**Request for Quotation (RFQ)**

**for**

**Digital Bill board**

**Of**

**USAID Ujjiban Social and Behavior Change Communication Project**

**Johns Hopkins Center for Communication Programs**

Ref No: CCP/2001/01

Issue Date: 06/01/2020

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| The Client: Johns Hopkins Center for Communication Programs (CCP) |
| The identification of the request for proposal is: **Ref No: CCP/2001/01**  **Date of Issue: January 06, 2020** |
| Delivery and Installation of **“Digital Bill board”**  Key assignments:  **Delivery of services required for 2 Digital bill board in Dhaka and Chattogram with installation.** |
| The organization shall complete the deliverables as per **ToR timeline**. |
| The Quotation(s) shall be written in English. |
| Financial offer to be in Bangladesh **Taka (BDT)** and **$ (USD)**. |
| There will be a pre-bid meeting on **Thursday, January 09, 2020 at 11.00 a.m.** open for all potential bidders. |
| Alternative Proposals will not be permitted. |
| The Quotation(s) should include:   * Financial Proposal |
| Quotation(s) Submission Time & Procedure:  Financial Proposal:  Please send your Financial Proposal in sealed envelope, duly marking the envelope as **“FINANCIAL PROPOSAL”** and writing **Quotation(s) for digital bill board of “Ujjiban - Johns Hopkins Center for Communication Programs”**  Proposal envelope (hard copy) should be submitted to:  **Ms. Asma Khatun**  HR and Administration Manager,  Johns Hopkins Center for Communication Programs  SMC Tower (19th floor), 33 Banani C/A  Dhaka-1213, Bangladesh |
| Please hand deliver your sealed quotation(s) to the Reception at the above address By January 13, 2020, 04:00 PM. In addition, signed PDF format of the proposal should be submitted via email at [asma@jhuccpbd.com](mailto:asma@jhuccpbd.com)Quotation(s) submitted after the deadline will not be considered. For any query about this RFQ, please contact: A.F.M. Iqbal Outreach Manager  Cell:01711-005857 General Terms & Conditions:  1. The bidder shall quote according to the Terms of Reference. 2. The offer should be valid for completion of the timeline . 3. Income tax (if applicable) will be deducted from invoice/bills as per GoB rules and VAT Exemption Coupon will be provided by Johns Hopkins Center for Communication Programs instead of VAT Challan. 4. Payment will be made through Account Payee Cheque or electronic transfer. 5. The Supplier shall attach the following documents to its proposal / quotation / bid: 6. Proof of Vendors/legal status (such as Trade License or registration with RJSC) Copy of valid Trade License 7. Copy of valid TIN Certificate 8. Copy of valid VAT Registration |

The Johns Hopkins Center for Communication Programs (CCP) is issuing a Request for Quotation (RFQ) from full service with installation of digital bill board in two different districts in Bangladesh companies/firms interested in providing services to this project in support of its social and behavior change communications activities.

## Background

The goal of USAID Ujjiban Social and Behavior Change Communication Project (Ujjiban, in short) is to generate demand for and increase the use of high quality, maternal, neonatal, child and adolescent health (MNCAH), family planning (FP), nutrition and tuberculosis (TB) services and adoption of healthy behaviors in Bangladesh. Ujjiban implementation will be through the use of Social and Behavior Change Communication (SBCC) with a focus on Chittagong and Sylhet divisions; and to strengthen the Ministry of Health and Family Welfare’s (MoHFW’s) SBCC capacity and systems.

Ujjiban will achieve its goal through two overarching objectives:

* + 1. Increase exposure to and coverage of quality SBCC on key health behaviors, services, and health products, with a focus on Chittagong and Sylhet Divisions.
    2. Strengthen the Government of Bangladesh Ministry of Health and Family Welfare’s (MOHFW) ability to plan, develop, implement and evaluate SBCC at the central level and in Chittagong and Sylhet Divisions.

## Context and objectives of purchasing 2 (Two) digital bill board:

The USAID Ujjiban Social and Behavior Change Communication Project, “Ujjiban”, is a 5- year integrated effort designed to improve the health of Bangladeshis and their communities. Ujjiban addresses maternal, neonatal, child and adolescent health and issues related to family planning, nutrition and tuberculosis. This ambitious project aims to increase the number of individuals who use health services and encourage adoption of healthy behaviors among all Bangladeshis, with special focus on those in Chittagong and Sylhet divisions.

A major component of Ujjiban will be the use of a centerpiece entertainment education transmedia platform, Ujjiban plans to combine original content for TV, radio, mobile phones, print and social media to create a powerful experience. Interpersonal communication, community mobilization and other community media outputs will complement ongoing mass media efforts and link to local service delivery structures. Research will play a critical role throughout the project.

Recently we observed digital billboard is very popular. Even some of government service provider operating these. In this context National TB Control Program thought if we provide two digital billboards in Dhaka and Chattagram, they could disseminate TB messages and people will be aware about TB that will be increased TB service seekers.

