



**July 23, 2023**

**SUPPLY CHAIN MANAGEMENT (SCM)**

**REQUEST FOR PROPOSAL (RFP)**

-

**DEVELOP AND IMPLEMENT AN INCLUSIVE AND  
COMPREHENSIVE SOCIAL AND BEHAVIOR CHANGE (SBC)  
STRATEGY.**

**RFP Ref. No. icddr,b/SCM/OTM/2023/ NS-23-3392**

**Contracting Entity:**

icddr,b  
68 Shaheed Tajuddin Ahmed Sharani  
Mohakhali, Dhaka 1212

## LETTER OF INVITATION

Date: Sunday, July 23, 2023

Request for Proposals # icddr,b/SCM/OTM/2023/NS-23-3392

Dear Sir/Madam,

icddr,b is issuing a **Request for Proposal (RFP) - Develop and Implement an Inclusive and Comprehensive Social and Behavior Change (SBC) Strategy**. from bona fide entities (hereinafter referred to as "Contractor") who are capable and willing to produce Audio-Visual (AV) as required within the given timelines in an efficient, seamless and secure manner and as per details listed out in this document.

This RFP does not obligate icddr,b to execute a contract nor does it commit icddr,b to pay any costs incurred in the preparation and submission of the proposals. Furthermore, icddr,b reserves the right to reject any offers, if such action is considered to be in the best interest of icddr,b.

Sincerely,

Mirza Muhammad Masud Rana  
Sr. Manager, Supply Chain Management  
icddr,b

# **Contents**

01	Letter of Invitation .....	02
02	Section – A: Instructions to Contractors .....	04
03	Section - C: General Terms and Conditions .....	09
04	Section - D: Tender Evaluation Criteria .....	14
05	Section - F: Terms of Reference/ Scop of work.....	19
06	Section - G: Information of The Contractor .....	24
07	Section - H: Vendor Self-Declaration Form .....	27
08	Section - I: Declaration Form Stating That No Client Has Any Dispute/Claim Against the Contractor .....	29
09	Section - J: Signed Affidavit in Vendor’s Letterhead to Be Submitted by Contractors, As Proof of Entering into A Contract With icddr,b .....	30
10	Section - K: Non-Disclosure Agreement .....	31
11	Section – L: Evidence of Responsibility Statement .....	32
12	Section – M: When Writing The Proposal For The Sbc Strategy Consider The Following Questions .....	33
13	Annex - 1: Sample Cover Letter.....	35
14	Annex - 2: Recent References Relevant Experience Within the Past Two Years .....	36
15	Annex – 3: Template for Financial Proposal .....	37

## SECTION – A: INSTRUCTIONS TO CONTRACTORS

### 1. Introduction

icddr,b is an international health research institute. Based in Dhaka, Bangladesh, we are committed to solving public health problems through innovative scientific research – including laboratory-based, clinical, epidemiological, and health systems research. By developing, testing, and assessing the implementation of interventions specifically designed for resource-poor settings, we aim to improve the health and well-being of people living in the world's poorest nations.

For more than 60 years, we have been carrying out high-quality research and promoting the uptake of evidence-based interventions. Our initial focus was on diarrhoeal disease, but we now study multiple infectious diseases, other threats to public health, and methods of healthcare delivery. Our work has had a profound impact on health policy and practices both locally and globally.

Our philanthropic activities are supported by donors like UN specialized agencies, foundations, universities, etc. Also, icddr,b is exempted from import duty and tax for all of its purchases from overseas. These privileged benefits assist us Cost effective procurement directly from overseas manufacturers or sole distributors.

Would say above, Sealed Tenders are invited by icddr,b Mohakhali, Dhaka for engagement of the firm for **Request for Proposal (RFP) - Develop and Implement an Inclusive and Comprehensive Social and Behavior Change (SBC) Strategy** from bona fide entities who have valid trade licenses and have at least **5 years work experience** in the relevant field. The hiring is subject to the general terms and conditions set out below.

Furthermore, icddr,b reserves the right to reject any offers, if such action is considered to be in the best interest of icddr,b.

Unless otherwise stated, the periods named in the RFP shall be consecutive calendar days.

### 2. Overview

The purpose of this Request for Proposal (**RFP**) is to determine the organization(s) best suited to play these roles. Contractors are invited to submit proposals in response to this RFP under **Section - A** Instructions to Contractors.

This RFP does not obligate icddr,b to execute any contract(s) nor does it commit icddr,b to pay any Costs incurred in the preparation and submission of the proposals. Unless otherwise stated, the periods named in the RFP shall be consecutive calendar days.

3. **Offer Deadline:** Offers must be received no later than **August 03, 2023, by 3 PM** addressed to:

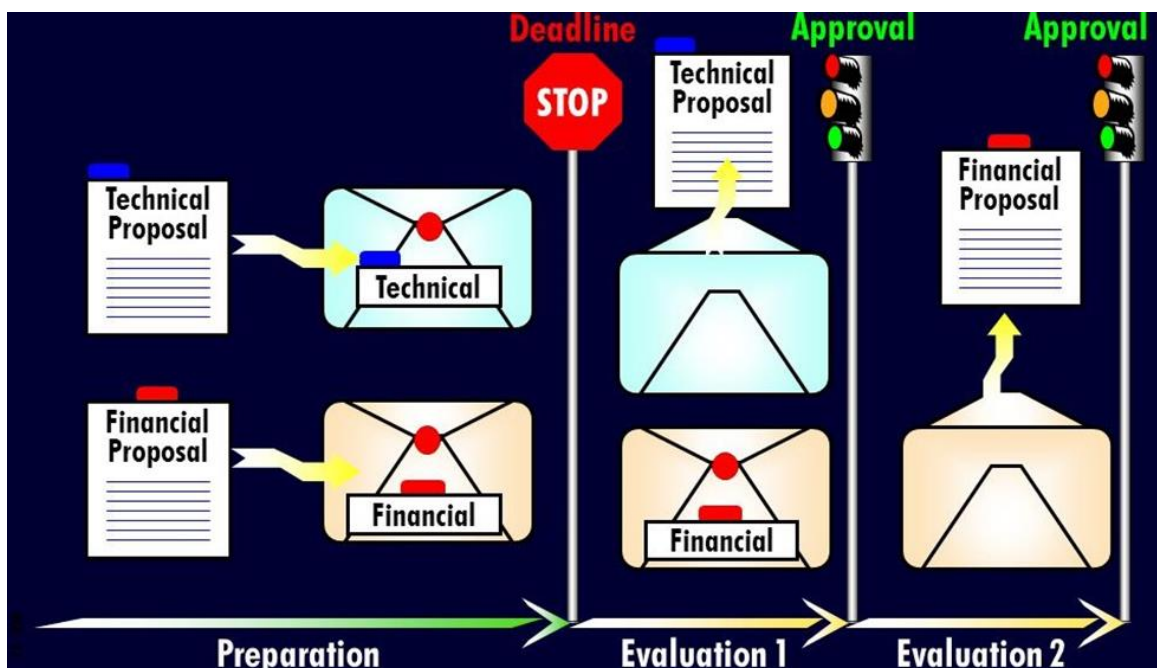
**Director, Supply Chain Management  
icddr,b  
68 Shaheed Tajuddin Ahmed Sharani,  
Mohakhali, Dhaka 1212**

Contractors are responsible for ensuring that their offers are received following the instructions stated herein and shall submit their offers through Hard copy printed documents.

4. **Instructions for the Submission of Proposal:**

The bidding process will be conducted through a **TWO Envelope System**. Separate Technical and Financial proposals (containing price information) **must be submitted through separate envelopes no later than the time and date specified above**. Contractors are required to submit their Technical Proposal separately from their Financial Proposal. Mixing of the technical and Financial proposals shall lead to disqualification.

