**Request for Quotation (RFQ)**

**For the**

**End-of-Project Learning Event of USAID Ujjiban Social and Behavior Change Communication Project**

**of**

**Johns Hopkins Center for Communication Programs**

Ref No: CCP/2022/06/01

Issue Date: 18/6/2022

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| The Client: Johns Hopkins Center for Communication Programs (CCP) |
| The identification of the request for proposal is **Ref No: CCP/2022/06/01**  **Date of Issue: June 18, 2022** |
| To carry out the tasks related to **“End-of-Project Learning Event of USAID Ujjiban project”**  Key assignments:  **Delivery of services required for the End-of-Project Learning Event of USAID Ujjiban project** |
| 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)**. |
| Alternative Proposals will not be permitted. |
| There will be a pre-bid meeting on **Thursday, June 23, 2022, at 12.00 p.m.** open for all potential bidders. The meeting will be held at Johns Hopkins Center for Communication Programs Bangladesh office. Address is mentioned below:  **Johns Hopkins Center for Communication Programs**  **SMC Tower (19th floor), 33 Banani C/A**  **Dhaka-1213, Bangladesh** |
| The Quotation(s) should include:   * Technical Proposal * Financial Proposal |
| Quotation(s) Submission Time & Procedure:  Technical Proposal:  Please send your Technical Proposal in a sealed envelope, duly marking the envelope as **“TECHNICAL PROPOSAL”.**  Financial Proposal:  Please send your Financial Proposal in another separate sealed envelope, duly marking the envelope as **“FINANCIAL PROPOSAL”.**  The Bid Envelop:  Please enclose the **TECHNICAL PROPOSAL** and the **FINANCIAL PROPOSAL**  envelopes in another sealed envelope, duly marking End-of-Project Learning Event of USAID Ujjiban Social and Behavior Change Communication Project  Proposal envelope (hard copy) should be submitted to:  **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 Johns Hopkins Center for Communication Programs **office reception** (19th floor) at the above address By June 28, 2022, 04:00 PM. In addition, signed PDF format of the proposal should be submitted via email at  [**akhatun1@jhu.edu**](mailto:akhatun1@jhu.edu) **Quotation(s) submitted after the deadline will not be considered.** For any query about this RFQ, please contact:  **Asma Khatun,**  **HR and Administration Manager**  **Tel: +880 2222275309** **General Terms & Conditions**:  1. The bidder shall quote according to the Terms of Reference/Scope of Work. 2. The offer should be valid for completion of the event or the timeline whichever is later. 3. Income tax (if applicable) will be deducted from invoice/bills as per GoB rules 4. and VAT Exemption Coupon will be provided by Johns Hopkins Center for Communication Programs instead of VAT Challan. 5. Payment will be made through Account Payee Cheque or electronic transfer. 6. The Supplier shall attach the following documents to its proposal / quotation / bid: 7. Proof of Vendors/legal status (such as Trade License or registration with RJSC) Copy of valid Trade License 8. Copy of valid TIN Certificate 9. Copy of valid VAT Registration 10. Copy of Last year TAX return |

The Johns Hopkins Center for Communication Programs (CCP) is issuing a Request for Quotation (RFQ) for End-of-Project Learning Event of USAID Ujjiban Social and Behavior Change Communication Project in Bangladesh companies/firms interested in providing services to this project in support of its social and behavior change communications activities

* 1. **Background**

The Johns Hopkins Center for Communication Programs (CCP) supports the Government of Bangladesh in promotion and adoption of healthy behaviours among Bangladeshis, under a Cooperative Agreement with USAID for the period 2017-2022. CCP, through the USAID-funded Ujjiban project, implements an integrated health program addressing maternal, neonatal, child and adolescent health, nutrition, family planning and tuberculosis issues.

Over the past five years, the Ujjiban project disseminated entertainment-education materials and digital tools, and employed community mobilization and capacity development initiatives to reach its objectives, which are:

* Increase exposure to and coverage of quality SBCC on key health behaviors, services, and health products, with a focus on Chattogram and Sylhet divisions.
* Strengthen the MoHFW’s ability to plan, develop, implement, and evaluate SBCC at the central level and in Chattogram and Sylhet divisions.

