SUPPLY CHAIN MANAGEMENT (SCM)

icddr,b with support from USAID is issuing a REQUEST FOR PROPOSALS (RFP) for designing and delivering:

i) An Outreach Campaign Focusing on Child TB in Selected Districts.

ii) Decorated TB Rickshaws in Rajshahi and Sylhet Cities.

RFP Ref. No. icddr,b/SCM/OTM/2022/1830

Contracting Entity:

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

Funded by:

United States Agency for International Development (USAID)

Funded under:

USAID’s Alliance for Combating TB in Bangladesh Activity
LETTER OF INVITATION

Date: November 15, 2022

Request for Proposals # icddrb/SCM/OTM/2022/1830

Dear Sir/Madam,

icddrb, with support from USAID is undertaking a four-year implementation project “USAID’s Alliance for Combating TB in Bangladesh Activity” is issuing a Request for Proposals (RFP). The attached RFP contains all the necessary information for interested offerors. With most proficient bidder, icddrb will sign a Service Agreement for currently established scope.

Selected organization will require designing and delivering i) an outreach campaign focusing on child TB in selected districts, i.e. all the upazilas of Bogura, Naogaon and Sirajganj districts; and ii) decorated TB rickshaws in Rajshahi and Sylhet cities.

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

Sincerely,

Mirza Muhammad Masud Rana  
Sr. Manager, Supply Chain Management
icddrb
Table of Contents

LETTER OF INVITATION .................................................................................................................................................. 2

SECTION – A: INSTRUCTIONS TO OFFERORS....................................................................................................... 4
1. Introduction ........................................................................................................................................................................ 4
2. Offer Deadline: .............................................................................................................................................................. 5
3. Instructions for the Submission of Proposal: .............................................................................................................. 5
4. Bid Security: With technical proposal, bidders shall submit BDT 10,000.00 as bid security in the form of a Bank draft or pay order issued addressed to icddr,b (Refundable). ........................................................................................................ 6
5. To be determined responsive, an offer must include all of documents and sections included in Section – B, Clause 2 and Section – C, Clause 1. .............................................................................................................................................. 6
6. Communication ................................................................................................................................................................ 6
7. Chronological List of Proposal Events: ....................................................................................................................... 6

Bid Submission Location: ............................................................................................................................................... Error! Bookmark not defined.

SECTION - B: GENERAL REQUIREMENTS ................................................................................................................ 8
2. REQUIRED WITH PROPOSAL DOCUMENTS .......................................................................................................... 10
   (a) Cover Letter .................................................................................................................................................................. 10
10. Terms of Contract ............................................................................................................................................................ 12
11. Contract award.............................................................................................................................................................. 12
12. Penalty clause ................................................................................................................................................................. 12
13. Evaluation and Basis for Award ................................................................................................................................. 12
15. Invoice & Payment: ....................................................................................................................................................... 12
16. Negotiations .................................................................................................................................................................. 13

1. Mandatory Criteria: ....................................................................................................................................................... 14

SECTION D: SCOPE ACTIVITIES, OBJECTIVES, DELIVERABLES, AND DELIVERABLES SCHEDULE ................................................................................................................................. 16

SECTION - F : VENDOR SELF-DECLARATION FORM .................................................................................................. 22

SECTION - H: SIGNED AFFIDAVIT IN VENDOR'S LETTERHEAD TO BE SUBMITTED BY BIDDERS, AS PROOF OF ENTERING INTO A CONTRACT WITH ICDDR,B................................................................................................. 25

SECTION - I: NON-DISCLOSURE AGREEMENT ............................................................................................................. 26

SECTION – J: GUIDE TO CREATING A FINANCIAL PROPOSAL FOR A FIXED PRICE CONTRACT ......................................................... 27

SECTION – K: EVIDENCE OF RESPONSIBILITY STATEMENT .................................................................................. 28

Sample Cover Letter ..................................................................................................................................................... 29