Media/Production Houses/Advertising agencies/Service Providers shall submit proposals for all activities. When submitting both technical and Financial proposals separately please note, both sealed envelopes should be placed in a third sealed envelope superscripted **Request for Proposal (RFP) - Develop and Implement an Inclusive and Comprehensive Social and Behavior Change (SBC) Strategy**.



If all envelopes are not sealed and marked as required, icddr,b will assume no responsibility for the misplacement or premature opening of the Proposal.

The Contractor/s will be selected based on QCBS (Quality and Cost Based Selection) as recommended by the Bid Evaluation Committee. The evaluation will be done based on the highest combined score obtained in the technical bid evaluation and the figures quoted in the Financial bid.

The Financial proposals of the Contractors shall only be opened by the committee that qualifies in technical bid evaluation. The Financial bids of all those Contractors who have failed to qualify in the technical bid will not be opened under any circumstances.

Please note, technical proposals must not make any reference to pricing data so that the technical evaluation may be made strictly based on technical merit.

## 5. Pre-Bid Meeting Schedule

**Date:** **July 26, 2023, from 12.00 Pm to 1.00 pm**

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

**Place:**

Meeting ID: 437 038 044 625

Passcode: hiDwEe

[Download Teams](#) | [Join on the web](#)

[Learn More](#) | [Meeting options](#)

**Bid Submission  
Location**

- Supply Chain Management, icddr,b, Chiller Building, Ground Floor (through Hospital Gate Entry), Mohakhali; Dhaka 1212
- Contractors are advised **not to** submit the bid to any other location or through e-mail except to the location mentioned above.



## 6. Communication

icddr,b requests that no icddr,b staff are contacted during this process other than Ms. Nadia Rimi who may be contacted only to clarify questions concerning the RFP via email [nadiarimi@icddrb.org](mailto:nadiarimi@icddrb.org) **by July 28, 2023** copy to SCM (email: [abdul.wadud@icddrb.org](mailto:abdul.wadud@icddrb.org)). The clarification will be shared with all pre-bid participants via email. Please be advised local working hours are 08.30 AM to 03.00 PM, please allow us up to two working days for a response. Where the inquiry may have an impact on other Contractors within the process, icddr,b will notify all other Contractors to maintain a fair and transparent process.

## 7. Chronological List of Proposal Events:

The following calendar summarizes important dates in the solicitation process. Contractors must strictly follow these deadlines. The dates above may be modified at the sole discretion of icddr,b.

Events	Date	Time
RFP published	July 23, 2023	-
Pre-bid meeting	July 26, 2023	12:00 pm – 1:00 pm
Proposal submission date	August 03, 2023	3 pm
Notification of Award	August 15, 2023	-

8. **Documents** Required to Be Submitted with RFP (Tick ✓ if attached)

SL.	Description of the Attached Document	Attached
<b>Legal Documents</b>		
1	Copy of updated Trade License	<input type="checkbox"/>
2	VAT Registration Certificate/ <u>BIN Certificate</u>	<input type="checkbox"/>
3	Copy of latest Income Tax Assessment certificate / Acknowledgement	<input type="checkbox"/>
<b>Other Required Documents</b>		
4	Copy of registration or incorporation in the public registry, or equivalent document from the government office where the offeror is registered.	<input type="checkbox"/>
5	Profile of the Organizations including organizational structures, management capacity, and other sections meeting the evaluation criteria set in Section – C, Clause 2	<input type="checkbox"/>
6	Filled-up Information of the Bidder [Section - G]	<input type="checkbox"/>
7	Signed Vendor Self-Declaration Form [Section - H]	<input type="checkbox"/>
8	Declaration form stating that no client has any dispute/claim against the bidder [Section - I]	<input type="checkbox"/>
9	Signed Affidavit in Vendor's Letterhead to be submitted by Bidders, as proof of entering into a contract with icddr,b [Section - J]	<input type="checkbox"/>
10	Non-Discloser Agreement [Section - K]	<input type="checkbox"/>
11	Evidence of Responsibility Statement [Section – L]	<input type="checkbox"/>
12	Proposal writing guideline [Section - M]	<input type="checkbox"/>
13	Any Other Document/Certificate/OEM Authorization letter/Dealership Certificate related to your business portfolio	<input type="checkbox"/>
14	Copy of Two Performance Certificate/Contract/Purchase Orders issued in favor of your organization in the past five years	<input type="checkbox"/>
15	Cover Letter ( <b>Annex – 1</b> )	<input type="checkbox"/>
16	Recent References/Relevant Experience Within the Past Two Years ( <b>Annex – 2</b> )	<input type="checkbox"/>
17	Template for Financial Proposal ( <b>Annex - 3</b> )	<input type="checkbox"/>

Bidder's company name : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 Name of the authorized person : \_\_\_\_\_  
 Designation : \_\_\_\_\_  
 Place, Date, Seal & Signature : \_\_\_\_\_



## SECTION - B:. GENERAL REQUIREMENTS

1. icddr,b shall not enter into a contract with any individual or organizations that have the following characteristics:
  - Have active exclusions in the System for Award Management (SAM) (<https://www.sam.gov>)
  - Appear on the Specially Designated Nationals (SDN) and Blocked Persons List maintained by the U.S. Treasury for the Office of Foreign Assets Control, sometimes referred to as the "OFAC List" (<http://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx>)
  - Are listed in the United Nations Security designation list ([http://www.un.org/sc/committees/1267/aq\\_sanctions\\_list.shtml](http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml))
  - If, at any time, the organization has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a contract under any fund;

icddr,b defines, for the purposes of this provision, the terms set forth below as follows:

- (a) "*corrupt practice*" means offering, giving, or promising to give, directly or indirectly, to any officer or employee of a Procuring Entity or other Recipient/governmental/private authority or individual a gratuity in any form, an employment or any other thing or service of value, as an inducement with respect to an act or decision of, or method followed by, a Procuring Entity in connection with the procurement proceeding;
- (b) "*fraudulent practice*" means a misrepresentation or omission of facts in order to influence a procurement proceeding or the execution of a contract to the detriment of the Client,
- (c) "*collusive practice*" means a scheme or arrangement among two and more organizations/consortiums with or without the knowledge of the Client (prior to or after proposal submission) designed to establish proposal prices at artificial, non-competitive levels and to deprive the Client of the benefits of free, open and genuine competition; and
- (d) "*Coercive practice*" means harming or threatening to harm, directly or indirectly, persons or their property to influence the procurement proceedings, or affect the execution of a contract.

icddr,b will use an online screening service (if required) to check the background of the participants. icddr,b anticipates issuing a contract to a Bangladeshi registered company or organization, provided it is legally registered and recognized under the laws of Bangladesh and is in compliance with all applicable civil, fiscal, and other applicable regulations. Such a company or organization could include a private firm, non-profit, civil society organization, or university.

Companies and organizations that submit proposals in response to this RFP must meet the following requirements:

- I. Companies or organizations, whether for-profit or non-profit, must be legally registered under the laws of Bangladesh upon award of the contract.
- II. Firms operated as commercial companies or other organizations or enterprises (including nonprofit organizations) in which foreign governments or their agents or agencies have a controlling interest are not eligible as suppliers of commodities and services.

## SECTION - C: GENERAL TERMS AND CONDITIONS

**1. Instructions for the Submission of Proposal:**

The Bid document should be placed in a sealed envelope superscripted **Request for Proposal (RFP) - Develop and Implement an Inclusive and Comprehensive Social and Behavior Change (SBC) Strategy**

**2. Performance Security Deposit:**

The successful Contractor shall be required to deposit security money, in the form of a security bond for security against sub-standard service and other contractual defaults. The amount of the security deposit shall be 10% of the total contract value and shall be submitted in the form of a bank draft or pay order or in the form of an irrevocable bank guarantee issued by a scheduled Bank functioning or operating within Bangladesh in favor of icddr,b. The security money shall be claimed by the contractor/Contractor in writing within 30 days from the date of contract expiry and will be returned to the contractor without interest.