Now, as part of the project’s closing strategy, CCP will organise an end-of-project learning event. To accomplish this, CCP seeks to obtain the services of a competent event management firm to organise the event. The overall objective of the assignment includes planning, designing, and successfully executing the end-of-project learning event incorporating targeted guests and stakeholders and bringing visibility to the project’s contribution in the public health sector of the country. The firm will work in close collaboration with CCP’s staff.

* 1. **Scope of work**

Based on the above objectives, the firm is expected to undertake the following activities but not limited to:

***a. Inviting Guests:***

* Invitation card designing and printing.
* Card specification: 5”x7”, one-fold, 4 color printing, 300 gsm paper, mat lamination, spotting, 600 pcs.
* Envelope: 100 gsm offset paper, 4 color printing.
* Reception of the guests on program day.

***b. Venue arrangement:***

* There will be two rooms and hallway for 400 guests, multiple registration tables, multiple booths and exhibition place for multiple display centers with sufficient walking passages, and food court.
* Seating arrangement, LED screens and sound system will be set up by the firm.
* Design and set up decoration stages, banner, festoon, and x-banner.
* Colorful decoration of stage with backdrop banner, flower etc. inside the auditorium and outside of the venue including decoration of gate(s) to create festive mood.
* Ensure the screening of Ujjiban’s products on the LED/TV screens.
* Prepare the kits that Ujjiban provides to share with the participants.

***c. Event arrangement***

* Provide seminar kits.
* Registration, snacks lunch and other assistance by volunteers.

***d. Conducting the program***

* Two professional MC/anchors to be deployed for the event. One will conduct in Bangla, and another will conduct in English.
* One should be male and another to be female.

***e. Media coverage***

* News of the event must be widely covered by 05-08 leading national dailies. News links to be submitted.
* Report of the event must be arranged to be telecasted by at least 3 popular TV channels and aired clippings to be submitted.
* All news clipping (print & electronics) to be collected and submitted to Ujjiban.

***f. Event assistants***

* Event assistants to be deployed on the program day at the venue.
* Around 08 assistants are deployed – 4 female, and 4 males.
* They should have unique uniform formal outfits with adequate education and smartness.

***g. Photography, Videography and Reporting***

* Arrange the photographic and videography service to cover the event.
* Video duration would be 4-6 minutes. Share the first draft of the video with CCP for review within 3 days after the event for review. Incorporate feedback and submit the final version of the video within 3 days from receiving feedback.
* Voiceover should be in Bangla, but sub-title should be in English in the video.
* Deliver the final video on DVD/pen drive, and handover raw footage on pen drive/hard drive to CCP.
* Deliver 100 edited photos, and handover with raw version of the photos on DVD/pen drive to CCP within 3 working days from the event.
* Submit an event completion report within 3 working days after the event elaborating on the deliverables by the firm in executing the event.

The selected firm(s) need to coordinate with CCP all throughout the process. The approval of the CCP required on all the services stated above.

***Ujjiban will arrange the venue and meals for the event.***

* 1. **Reporting Requirements:**

The firm will report to the Production Manager and Knowledge Management team, who will regularly communicate with the firm and provide feedback and guidance on their performance and all other necessary support so to achieve objectives of the assignment, as well as remain aware of any upcoming issues related to firm’s performance and quality of work.

All activities and deliverables undertaken by the firm shall be discussed and planned in consultation with CCP.

* 1. **Eligibility of firm and EOI evaluation Criteria:**

Any established event management firm, which has the flowing qualification at the minimum, would be eligible:

* Proven experience in organizing national level event for development organizations.
* More than 6 (six) years’ experience in media activities and reporting arrangement
* Financial offer should be detailed with unit breakdown 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.
* Availability of resources (liquidity, hardware, software, and logistics).
* Must have updated valid trade license, Certification of Incorporation (if applicable), VAT registration certificate, TIN certificate.
* Documents related to liquid asset/working capital/credit facility.
  1. **Technical proposal:**

Interested firms will submit a Technical Proposal, with description of their experience, as well as a portfolio of previous works.

