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| --- | --- | --- |
| |  | | --- | | **Save the Children** | |  | |
| **House No. CWN (A) 35, Road No. 43** |
| **Gulshan-2, Dhaka-1212, Bangladesh** |
|  |

**Date: September 26, 2022 Ref:** **RFP/SCI/BDCO/FY-22/(Manual)/14**

**PART 1 – REQUEST FOR PROPOSAL (RFP)**

**Hiring Videographer to develop video and photographs on Basic Education (BE) Interventions of Shishuder Jonno Program as per ToR**

## **PROJECT OVERVIEW**

Save the Children, Shishuder Jonno (SJ) Program is an Integrated Child Development Program, which has been implementing in Dhaka, Barishal and Gaibandha Impact Areas. SJ goal is to ‘Children Learn and Develop to their Full Potential’ following of a ‘life cycle approach’. The program has five core components: a) Early Childhood Care & Development (ECCD); b) Basic Education (BE) along with ICT in education c) School Health & Nutrition (SHN); d) Maternal Newborn Child Health and Nutrition (MNCHN), and e) Adolescent Development (AD).

‘Shishuder Jonno’ (SJ) program has been implementing BE program targeting 6-12 years children in Gaibandha, Dhaka and Barishal Impact Areas. The BE program is aiming to improve quality education, home learning opportunities & environment that demonstrate improved learning outcomes of children. Intervention of BE program focusing on community-based literacy and numeracy sessions, catch-up clubs (CuCs) innovation, reading for children, parents’ awareness monthly meeting and mBoost voice message delivery to create joyful learning session, achieve grade two level foundational skills on literacy and numeracy. It has been supporting for improving quality primary education, recover learning loss and create playful & friendly learning opportunity at home and school.

BE program needs to showcase effective model, innovation, and success in different platforms. Also need to document real life sessions, interaction, and children participation through BE model, Intervention. Program videos, photos are equally important for using those in capacity development training/orientation/workshop, dissemination best practices, advocacy, and marketing for future collaboration & funding. Aiming to address the needs, SJ program will develop 5-6 minutes different (3 videos including 1 market video) video clips on BE programs (LB-NB, RFC, and CUCs) and 150 standard photographs through hiring a videographer and photographer.

**Description of Goods / Services: Hiring Videographer to develop video and photographs on Basic Education (BE) Interventions of Shishuder Jonno Program as per ToR**

## **AWARD CRITERA**

Save the Children international (SCI) is committed to running a fair and transparent bidding process and ensuring that all bidders are treated and assessed equally during this bidding process. Bidder responses will be evaluated against four weighted categories of criteria: Essential Criteria, Sustainability Criteria, Capability Criteria, and Commercial Criteria.

### **ESSENTIAL CRITERIA**

Criteria which bidders **must** meet to progress to the next round of evaluation. If a bidder does not meet any of the Essential Criteria, they will be excluded from the bidding process immediately. These criteria are scored as ‘Pass’ / ‘Fail’.

### **SUSTAINABILITY CRITERIA (10%)**

Criteria used to evaluate the impact a supplier has on the environment, local economy, and community. Bids will be evaluated against the same pre-agreed Criteria (*As per ToR)*.

### **CAPABILITY CRITERIA [INCLUDING ORAL PRESENTATION] (50%)**

Criteria used to evaluate the bidder’s ability, skill and experience in relation to the requirements. Bids will be evaluated against the same pre-agreed Criteria (*As per ToR)*.

### **COMMERIAL CRITERIA (40%)**

Criteria used to evaluate the commercial competitiveness of a bid. Bids will be evaluated against the same pre-agreed Criteria (*As per ToR)*.

## **VETTING**

Successful bidders must be successfully vetted. This involves checking bidders and key personnel against Global Watch Lists, Enhanced Due Diligence Lists and Politically Exposed Persons Lists. The vetting of bidders will be completed after the award decision and prior to any contract being signed, or orders placed. If any information provided by the Bidder throughout the bidding process is proved to be incorrect during the vetting process (or at any other point), SCI may withdraw their award decision.

## **BIDDER INSTRUCTIONS**

### **TIMESCALES**

|  |  |
| --- | --- |
| Activity | Date |
| Issue Request for Proposal | September 26, 2022 |
| Pre-Submission Clarification Meeting | September 28, 2022 ***[12:30 PM BST]*** |
| Deadline for questions from Bidders | September 30, 2022 |
| Deadline for Bid Submission | October 10, 2022 ***[3:30 PM BST]*** |
| Award Contact | October 16, 2022 |

The above dates are for indicative purposes only and are subject to change.