Annex - 2: ........................................................................................................................................................................ 30
Annex - 3............................................................................................................................................................................. 31
Annex - 4............................................................................................................................................................................. 32
   Template for Technical Proposal ................................................................................................................................ 32
Annex - 4 ............................................................................................................................................................................. 33
Annex - 5............................................................................................................................................................................. 34
   Template for Financial Proposal .................................................................................................................................. 34
Annex - 5............................................................................................................................................................................. 35
Annex - 5............................................................................................................................................................................. 36
   BREAKDOWN OF REIMBURSABLE EXPENSES ......................................................................................................... 36
Annex - 5............................................................................................................................................................................. 37
SECTION – A: INSTRUCTIONS TO OFFERORS

1. Introduction

USAID’s Alliance for Combating TB in Bangladesh (ACTB) Activity will develop a dynamic, strategic, and fresh approach to accelerate Bangladesh’s fight against TB. The solutions will be aimed at creating an environment aligned with the universal health coverage (UHC) vision and focused on defined priority areas – increased TB detection, decentralized DR-TB management, child TB, expanded prevention and others. The USAID’s ACTB is a four-year implementation project, which is implemented by an icddr,b-led consortium.

To end the TB epidemic, an integrated approach to address TB issues such as stigma related to TB, and behaviors that drive and stop 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, informative contents drive the general population and all other stakeholders in the fight against the TB epidemic.

The use of outreach interventions has proven to be useful in social and behavior change communication for public health causes. Crafting and translating health messages in laypersons’ terms and carrying out a campaign will mobilize and engage target populations to help fight the TB epidemic.

icddr,b has been designated to design and deliver an outreach campaign focusing on child TB in 3 selected districts, i.e. all the upazilas of Bogura, Naogaon and Sirajganj districts. The objective of the task is to design and deliver an innovative and engaging child TB outreach campaign which will target parents of children, with community members as secondary audiences.

Moreover, icddr,b will also design and deliver decorated TB rickshaws in Rajshahi and Sylhet cities. The objective of the task is to deploy decorated TB rickshaws in Rajshahi and Sylhet cities which will target adults in Rajshahi and Sylhet cities’ urban population for TB messaging.

The purpose of this Request for Proposal (RFP) is to determine the organization(s) best suited to play these roles. Offerors are invited to submit proposals in response to this RFP in accordance with Section - A Instructions to Offerors, which will not be the part of the contract.

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. 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.
2. **Offer Deadline**: Offers must be received no later than **December 6, 2022 by 3.00 PM** addressing to:

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

Offerors are responsible for ensuring that their offers are received in accordance with the instructions stated herein.

3. **Instructions for the Submission of Proposal**:
   
The Bid process will be conducted through a **TWO-envelope system**. Separate technical and cost proposals (containing price information) **must be submitted through separate envelopes no later than the time and date specified above**. Companies/firms/agencies can submit proposals for LOT 1 and LOT 2 activities, or either of the LOTs. When submitting for both LOTs, please submit the LOTs’ technical and financial proposals separately. Please note LOT 1 and LOT 2 sealed envelopes should be placed in a third sealed envelope superscripted "Request for Proposals (RFP) for designing and delivering: i) an outreach campaign focusing on child TB in selected districts; ii) decorated TB rickshaws in Rajshahi and Sylhet cities".

The Financial proposals shall only be opened by the committee of the bidders who qualify in technical bid evaluation. The financial bids of all those bidders who have failed to qualify in the technical bid will not be opened under any circumstances.
The bidder/s will be selected based on QCBS (Quality and Cost Based Selection) as recommended by the Sourcing 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.

Please note, technical proposals must not make any reference to pricing data in order that the technical evaluation may be made strictly on the basis of technical merit.

4. **Bid Security:** With technical proposal, **bidders shall submit BDT 10,000.00 as bid security** in the form of a Bank draft or pay order issued **addressed to icddr,b** (Refundable).

