bindingPress proof must have to provide before final print |  | 2000 pcs (quantity may increase or decrease based on project need) |  |  |
| **Book-4**(100 pages appx, it may increase or decrease based on project need) | Design layout with necessary illustrations and infographicSize: 9.5 x6.4 inch |  | Size: 9.5 x6.4 inchCover: 350 GSM Swedish board paperInner pages: 120 GSM art paper (equivalent Chinese Chenming Paper quality)Print: both side printColour: Four colourLamination: All the pages in both cover and inner pages will be mat and spot laminationBook bindingPress proof must have to provide before final print |  | 2000 pcs (quantity may increase or decrease based on project need) |  |  |
| **Book-5**(100 pages appx, it may increase or decrease based on project need) | Design layout with necessary illustrations and infographicSize: 9.4 x 6.4 inch |  | Size: 9.4 x 6.4 inchCover: 350 GSM Swedish board paperInner pages: 120 GSM art paper (equivalent Chinese Chenming Paper quality)Print: both side printColour: Four colourLamination: All the pages in both cover and inner pages will be mat and spot laminationBook bindingPress proof must have to provide before final print |  | 2000 pcs (quantity may increase or decrease based on project need) |  |  |
| **Book-6**(100 pages appx, it may increase or decrease based on project need) | Design layout with necessary illustrations and infographicSize: 8.4 x 6.00 inch |  | Size: 8.4 x 6.00 inchCover: 350 GSM Swedish board paperInner pages: 120 GSM art paper (equivalent Chinese Chenming Paper quality)Print: both side printColour: Four colourLamination: All the pages in both cover and inner pages will be mat and spot laminationBook bindingPress proof must have to provide before final print |  | 2000 pcs (quantity may increase or decrease based on project need) |  |  |

**Evaluation and submission details**

Interested agencies need to submit both Technical and Financial proposals to apply for this opportunity. The Technical proposal will carry 50% score and Financial proposal will carry 50% score.

Proposal Instructions:

**Technical proposal**

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| **Technical Evaluation Criteria** |
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| 1. Years of experience in print and design
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| 1. Relevant experience of designing and printing Training Modules/Policy Documents/Project Reports/Handouts/Story Books for INGOs/Corporates/Government/Multinational Organizations
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| 1. Quality of previous work
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| 1. Profile/CV of the designer(s)
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**In order to be considered, proposals must include the following:**

I. Brief profile – Capability statement

II. Client list – Mention only the relevant ones

III. References – names, company or organization, contact information of three recent (within the past 2 years) companies/organizations that you have worked for.

IV. Sample work for design and print done recently (preferably training manuals, handouts, reports, booklet etc. in pdf format. Please upload the files in google drive and share the link.

V. Hard copy samples of previously printed books must be submitted to the following address: Apt B2, House 13/B, Road 75, Gulshan 2, Dhaka 1212, Bangladesh

**Financial proposal**Agencies should submit the financial proposal as per prescribed table above.

**How to apply**

Interested firm should submit softcopies of a technical proposal and a financial proposal (with VAT and Tax) with a cover letter. Soft copies of technical, financial proposal be submitted to Shariful.Haque@bd.britishcouncil.org with CC to dhaka.recruitment@britishcouncil.org with subject line **RFP for Design and Print Service for P4D.** Hard copies of sample printed items should also be submitted by the given deadline.

**Pre-bid meeting: 9 May 2019 at 11.00 AM**

Pre-bid meeting address: Apt B2, House 13/B, Road 75, Gulshan 2, Dhaka 1212, Bangladesh

**Last date of submission: 15 May 2019 at 12.00 PM. (no proposal will be accepted after 12.00 PM)**