If the successful Contractor fails in fulfilling the terms and conditions mentioned here in different parts of this tender document, such failure will constitute a breach of the contract, and the icddr,b shall be entitled to make other arrangements at the risk and expense of the successful Contractor. Also, nonperformance/unsatisfactory performance or violation of terms and conditions of the contract will make the successful Contractor liable for forfeiture of the security deposit. The decision of icddr,b shall be final and binding on this count.

**3. Compensation for Accidents and Damages:**

From the start date of the contract, icddr,b will not be responsible for any kind of injury/accident or death of any staff or Contractor while executing the contract.

**4. Adherence to icddr,b's Code of Conduct:**

The Contractor shall ensure that his/her personnel adhere to the icddr,b code of conduct and must abide by icddr,b core values. Misbehavior with the officers and staff of icddr,b will not be accepted. icddr,b reserves the right to ask the contractor to withdraw his staff for any reason whatsoever by oral or written notice. The contractor shall replace that staff after getting information/notice from icddr,b management. All procurement of icddr,b is subject to the relevant policies outlined in the policy manual, and all icddr,b Contractors must abide by the icddr,b's code of conduct. <https://www.icddrb.org/about-us/governance/policies>.

**5. Price:**

The price shall remain fixed during the contract period. However, the price for an extended period (if any) will be at the discretion of icddr,b.

**6. VAT & TAX:**

All prices are inclusive of Tax and any applicable VAT. Contractor shall submit original Mushak-6.3 (challan) with invoice and provide the copy of Treasury Challan subsequently (if required). icddr,b will deduct Tax and VAT at sources as per the applicable rate prescribed by the National Board of Revenue (NBR). The rate of tax shall be fifty percent higher (50%) than the applicable rate if the payee fails to submit proof of submission of tax return (acknowledgment copy) at the time of payment. Any change in Tax and VAT rate by the National Board of Revenue (NBR) payable by the Contractor shall be adjusted by icddr,b.

**7. Mode of Payment:**

Payment will be made through Bank Transfer and within 30 (thirty) days after a thorough examination of the invoice and certification by icddr,b. Under no circumstances will icddr,b entertain any request for cash payment or partial payment for the invoice. The invoice will incorporate any penalties that might need to be enforced, based on the terms and conditions stated in this tender document. The Purchase Order is to be produced to the receiving officer at the time of the delivery of the materials with 3 (three) copies of the Delivery Challan and the relevant bill(s). Receiving Officer will return one copy of the Delivery Challan to the Contractor duly signed.

The invoice will incorporate any penalties that might need to be enforced, based on the terms and conditions stated in this tender document. Any work that is beyond the work schedule should be submitted in writing to icddr,b for prior approval.

**8. Penalty Clause:**

If the Contractor is unable to meet conditions for the Purchase Order and contract, particularly quality and timelines, Purchaser reserves the right to penalize the awardee at the rate of 10% of the last invoice value.

**9. Key Performance Indicators:**

icddr,b expects to monitor the performance of the selected Contractor. icddr,b will draw up specific deliverables associated with the project through the delivery of a project brief and work with the chosen company to monitor final outputs.

**10. Contract Period:**

The contract period will be determined based on the submitted proposal and its timeline. The decision of icddr,b shall be final and binding on this count.

**11. Scope of Works:**

The successful Contractor shall deliver the ordered services as per instruction and direction and within the stipulated time of icddr,b and after getting information/written notice from icddr,b. The Contractor will be responsible for delivering all the services as frequently as necessary as per the requirement of the icddr,b.

**12. Intellectual Property Rights:**

icddr,b shall be entitled to all intellectual property, including but not limited to copyrights, patents, and trademarks, with regard to products, documents, or other materials which are produced under the Contract. The products shall not be disclosed to the public nor used in whatever format without written permission of icddr,b in line with the national and International Copyright Laws applicable. icddr,b owns the rights to all material used to create the video and can re-use the raw files as needed. Both the video and the content to be delivered should not be used or reused without icddr,b's written consent.

**13. Evaluation and Basis for Award**

An award will be made to the Contractor whose proposal(s) is determined to be responsive to this solicitation document, meets the eligibility criteria stated in this RFP, meets the technical, management/personnel, and corporate capability requirements, and is determined to represent the best value to icddr,b.

**14. Amendment of Request for Proposals:**

At any time before the deadline for submission of Proposals, icddr,b may for any reason, such as in response to a clarification requested by a Contractor, modify the RFP in the form of a Supplemental Information to the RFP. All Contractors who have attended the pre-bid meeting will be notified in writing of all amendments to the RFP. In order to afford prospective Contractors reasonable time to consider the amendments in preparing their Proposals, icddr,b may, at its discretion, extend the deadline for submission of Proposals, if the nature of the amendment to the RFP justifies such extension.

**15. Applicable Law :**

The Contract shall be governed by and construed in accordance with the laws of the People's Republic of Bangladesh.

**16. Joint Venture, Consortium, or Association**

If the Contractor is a joint venture, consortium, or association, all of the parties shall be jointly and severally liable to icddr,b for the fulfillment of the provisions of the Contract and shall designate one party to act as a leader with authority to legally bind the joint venture, consortium, or association. The leader or lead entity, composition, or the constitution of the joint venture, consortium, or association shall not be altered without the prior consent of icddr,b.

**17. Contract Termination:**

Either party may terminate this agreement by giving 1 (one) month prior notice in writing in the event that the other party defaults in the performance or observance of any terms or undertaking stipulated in this agreement. Service Providers of inferior quality materials or extreme delay in supply within the scheduled period or approved extension time will lead to writing a "**letter of complaint**". Repetitions

of similar activities will cause the issuance of a warning letter which may lead to the termination of the contract if required. Termination of the Agreement shall be affected after the settlement of all outstanding issues of both parties.

**18. Arbitration:**

The Parties shall use their best efforts to settle amicably all possible disputes arising out of or in connection with this Contract or its interpretation. If it fails, then the same shall be referred to an Arbitration of two Arbitrators each party nominating one and in case of difference in opinion, both the Arbitrators shall appoint an umpire, and the decision of the Arbitrator and /or Umpire as the case may be shall be final and binding on the parties. The Arbitration proceeding shall be in accordance with the Arbitration Act 2001 of Bangladesh and the venue of Arbitration shall be at icddr,b Dhaka.

**19. Indemnity**

The Contractor shall indemnify the icddr,b against all actions, suits, claims, and demands brought or made against it in respect of anything done or committed to be done by the Contractor in the execution of or in connection with the work of this contract and against any loss or damage to the icddr,b or its user in consequence to any action or suit being brought against the Contractor for anything done or committed to be done in the execution of this contract.

The Contractor will abide by the safety measures prevalent in Bangladesh and will free the icddr,b from all demands or responsibilities arising from accidents or loss of life, the cause of which is the Contractor's negligence. The Contractor will pay all indemnities arising from such incidents without any extra cost to icddr,b and will not hold the icddr,b responsible or obligated. icddr,b may at its discretion and entirely at the Cost of the Contractor defend such suit, either jointly with the Contractor or single in the case the latter chooses not to defend the case.

**20. Declaration:**

- a) We do hereby accept the above terms and conditions of the tender document.**
- b) We have read and understood the SOW/TOR specified in Section E.**
- c) We also declare that we are liable to bear any Cost regarding the supply of inferior quality services and its impact if any.**

Contractor's company name: : \_\_\_\_\_

Address: : \_\_\_\_\_

Name of the authorized person: : \_\_\_\_\_

Designation : \_\_\_\_\_

Place, Date, Seal & Signature : \_\_\_\_\_

## SECTION – D: TENDER EVALUATION CRITERIA

### 1. Minimum Eligibility Criteria

The bidders must have following minimum eligibility criteria:

- At least 3 years' experience of developing and implementing similar strategy;
- The firm must have at least 01 (one) similar work experiences.

