



**icddr,b with support from USAID is issuing a**

**Request for Proposals (RFP)**

**for**

**Hiring Sub-Awardee (Engagement of TV and Other Media)**

**RFP Closing:**

**23rd August 2021**

**2:30PM**

Grants and Compliance (G&C), icddr,b

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**RFP Summary**

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| |  |  | | --- | --- | | **Document Type:** | Subaward Notice | | **Funding Opportunity Number:** | 72038820CA00002 | | **Funding Opportunity Title:** | Request for Proposal (RFP) for hiring Sub-awardees under USAID’s ACTB Project | | **Opportunity Category:** | Discretionary | | **Opportunity Category Explanation:** | Subaward | | **Funding Instrument Type:** | Other | | **Category of Funding Activity:** | Alliance for combating Tubercolosis in Bangladesh | | **Category Explanation:** | Request for Information | | **Expected Number of Awards:** | 01 - 03 | | **CFDA Number(s):** | 98.001 USAID Foreign Assistance for Programs Overseas | | **Cost Sharing or Matching Requirement:** | No | | |  |  | | --- | --- | | **Version:** | Synopsis 1 | | **Posted Date:** | August 02, 2021 | | **Last Updated Date:** | August 02, 2021 | | **Original Closing Date for Applications:** | August 23, 2021 | | **Current Closing Date for Applications:** | August 23, 2021 | | **Archive Date:** | March 05, 2020 | | **Estimated Total Program Funding:** | $800,000 | | **Award Ceiling:** | $25,000 to $800,000 | | **Award Floor:** | $25,000 | |

Letter of Invitation

Request for Proposals # icddr,b/G&C/OTM/2021/003 Dated: 2nd August 2021

Dear Sir/Madam,

icddr,b as Principal Recipient (PR) has received a grant from the USAID for the project titled “USAID’s Alliance for Combating TB in Bangladesh” under the Cooperative Agreement CA # 72038820CA00002 and intends to hire sub-awardee under this agreement for which this Request for Proposal (RFP) is circulated. The RFP contains all the necessary information for interested Offerors. With the most proficient Offeror, icddr,b will sign a Sub-award Agreement for the currently established scope.

icddr,b now invites sealed Proposals from any interested Private Organization, Private Media House/Agency, Private Non-Profit Organization, Non-Government Organizations (NGOs), Community Based Organizations (CBOs), who fulfil the criteria mentioned in “*Instruction for the Submission of Proposal”* to the RFP for selection of Sub-recipient to provide services for the following package:

With the existing mechanisms, USAID’s ACTB intends to build an awareness raising campaign on TB through TV and other media. The proposed activity should cover these initially and may be asked to expand themselves to other areas of engagement based on performance and availability of funds.

The purpose of this activity is to build an awareness raising campaign on TB through TV and other media in order to facilitate a groundbreaking campaign on TB in favor of the fight against TB in Bangladesh which will contribute to overall one interrelated intermediate result (IR) of the overall activity:

IR4: Health system capable of coordinating the multisectoral response to TB.

Offerors shall submit their offers per the RFP submission information **within 23rd August 2021 at 2:30 PM BST**. The Technical and Financial proposals should be separated and should not be mixed. Combined submission of the technical and financial proposal might lead to disqualification. RFP response (in hardcopy: 2 nos. document, along with one google link file (signed scanned copies) at **actbrfp@icddrb.org**, which should be password protected and the password only shares with Mohammad Shafiqul Kabir, email: [mskabir@icddrb.org](mailto:mskabir@icddrb.org)) should be dropped in the appropriate box available in the Reception, icddr,b.

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 and all offers, if such action is considered to be in the best interest of icddr,b.

RFP responses received will be scrutinized/assessed/evaluated as per the terms and conditions mentioned in the RFP and successful organization(s) will be asked for capacity assessment and contract negotiations.

Yours sincerely,

............................................