5. To be determined responsive, an offer must include all of documents and sections included in Section – B, Clause 2 and Section – C, Clause 1.

6. **Communication**

icddr,b requests that no icddr,b staff are contacted during this process. Senior Manager, Communications may be contacted only to clarify questions concerning the RFP via email sharif.saimum@icddrb.org **by November 24, 2022** copy to SCM (email: 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 05.00 PM, please allow us up to two working days for a response. Where the enquiry may have an impact on other bidders within the process, icddr,b will notify all other Bidders to maintain a fair and transparent process.

7. **Chronological List of Proposal Events:**

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

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP published</td>
<td>November 15, 2022</td>
</tr>
<tr>
<td>Pre-bid meeting</td>
<td>November 22, 2022</td>
</tr>
<tr>
<td>Proposal due date</td>
<td>December 6, 2022 by 3.00 PM</td>
</tr>
<tr>
<td>Contract award (estimated)</td>
<td>January 03, 2023</td>
</tr>
</tbody>
</table>
**PRE-BID MEETING SCHEDULE:**

**Date:** November 22, 2022 at 11.00 am to 12.30 pm

**Place:** SCM Conference Room, Chiller Building, First Floor icddr,b 68, Shaheed Tajuddin Ahmed Sharani, Mohakhali, Dhaka 1212

**Bid Submission Location**
- icddr,b, Chiller Building, Ground Floor (through Hospital Gate Entry), Mohakhali; Dhaka 1212
- Bidders are advised **not to** submit the bid to any other location or through e-mail except the location mentioned above.
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)
   - 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.
<table>
<thead>
<tr>
<th>SL.</th>
<th>Description of the Attached Document</th>
<th>Attached</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Copy of updated Trade License</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Copy of registration or incorporation in the public registry, or equivalent document from the government office where the offeror is registered.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>VAT Registration Certificate/ BIN Certificate</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Copy of latest Income Tax Assessment certificate / Acknowledgement</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Current Bank Solvency Certificate/Statement in support of liquid assets</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Bid Security - <strong>Bank draft or pay order issued</strong> addressed to icddr,b (Refundable)</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Cover Letter <em>(Annex – 1)</em></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Details of at least two contracts entered into during the past five years which are similar in nature to that which will arise from this RFP <em>(Annex - 3)</em></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Technical Proposal <em>(Annex - 4)</em></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Sealed and signed copy of bid document (Sign and Seal on each page)</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Profile of the Organizations including organizational structures, and management capacity and other sections meeting the evaluation criteria set in Section – C, Clause 2 (C)</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Filled-up Information of the Bidder <em>(Section - E)</em></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Signed Vendor Self-Declaration Form <em>(Section - F)</em></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Declaration form stating that no client has any dispute/claim against the bidder <em>(Section - G)</em></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Signed Affidavit in Vendor’s Letterhead to be submitted by Bidders, as proof of entering into a contract with icddr,b <em>(Section - H)</em></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Non-Discloser Agreement <em>(Section - I)</em></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Risk mitigation plan: Description of a risk management plan for an emergency such as a strike, political volatility, client emergency, pandemic restrictions, etc.</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Occupational health, safety, and environment policy</td>
<td></td>
</tr>
</tbody>
</table>

Bidder’s company name: _____________________________________________________________

Address: __________________________________________________________________________

Name of the authorized person: ______________________________________________________

Designation: _______________________________________________________________________

Place, Date, Seal & Signature: ______________________________________________________
2. REQUIRED WITH PROPOSAL DOCUMENTS

(a) Cover Letter

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

- Name of the organization/agency
- Type of organization/agency
- Address
- Telephone/Mobile/Fax
- Email
- Tax/VAT/Trade registration information
- Submitted Bid Security Information
- Other required documents that shall be included as attachments to the cover letter

3. CONTENT OF THE PROPOSALS

Each Proposal shall comprise the following documents:

- Technical Proposal (Annex – 3 & 4)

Bidders are requested to submit Technical Proposal in the following Form, Annex – 3 & 4

All information must be provided as requested and all Forms must be completed for a Proposal to constitute a valid offer, which is a prerequisite for subsequent evaluation.