### 2. Legal Documents:

Contractors must possess the following documents and accompany them with the Technical proposal.

Legal Documents	
1	Copy of updated Trade License
2	VAT Registration Certificate/ <u>BIN Certificate</u>
3	Copy of Updated Income Tax Assessment certificate / Acknowledgement

### 3. This RFP will use Quality-Cost Based method for proposal evaluation.

The Technical Proposal will be assessed based on the following criteria as shown in the table below

Criteria	Sub-Criteria	Maximum Score	Total Score
1. Experience and Expertise	Demonstrated experience in communication materials for emerging infections.	5	10
	Expertise in virtual reality (VR)	5	
2. Understanding of the Target Population	Understanding of target stakeholders for Live bird markets (LBM)	5	10
	Knowledge of specific challenges related to LBM stakeholders	5	
3. Innovative Approach	Presentation of creative and innovative approaches	5	10

Criteria	Sub-Criteria	Maximum Score	Total Score
	Ideas for utilizing VR technology and engaging techniques	5	
4. Past Performance and References	Track record of successful project delivery	2.5	5
	Positive references from previous clients/stakeholders	2.5	
5. Team Expertise and Capacity	Qualifications and experience of team members [attach CV's]	2.5	5
	Technical capacity to handle project requirements	2.5	
6. Proposed methodology, approach covering the SOW/ToR	Clarity and comprehensiveness of the proposed methodology.	10	20
	Alignment with objectives outlined in the SoW	10	
7. Cultural Relevance	Understanding of cultural values and preferences	5	10
	Understanding about cultural sensitivity pertinent to the topic	5	
9. Timeline and Project Management	Realistic timeline for milestones and deliverables	2.5	5
	Strong project management capabilities	2.5	
10. Compliance and Ethical Considerations	Assurance of compliance with relevant guidelines	5	5
<b>Total Technical Score</b>			<b>80</b>

#### **4. Evaluation Process.**

- A two-stage procedure will be followed in evaluating proposals, with an evaluation of the Technical Proposal being completed before any Financial Proposal assessment. Evaluators of the technical proposals shall have no access to the Financial Proposals until the technical evaluation is completed.
- icddr,b will use the Combined Scoring Method which is 80%-20% distribution for technical and Financial proposals, respectively. The minimum passing score for technical proposals is 60 points out of 80.
- As indicated in (Section - C): "Minimum Eligibility Criteria" will be considered on a Pass or Fail basis – i.e. failure to comply with all these points will disqualify the Contractor for technical evaluation.

**I. Technical Evaluation:** The evaluation committee shall review and evaluate the Technical Proposals based on their responsiveness to the Terms of Reference and other documentation provided, applying the evaluation criteria, sub-criteria, and point system specified in the evaluation table. Each responsive Proposal will be given a technical score. A Proposal shall be rendered non-responsive at this stage if it does not substantially respond to the RFP, particularly the Terms of Reference, or if it fails to achieve the minimum technical score indicated in the evaluation table. The minimum passing score for technical proposals is 60 points out of 80.

**II. Financial Evaluation:** In the second stage, only the Financial Proposal of those Contractors who achieve the minimum technical score will be opened for evaluation comparison and review. icddr,b will evaluate all Financial proposals from responsive Contractors that pass the technical evaluation. icddr,b will determine the overall evaluation score based on either the combination of the technical score and the financial offer, or the lowest evaluated financial proposal of the technically qualified Contractors, whichever offers the best value to the organization.

**III. Verification and reference check:** icddr,b shall reserve the right to determine to its satisfaction the validity of the information provided by the Contractor, through verification and reference checking, among other means that it deems appropriate, at any stage within the selection process.

**IV. Negotiation and Award:** The Award will be made to the responsive Contractor who achieves the highest combined technical and financial score, following the negotiation of an acceptable contract. icddr,b reserves the right to conduct negotiations with the Contractor regarding the contents of their offer. The award will be in effect only after acceptance by the selected Contractor of the terms and conditions and the technical requirements.



## SECTION – E: REQUIRED DOCUMENTS TO BE SUBMITTED AS PROPOSAL TO MEET THE EVALUATION CRITERIA

Criteria	Sub-Criteria	Documents Required as Evidence
1. Experience and Expertise	- Demonstrated experience in communication materials for similar work.	- Portfolio or examples of previous communication materials developed for similar work.
	- Expertise in virtual reality (VR) technology.	- Documentation showcasing the expertise in virtual reality (VR) technology.
2. Understanding of the Target Population	- Understanding of target stakeholders for Live bird markets (LBM).	- An overview of the understanding of the target stakeholders for Live bird markets (LBM).
	- Knowledge of specific challenges related to LBM stakeholders.	- Any relevant research or insights on the LBM stakeholders' attitudes, beliefs, and behaviors.
3. Innovative Approach	- Presentation of creative and innovative approaches.	- A detailed presentation of creative and innovative approaches you plan to employ.
	- Ideas for utilizing VR technology and engaging techniques.	- Specific ideas and plans for utilizing VR technology and engaging techniques.
4. Past Performance and References	- Track record of successful project delivery.	- A record of successful project delivery, including case studies or success stories.
	- Positive references from previous clients/stakeholders.	- Positive references or testimonials from previous clients or stakeholders.

5. Team Expertise and Capacity	- Qualifications and experience of team members [attach CV's].	- Curriculum vitae (CVs) of team members, highlighting their qualifications and experience.
	- Technical capacity to handle project requirements.	- Documentation showcasing the technical capacity of the team.
6. Proposed Methodology, Approach covering the SOW/ToR	- Clarity and comprehensiveness of the proposed methodology.	- A comprehensive and clear outline of the proposed methodology.
	- Alignment with objectives outlined in the SoW.	- Explanation of how their approach aligns with the project's objectives.
7. Cultural Relevance	- Understanding of cultural values and preferences.	- Demonstrated understanding of cultural values and preferences relevant to the target population.
	- Understanding about cultural sensitivity pertinent to the topic.	- Documentation showcasing their awareness of cultural sensitivity.
9. Timeline and Project Management	- Realistic timeline for milestones and deliverables.	- A realistic and well-defined timeline for milestones and deliverables.
	- Strong project management capabilities.	- Information about your project management capabilities.
10. Compliance and Ethical Considerations	- Assurance of compliance with relevant guidelines.	- Assurance of compliance with relevant guidelines and ethical standards.
		- Documentation demonstrating your commitment to ethical considerations and adherence to regulations.