Mohammad Shafiqul Kabir

Senior Manager

Grants & Compliance, Finance  
Central Management Services

icddr,b

Mohakhali, Dhaka-1212

Office:+880-2-222277001-10 Ext: 3793

E-mail: [mskabir@icddrb.org](mailto:mskabir@icddrb.org)

Request for Proposals

Request for Proposals # icddr,b/G&C/OTM/2021/003

Selection of organization to build an awareness raising campaign on TB through TV and other media under the project titled “USAID’s Alliance for Combating TB in Bangladesh” funded by USAID.

**Contracting Entity:**

icddr,b  
68 Shaheed Tajuddin Ahmed Sharani

Mohakhali, Dhaka 1212

**Funded by:**

USAID

Pre-Bid Session:

**Date and time: 10th August 2021 at 11:30 AM BST**

**Platform:** Microsoft Teams

**Contact point:** [mskabir@icddrb.org](mailto:mskabir@icddrb.org)

Offeror must confirm their participation in the pre-bid session through email to [mskabir@icddrb.org](mailto:mskabir@icddrb.org) within **9th August, 2021 at 2:30 PM BST**. Meeting link invitation will be sent to the Offeror by the same day. Please mention ‘Pre-Bid/Proposal Attendance request’ and the RFP reference in the email subject line.

Bid/Proposal Submission:

According to the time mentioned in the offer deadline section (1.2) i.e. no later than **2.30 PM BST of 23rd August 2021**; please submit your RFP response/proposal (technical and financial proposal separately and should be mentioned the proposal name and organization in the subject line of the email) by sharing a google link file to [**actbrfp@icddrb.org**](mailto:actbrfp@icddrb.org) **(signed scanned copies),** which should be password protected and the password only has to be shared with Mohammad Shafiqul Kabir, email: [mskabir@icddrb.org](mailto:mskabir@icddrb.org)), along with two (02) hard copy documents into the appropriate box available in the reception of icddr,b and addressed to:

**Director, Finance**

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

Section 1. Instructions to Offerors

# Introduction

The purpose of this Request for Proposal (RFP) is to determine the organization that will be best suited to perform the role as per SoW. Offerors are invited to submit proposals in response to this RFP following **Section 1 Instructions to Offerors**, whichwill not be part of the sub-agreement.

This RFP does not obligate icddr,b to execute a sub-agreement 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 and all 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.

# Offer Deadline

Offerors shall submit their RFP response (in hardcopy document along with one portable digital media which should be password protected and the password only shares with Mohammad Shafiqul Kabir, email: [mskabir@icddrb.org](mailto:mskabir@icddrb.org)) should be dropped in the appropriate box available in the reception of icddr,b. The Technical and Financial proposals should be separated and should not be mixed. Combined submission of the technical and financial proposal might lead to disqualification. Offers must be received **no later than 23rd August 2021 at 2:30 PM BST** addressing as follows:

**Director, Finance**

icddr,b

68 Shaheed Tajuddin Ahmed Sharani; Mohakhali, Dhaka 1212

Offerors are responsible for ensuring that their offers are received following the instructions stated herein.

Instructions for the Submission of Proposal

**Technical and cost proposals must be submitted separately** no later than the time and date specified in 1.2. The Offeror must submit the proposal with up to 05 sections (50-page maximum limit).

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

# 1.3. Requirements

To be determined responsive, an offer must include all of the documents and sections included in 1.3.A and 1.3.B.

## General Requirements

icddr,b shall not enter into a sub-agreement 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>)
* If, at any time, the organizations have, 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 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;

1. ***“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,
2. ***“collusive practice”*** means a scheme or arrangement among two and more organizations/consortiums with or without the knowledge of the Client (before 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 andgenuine competition; and
3. ***“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/organizations.

icddr,b anticipates issuing a contract to a Bangladeshi registered company or organization only, 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, not-for-profit, civil society organization, or university.