Recent References (Annex - 3)

Each Bidder must provide details of at least two contracts entered into during the past five years which are similar in nature to that which will arise from this RFP. The information in Annex - 3 must include as a minimum:

- Client name, location and date of project;
- Description of goods provided and works or services performed;
- Contract value;
- Contact details for references.

4. TECHNICAL PROPOSALS (Annex - 4)

Each of the technical proposals for LOT 1 and LOT 2 shall contain the following parts:

- **Part 1:** Creative ideas, 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 and organization, with appropriate reference to any parent company and subsidiaries. Offerors must include details demonstrating their experience and technical ability in implementing the creative idea and design, and the detailed work plan.
Additionally, offerors must include at least two past performance references of similar work (under contracts with minimum value BDT 5 Lakhs each) previously implemented as well as contact information for the companies for which such work was completed within last five years. Contact information must include: 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 proposals stated above must respond to the detailed information set out in Section - D of this RFP, which provides the background, describes the deliverables, and provides a deliverables schedule.

5. COST PROPOSAL

(a) Financial Offer (Annex - 5)
(b) Bidders are requested to submit their Financial Offer in a separate envelope (Financial Offer). The Financial Offer should be presented in the format provided in Annex - 5. The Bidder must also provide price breakdown information to support its Financial Offer.
(c) All Financial Offers must be established and submitted net of any direct taxes.
(d) icddr,b is not bound to accept the lowest priced offer from any Bidder, nor give any reason for rejecting a proposal.

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

The price of the contract to be awarded will be an all-inclusive fixed price contract. All cost information must be expressed in Bangladeshi Taka. See Annex - 5 for a sample cost structure.

icddr,b reserves the right to request additional cost information if the evaluation committee has concerns of the reasonableness, realism, or completeness of an offeror’s proposed cost.

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.

The currency of this contract will be Bangladeshi Taka and cost proposals shall be submitted in BDT.

6. Source of Funding, Authorized Geographic Code, and Source and Origin
Any contract resulting from this RFP will be financed by USAID funding and will be subject to U.S. Government and USAID rules and regulations

7. Chronological List of Proposal Events:
The following calendar summarizes important dates in the solicitation process. Offerors must strictly follow these deadlines.
8. **Contract Award:**
    icddr,b will select the proposals for primary negotiation which obtain highest combing score based upon the evaluation criteria stated in this RFP.

9. **Validity Period**
    Offerors' proposals must remain **valid for 180 calendar days** after the proposal deadline.

10. **Terms of Contract**
    This is a request for proposals only and in no way obligates icddr,b to award a contract. In the event of contract negotiations, any resulting contract will be subject to negotiation.

11. **Contract award**
    The contract(s) may be awarded following negotiations by issuing a NOI (Notice of Intent) which will be followed by an official PO (Purchase Order) and a legal contract signing.

12. **Penalty clause**
    In the event that the offeror is unable to meet conditions for the Purchase Order and contract in particularly quality and timelines, Purchaser reserves the right to penalize the awardee at the rate of 10% of the awarded contract value.

    If the awardee is unable to comply with the Purchase Order and Contract within agreed timeline, in addition to the Liquidated Damages, the Purchaser reserves the right to cancel the Purchase Order and forfeit the contract performance security.

13. **Evaluation and Basis for Award**
    An award will be made to the offeror 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. **Performance Security:**
    Within Seven (7) days from the date of acceptance of the Notification of Intent (NOI), the successful Tenderer shall furnish the Performance Security in the form of a Bank draft, pay order or an irrevocable Bank Guarantee (valid until a date twenty-eight (28) days beyond the Intended Completion Date) for an amount of **10% (Ten) percent of the total contract price.**

15. **Invoice & Payment:**
    A Contractor providing Services under a Standing Offer Arrangement shall provide to the Ordering Officer a Tax Compliant Invoice showing the value of the Services completed.

    icddr,b shall make payments within thirty (30) days of receipt of claims that are correct and in order for payment verified by service receiver. Failure by icddr,b to pay the amount payable at the due time will not be grounds to vitiate or avoid the Contract. Any pre-payment option is not allowed.

