## **Text Description automatically generated with medium confidence**

## Date: 4th August 2025

Subject: Request for Proposal for Hiring a Consultancy Agency.

## **Reference:** **RFP/SCI/BDCO/FY-25/(Manual)/009**

Save the Children hereby invites sealed proposals, quotations, or price offers with your best price for the following Service. The proposal should meet the specific TOR attached. Please enclose this letter with your offer on the organisation's/ company's letterhead paper. The offer should be specified with your terms and conditions. Acceptance of a quotation is subject to the fulfilment of the following terms and conditions:

**Financial Offer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Sl no.** | **Description of Item** | **Unit** | **Quantity** | **Unit Price** | **Total Amount BDT** |
|  | Hiring a Consultancy Agency for  Production of Public Service Announcements-PSAs (SBC video spots) to Increase Awareness and Appropriate MNCH Health Behaviour Practices by The Community in Jononi Project Area -Rangpur Division | Job | 01 |  |  |

## **Award Criteria**

SCI is committed to running a fair and transparent procurement process and ensuring that all proposals are treated and assessed equally during this tender process. Bidder responses will be evaluated against four categories of criteria: Essential Criteria, Capability Criteria, Sustainable and Commercial Criteria.

These criteria have been specially created to help SCI determine which bidder is able to offer the best quality and most commercially competitive solution to meet our needs and deliver the most effective programming to our beneficiaries.

### **Essential Criteria:**

These are criteria that the bidder must meet to be successful and progress to the next round of evaluation. If a bidder does not meet any point of the Essential Criteria, they will be excluded from the tender process. This criterion is scored as Pass or Fail and will not be evaluated against capability and commercial criteria.

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| Essential Criteria | The bidder shall possess the following qualifications:  Bidders/Organisations must provide information and documentary evidence to establish that they have: Bidders must meet the following criteria:   1. Legal establishment for a minimum of 3 years: From the Registrar of Joint Stock Companies and Firms (RJSC), Bangladesh, or equivalent authorities. 2. Updated Legal Documents [ Copy of Trade License/Registration Certificate, TIN, BIN/VAT, Certificate of Incorporation (for Limited Company only)]. 3. Suppliers/Vendors are not any prohibited parties or on Government debar/ Blacklisting by any organization. 4. Compliance with our Mandatory Policy as attached Annexure -I.   Note: Supporting documents need to be submitted along with the proposal (Eligibility criteria may be relaxed for enlisted suppliers with Save the Children) |

### **B. Capability/Technical Criteria 70% as per TOR**

### **C. Sustainable Criteria 10% as per TOR**

### **D. Commercial Criteria 20 %**

All Capability, Sustainability and Commercial Criteria will be weighted accordingly to reflect their importance. The Commercial Criteria will account for at least 30%. The Capability Criteria and sustainable criteria will account for up to 70% of the score

### **Terms and Conditions:**

1. Anti-Bribery & Corruption: Save the Children suppliers/consultants must immediately report any suspicions of fraud or dishonesty in confidence to the Risk and Compliance Director (abdullah.faruque@savethechildren.org) / Country Director through email.
2. All suppliers/vendors must accept the child safeguarding policy of Save the Children.
3. Completion Time: As per ToR
4. SCI may deal with COVID-19 patients and shall not be liable for vendor staff and their well-being. The individual must ensure adequate quality of PPE and take necessary safety measures for the well-being of their staff(s).
5. **Evaluation (Essential, Technical, Sustainable & Financial**): The procurement committee will evaluate the proposal as per ToR.
6. It is mandatory to sign the supplier declaration link https://procurement.scibd.info/Attachment/TenderDoc/Policy%20Annexures%20for%20Vendor%20Enlistment\_2019-2021\_CXB.pdf
7. **Technical Queries**:Golam Fakhruddin Fahim, Manager- Field Operation, Mobile: 01717564899,

e-mail: [golam.fakhruddin@savethechildren.org](mailto:golam.fakhruddin@savethechildren.org)

1. Technical and financial proposals should be submitted separately in a sealed Envelope.
2. **Deadline of Proposal Submission**: by 13th August 2025, sharp 03.00 PM.
3. **Proposal Submission**: **Proposal submission instructions**: Both paper submission and electronic submission are applicable as follows.
4. **Electronic submission ARIBA or Email:**[dhaka.procurement@savethechildren.org](mailto:dhaka.procurement@savethechildren.org)
5. **Addressing** the Director of the Supply Chain, the Subject should be mentioned as" **Hiring a Consultancy Agency for Production of Public Service Announcement-PSAs (SBC video spots) to Increase Awareness and Appropriate MNCH Health Behaviour Practices by The Community in Jononi Project Area -Rangpur Division** ” (RFP/SCI/BDCO/FY-25/(Manual)/009)

### Payment: Payment will be made in three instalments, as per the TOR

1. VAT and TAX will be deducted as per the Government rules.
2. SCI reserves the right to accept or reject in part or full/one or all quotations/offers/proposals without assigning any reason whatsoever.

Prepared by

Shamima Akhter

Strategic Sourcing

Save the Children International

**Annexure -1**

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| **We, the Bidder, hereby confirm we compliance with the following policies and requirements:** | | |
| **Policy** | **Policy / Document** | **Signature** |
| 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 |  |  |

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| 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: | ………………………………………………….. |