

Request for Proposal (RFP)
Centre for Policy Dialogue (CPD)'s video editing services

Centre for Policy Dialogue (CPD), a policy-influencing think tank in Bangladesh, is looking for proposals from established vendor for video editing support for a short documentary from event stock footages. No extra shooting is required, CPD will provide all the stock footages. The service-provider should ideally be in a position to offer service(s) that will include:

- Video editing support
- Script for the video
- Voice over in Bangla
- Sub-title in English (credit line will be provided by the CPD)
- Copy-right free background music
- Copy-right free images and graphics to be used in the video

Video information and Scope of work for the service-provider

CPD has organised several events under one its programme since 2018. The stock footages from all these events are available with CPD. The Centre now plans to produce a **five (5) minute documentary** of the programme. Hence, stock footages from all the events will be used to produce this documentary.

The vendor is required to prepare a script of the event after screening through the footages of all the events. The total amount of available stock footage is around forty (40) hours. CPD will coordinate and guide the vendor to short-list clips from the stock footages. The vendor also requires to provide prepare the voice over, in Bangla, for the video and needs to prepare a sub-title in English. The text for voice-over narration and sub-title are subject to approval. CPD may provide multiple feedbacks and comments on the script, narration text, sub-title text, background music, images and graphics and the overall video.

The vendor is also required to strictly maintain deadline that will be provided by the CPD.

Deadline for final video submission: **8 March 2021**

The below matrix provides the necessary information for the video editing process.

Criteria	Requirement
<i>Six (6) types of short hand-out materials</i>	
One (1) short documentary	One (1) short documentary of five (5) minutes: <ul style="list-style-type: none">- Video editing support- Script for the video- Voice over in Bangla- Sub-title in English (credit line will be provided by the CPD)- Copy-right free background music- Copy-right free images and graphics to be used in the video

Other issues

- Each layer of the video production works will go through an approval process at CPD's end. Necessary adjustments will need to be made at each stage accordingly.
- All design files will need to be submitted to the CPD at the end of the assignment.
- Necessary documents for copyright of background music and any image/graphic content used by the vendor, for the video, has to be provided to CPD.

Proposal submission and evaluations criteria

Guideline for proposal submission

- The proposal/expression of interest (duly signed) should comprise the following sections and be kept within the given page limit.

Topic	Page limit (max.)
Cover page	1 Page
Table of content	1 Page
<i>Technical proposal</i>	
Understanding of the assignment (without copying from the RFP content)	1 Page
Time plan for the assignment	1 Page
Skills and strengths to carry out the required tasks (please indicate your proposed team including profile of key team members)	1 Pages
Previous experiences for similar works*	1 Page
Any other relevant information (if necessary)	1 Page
<i>Financial proposal</i>	
Budget detailing out the total fee (including VAT and tax as per the government rules)	1 Page
Total	8 pages

Note: * Sample of previous works can be sent in a separate file; it should not be part of the main proposal document.

- The following documents will need to come with the proposal in a separate attachment:
 - Maximum 2-page firm profile highlighting related assignments completed with client name, contact person and mobile number
 - Scanned copy of firm's registration certificate, TIN and VAT registrations, Bank Account details
- Proposal will be accepted only through e-mail in PDF format (not more than 4 MB in size); additional material(s)/document(s) can be sent via google drive.
- The e-mail subject line should mention "**CPD video editing service proposal.**"
- Please send your proposal document to Md. Irtaza Mahbub Akhond, Programme Associate (Communication), CPD, (irtaza@cpd.org.bd) by **23 February 2021**.
- For any query regarding this RFP, please contact Md. Irtaza Mahbub Akhond, Programme Associate (Communication), CPD | 01675274965.

Evaluation criteria

The submitted proposals will be assessed based on the following:

Area(s)	Criteria	Weight
Technical	Understanding of the assignment	25
	Qualification of the key team members	20
	Time plan for the assignment	10
	Experience for similar works	5
Financial	Competitive pricing and overall reasonable, justifiable financial proposal	40
Total		100

Finance-related special notes

- All payments for the selected vendor will be made through Account Payee Cheque in favour of the selected vendor.
- CPD will deduct TDS from the billed amount as per Section 52A, Income Tax Ordinance 1984.
- Selected vendor will need to provide CPD Mushak-6.3, as per Statutory Regulatory Order (SRO) 235.
- The selected vendor will need to produce original invoices for each delivery made under each Purchase Order within this contract period.

Disclaimers

- CPD reserves the rights to select or reject any vendor who will drop the proposal for providing the service.
- Any attempt to unlawfully acquire and/or persuade to get the assignment will lead to immediate rejection of the respective service-provider, and CPD may also take legal actions, if required.
- Failure to deliver according to the terms of the contract shall subject the vendor to penalties as will be stipulated in the final contract.
- Centre for Policy Dialogue (CPD) **will not** be liable to indemnify any third party in respect for any claims, debt, damage, or demand arising out of this contract. Centre for Policy Dialogue (CPD) will not accept any Liability for the compensation for death, disability or hazards. Which may be suffered by the Supplier/Supply chain through this contract while supplying Centre for Policy Dialogue (CPD), no such claims will be made against Centre for Policy Dialogue (CPD).
- If the Seller breaches any term or condition of this agreement (part or all), or the conditions set out in any given Purchase Order/Contract, including, but not limited to, quality of the Goods/Services, Price and Delivery requirements, the buyer shall be entitled to immediately purchases goods/services from any other source/Suppliers, in addition to any remedy available in law or equity.