**Moreover, the companies/organizations requirements:**

(1) is legally organized under the laws of; and

(2) has as its principal place of business or operations in; and

(3) is majority owned by individuals who are citizens or lawful permanent residents of; and

(4) is managed by a governing body the majority of who are citizens or lawful permanent

residents of the country receiving assistance.

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

1. Companies or organizations (Private Organization, Private Media House/Agency, Non-Government Organizations (NGOs), Community Based Organizations (CBOs), whether for-profit or non-profit, must be legally registered under the laws of Bangladesh with a proven experience on intervention implementation (to be substantiated by submission of the annual report, project completion report etc.) with Tuberculosis (TB)/health or other relevant development experience with a minimum period of one year. Experience in implementing program/intervention with similar scope to this RFQ will be an advantage.
2. Firms operated as commercial companies or other organizations or enterprises (including not for profit organizations) in which foreign governments or their agents or agencies have a controlling interest are not eligible for this RFP.

B. Required Proposal Documents

### Cover Letter

The Offeror’s cover letter shall include the following information:

1. Name of the company or organization
2. Type of company or organization
3. Address
4. Data Universal Numbering System (DUNS) number
5. Telephone
6. E-mail
7. Tax, VAT, Trade licencse and registration update information
8. Official bank account information
9. Other required documents shall be included as attachments to the cover letter.

### Registration Information:

* Copy of registration or incorporation in the public registry, or equivalent document from the government office (Registrar of Joint Stock Companies/Social Welfare Ministry/ NGO Affairs’ Bureau etc.) where the Offeror is registered.
* Copy of company tax and VAT registration, or equivalent document.
* Copy of trade license, or equivalent document.
* Evidence of Responsibility Statement, whereby the Offeror certifies that it has sufficient financial, technical, and managerial resources to complete the activity described in the scope of work, or the ability to obtain such resources.
* Applicable documents listed in 1.3.A.

A sample cover letter is provided in Annex 1 of this RFP.

## Technical Proposal

The technical proposal shall comprise the following parts:

* Part 1: Technical Approach, Methodology and Detailed Work Plan. This part shall not exceed 10 pages.
* Part 2: Management, Key Personnel, and Staffing Plan. This part shall be between 3 to 5 pages long, but shall not exceed 5 pages. CVs for key personnel should be included in an annex to the technical proposal and will not count against the page limit.
* Part 3: Organizational Capabilities, Experience, and Past Performance). This part shall not exceed 5 pages. Separate annexure for this may be given as supporting evidence.

Part 3 must include a description of the company/organization, with appropriate reference to any parent organization and subsidiaries. Offerors must include details demonstrating their experience and technical ability in implementing the technical approach/methodology and the detailed work plan.

Additionally, Offerors **must include two past performance references** of similar work (under contracts or contracts **with minimum value USD 25,000**) previously implemented as well as contact information for the companies for which such work was **completed within last two years**. Offerors also requested to submit their past work history with project implementation preferably on TB/health or other relevant development issues. Contact information must include at a minimum: name of point of contact who can speak to the Offeror ’s performance, name and address of the company for which the work was performed, and email and phone number of the point of contact.

icddr,b reserves the right to check additional references not provided by an Offeror.

The sections of the technical proposal stated above must respond to the detailed information set out in Section 2 of this RFP, which provides the background, describes the deliverables, and provides a deliverables schedule.

## Cost Proposal

The cost proposal is used to determine which proposals represent the best value and serves as a basis of negotiation before award.

The price of the agreement to be awarded will be an all-inclusive all cost i.e. **direct cost along with indirect cost/overhead**. **See Annex-2** for a sample cost structure. USAID does not allow any VAT rather provide VAT coupon. Tax is applicable (if any) as per country rules and regulations.

The cost proposal shall also include a budget narrative that explains the basis for the estimate of every cost element or line item. Supporting information must be provided in sufficient detail to allow for a complete analysis of each cost element or line item. icddr,b reserves the right to request additional cost information if the evaluation committee has concerns about the reasonableness, realism, or completeness of an Offeror ’s proposed cost.