### **PRE-BID MEETING:**

**Pre-bid meeting will be held on 28th September 2022 at 12:30 PM.**

Topic: Hiring Videographer to develop video and photographs on Basic Education (BE) Interventions of Shishuder Jonno Program as per ToR

Time: Sep 28, 2022 12:30 PM

**Join Zoom Meeting**   
<https://zoom.us/j/94134672872?pwd=M0dxS0dicVhBSzNkSmNna0FjRlRJZz09>

Meeting ID: 941 3467 2872   
Passcode: 729925

### **SUBMISSION FORMAT & BIDDER RESPONSE DOCUMENT**

Bidders wishing to submit a bid **must use the Bidder Response Document template**. Any bids received using different formats, or incomplete bids, will not be accepted. This document allows bidders to submit all the required information and be evaluated fairly and equally against the Essential, Capability and Commercial Criteria. Bidders may also be required to submit supporting documentation.

Bids can be submitted by either:

**Electronic Submission via ProSave**

* Submit your response in accordance with the guidance provided in the below document:



**Paper Submission**

* Paper copies submitted on headed paper to: **House CWN (A) 35, Road 43, Gulshan 2, Dhaka 1212, Bangladesh; Attention- Senior Manager, Procurement & Supply Chain.**
* Bids should be submitted in sealed envelope addressed to **Box-01**
* The envelope should clearly indicate the RFP reference number **RFP/SCI/BDCO/FY-22/(Manual)/14.**
* All supporting documentation should be labelled
* **Technical & Financial proposal should be submitted in the separate envelope.**

### **CLOSING DATE FOR BID SUBMISSION**

Your bid must be received, no later than **October 100, 2022 [3:30 Bangladesh Standard Time]**

### **KEY CONTACTS**

All questions relating to the RFP should be sent via email to:

|  |  |
| --- | --- |
| Name | Email Address |
| Chowdhury Md. Tarin Riwaad | tarin.riwaad@savethechildren.org |
| Sujit Ignatius Rozario | sujit.rozario@savethechildren.org |

Please be advised local working hours are 8:30 AM to 4:30 PM. Please allow up to 02 working days for a response.

Where the enquiry may have an impact on other bidders within the process, Save the Children will notify all other Bidders to maintain a fair and transparent process.

**PART 2 – CORE REQUIREMENTS & SPECIFICATIONS**

1. **SPECIFIC REQUIREMENTS**

Save the Children International is inviting proposal for Hiring Videographer to develop video and photographs on Basic Education (BE) Interventions of Shishuder Jonno Program as per ToR

1. **SPECIFICATIONS**

Detail specification of the job described in the ToR. **Bidder should be submitted Technical & Financial proposal in the separate envelope.**

1. **ADDITIONAL INFORMATION**
2. Scope of Work (SOW): for Hiring Videographer to develop video and photographs on Basic Education (BE) Interventions of Shishuder Jonno Program as per ToR
3. Office Locations: Gulshan, Dhaka (Save the children Country office)
4. Duration: As per ToR (as attached).
5. Price and offer validity: Prices should be inclusive of TAX & VAT and offered should be valid during the contract period.
6. Complete Consultant EOI Form (as attached).
7. The following practice will be followed for payment: Payment will be made as per ToR

Payment will be made through A/C Payee cheque/EFT within 45 working days upon satisfactorily goods & services received/completion of work and submission of invoice with necessary documents. TA/DA, equipment cost for hiring drone, video camera, generator, rent of car, lodging and food cost will NOT be provided by SCI. Keep record of working time, related bill and time sheet must provide as per requirement. Tax and VAT will be deducted as per govt. rules.

1. ***VAT and Tax shall be deducted as per rules of Bangladesh government. Please clearly mentioned whether your offer includes VAT & TAX of Bangladesh***
2. Compensation for Accidents and Damages: From the start date of the contract, SAVE THE CHILDREN will not be responsible for any kind of injury/accident or death of any staff of contractor while executing the job and other related works
3. The invoice will incorporate any penalties that need to be enforced, based on the terms and conditions stated in this document.
4. Penalty Clause: SAVE THE CHILDREN may deduct 0.1 % per day for delay delivery of services and maximum penalty will be up to 10 % of the Purchase Order Value (PO Value) from the invoice when the successful tenderer does not carry out the work within the time stipulated in the work orders/contract.

# PART 3 – BIDDER RESPONSE DOCUMENT

1. **INTRODUCTION**

This document **MUST BE USED** by Bidders wishing to submit a bid. It is linked into 4 sections detailed below:

* [Section 1 – Essential Criteria](#_SECTION_2:_ESSENTIAL)
* [Section 2 – Capability & Sustainability Questions](#_SECTION_3_–)
* [Section 3 – Commercial Questions](#_SECTION_4_–)
* [Section 4 – Bidder Submission Checklist](#_SECTION_5_–)

**The Bidder is required to sign a copy of the Check list in Section 4 as part of their submission**.

1. **INSTRUCTIONS**

Within each section there are instructions providing guidance to the bidder on what information is required. This guidance details the **MINIMUM** requirements expected by SCI. If a Bidder wishes to add further information, this is acceptable, but the additional information should be limited to only items that are relevant to the RFP.

