**EOI for building a community radio station and antenna**

COAST Trust, a national NGO works in the coastal area in Bangladesh, is looking for Expression of Interest (EOI) from the interested registered companies in order to establish a complete community radio station in Cox’s Bazar town. For the detail information please download the TOR from here.

Please submit your separate Financial and Technical Proposal along with quality control measurement, experience and legal papers of the company on or before 30 Nov 2019 to procurement@coastbd.net.

Any personal persuasion might cause disqualification of the proposal. COAST maintains confidentiality and information security of the proposals and business communication.

**TOR for establishing a Radio station and antenna building**

**Background**

COAST Trust is a national NGO works in the coastal area of Bangladesh, in 10 coastal districts. COAST organizes strategically important activities related to development, which in turn, will facilitate the sustainable and equitable improvement of life, especially of women, children and disadvantaged population of the coastal areas in Bangladesh through their increased participation in the socio-economic, cultural and civic life of the country. For know more about the organization, please visit [www.coastbd.net](http://www.coastbd.net).

**Community Radio**

Community radio is a radio service offering a third model of radio broadcasting after commercial and public broadcasting. Community radio stations serve geographic communities and they broadcast content relevant to a local, specific audience which are often overlooked by commercial or mass-media broadcasters. Community radio stations are operated, owned, and influenced by the communities they serve. They are generally nonprofit and provide a mechanism for enabling individuals, groups, and communities to tell their own stories, to share experiences and, in a media-rich world. Community radios in Bangladesh are run by the Community Radio Installation Broadcast and Operation Policy 2017.

**Studio Description**

|  |  |  |
| --- | --- | --- |
| **Sl** | **Description** | **Quantity** |
| 01 | **Community Radio Studio** *(including doors and windows and excluding preparatory civil works)* | 1 set |
|  | **A. Voice Booth,** 7’x7.6’, AC & Acoustic small booth, fit for one working table | 01 |
|  | **B. Production room**, 13’x14’, AC & Acoustic studio fit for 4-5 persons together | 01 |
|  | **C. Workstation**, 11.4’ x 16.3’, AC but Not acoustic | 01 |
|  | **D. Transmission room**, 13’ x 13.9’, AC but not acoustic | 01 |
|  | **E. On air room**, 11.4’ x 14’, AC & Acoustic, fit for on air control and 4-5 person production studio, | 01 |
|  | F. Corridor and glass doors, monitor windows, Interior and other accessories | 01 set (package) |
| 02 | **Antenna Mast***(Please mention your proposed configuration)* |  |
|  | **A. 32 Meter Triangular Lattice Tower for antenna**, on top of the roof of a 5 storied building.B. Cable 50 meters | 01 |
| 03 | **Radio Equipment***(Please mention your proposed configuration)* | 01 |
|  | **A. Transmitter, 300 Watt**, suitable for FM radio, Frequency range 87.5 - 108 MHz | 02 |
|  | **B. Antenna**suitable for FM radio in the hill area of Cox’s Bazar (including Cox’s Bazar Sadar, Moheshkhali, Chokoria, Ramu, Ukhiya and other areas (40km diameter from the center) | 01 |
| 04 | **Interior design** of the full studio ensuring the usefulness of it. | 01 Package |
| 05 | **Furniture** |  |
|  | **A. Studio Production Panel**, with facilities to accommodate console, computers and microphones, with innovative design and usefulness | 02 |
|  | **B. Studio chairs**, revolving, soundless | 10 |
|  | **C. Workstation** for 6 individuals, including desk, drawers and chairs | 1 package |
| 06 | **Studio Equipment** *(Please mention your proposed configuration)* |  |
|  | **A. Consoles**, suitable for community radio station studios | 03 |
|  | **B. Desktop Computers** compatible for sound production for Voice booth, Production Room, On air room and Tx Room. | 04 |
|  | **C. Online UPS** for uninterrupted power backup system for the entire studio. | 01 |
|  | **D. Recording microphones** for voice booth, production room and on air room | 03 |
|  | E. Other microphones for production with flexible stands | 04 |
| 07 | Cables and Connectors (as required) | 1 Package |

*\* Visiting the area in person could be practical for budgeting and proposal.*

**Considerable for proposal**

The following aspects will be appreciated if considered:

* The studio should not by luxurious and costly. Instead, the usefulness of space and cultural contextualization are more expected.
* Every room of the studio should be visible from other room or outside so that visual communication/ eye contact is possible from outside during production or recording.
* Optimized electricity consumption will be appreciated.
* Though it is a radio station, we have a plan for live video from the studio in future. So, enough natural light should be available inside the rooms, as much as possible within the acoustic environment.

**Quality Control**

Please mention your strategy of work to establish the radio station to ensure the quality, effectiveness of the use of space, comfort and cultural contextualization. Put your explanation if necessary.

**Time Plan**

Please provide a time plan of establishment of every stage. Consider, there needs some civil works and shift of few doors will be needed before your work starts.

**Experience**

Please attach your related experience/ client list with reference with the proposal as annex.

**Selection and proposal evaluation Process**

There will be a panel of experts to go through the proposals and short listing. Only 3 short listed farms will be called for presentation of their detailed proposal and further discussion.

The following scoring process will be followed to scrutiny the proposals.

|  |  |  |
| --- | --- | --- |
| **Sl** | **Subject** | **Score** |
| 1 | Financial Proposal | 20 |
| 2 | Interior design, usefulness of space and comfort | 30 |
| 3 | Expertise and Experience | 20 |
| 4 | Quality Control plan | 10 |
| 5 | Equipment list | 10 |
| 6 | Overall technical proposal | 5 |
| 7 | Time plan | 5 |
|  | Total | 100 |

**Submission**

Please submit your technical and financial proposal in separate pdf files to procurement@coastbd.net and enclose all the annexes at the end of the technical proposal. Submit the proposal on or before 30 Nov 2019. For any clarity you can communicate to maruf@coastbd.net.

If you want to visit the place before making your proposal, please let us know. COAST will not cover the travel and related costs. We also can discuss if you want at our Dhaka office. Please make an appointment prior to your visit.