Under no circumstances may cost information be included in the technical proposal. No cost information or any prices, whether for deliverables or line items, may be included in the technical proposal. Cost information must only be shown in the cost proposal.

The currency of this contract will be Bangladeshi Taka and cost proposals shall be submitted within **USD 25,000 to USD 800,000 for maximum 2.5 years (USAID’s ACTB project period).**

# 1.4. Source of Funding, Authorized Geographic Code, and Source and Origin

Any sub-agreement resulting from this RFP will be financed by USAID through icddr,b and will be subject to the icddr,b’s and USAID Rules and regulations besides the Code of Federal Regulations (CFR). Authorized Geographic Code and Source and Origin should be as per the guidelines of the USAID Geographic Code.

# 1.5. Chronological List of Proposal Events:

The following calendar summarizes important dates in the solicitation process. Offeror s must strictly follow these deadlines.

|  |  |
| --- | --- |
| RFP published | 2nd August 2021 |
| Proposal Due Date | 23rd August 2021 |
|  |  |

The dates above may be modified at the sole discretion of icddr,b.

# 1.6. Contract Award:

icddr,b will select the proposal for primary negotiation which obtain the highest combing score based upon the evaluation criteria stated in this RFP.

# 1.7. Validity Period

Offeror s’ proposals must remain **valid for 180 calendar days** after the proposal deadline.

# 1.8. Terms of Contract/Sub-agreement

This is a request for proposals only and in no way obligates icddr,b to award a contract/sub-agreement. In the event of contract/sub-agreement negotiations, any resulting contract/sub-agreement will be subject to negotiation.

# 1.9. Contract award

The contract/sub-agreement may be awarded following negotiations by issuing a Letter of Authorization (LOA) which will be followed by an official Sub-Award Agreement signing.

# 1.10. Evaluation and Basis for Award

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

This RFP will use the ‘Quality-Cost Based Selection’ Method for proposal evaluation.

|  |  |
| --- | --- |
| **Evaluation Criteria** | **Maximum Score** |
| **1.    Technical Approach, Methodology and Detailed Work Plan.** This section includes:  i. Approach and methodology used to accomplish the objectives mentioned in the SoW, effective engagement and quality control mechanism, etc. ii. Clarity, creativity/innovation and relevance of the Work Plan, and M&E iii. Staffing Plan | 35 |
| 2**.    Management and Key Personnel**  This section includes:  i. Team Leader qualification(s)/experience ii. Manager/Coordinator qualification(s)/experience iii. Other members’ qualifications/experience | 20 |
| 3**.   Organizational Capabilities, Experience, and Past Performance**  This section includes:  i. Background of the Offeror and their management body ii. Related Experience in line with project scope  iii. Experience in implementation of donor funded project  iv. Performance Certificate | 20 |
| **Total Technical Score** | **75** |

**During scoring, we will follow the below criteria:**

100% = Offeror exceed expected criteria of requirement

80% = Offeror meet expected criteria of requirement

60% = Offeror do not meet some minor criteria which is within acceptable limit

0% = Offeror do not meet expected functional criteria

**Offeror s, who are unable to score 75% in the technical evaluation, will not be considered for Financial Evaluation.**

Total Score conversion weight (75% from Technical and 25% from financial proposal):

|  |  |
| --- | --- |
| **Evaluation Criteria** | **Maximum Score** |
| 1. Technical Score | 75 |
| 1. Financial Score | 25 |
| **Total Score** | **100** |

The highest scorers (top three) will be invited for negotiation. After a successful negotiation, the highest scorer will get a Letter of Acceptance (**LOA**)**.** After validity and authenticity have been confirmed, the successfully Offeror will get a contract/sub-agreement which will be followed by signed Sub-Award Agreement.

# 1.13. Proposal & Performance Security:

1. No Proposal security is required for submission of this tender.
2. No Performance Security is required for this tender.