## SECTION - F: SCOPE OF WORK /TERMS OF REFERENCE

SERVICE DESCRIPTION/INFORMATION	
<b>Task Order Title:</b> <i>[Include a short title of services and/or a general description of items to be acquired. This title should be unique and descriptive, and should be used consistently throughout the task order process.]</i>	<p>Develop and implement a comprehensive and inclusive social and behavior change (SBC) strategy.</p>
<b>Introduction:</b> <i>[Provide a short description of the requirements without including the specific requirements.]</i>	<p>The Programme for Emerging Infections (PEI) at icddr,b is currently implementing an intervention aimed at improving biosecurity and hygiene measures in live bird markets (LBMs) to reduce the risk of spillover. To support this effort, we are seeking the expertise of a qualified firm to develop and execute a comprehensive social and behavior change (SBC) strategy. The strategy's primary aim is to improve knowledge, attitudes, and practices among various stakeholders, including LBM workers, policymakers, media personnel, regulatory bodies, and consumers.</p> <p>The desired SBC strategy should be engaging and inclusive, encompassing various LBM actors to achieve the project's objectives effectively. By employing a diverse range of communication channels and innovative approaches, the strategy will raise awareness about the risks associated with zoonotic spillover and emphasize the importance of adhering to biosafety recommendations in LBMs.</p> <p>The selected firm will be instrumental in disseminating vital information and driving positive behavioral changes within the LBM community. Through a combination of interpersonal communication, targeted messaging, creative outreach, and strategic partnerships, the SBC strategy aims to make a significant impact on biosecurity and hygiene practices in LBMs, ultimately mitigating the risk of spillover events.</p>
<b>Background:</b> <i>[Consider the following: Include high-level Project/Department specific background, how the requirement evolved; relationship to other projects; why work is needed, the outcomes of any market research conducted by your project to determine the viability and cost of different options for an email solution. Summarize information which is essential for understanding the work and ensure technical information is understandable to potential readers of different disciplines.]</i>	<p>As part of STOP Spillover activities in Bangladesh, we are working to develop a biosecure live bird market (LBM) design to reduce the zoonotic spillover of avian influenza at the LBM interface. We are adopting a holistic approach that considers the infrastructure gaps, financial planning to make implementation and changes sustainable, development of a coordinated monitoring plan for biosecurity compliance, advocacy and awareness-raising to sensitize policymakers, regulatory authorities and local stakeholders, and integration/coordination at the LBMs.</p>

	<p>Previous attempts to improve biosecurity and hygiene in the markets failed to adequately address the multiple factors at different levels influencing whether one adopts new behavior. Low-risk perception at the individual level was evident in previous evaluations of biosecurity interventions in the LBMs, which the stakeholders also mentioned during the outcome mapping (OM) activities. Stakeholders stressed that one crucial factor that influenced the lack of success of the previous interventions in the LBMs was poor actor compliance to recommended practices, possibly due to actors not perceiving risk, not regarding the recommendations as necessary, and therefore lacking the motivation to comply. Lack of sustainability, ownership and social accountability for well-being and program outcomes were evident. Social and behavior change (SBC) strategies attempt to bring about positive changes among individuals and communities by reducing barriers impeding the adoption of positive practices. Through various communication approaches, SBC also improves knowledge, attitude, and practices towards positive outcomes. Developing successful SBC strategies requires the knowledge, expertise, and experiences of professionals from multiple disciplines. While changing behaviors and social norms is the expected outcome for any SBC strategy, creating an enabling environment for adopting such behaviors is also crucial, which can be achieved through advocacy among policymakers and relevant local and national stakeholders.</p> <p>Using our insights from outcome mapping workshops at the LBM interface, findings from two research activities, and expert recommendations from LBM design workshops with relevant stakeholders, we will develop and implement a comprehensive SBC strategy to improve knowledge, attitudes, and practices among LBM workers, policymakers, media personnel, regulatory bodies, and consumers about the risk of spillover from LBMs and the critical need for improved biosecurity and hygiene practices. The strategy aims to create a supportive environment in which changes in biosecurity and hygiene practices are feasible and sustainable. The strategy would include an advocacy component targeting policymakers and regulatory bodies to prioritize biosecure markets and ensure funding allocation. This SBC strategy will build on previous evidence and research to address the barriers and facilitators of the LBM stakeholders. It will provide critical information regarding the risk factors of zoonotic spillover and the importance of implementing biosecurity measures to mitigate these risks.</p>
<b>Objectives:</b> <i>[Provide a concise overview of your project/Department goals and expectations as a result of this task]</i>	<i>[Include any objectives that are solely applicable to the solution desired to be implemented that are not addressed elsewhere in this document. Amend if require]</i>

<p><i>order. It does not need to include a description of deliverables or requirements since these will be included in the "Specific Requirements" section below. Include the desired end result and your expectations or goals of the contractor/service provider.]</i></p>	<p>The primary objective of the SBC strategy is to increase awareness among local LBM actors and communities about the risks of zoonotic spillover and the critical importance of adhering to biosafety recommendations. Through the strategy, we aim to promote and encourage LBM actors and consumers to adopt and maintain necessary hygiene and cleanliness practices when selling and buying live birds.</p> <p>Additionally, the SBC strategy aims to raise awareness about the significance of this transformation among other key stakeholders, such as policymakers, govt. authorities and city corporations. By engaging these stakeholders, we aim to foster a supportive environment that recognizes the importance of implementing improved biosecurity and hygiene measures in LBMs.</p> <p>Overall, the SBC strategy will work towards creating a comprehensive understanding of the risks associated with zoonotic spillover, fostering behavior change among LBM actors and consumers, and generating support and recognition from policymakers, govt. authorities and city corporations for the necessary changes in LBMs.</p>
<p><b>Scope:</b>  <i>[Describe general scope of work. Include a brief description of: Size of the anticipated effort; summary of actions to be performed; results expected; and/or special areas of interest.]</i></p>	<p>The scope of work involves the development and implementation of a comprehensive social and behavior change (SBC) strategy. The strategy will encompass various campaigns and innovative approaches aimed at promoting biosecurity and hygiene measures in live bird markets (LBMs) to reduce the risk of zoonotic spillover.</p> <p>The SBC campaigns will involve activities such as engaging local leaders, creating awareness through innovative way such as interpersonal and group communication, media promotion through electronic, print and social media, and utilization of various communication materials like leaflets, poster and other innovative tools. The farm/contractor capable to portray new innovative approach/way instead of traditional and common SBS communication approach/method will be prioritized.</p> <p>There is a special interest with Virtual Reality (VR) technology which will be utilized as part of this SBS strategy to provide a realistic and immersive experience of the biosecurity and hygiene environment in LBMs to LBM actors and consumers. The total running time of the VR component is to be 3-5 minutes. This VR content will be developed by video and 3D animation/effects. This innovative approach will help participants perceive the necessary changes practically and cognitively. The contractor will assist in incorporating VR technology into the LBM actors' training. The</p>