* For the avoidance of doubt, bidders are required to complete all items within the Bidder Response Document unless clear instruction is provided otherwise.
* If a Bidder does not complete the entire Bidder Response document, their submission may be declared void.
* If a Bidder is unable to complete any element of the Bidder Response Document, they should contact Save the Children through the using the contact details provided for guidance.

By submitting a response, the bidder confirms that all information provided can be relied upon for validity and accuracy.

**SECTION 1 - ESSENTIAL CRITERIA**

***INSTRUCTIONS – Bidders are required to complete all sections of the below table.***

|  |  |  |  |
| --- | --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** | |
| ***1*** | Bidder accepts Save the Children’s ‘Terms and Conditions of Purchase’ and that any business awarded to the bidder will be completed under the Terms and Conditions included in Section 4 of this pack. | **Yes / No** | **Comments / Attachments** |
|  |  |
| ***2*** | The Bidder and its staff (and any sub-contractors used) agree to comply with SCI and the Inter-Agency Procurement Group (IAPG’s) policies listed in Section 4 of this pack throughout this bidding process, and during any future works should the bidder be awarded a contract. | **Yes / No** | **Comments** |
|  |  |
| ***3*** | The bidder confirms they are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the UK/United States of America or the European Union/Bangladesh Government and accepts that SCI will undertake independent checks to validate this. | **Yes / No** | **Comments** |
|  |  |
| ***4*** | The Bidder confirms it is fully qualified, licenses and registered to trade with Save the Children (including compliance with all relevant local Country legislation).  This includes the Bidder submitting the following requirements (where applicable):   * Legitimate business address * Tax registration number & certificate * Business registration certificate * Trading license | **Yes / No** | **Comments** |
|  |  |
| **Requirement** | **Bidder Response / Attachments** |
| ***Legitimate Business Address*** | *Need to share proof of document* |
| ***Tax Registration Number & Certificate*** | *Need to share proof of document* |
| ***Business Registration Certificate*** | *Need to share proof of document* |
| ***Trading License*** |  |
| ***5*** | Legal establishment for a minimum of 03 years: Registrar form concern regulatory authorities | **Yes / No** | **Comments** |
|  | *Need to share proof of document* |
| ***6*** | Proven experience of conducting videography & photography using similar methodology is preferred [supporting documents need to submit]. | **Yes / No** | **Comments / Attachments** |
|  | *Need to share proof of document* |
| ***7*** | Required to serve 10 customers, among customers 5 should be from UN organization/International NGO/Diplomat Mission/ MNC/Government. | **Yes / No** | **Comments / Attachments** |
|  | *Need to share proof of document* |

## **SECTION 2 – CAPABILITY 50% & SUSTAINABILITY 10% QUESTIONS**

***Instructions – Bidders are required to complete all sections of the below table.***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** | | | |
| ***1*** | **REFERENCES**  **Client List/Organization Reference: 15%**  (Category of the organization)   1. International NGO/NGO’s 2. UN /Diplomatic Mission/International organization/Donor Agency/GoB 3. Banks & Financial Institutions 4. Multinational Organization 5. Reputed Group of Companies 6. Hospitals/Clinic   [ Max. 15 points ≥ 10 clients and each individual client 1.5 point]  Need to submit the PO/Reference with contact details as supporting document | **Client Name** | | **Contact Details (Name & Email)** | **Project Description** |
| 1 |  |  |  |
| 2 |  |  |  |
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| 10 |  |  |  |
| ***2*** | **Experience in developing and designing similar types of videography, photography & marketing materials on different development projects. The bidders need to provide at least 3 purchase order as evidence of similar type of work.: 15%**  (Minimum 3 Work order/contract within last 3 years. Each will be BDT 5,00,000)  15 points for 3 work order/contract  10 points for 2 work order/contract  5 points for 1 work order/contract  0 point if required work order/contract is not available in tender/bidding | **Bidder Response** | | | **Attachment(s)** |
|  | | |  |
| ***3*** | **Consultant or Firm’s Lead and his/her Staffs profile and career portfolio (CV to be submitted): 10%**  a. Firm/company/consultant Profile with current/past client/organization list.  b. Academic background: Post Graduation in any discipline  *(Point will be calculated from top like, PhD., Masters, Bachelor, or relevant qualifications)* | **Bidder Response** | | | **Attachment(s)** |
|  | | |  |
| ***4*** | Detailed workplan on the major deliverables: 10%  (Point will be calculated based on their submitted workplan) | **Bidder Response** | | | **Comments** |
|  | | |  |
| ***5*** | **SUSTAINABILITY**  **Allocated Score 10%**  **Evaluation will be measured as follows:**  **i) Bidder’s Location: 5 Points**   1. 5/5 - bidder is registered (or has its primary operations) in Dhaka. 2. 2.5/5 - bidder is registered (or has its primary operations in) outside of Dhaka. 3. 0/10 - bidder is registered (or has its primary operations) outside of Country.   **ii) Bidder has incorporated sustainability into their project methodology: 5 Points**   1. 5/5 - Bidder demonstrates a strong commitment to sustainability 2. 2.5/5 - Bidder evidences some commitment to sustainability 3. 0/05 - Bidder evidence minimal or no commitment to sustainability | **Bidder Response** | | | **Comments** |
|  | | |  |