# 1.14. Invoice & Payment:

The potential sub-awardee will take necessary initiatives to accomplish the objectives per Scope of Work (**SoW**) and submit the invoice and financial report along with technical report on quarterly basis based on the actual expenditure incurred. Cost-reimbursement method will be followed and payment will be made within 30 days upon receiving a valid invoice. Services under a Standing Offer Arrangement shall provide to the Ordering Officer a Tax Compliant Invoice showing the value of the Services completed.

# 1.15. Negotiations

icddr,b will award any contract/sub-agreement solely based on the original offers received. However, icddr,b reserves the right to conduct discussions, negotiations and/or request clarifications before awarding a contract/sub-agreement.

Furthermore, icddr,b reserves the right to conduct a competitive range and to limit the number of Offeror s in the competitive range to permit an efficient evaluation environment among the most highly-rated proposals.

“Highest Combined Scorer”, as determined by the sourcing evaluation committee, may be asked to conduct oral/visual presentations. If deemed an opportunity, icddr,b reserves the right to make separate awards per component or to make no award at all.

Section 2: Scope of Work (SoW), Objective, Deliverables and Deliverables Schedule

# Scope of work (SOW) should contain:

1. Background
2. Challenges to address
3. Coverage and campaign building

**Why build a TB campaign using TV and other media**

To end the TB epidemic, an integrated approach to address TB issues such as stigma related to TB, behaviors that drive and stops individuals and communities from seeking free TB services are key to success. When popular media intervention is crafted for a cause, it expedites working across geographical locations and diverse population backgrounds in an inclusive fashion. Moreover, entertaining yet subtly informative contents drives general population and all other stakeholders in the fight against the TB epidemic. It helps confront stigma and social isolation associated with the disease as well.

Use of diverse media such as television, social media, mid-media and other outrach interventions have proven to be useful in social and behavior change communication for public health causes. Crafting and translating health messages in the laypersons’ term and building a campaign over the years will mobilze and engage target populations to help fight the TB epidemic. With the advent of the internet, more contents are accessible through different media to diverse population. Capitalizing on this opportunity, a momentum can be built for TB causes.

**We strive for**

To these goals, we strive for:

* developing an awareness raising campaign on TB using TV and other media;
* encouraging diverse population in immersing themselves in TB contents;
* offering audience-friendly, easily accessible TB related communications across a range of media;
* calls for action to general people in acquiring and disseminating TB messages, assimilating them and functions as advocates for TB issues in their communities;
* encouraging people in uptaking positive behavior with the goal of ending TB from Bangladesh by 2035.

**Gaps in TB communications**

In recent times, there has not been much TB communications for mass population. Though an estimated 104 people die from TB everyday, TB still remains some forgotten agenda in the society. Moreover, TB is popularly seen as “poor people’s” disease, thus it is the problem of weaker segment of the society. As a contagious disease TB can affect anyone and it does so. Lack of resources in developing TB communications is a key factor. As USAID’s Alliance for Combating TB in Bangladesh is committed to promote TB related messages among general people, an awareness raising campaign using TV and other media seems deem necessary for the goals realted to end TB from Bangladesh.

**Use of diverse media**

TV is a popular media in Bangladesh. With TV, the internet has made other media such as social media to public available at comparatively lower cost. Facebook dominates the social media platforms in Bangladesh. Along with these technologically advanced media, it is also important to utilize some traditional yet effective media such as mid-media media. Mid-media includes street theater and other forms of outreach.

**Long-term vision**

With a common goal of ending TB from Bangladesh, it is worthwhile to build a campaign over years that will work as a model for future media endeavor from different stakeholders, including government counterparts. The campaign has to be homegrown, with its roots in the rural Bangladesh and surpassing rural boundaries to reach peri-urban and urban communities of Bangladesh. With a wholistic media interventions, the targets set for Bangladesh by different agencies can be achieved meaningfully.