	<p>contractor will provide VR devices with latest technology and other logistical support during the training. The farm/contractor will get preference who has expertise to work with the VR technology and prior proven successful implementation experience.</p> <p>The SBC materials to be utilized in the project area during the SBC campaign should be developed with careful consideration of cultural appropriateness and persuasiveness. It is crucial that these materials resonate effectively with the target population, considering their cultural values, beliefs, and preferences. By ensuring cultural relevance, the SBC materials will have a greater impact in capturing the attention and interest of the target audience, leading to improved engagement and understanding of the SBC messages. The contractor will assist in designing, developing, and producing the SBC materials. The contractor will carefully identify and engage the local leaders from respected communities in advocacy. During this time, the contractor must be focused on religious and cultural diversity, and community sensitivity. The farm/contractor who includes inclusive plan for appropriate target audiences and stakeholders along with innovative approaches/methods detail will be prioritized.</p> <p>The project documentary will be developed as a part of SBC strategy. It will be a key communication tool, showcasing the intervention's planning, implementation process, and evaluation. It will also include interviews and inputs from policymakers, experts, donors and icddr,b PI. This will be used as major content to communicate with stakeholders at all levels. The video should be produced in Bangla with English subtitles, at the highest market quality standards, high-definition, fast-paced and colorful, with clean stylistic touches. The total running time of the documentary is to be 10-15 minutes. The project team will provide the complete script writing, and the entire film production i.e. filming, editing, voicing/narration etc. should be done by the contractor, delivering a final ready-to-air product in broadcast standards and in HD technology format 16:9.</p> <p>The entire development and production process of SBC campaign strategy, communication and messaging components will be closely monitored by the icddr,b providing continuous review, comments and thematic input supports when needed.</p> <p>icddr,b reserves the ownership/rights to any logistics purchased and intellectual property generated and/or modified under this engagement.</p>
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<p><b>Specific Requirements:</b></p> <p><i>[Provide a performance-based narrative of the specific tasks, services and/or deliverables that make up the SOW. Number the tasks sequentially, e.g. Task 1 and narrative, Task 2 and narrative, etc.]</i></p>	<ul style="list-style-type: none"> <li>• The contractor should adopt a comprehensive and inclusive approach in developing SBC strategy, taking into consideration the target population's attitudes, beliefs, and behaviors associated with the desired social and behavioral change. The strategy should be developed based on a thorough understanding of the underlying factors that influence the current behaviors, ensuring effective addressable of the barriers to change. By incorporating these considerations, the SBC strategy can be tailored to resonate with the target population and maximize its impact.</li> <li>• The contractor should develop the communication material with culturally, locally acceptable appropriate manner. These should be communicative, catchy, eye-catching, colorful, and attractive.</li> <li>• The contractor should capture relevant footages including important project activities, best practices, stories etc. from the project working communities (selected LBM in Dhaka north city corporation)</li> <li>• The contractor will compose background music for all videos</li> <li>• The contractor will capture necessary video footages and cut-aways from project areas only</li> <li>• The contractor will edit and narrate the footage for producing 10-15 minutes long video in Bangla including English subtitles</li> <li>• The contractor will develop videos or 3D animations for the VR and provide logistical supports including latest VR devices during training</li> <li>• This activity involves undertaking a rapid review of findings of previous research activities of the project</li> <li>• Project team will guide the contractor for identifying/exploring the project intervention for capturing video footages</li> </ul>
<p><b>Key Deliverables, Milestones and Schedule:</b></p> <p><i>[Describe precisely the items to be delivered, both during the period of performance and at completion of the task order. Deliverables should be referenced back to their requirement in the Specific Requirements section. Describe the schedule either in terms of calendar days from the date of Task Order award or in calendar days when other projects or program elements are dependent on the delivery.]</i></p>	<ul style="list-style-type: none"> <li>• Develop a comprehensive and inclusive SBC strategy including implementation, monitoring and advocacy plan by August 2023</li> <li>• Communication and messaging materials (poster, banner, billboard, media promotion activities and other innovative tools) with appropriate size considering place and environment by 15 September 2023</li> <li>• High-definition edited final project documentary video (10-15 minutes long) with original background score, subtitle, narration and 3D animation (where necessary) by September 2023</li> <li>• A comprehensive VR solution will be developed and provided, including latest VR devices and other logistics necessary for training by September 2023</li> <li>• The contractor will commence the work as soon as possible, immediately upon signing the contract</li> </ul>

	<ul style="list-style-type: none"> <li>• The contractor will refine how they are going to undertake communication and messaging contents, community engagement component, and video documentation, thereby providing a conceptual framework of the study and detailed field visit schedule</li> <li>• After the initial planning, the contractor will travel to LBM project sites with the project staff to collect footages and other essential information required for documentation</li> <li>• The contractor team is expected to travel to the field sites as per project requirement (as per the consultation with project teams at certain time intervals) for collecting relevant information/photos/footages including important events, best practices, significant impacts, etc.</li> <li>• The contractor will present the draft of all deliverables to icddr,b and donor and assist to the response of all SBC strategy-related comments and feedback</li> <li>• The contractor will submit the final deliverables incorporating all comments from reviewers</li> </ul>
<b>Other Pertinent Information/Special Considerations:</b> <i>[Include any special considerations or unique requirements necessary to accomplish the task order and/or any additional information that will be helpful in determining reasonable approaches and cost estimates for the task order.]</i>	<p><i>As appropriate, this section should contain:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>Identification of potential Conflicts of Interest (COI's) that may influence which service provider/contractors should be awarded the task order.</i></li> <li><input type="checkbox"/> <i>Service Provider/Contractor Travel - Describe any local or long distance travel the contractor will have to perform to execute the task order. Identify the "to/from" locations of the travel, numbers and duration of the trip.]</i></li> </ul>
<b>Constraints:</b> <i>[This section lists laws, rules, regulations, standards, technology limitations and other constraints that the service and/or service provider must adhere to or work under. Include any constraints not previously mentioned in other sections of this document, potentially to include:]</i>	
<b>Contract Type:</b> <i>[The ordering Project/Department may acquire deliverables and services on a firm-fixed unit price basis in the individual task orders.]</i>	Fixed price contract
<b>Period of Performance:</b> <i>[Please indicate the length of the task order i.e. start date and end date. State if the task order is to be awarded with a base period and options.]</i>	This will be a two years contract.
<b>Place of Performance:</b> <i>[Place of performance is determined by the ordering Project/Department at the task order level]</i>	Three LBMs located in different geographical areas within the Dhaka North City Corporation (DNCC).



## SECTION – G: INFORMATION OF THE CONTRACTOR

Information of the Contractor		
Sl.	Required Information	Put your information below
1	Constitution of Contractor: (If available please attach Company Profile)  <i>[USE ✓ MARKS]</i>	<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Joint Venture <input type="checkbox"/> Franchise <input type="checkbox"/> Non-Profit <input type="checkbox"/> Limited Company <input type="checkbox"/> Cooperative Society
2	Name of the Organization/Company (In block letters):	
3	(a) Registered Address (in full):	<input type="checkbox"/> Vill/Street: ..... <input type="checkbox"/> P.O.: ..... <input type="checkbox"/> District/City: ..... <input type="checkbox"/> Post Code: ..... <input type="checkbox"/> Telephone: ..... <input type="checkbox"/> Cell: ..... <input type="checkbox"/> E-Mail: ..... <input type="checkbox"/> Website .....
	(b) <u>Corporate Office/</u> Store/Factory/Manufacturing Plant Address (if any):	<input type="checkbox"/> Vill/Street: ..... <input type="checkbox"/> P.O.: ..... <input type="checkbox"/> District/City: ..... <input type="checkbox"/> Post Code: ..... <input type="checkbox"/> Telephone: ..... <input type="checkbox"/> Cell: ..... <input type="checkbox"/> E-Mail: .....
4	Trade License number with date of registration (Please attach an updated copy of the Trade License)	
5	VAT Registration No. (Please attached copy of the VAT Registration Certificate)	
6	Income Tax ID (E-TIN) No. (Please attach a copy of the latest Income Tax Clearance Certificate)	

Information of the Contractor				
Sl.	Required Information	Put your information below		
7	Primary Contact Person	Name	:	
		Phone no	:	
		E-mail	:	
8	Secondary Contact Person	Name	:	
		Phone no	:	
		E-mail	:	
9	Other certificates (s) <i>[i.e., ISO, BSTI, etc. (if any)]</i>			
10	Details of recognition/awards <i>(if any)</i>			
11	Bank Information	Account Name	:	
		Account No	:	
		Account Type	:	
		Bank Name	:	
		Branch Name	:	
		Routing Number	:	

Contractor's company name: \_\_\_\_\_

Address: \_\_\_\_\_

Name of the authorized person: \_\_\_\_\_

Designation: \_\_\_\_\_

Place, Date, Seal & Signature: \_\_\_\_\_

## SECTION - H: VENDOR SELF-DECLARATION FORM

[Fundamental principles for doing business with icddr,b]

As part of our commitment to following the standard business principles being a Contractor/vendor of icddr,b; we are committed to following comparable standards in our conduct, which we are contractually obliged to follow:

### ***1. Compliance with the law, anti-terrorism, and adherence to generally accepted Ethics Standards***

As a Contractor to icddr,b, you are expected to:

- Comply with local laws and regulations, including without limitation relevant Anti-Money Laundering legislation. Adhere to the international laws and regulations, if applicable or requested by icddr,b due to icddr,b's contractual requirements/obligations with third parties.
- Operate in accordance with generally accepted Ethics principles and standards relating to social and environmental responsibility, including without limitation the laws/rules/principles relating to modern slavery, human trafficking, etc., and, if applicable or requested by icddr,b due to icddr,b's contractual requirements/obligations with third parties, internationally recognized human rights including laws preventing modern slavery.
- Shall not do anything that is in contravention with the local anti-terrorism law (i.e. Anti-Terrorism Act 2009 and relevant Rules) and the international anti-terrorism laws / rules / regulations if applicable or requested by icddr,b due to icddr,b's contractual requirements/obligations with third parties

### ***2. Anti-competition and economic and trade sanctions***

As a Contractor to icddr,b, you are expected to:

- Not engage in any activities that could reasonably be construed as being anti-competitive, abusive or unfair.
- Comply with laws and regulations governing the export or import of goods, products and services, and those relating to economic and trade sanctions, and anti-boycott.