**SECTION 3 – COMMERCIAL QUESTIONS (40%)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **GOOD / SERVICE** | **SPECIFICATION** | **QUANTITY** | **UNIT PRICE** | **TOTAL PRICE** |
| Financial proposal | As per ToR | 1 Job |  |  |
| **OTHER COMMERCIAL CONSIDERATIONS** | | | | |
| **Duration for which pricing can be fixed** | |  | | |

* The pricing should be inclusive all taxes and delivery cost.
* VAT and tax will deduct as per Government rules
* Should be mentioned VAT percentage %

## **SECTION 4 – BIDDER SUBMISSION CHECKLIST**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **We, the Bidder, hereby confirm we have completed all sections of the Bidder Response Document:** | | | | | | |
| **No** | **Section** | | | **Please Tick** | | |
| 1. | Section 1 – Essential Criteria | | |  | | |
| 2. | Section 2 – Capability & Sustainability Questions | | |  | | |
| 3. | Section 3 – Commercial Questions | | |  | | |
|  | | | | | | |
| **We, the Bidder, confirm we have uploaded all the required information and supporting evidence:** | | | | | | |
| **Section** | | **Required Document / Evidence** | | | | **Please Tick** |
| **Essential Criteria Evidence** | | Bidder accepts Save the Children’s ‘Terms and Conditions of Purchase under the Terms and Conditions included in Section 4 of this pack. | | | |  |
|  | | The Bidder and its staff (and any sub-contractors used) agree to comply with SCI and the Inter-Agency Procurement Group (IAPG’s) policies listed in Section 4 | | | |  |
|  | | The bidder confirms they are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the UK/United States of America or the European Union/ Bangladesh Government. | | | |  |
|  | | The Bidder confirms it is fully qualified, licenses and registered to trade with Save the Children (including compliance with all relevant local Country legislation). | | | |  |
|  | | Legal establishment for a minimum of 03 years: Registrar form concern regulatory authorities | | | |  |
|  | | Proven experience of conducting studies in Climate Change Adaptation area or similar methodology is preferred [supporting documents need to submit]. | | | |  |
|  | | Required to serve 10 customers in last 10 years, among customers 5 should be from UN organization/International NGO/Diplomat Mission/ MNC/Government | | | |  |
| **Capability Criteria Evidence** | | Previous experience and length of Service: | | | |  |
|  | | Experience of Team Leader & Team Composition | | | |  |
|  | | Reference Experience | | | |  |
|  | |  | | | |  |
| **Commercial Criteria Evidence** | | Completed Bidder Response Document | | | |  |
|  | | | | | | |
| **We, the Bidder, hereby confirm we compliance with the following policies and requirements:** | | | | | | |
| **Policy** | | | **Policy / Document** | | **Signature** | |
| ToR - Hiring Videographer to develop video and photographs on Basic Education (BE) Interventions | | |  | |  | |
| Consultant EOI Form | | |  | |  | |
| Terms & Conditions of Bidding | | |  | |  | |
| Terms & Conditions of Purchase | | |  | |  | |
| Child Safeguarding Policy | | |  | |  | |
| Anti-Bribery & Corruption Policy | | |  | |  | |
| Human Trafficking & Modern Slavery Policy | | |  | |  | |
| Protection from Sexual Exploitation & Abuse | | |  | |  | |
| Anti-Harassment, Intimidation & Bullying Policy | | |  | |  | |
| IAPG Code of Conduct | | |  | |  | |

|  |  |
| --- | --- |
| We confirm that Save the Children may in its consideration of our offer, and subsequently, rely on the statements made herein. | |
| Signature: | ………………………………………………….. |
| Name: | ………………………………………………….. |
| Title: | ………………………………………………….. |
| Company: | ……………………………………………….. |
| Date: | ……………………………………………….. |