# Objective

# “Build an awareness raising campaign on TB through TV and other media”.

## Terms of Reference (ToR) for the organization

***Intervention locations***

The proposed project will target to use a range of media to build a campaign on TB. The area may be added or relocated based on project priorities and decision. The following interlinked activities will contribute to achieve the above objectives.

The purpose of this activity is to build an awareness raising campaign on TB through TV and other media in favor of the fight against TB in Bangladesh which will contribute to overall one interrelated intermediate result (IR) of the overall activity:

**IR 4: Health system capable of coordinating the multisectoral response to TB**

Investments for TB are most successful when they are coupled and aligned with strong drive from diverse population. To accelerate action, USAID’s ACTB will attempt to leverage employ and accelerate the use of diverse media. USAID emphasizes engagement of communities in hard-to-reach and priority areas, encourages to implement solutions to solve Bangladesh’s development challenges. Effective development partnerships are characterized by a collective shared vision between funders and local actors, common definitions of success, shared contribution of resources, and mutual accountability to communities and beneficiaries. Laws, policies and regulations should uphold the right of all genders - institutional practices should be strengthened to ensure that all genders feel welcome and receive quality, respectful care. These can be underscored through a campaign building using diverse media available to and accessible by mass population.

**Deliverables and Deliverables Schedule**

The organization is expected to reach the following projection at the end of the contract period.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl.** | **Items** | **Year 1** | **Year 2** | **Year 3** | **Total** |
| 1 | Build an awareness raising campaign on TB through TV and other media over the years |  |  |  |  |
| 2 | Launch of TV and other relevant media campaign |  |  |  |  |
| 3 | Develop a slogan of the campaign and establish it across media platforms |  |  |  |  |
| 4 | Awareness raising on TB stigma, myths and misconception and making it normal to seek TB services |  |  |  |  |
| 5 | Reach grassroots level communities with the campaign |  |  |  |  |
| 6 | Develop and broadcast on different TV advertisements, song, drama series/TV show, etc. |  |  |  |  |
| 7 | Engage recurring celebrity characters in the programmes/outputs |  |  |  |  |
| 8 | Leverage social media and publish contents simultaneously with strategic focus on targeted communities in content making and delivery |  |  |  |  |

# Table 1: Key positions

| **Key Positions** | **Education** | **Experience and Major Responsibilities** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

\*\* Female candidates are always encouraged as per icddr,b policy.

Annex 1:

# Sample Cover Letter

[Offeror : Insert date]

Director, Finance

icddr,b

68 Shaheed Tajuddin Ahmed Sharani

Mohakhali, Dhaka 1212

Bangladesh.

Reference: Request for Proposals # icddr,b/G&C/OTM/2021/003

Subject: [Offeror : Insert the name of your organization]’s technical and financial proposals

Dear Sir:

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

|  |  |
| --- | --- |
| Name of Organization: |  |
| Type of Organization: |  |
| Registration Number: |  |
| Trade License Number: |  |
| Taxpayer Identification Number: |  |
| VAT Number: |  |
| Address: |  |
| Telephone: |  |
| Fax: |  |
| E-mail: |  |

As required by section 1, 1.3, we confirm that our proposal including the cost proposal will remain valid for 180 calendar days after the proposal deadline.

We are further pleased to provide the following annexes containing the information requested in the RFP:

1. I. Copy of registration or incorporation in the public registry, or equivalent document from the government office where the Offeror is registered.
2. II. Copy of company tax and VAT registration, or equivalent document.
3. III. Copy of trade license, or equivalent document.
4. IV. Evidence of Responsibility Statement.
5. V. Performance Certificate
6. VI. Organization’s background and management details

Sincerely yours,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

Annex 2:

**Guide to Creating a Financial Proposal**

The purpose of this annex is to guide Offeror s in creating a budget for their cost proposal. Because the contract will be funded under a United States Government-funded project, it is important that all Offeror s budgets conform to this standard format. It is thus recommended that Offeror s follow the steps described below:

Step 1: Design the technical proposal:

Offeror s should examine the market for the proposed activity and realistically assess how they can meet the needs as described in this RFP. Offeror s should present and describe this assessment in their technical proposals.