### ***5. Employees' Health Safety at Work***

As a Contractor to icddr,b, you are expected to:

- Provide for safe workplaces that comply with national & international labor standards; in case of waiver or exemption from any such standards/laws, the Contractor shall have to provide evidence of such waiver or exemption.

### ***3. Protection of assets, information & good name***

As a Contractor to icddr,b, you are expected to:

- Contribute to safeguarding icddr,b's assets from theft, misuse, or waste.
- Take necessary measures to protect, and keep icddr,b data and information that is available to us confidential.
- All competitor information is obtained and used legitimately and in compliance with all applicable laws and regulations. No attempt is made to divulge to icddr,b any information about its competitors. Likewise, icddr,b's confidential information must not be shared with any third party unless expressly permitted by icddr,b.
- Avoid any investment, interest or association (direct or indirect) which might reflect or be seen to reflect unfavorably on icddr,b's good name and reputation or on your own.

### ***4. Preventive measures against sexual exploitation and abuse***

As a Contractor to icddr,b:

- You agree to abide by the contents of icddr,b Code of Conduct, including without limitation, the ones with regard to Prevent and Respond to Sexual Harassment, Exploitation and Abuse and also agrees to comply with the icddr,b Safe-Guard Policy, Harassment Policy and Standard of Conduct as to Prevention of Sexual Exploitation and Abuse in the course of this agreement.
- You undertake that a breach of the icddr,b Safe-Guard Policy may provide grounds for appropriate necessary and reasonable measure/action, including termination of agreement and blacklisting for future transaction with icddr,b and could result in criminal prosecution, administrative penalties or other legal proceedings.

### ***8. Protection of Community Rights***

As a Contractor to icddr,b you are expected to:

- Respect the local community and seek to prevent and mitigate adverse impact on local community.

- Provide a healthy and safe workplace to prevent accidents and injury arising out of, linked with, or occurring in the course of work or as a result of the employer's operations.
- Ensure fair employment practices, and refrain from any form of unethical or illegal employment practices (such as harassment or physical assault, any form of slavery, servitude and forced or compulsory labor including, but not limited to child- labor).
- Not discriminate against employees on the grounds of their ethnicity, gender, sexual orientation, religion, ideology, disability or age.
- Ensure that wages, working hours, vacation and leave periods provided to employees and hired external contractors are in accordance with applicable law and/or agreements.

#### **6. Books and records**

As a Contractor to icddr,b, you are expected to:

- Maintain complete books and records that accurately reflect all business transactions and expenditures that are prepared in accordance with applicable laws and regulations

#### **7. Conflicts of interest**

As a Contractor to icddr,b, you are expected to:

- Avoid situations where our own interests' conflict or could conflict, with the business interests of icddr,b.
- Notify Icdrr,b without delay, if we become aware of a conflict of interest, including if an icddr,b employee has a financial interest in our company or is related to our company in any other way.

By signing this document, we confirming that all information and declaration we provided in this Contractor Declaration, all are true and correct.

Being the procuring entity, icddr,b reserves the right to request further investigation on our self-declarations, certifications or to take any other reasonable action as contractually agreed where there may be concerns.

#### **Declaration signed by Contractor:**

Contractor's company name: : \_\_\_\_\_  
 Address: : \_\_\_\_\_  
 Name of the authorized person: : \_\_\_\_\_  
 Designation : \_\_\_\_\_  
 Place, Date, Seal & Signature : \_\_\_\_\_

- Respect the rights of the indigenous people e.g. title to property and land. All negotiations with regard to their property or land, including the use of and transfers of it, adhere to local, and international laws if the international laws are applicable or requested by icddr,b to follow due to icddr,b's contractual requirements / obligations with third parties.

#### **9. Standards towards our own Contractors**

As a Contractor to icddr,b, you are expected to:

- Demand from our own Contractors and subcontractors to adhere to the principles set forth in this Contractor Declaration.
- Systematically include and follow up on these obligations in our business relationships with them.

#### **10. Freedom of Association**

As a Contractor to icddr,b, you are expected to:

- Recognize and respect the rights of workers to freedom of association and collective bargaining. Workers will not be intimidated or harassed in the exercise of their right to join or refrain from joining any organization.

#### **11. Environmental sustainability**

As a Contractor to icddr,b, you are expected to:

- Conduct our operations safely and minimize the environmental impact of our business activities.
- Comply with applicable environmental legislation and permits.
- Taken every possible action to reduce carbon footprint.

**SECTION - I: DECLARATION FORM STATING THAT NO CLIENT HAS ANY DISPUTE/CLAIM AGAINST THE CONTRACTOR.**

To,  
Director, Supply Chain Management  
icddr,b

**Subject:** Declaring that no client has any dispute/claim against us.

Dear Sir,

We hereby confirm that we are not blacklisted due to "poor performance" or "corrupt and fraudulent practices" or banned by the Government department/ Public Sector.

We also confirm that we are not under any liquidation, court receivership, or similar proceedings or 'bankruptcy'.

Further, we also confirm that in case there is any change in the status of the declaration before the award of the contract, the same will be promptly informed to icddr,b by us.

Contractor's company name:	:	<hr/>
Address:	:	<hr/>
Name of the authorized person:	:	<hr/>
Designation	:	<hr/>
Place, Date, Seal & Signature	:	<hr/>

**SECTION - J: SIGNED AFFIDAVIT IN VENDOR'S LETTERHEAD TO BE SUBMITTED BY CONTRACTORS, AS PROOF OF ENTERING INTO A CONTRACT WITH icddr,b**

(To be executed on the company's letterhead)

I,.....on behalf of  
.....(the Contractor), having business  
address.....

..... take an oath and solemnly declare/affirm  
that, we have the legal capacity to enter into a contract with Procuring Entity i.e. icddr,b, and have  
not been declared ineligible by any of the Procuring Entity's under any Government/semi  
Government/autonomous bodies of Government of Bangladesh on charges of engaging in Corrupt,  
Fraudulent, Collusive or Coercive practices and I further declare that I am a Citizen of Bangladesh  
and the particulars furnished by me above are correct and that I have not concealed or  
misrepresented any facts.