***Structure of the Technical Proposal***

The Technical Proposal should include, but not be limited to the following:

* Short profile, including CV, references.
* Detailed portfolio showcasing range of work.
* Commitment to meet the timeline.
* Work plan of event.
* Overview of equipment (LED screens, sound system, etc.) and point of contact for this assignment.
* Portfolio with a maximum of five (5) examples of national/International event management.
  1. **Financial proposal**

Based on following specification of financial offer should be detailed with unit breakdown of equipment

* The financial proposal shall specify an all-inclusive fee.
* Submit total cost.
* Detail out financial offer with unit breakdown.
* Also, breakdown cost by each budget line.
* Financial offer should be inclusive of AIT (Income Tax).
* Please show VAT amount in separate line next to total amount.
* Johns Hopkins Center for Communication Programs will provide VAT exemption Coupon instead of Challan. The Financial Proposal should be in local currency (Bangladeshi Taka) and equivalent USD to be mentioned.
  1. **Rights:**

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

* 1. **Payment:**

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

* Invoice/receipt must be included with the product.
* Payment will be made in three installments upon delivery and CCP satisfactory review of services specified in the RFQ.
* First payment, 20% of the total value of the contract, due upon submission of signed agreement and submission of detailed work plan.
* Second payment, 40% of the total value of the contract, due upon on finalization of event running order, stage design, inviting guests, venue arrangement plan, media coverage plan and venue branding/design plan (10 days prior to the event).
* Final payment, 40% of the total value of the contract, upon final completion, report submission and acceptance of the agreed-upon deliverables.
  1. **Duration of Service:**

Total duration of the package is two months from the date of signing of contract. But it will solely depend on the date of the End-of-Project Learning Event as all these arrangement/services are required for that purpose.

* 1. **Apply Instructions:**

Interested applicants are required to submit the following:

* Separate technical proposal having the necessary components to show the work and competence of the firm to execute the assignment.
* Separate and clear financial proposal breakdown showing expenses in detail.
* Examples of the firm’s engagement in similar activities earlier.
* The proposals must be submitted in separate sealed envelopes (the technical proposal in one envelope and the financial proposal in another envelope) but both envelopes placed in one large, sealed envelope.
* The proposals must be submitted in **sealed envelope**.

Following quotations will not be considered or accepted:

* Quotations that are received after the deadline at the specified receiving office and via email.
* Incomplete quotations.
* Quotations that are not signed.

**Deadline for submission of proposal is June 28, 2022, 04:00 PM.**

**Quotation Submission Address:**

**SMC Tower, Floor 19**

33, Banani Commercial Area

Dhaka- 1213

* 1. **Selection Process:**

Johns Hopkins Center for Communication Programs will select vendors based on this Request for Quotations (RFQ).

1. ***Evaluation:***

For pre-qualification, a Proposal Review and Selection Team will review and evaluate company submissions and select a yet-to-be-determined number of vendors for pre- qualification. Prequalified organization may then be selected by the team to produce/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 during pre-qualification) of the products and/or services being requested.

Johns Hopkins Center for Communication Programs will rate proposals based on 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** |
| **Technical** | Technical proposal with details specifications | 30 |
| Experience, and work plan of the event management  managementmanagement | 10 |
| **Financial** | Budget/cost proposal/ Narrative | 60 |
| **Total** |  | 100 |

Only proposals which receive a minimum of 25 points in the technical evaluation will be considered further for financial evaluation.

1. ***Notice of Non-binding RFQ:***

CCP reserves the right to reject any or 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 reverses rights to select one or multiple firms un this connection.

1. ***Confidentiality:***

All information provided as part of this RFQ is considered confidential. In the event of 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. All documents, and information from this assignment will be regarded as CCP’s property, so the mentioned outputs or part of it cannot be sold or used in any other case without the prior permission of CCP.

1. ***Right to final negotiation:***

CCP reserves the right to negotiate on the final costs, and the final scope of work. CCP will reserve the Intellectual Property Rights (IPR) for all deliverables of the assignment. CCP authority also reserves the right to cancel, change and modify any part or the whole assignment at any time before the contract or during the contract period.

* 1. **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.

* 1. **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 CCP. In the event of any clarification is required, applicants are advised to contact the requesting office, prior to making their submission.

* 1. **Ownership of the Outputs:**
* CCP shall be the owner of all the materials prepared by the firm.
* After completion of the whole tasks/event, produced documents, clippings, CDs etc. shall be handed over to CCP in good condition and in sufficient number before final payment.
  1. **Professional Liabilities:**

The Consulting Firm is expected to carry out the assignment with due diligence and in accordance with prevailing professional standard. A proper consultation with CCP needs to be maintained in terms of planning, designing, documentation, development, and reporting.

* 1. **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 CCP. In the event of any clarification is required, applicants are advised to contact the requesting office, prior to making their submission.