    The payment of monies pursuant to this clause shall not be taken as evidence against, or as an admission by icddr,b that the Services have been executed in accordance with the Contract or the value thereof, but shall be taken to be payment on account only.

    Failure by icddr,b to pay the amount by the due date will not be grounds to vitiate or avoid the contract.
Payment schedule will be divided in 3 installments, and/or as will be agreed in the Contract.

**Payment 1:** Payment will be made for the activities done between January and March 2023 and once invoice is submitted after delivery of the activities.

**Payment 2:** Payment will be made for the activities done between April and June 2023 and once invoice is submitted after delivery of the activities.

**Payment 3:** Payment will be made for the activities done between July and September 2023 and once invoice is submitted after delivery of the activities.

However, payment shall be made as per the workplan and deliverable schedule agreed with icddr,b at the time of contract award.

16. **Negotiations**

icddr,b will award any contract solely on the basis of the original offers received. However, icddr,b reserves the right to conduct discussions, negotiations and/or request clarifications prior to awarding a contract.

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

Highest-rated Offerors, as determined by the technical evaluation committee, may be asked to submit their best prices or technical responses during a competitive stage. At the sole discretion of icddr,b, offerors may be requested 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 - C: TENDER EVALUATION CRITERIA

1. **Mandatory Criteria:**
   - Updated Trade License of the firm/company
   - Copy of registration or incorporation in the public registry, or equivalent document from the government office where the offeror is registered.
   - Updated Vat Registration Copy (BIN Copy)
   - Current Bank Solvency Certificate/Statement in support of liquid assets
   - At least two Contract issued in favor of your organization in the past five years which are similar in nature.
   - Required technical information as per Section - E

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

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Maximum Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Creative ideas, methodology and detailed work plan</td>
<td>30</td>
</tr>
<tr>
<td>(b) Management, key personnel and staffing plan</td>
<td>15</td>
</tr>
<tr>
<td>(c) Organizational capabilities, experience and past performance</td>
<td>15</td>
</tr>
</tbody>
</table>

**Total Technical Score** 60

- icddr,b will use the Combined Scoring Method which is 60%-40% distribution for technical and financial proposals, respectively.
- The minimum passing score for technical proposals is 40 points out of 60.
- icddr,b reserves the right to award one or more bidders LOT 1 and LOT 2 activities based on the merit of the bidders’ proposals.

**Details of technical evaluation criteria and scoring scheme:**

(a) **Creative ideas, methodology and detailed work plan:**

<table>
<thead>
<tr>
<th>No</th>
<th>Criteria</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Quality and ingenuity of the concept covering the SOW/ToR</td>
<td>20</td>
</tr>
<tr>
<td>1.2</td>
<td>How tasks are aligned with the scope of work - Detail of proposed methodology and approach (based on an understanding of the objectives, methodology and strategy, and creative approach)</td>
<td>5</td>
</tr>
<tr>
<td>1.3</td>
<td>Detailed work plan, including details on specific tasks and timeline as well as contingency measures</td>
<td>5</td>
</tr>
</tbody>
</table>