## Scope of work

The finally selected companies will have to deliver the following services. **It is noteworthy that the digital bill board will be installed in 2 different location (Dhaka and Chattagram) of Bangladesh and maintained for two years**

1. Flat size 12'x8', Model p '10, Modules size (wxh) mr
2. 320.160, Module resolution 32\*16, pixel pitch 10,
3. Cabinet size (mm) 960.960, Cabinet resolution
4. (WxH) 96.96, pixcel density (dotim) 10000
5. Driver mode (scan) 1/4, Brightness (adjustable)
6. 4500-6500 nits, Grey scale 16, input voltage
7. AC 110-240 V(50/60 Hz), Max power consumption
8. 800, Average power consumption 240, Refresh
9. Rate (Hz) 1920-3840, Operation use temperature
10. Life time (hrs) 100000, lP level (front/rear)
11. lP65/rP54
12. Required screen size- 64 SFT
13. Installation of digital bill board in 2 districts (Dhaka and Chattogram)

The selected vendor needs to coordinate with the Johns Hopkins Center for Communication Programs all throughout the installation process.

## Quotation(s) Requirements:

* Experiences of performing similar kind of task (list and background of team)
* Total cost
* Financial offer should be detailed with unit breakdown of equipment based

on draft outline.

* Cost by each budget line.
* Your offer should be inclusive of AIT (Income Tax). Please show VAT amount in

separate line next to your total amount. Johns Hopkins Center for Communication

Programs will provide VAT exemption Coupon instead of Challan.

* Financial offer to be in BDT (Bangladeshi Taka) and USD.

## Deadline for submission of financial proposal is January 13, 2020, 04:00 PM.

* 1. **Rights**

Johns Hopkins Center for Communication Programs is the exclusive owner of all materials.

* 1. **Qualifications or Specialized Knowledge/Experience Required**
* Professional experience in bill board installation and maintenance
* Original and authorized product.
* Experience in development communication will be an added advantage.
* Excellent technical capacities to ensure smooth and high-quality product delivery

## Payment

Agreed fee will be payable within one month of receipt and approval of products by Johns Hopkins Center for Communication Programs.

* Invoice/ receipt must be included with the product.
* Payment will be made in 2 (two) installments upon each product delivery and acceptance of the agreed-upon deliverables.
* However, different payment schedules can be agreed with different service provider(s) based on the nature of work.

## Application Procedure

Interested applicants are required to submit the following:

* Clear financial proposal breakdown showing expenses in detail.
* Examples of the firm’s engagement in similar activities earlier.
* The proposals must be submitted in **sealed envelope**.

## Selection Process

CCP may select several vendors based on this Request for Quotation (RFQ). This selection will pre-qualify the firm to work with CCP.

For pre-qualification, a Quotations Review and Selection team will review and evaluate company submissions, and select a yet-to-be-determined number of vendors for pre- qualification.

Prequalified firms/vendors/companies may then be selected by the team to deliver specific services according to task orders that will be issued as per need. These task orders will define the scope of work, timetable, and price (according to prices agreed) of the products and/or services being requested.

Johns Hopkins Center for Communication Programs will rate proposals based on the following evaluation criteria:

The evaluation of all bids will be scored out of a potential of 100 points. The points will be assigned as follows:

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| **Criteria** | **Points** |
| Timeline  for installing two billboards | 10 |
| Experience and qualification | 20 |
| Financial capabilities | 10 |
| Budget | 60 |
| **Total** | **100** |

## Notice of Non-binding RFQ

CCP reserves the right to reject any and all bids received in response to this RFQ, and is in no way bound to accept any proposal. CCP additionally reserves the right to negotiate the substance of the finalists’ quotations, as well as the option of accepting partial components of a quotation, if appropriate. Besides, CCP reserves rights to select one or multiple companies/organizations in this connection.

## Confidentiality

All information provided as part of this RFQ is considered confidential. In the event that any information is inappropriately released CCP will seek appropriate remedies as allowed. Quotations, discussions, and all information received in response to this RFQ will be held as strictly confidential, except as otherwise noted.

## C. Right to Final Negotiations on the Proposal

CCP reserves the right to negotiate on the final costs, and the final scope of work.

## Recourse

CCP reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/outputs are incomplete, not delivered, or for failure to meet deadlines.

1. **Validity**

Quotations shall remain valid and open for acceptance for 90 days after the closing date.

## Unacceptable:

The following quotations will not be considered or accepted:

* + Quotations that are received after the quotation closing time at the specified receiving office and via email.
  + Incomplete quotations.
  + Quotations that are not signed.

## Completion:

Quotations must be submitted on official letter head of the organization or firm and must be signed by a principal or authorizing signatory of the firm or organization.

It is the applicant's responsibility to understand the requirement and instructions specified by Johns Hopkins Center for Communication Programs. In the event that clarification is necessary, applicants are advised to contact the requesting office, prior to making their submission.