Contractor's company name: : \_\_\_\_\_

Address: : \_\_\_\_\_

Name of the authorized person: : \_\_\_\_\_

Designation : \_\_\_\_\_

Place, Date, Seal & Signature : \_\_\_\_\_

## SECTION - K: NON-DISCLOSURE AGREEMENT

It is understood and agreed that the below-identified disclosure of confidential information may provide certain information that is and must be kept confidential. To ensure the protection of such information and to preserve any confidentiality necessary, it is agreed that

1. The Confidential Information to be disclosed can be described as and includes:  
RFP Reference No. **icddr,b/SCM/OTM/2023/ NS-23-3392**, dated **July 23, 2023**, of icddr,b and its technical and business information relating to trade secrets, drawings and/or illustrations, existing and/or contemplated materials and services, research and development, production, Costs, profit and margin information, finances and Cost projections, users, clients, and current or future business plans and models, regardless of whether such information is designated as "Confidential Information" at the time of its disclosure.
2. The Recipient agrees not to disclose the confidential information obtained from the disclosure to anyone unless required to do so by law.
3. This Agreement states the entire agreement between the parties concerning the disclosure of Confidential Information. Any addition or modification to this Agreement must be made in writing and signed by the parties.
4. All materials/services concerning RFP Reference No. **icddr,b/SCM/OTM/2023/ NS-23-3392** that will be received by the recipient undersigned from icddr,b shall be returned immediately after completion of the project.
5. If any of the provisions of this Agreement are found to be unenforceable, the remainder shall be enforced as fully as possible and the unenforceable provision(s) shall be deemed modified to the limited extent required to permit enforcement of the Agreement as a whole.

WHEREFORE, the parties acknowledge that they have read and understand this Agreement and voluntarily accept the duties and obligations set forth herein.

Recipient of Confidential Information:

Contractor's company name: \_\_\_\_\_

Address: \_\_\_\_\_

Name of the authorized person: \_\_\_\_\_

Designation: \_\_\_\_\_

Place, Date, Seal & Signature: \_\_\_\_\_

## SECTION – L: EVIDENCE OF RESPONSIBILITY STATEMENT

<b>01</b>	<p style="text-align: center;"><b>Authorized Negotiators</b></p> <p><i>[Contractors will confirm their official negotiator and signatory for who is authorized to represent the Contractor in the negotiation of this offer in response to this RFP.]</i></p>	<p>List Names of Authorized signatories:</p> <p>1. (Name &amp; Designation):</p> <p>2. (Name &amp; Designation):</p> <p>These individuals can be reached at:</p> <p>Address :</p> <p>Telephone/Cell :</p> <p>Email address :</p>
<b>02</b>	<p style="text-align: center;"><b>Adequate Human Resources</b></p> <p><i>[Contractors will submit evidence to prove their adequate human resources to manage this contract.]</i></p>	
<b>03</b>	<p style="text-align: center;"><b>Record of Performance, Integrity, and Business Ethics</b></p> <p><i>[Contractors should confirm that they have no allegations of lack of integrity or questionable business ethics.]</i></p>	
<b>04</b>	<p style="text-align: center;"><b>Equipment and Facilities</b></p> <p><i>[Contractors should state they have the necessary facilities and equipment to carry out the contract with specific details as appropriate per the contract SOW.]</i></p>	
<b>05</b>	<p style="text-align: center;"><b>Eligibility to Receive Award</b></p> <p><i>[Contractors should state that they are qualified and eligible to receive an award under applicable laws and regulations.]</i></p>	
<b>06</b>	<p style="text-align: center;"><b>Cognizant Auditor</b></p> <p><i>[Contractors should provide the Name, address, and phone of their auditors – whether it is a government audit agency or an independent firm.]</i></p>	
<b>07</b>	<p style="text-align: center;"><b>Acceptability of Contract Terms</b></p> <p><i>[Contractor should state its acceptance of the proposed contract terms.]</i></p>	
	<p style="text-align: center;"><b>Organization of Firm</b></p> <p><i>[Contractors should explain how their firm is organized on a corporate level and practical implementation level, for example regionally or by technical practice.]</i></p>	

Contractor's company name: \_\_\_\_\_

Address: \_\_\_\_\_

Name of the authorized person: \_\_\_\_\_

Designation: \_\_\_\_\_

Place, Date, Seal & Signature: \_\_\_\_\_



**SECTION – M: WHEN WRITING THE PROPOSAL FOR THE SBC STRATEGY CONSIDER THE FOLLOWING QUESTIONS**

<b>Sl.</b>	<b>Question</b>	<b>Brief response</b>
01	Can you provide examples of previous SBC strategies or campaigns that you have developed and implemented, particularly in the context of public health and behavior change?	
02	How will you ensure that the SBC strategy is comprehensive and inclusive, taking into consideration the attitudes, beliefs, and behaviors of the target population?	
03	What approaches will you employ to develop culturally appropriate and effective communication materials that are communicative, catchy, eye-catching, colorful, and attractive?	
04	How do you plan to capture relevant video footage and cutaways from the project areas to create the project documentary? What steps will you take to ensure high-definition video quality and incorporate original background scores, subtitles, and narration?	
05	When discussing the SBC strategy with the contractor, consider asking the following questions to gather more information and clarify any details:	
06	Can you describe your expertise and experience in producing videos or 3D animations for virtual reality (VR) technology? How will you support the training process with the use of VR?	
07	What is your proposed timeline for developing the SBC strategy, creating communication materials, capturing video footage, and delivering the final products?	

<b>Sl.</b>	<b>Question</b>	<b>Brief response</b>
08	How do you plan to address potential conflicts of interest during the execution of the SBC strategy?	
09	Are there any specific constraints, regulations, or standards that need to be considered while developing and implementing the SBC strategy?	
10	What are the anticipated travel requirements for your team, if any, to execute the task order? How many trips are expected, where will they be, and what will be the duration of each trip?	
11	How will you ensure close collaboration and communication with the icddr,b project team throughout the development and implementation process, incorporating their review comments and feedback?	
12	Will you assist with the response to any SBC strategy-related comments or feedback received from icddr,b and the donor?	
13	Can you provide any additional information or insights that will help us understand your proposed approach and enhance the effectiveness of the SBC strategy?	

## Annex - 1:

### **Sample Cover Letter**

[Contractor: Insert date]

Director, Supply Chain Management  
icddr,b  
68 Shaheed Tajuddin Ahmed Sharani  
Mohakhali, Dhaka 1212  
Bangladesh

Reference: Request for Proposals # icddr,b/SCM/OTM/2023/ NS-23-3392

Subject: [Contractor: Insert the name of your organization]'s technical and financial proposals

Dear Sir:

[Contractor: Insert the name of your organization] is pleased to submit its proposal concerning the above-referenced request for proposals. For this purpose, we are pleased to provide the information furnished below:

Name of Organization:	_____
Type of Organization:	_____
Taxpayer Identification Number:	_____
VAT Number:	_____
Address:	_____
Telephone:	_____
E-mail:	_____

we confirm that our proposal, including the financial proposal, will remain valid for 180 calendar days after the proposal deadline.

Sincerely yours,

\_\_\_\_\_  
Signature

## Annex - 2:

### RECENT REFERENCES RELEVANT EXPERIENCE WITHIN THE PAST FIVE YEARS

Contractors must fill out the sample table below with reference information for at least one, but up to three, projects they have completed that are similar to the project described in this RFP. The information provided must include at least the following minimum requirements:

- ☐ Client name, location, and date of execution;
- ☐ Description of the project and specifically the work done by the Contractor in the project;
- ☐ Contact details for checking references.

	Client Name, Location, and Date of Execution	Description of the Project and the Work Performed	Contact Details for Reference Check
1			
2			
3			

## Annex - 3

### Template for Financial Proposal (sample)

#### TO BE RETURNED ON THE CONTRACTOR'S LETTERHEAD

SUMMARY OF COST PROPOSAL	
Item	Costs In BDT
Cost for the development and implementation of Social and Behavior Change (SBC) Strategy:	
VAT Amount 15%:	
Grand Total:	
In words:	

We, the undersigned, hereby accept in full icddr,b General Terms and Conditions, and hereby offer to design, deliver and install the items listed above in conformity with the specification and requirements of icddr,b:

Bidder's company name: \_\_\_\_\_

Address: \_\_\_\_\_

Name of the authorized person: \_\_\_\_\_

Designation: \_\_\_\_\_

Place, Date, Seal & Signature: \_\_\_\_\_