**Sub-total** 30
(b) Management, key personnel, and staffing plan:

<table>
<thead>
<tr>
<th>No</th>
<th>Criteria</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1</td>
<td>Provide the intended human resources with relevant professional qualification (attach CVs) with local language fluency to undertake scope of work and deliverables. Should have a team composed of team leader and technical experts (key persons) in different areas which demonstrates the ability to undertake the scope of work and deliverables, including subject matter expertise.</td>
<td>5</td>
</tr>
<tr>
<td>2.2</td>
<td>Relevant professional qualifications of the resource team: The team leader should have at least 3 years of professional experience in conducting similar campaigns. The technical experts should have at least 2 years of professional experience in their specific area and should have been engaged in similar campaigns.</td>
<td>5</td>
</tr>
<tr>
<td>2.3</td>
<td>How the required human resources are planned to execute the tasks as mentioned in the Sow/ToR and/or proposed tasks by the bidder</td>
<td>5</td>
</tr>
</tbody>
</table>

Sub-total 15

(c) Organizational capabilities, experience and past performance

<table>
<thead>
<tr>
<th>No</th>
<th>Criteria</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1</td>
<td>Overview showing the organization’s business continuation in Bangladesh: years of operation, clients, management structure, size of the organization.</td>
<td>5</td>
</tr>
<tr>
<td>3.2</td>
<td>Proven experience of rolling out similar regional campaigns implemented in Bangladesh, work order(s) and work completion certificate(s) showing the capacity to implement similar campaigns.</td>
<td>10</td>
</tr>
</tbody>
</table>

Sub-total 15
LOT 1: Child TB outreach campaign

The outreach campaign will be implemented in all the upazilas (a total of 32) of the Bogura, Naogaon, and Sirajganj districts.

<table>
<thead>
<tr>
<th>District</th>
<th>Upazilla</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sirajganj</td>
<td>1. Belkuchi</td>
</tr>
<tr>
<td></td>
<td>2. Chauhali</td>
</tr>
<tr>
<td></td>
<td>3. Kamarkhand</td>
</tr>
<tr>
<td></td>
<td>4. Kazipur</td>
</tr>
<tr>
<td></td>
<td>5. Raigonj</td>
</tr>
<tr>
<td></td>
<td>6. Shahjadpur</td>
</tr>
<tr>
<td></td>
<td>7. Sirajganjsadar</td>
</tr>
<tr>
<td></td>
<td>8. Tarash</td>
</tr>
<tr>
<td></td>
<td>9. Ullapara</td>
</tr>
<tr>
<td>Bogura</td>
<td>10. Kahaloo</td>
</tr>
<tr>
<td></td>
<td>11. Sadar</td>
</tr>
<tr>
<td></td>
<td>12. Shariakandi</td>
</tr>
<tr>
<td></td>
<td>13. Shajahanpur</td>
</tr>
<tr>
<td></td>
<td>14. Dupchanchia</td>
</tr>
<tr>
<td></td>
<td>15. Adamdighi</td>
</tr>
<tr>
<td></td>
<td>16. Nondigram</td>
</tr>
<tr>
<td></td>
<td>17. Sonatala</td>
</tr>
<tr>
<td></td>
<td>18. Dhunot</td>
</tr>
<tr>
<td></td>
<td>19. Gabtali</td>
</tr>
<tr>
<td></td>
<td>20. Sherpur</td>
</tr>
<tr>
<td></td>
<td>21. Shibganj</td>
</tr>
<tr>
<td>Naogaon</td>
<td>22. Mohadebpur</td>
</tr>
<tr>
<td></td>
<td>23. Badalgachi</td>
</tr>
<tr>
<td></td>
<td>24. Patnitala</td>
</tr>
<tr>
<td></td>
<td>25. Dhamoirhat</td>
</tr>
<tr>
<td></td>
<td>26. Niamatpur</td>
</tr>
<tr>
<td></td>
<td>27. Manda</td>
</tr>
<tr>
<td></td>
<td>28. Atrai</td>
</tr>
<tr>
<td></td>
<td>29. Raninagar</td>
</tr>
<tr>
<td></td>
<td>30. Naogaonsadar</td>
</tr>
<tr>
<td></td>
<td>31. Porsha</td>
</tr>
<tr>
<td></td>
<td>32. Sapahar</td>
</tr>
</tbody>
</table>

Quality control

Finally, the selected vendor will require submitting the campaign plan for review and approval. After review, necessary feedback needs to be incorporated multiple times. When approval on the campaign is received, the vendor will then go for executing it at selected locations.

