

Request for proposal

Report designing, printing & photography

www.iid.org.bd



Request for proposal

Title	Report
Location	Bangladesh
Deadline for expression of interest	February 23, 2019
Timeline for the assignment	February 28 to March 15, 2019

About IID

Institute of Informatics and Development (IID) is a public policy institute making policy public for the last six years. IID is promoting evidence-informed inclusive policy. IID was registered in 2013 as a nonprofit institute in Bangladesh under Section 28 of the Companies Act 1994.

Through innovative use of information and communication technology, IID bridges the widening information gap between the information-rich and information-poor segments of the society.

Overview of the assignment

IID wishes to engage a printing and publishing company as tenderers to print a report.

Services to be provided

A. Formatting and designing of the Report

- Size: 8.25 x 10.75 inch,
- Page: 176 pages, 22 forma
- Color: Four color,
- Page formatting using illustrator

IID will provide the text, image and design template

B. Printing of the Report

- Size: 8.25 x 10.75 inch,
- Page: 176 pages, 22 forma
- Paper: Cover 300 gsm Art card, Inner – 150 gsm Matt Paper,
- Print: Four color print,
- Lamination: Cover - Matt and spot only,
- Binding: Perfect Book Binding
- Quantity: 1200 copy

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C. Photography

Taking photo of BMET building and their activities in three locations

- 2 locations in Dhaka
- 1 location in regional activities

IID will provide the contact and guide line to photographer capturing the holistic view

D. Videography

TVC creation based on the research findings done by IID.

IID will provide research support and guideline to develop the TVC to the agency

The tenderers must submit as part of their expression of interest, the “Technical and Financial Proposal” duly prepared and signed.

Invoicing and Payments

- a) The tenderer will invoice to the IID for its services when delivering the requested products/services;
- b) Payment will be made in Taka(BDT)
- c) IID will pay the tenderer by account payee cheque within fifteen (15) days of receipt of the properly drawn invoice.

Subcontracting

The tenderer will not subcontract without prior written authorization from the IID nor cause the contract to be de facto performed by third parties.

Primary selection criteria

The tenderers should have the necessary financial, economic, technical and professional capacity to perform its obligations under the contract. In particular, the tenderer must:

- a) Be a company or entrepreneur duly established in Bangladesh, under the laws of the country of its incorporation. This can be evidenced by inclusion in a trade or professional register, a sworn declaration or certificate, membership of a specific organization, express authorization, or entry in the value added tax (VAT) register;

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- b) Organization or staff of the organization have sufficient experience in providing the services required to small/medium organizations. This can be evidenced by listing the names of former/current clients as well as the services/products provided to them
- c) Have the capacity to provide the services/products listed above; organization profile, certificates or other relevant documents must be included.

Final award criteria

The tenderers determined to be consistent with the requirements laid down in the selection criteria above will be evaluated according to the following scores:

Award criteria	Submissions for Assessment	Weighting (Out of 100)
A. Quality of works and experience by vendor/staffs of the vendor	Organisation Profile/CV of staffs	25
B. Proven excellence of vendor/staffs of the vendor in printing/ designing/ photography	Sample output	35
C. Understanding and interpretation of client requirements	Telephone/Face-to-face interview	10
D. Value for money	Price quote	20

We request that tenderers are available for discussion as part of the assessment process. The assessment timetable is, as follows:

Invitation to tender published	February 17, 2019
Deadline for receipt of tenders	February 23, 2019
Shortlisting completed	February 24, 2019
Interview with the preferred vendors	February 27, 2019
Final decision announced	February 28, 2019
Contract issued	March 3, 2019

Expression of interest

Expression of interest should be sent to iidrfp@gmail.com by 5pm on February 23, 2019.

An independent evaluation committee will open this account, AFTER 5pm on February 23, 2019.

For further information, please email IID at email@iibd.org



19/5, Babor Road, 1st Floor,
Block B Mohammadpur, Dhaka
1207, Bangladesh



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Contacts

Get Connected

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(+8802) 9101016



email@iidbd.org



www.iid.org.bd