Step 2: Determine the basic costs:

The cost proposal should provide the best estimate of the costs associated with each deliverable, which should include all costs.

Under no circumstances any cost information can be included in the technical proposal. No cost information or any prices, whether for deliverables or line items, can be included in the technical proposal. Cost information must only be shown in the cost proposal.

Step 3: Create a budget for the cost proposal:

The budget period should follow the technical proposal period. A sample budget is shown on the following page.

Step 4: Write Cost Notes:

Cost proposal shall be accompanied by written notes that explain each cost line item and the assumption of why a cost is being budgeted as well as how the amount is reasonable.

Sample Budget:

Offeror s should revise the budget line items accordingly in response to the technical and cost requirements of this RFP.

Budget Period: September 2021 to August 2022 (Detail budget for 1st year)

Financial/Cost proposal shall be for the period from September 2021 to December 2023

To: Director, Finance

icddr,b

68 Shaheed Tajuddin Ahmed Sharani, Mohakhali

Dhaka 1212

Dear Sir:

We, the undersigned, offer to provide the services for [*Insert* *title of assignment*] in accordance with your Request for Proposal dated [*Insert Date*] and our Technical Proposal. Our attached Financial Proposal is for the sum of [*Insert amount(s) in words and figures*1]. This amount is inclusive of all regulatory levies and taxes.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to the expiration of the validity period of the Proposal.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Firm:

Address:

**Summary of Cost Proposal**

|  |  |
| --- | --- |
| **Cost Category** | **Amount in BDT** |
| Total Direct Cost |  |
| Total Indirect Cost |  |
| **Grand Total** |  |

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Company/Organizational Seal/stamp:

#### Cost Breakdown

|  |  |
| --- | --- |
| **Cost Category** | **Amount in BDT** |
| Personnel |  |
| Travel |  |
| Equipment |  |
| Supplies |  |
| Contractual |  |
| Construction |  |
| Other Direct Costs |  |
| **Total Direct Charges** |  |
| Indirect Charges |  |
| **Grand Total** |  |

Sample Budget

All cost will be mention in BDT and follow the instruction mention in the attached budget:



Evidence of Responsibility Statement

**1. Authorized Negotiators**

The Offeror will confirm their official negotiator and signatory for who is authorized to represent the Offeror in the negotiation of this offer in response to this RFP.

List Names of Authorized signatories:

* + 1. (Name & Designation):
    2. (Name & Designation):

These individuals can be reached at:

Address :

Telephone/Fax :

Email address :

**2. Adequate Financial Resources**

The Offeror will submit evidence to prove their adequate financial resources to manage this contract, as established by audited financial statements for the most recent three years (OR equivalent) with the proposal.

**3. Adequate Human Resources**

The Offeror will submit evidence to prove their adequate human resources to manage this contract.

**4. Record of Performance, Integrity, and Business Ethics**

The Offeror should confirm that they have no allegations of lack of integrity or questionable business ethics.

**5. Equipment and Facilities**

The Offeror should state they have the necessary facilities and equipment to carry out the contract with specific details as appropriate per the contract SOW.

**7. Eligibility to Receive Award**

The Offeror should state that they are qualified and eligible to receive an award under applicable laws and regulations and that they are not blacklisted in any list maintained by any regulatory body. The Contractor should state whether they have performed work of similar nature under similar mechanisms for icddr,b.

**8. Cognizant Auditor**

The Offeror should provide the Name, address, phone of their auditors – whether it is a government audit agency or an independent firm.

**10. Acceptability of Contract Terms**

The Offeror should state its acceptance of the proposed contract terms.

**11. Organization of Firm**

The Offeror should explain how their firm is organized on a corporate level and practical implementation level, for example regionally or by technical practice.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_