Team: Minimum Qualifications and Experiences

The consultant firm will be responsible for implementing the day-to-day operations of the activity. The consultant firm should have key professionals and other staff for the implementation of the campaign. CVs of relevant personnel must be submitted for evaluating their experiences and capacity. However, bidder will be encouraged to propose other cost-effective option(s) offering value for money.

Suggested Deliverables:

- To engage grassroots-level communities through mid-media interventions, USAID’s ACTB is going to implement an outreach campaign on childhood TB in all the upazilas (total 32) of Bogura, Naogaon, and Sirajganj districts.
- The campaign will promote how to look for symptoms of childhood TB among children, with a special focus on EPTB such as gland TB, and seek services in the nearest TB facility. The
campaign will engage audiences through interactive puppet shows at the community level. This will also complement our childhood TB facility and community-based active case finding in the region.

- Before the event days, the agency will launch promotional activities to create a pre-hype for the campaign through *miking* tagged with six decorated branded vans.
- As a part of the promotion, posters will be placed in selected spots.
- On the event day in the districts’ Upazilas, each spot will be decorated with branded materials. A puppet workshop will be organized targeting children to engage them with the selected message. Following this, the local musical performance (Gambhira) leads *Nana* (grandfather) and *Natni* (granddaughter, chosen for gender balance) will come to the performance point. Through their musical dialogs, *Nana-Natni* will start their musical performance and *Natni* will accompany *Nana* during the performance. After completion of this performance, the puppet team will be invited to start their performance. The puppet team will engage audiences about childhood TB issues through their performance.
- A total of six (6) events will be held in each of the 32 upazilas, totaling 192 shows in Bogura, Naogaon, and Sirajganj districts (listed in the table above). In each of the event, at least 250-300 direct audiences should be mobilized.
- **Primary audiences:** Children, parents, and community people; **Influencing audiences:** Elderly, community gatekeepers, social workers, public representatives, and health officials.
- **Timeline:** January 2023 to September 2023; however, considering the dry season and outdoor performance nature, it is anticipated that the agency will execute the assigned tasks between January and March 2023. Alternative ideas/plans for rainy season with targeted number of audience engagement are also welcome.
- A specially designed caravan will be used for puppet drama performance and promotion of the campaign.
- Decorated six rickshaw vans will be roaming around for awareness building through miking.
- Stickers will be given to the attendees of the event, especially children.
- The performance area will be decorated to make it colorful and attractive.
- X-banners will be set up in the area.
- Photobooth will be set up for a promotion which will be interactive for the audiences
- *Gambhira* / other musical performances (local songs) and puppet drama will be held during the event.
- Puppet or crafts making/painting workshop for engaging children before the musical performance.
- *Gambhira* *Nana* and *Natni* will host the event that will connect the puppet drama performance interactively.
- **Audience control:** With the help of local social activists and volunteers, and administration, the agency/organization will control the public gathering to maintain applicable COVID-19 precautions and other security issues.
- **Hygiene maintenance:** COVID-19 safety measures (mask, hand sanitizer, physical distance) will need to be strictly maintained as per Government rules.
- **Documentation:** The entire campaign will need to be documented through photography and videography. A compiled and edited video version will be developed after the completion of the whole campaign by the agency.
• **Publicity campaign:** Six decorative rickshaw vans will be roaming around for awareness building through *miking* and creating a campaign pre-hype. X-banners and posters will be placed and stickers will be distributed. Video compilation and photos will be shared on social media platform(s) to engage people virtually.

• **Tracking:** Entire journey will be monitored through an easy-access GPS provided by the agency.

• **Reporting:** After the completion of the whole campaign program, a detailed report shall be required to be submitted.

• Final products, photos, and video documentation of all activities will need to be submitted in appropriate formats as required by USAID’s ACTB, icddr,b

• The vendor will be responsible for taking *icddr,b and all relevant government authorities’ permission and approval while implementing the tasks.*

• The vendor should adhere to *icddr,b child protection and other policies, other applicable government policies in implementing the tasks.*

• **ANY OTHER INNOVATIVE AND COST-EFFECTIVE IDEAS ARE HIGHLY WELCOME.**

---

**LOT 2: Decorated TB rickshaws in Rajshahi and Sylhet cities**

The decorated TB rickshaws in Rajshahi and Sylhet cities will roam around in all the wards of Rajshahi and Sylhet City Corporations (Rajshahi 30 wards, Sylhet 27 wards).

---

**Quality control**

Finally selected vendor will require submitting the TB rickshaws deployment execution plan, including the rickshaw design, rickshaw puller’s uniform/dress, miking script, etc. for review and approval. After review, necessary feedback needs to be incorporated for multiple times at multiple stages. When approval on the contents is received, the vendor will then go for executing the tasks.

---

**Team: Minimum Qualifications and Experiences**

The consultant firm will be responsible for implementing the day-to-day operations of the activity. The consultant firm should have key professionals and other staff for implementation of the tasks. CVs of relevant personnel must be submitted for evaluating their experiences and capacity.

---

**Deliverables:**

- To disseminate TB related awareness raising messages, USAID’s ACTB is going to implement a year-long TB rickshaw-based outreach campaign in all the wards of Rajshahi and Sylhet City Corporations (Rajshahi 30 wards, Sylhet 27 wards).

- 4 (four) decorated rickshaws will roam around (2 in Rajshahi city and 2 in Sylhet metro) during 9 am-5 pm every day (including weekends), beginning from January 2023 until September 2023. The only days when the activities will remain stopped are public holidays.

- The rickshaw will disseminate TB related awareness raising messages through appropriate mic/PA system/miking, with a volume level permissible by the relevant authorities. There should be a provision of handheld/cordless mic with the sound system so that it can be used as and when required. However, any announcement by the rickshaw puller should use pre-approved script and/or administered by icddr,b personnel.

- In an hour, the rickshaws will be on the move for 30 minutes and will take a stopover for next 30 minutes. A maximum of 1 hour lunch break can be availed by the designated rickshaw puller. For other health breaks during the day, the pause should be minimum and as required. However, the rickshaws should be on the move and in stopovers for at least 6 hour 30 minutes per day.
• The rickshaw pullers should have a minimum level of education so that they can receive our basic orientation on TB and can provide information to the passers-by about TB services and nearest TB service points, if asked to. They must be of minimum age set by the appropriate government rules to work as a rickshaw puller. They must keep calm and deal with any (challenging) situation prudently. Any type of incident/accident/event should be informed to icddr,b in writing by the vendor immediately it takes place.

• The rickshaw pullers should always wear the uniform/designed dress developed by the vendor. The decorated rickshaw and a specific attire will give a particular identity of the TB rickshaw campaign. If the attire is torn/faded after use of a certain period, the vendor will be responsible to replace it. The attire should always be clean, look new. Same is applicable for rickshaws’ condition – they should always be in neat condition and look new to attract people.

• The design of the rickshaw, rickshaw puller’s uniform/dress and miking script will be developed by the vendor for review and approval. After review, necessary feedback needs to be incorporated for multiple times at multiple stages on the designs and script. When approval on the contents is received, the vendor will then go for developing them.

• The miking script should be creative and must include entertaining elements to attract and hold listeners’ attention. Messages for developing a draft miking script for the technical proposal are:
  ➢ একনাগাড়ে ২ সপ্তাহের বেশি সময় ধরে কাশি যদি থাকে তাহলে আপনার যশি এই লক্ষণ থাকবে।
  ➢ এখন কতোটা কাশি থাকলে তাহলে তাই না কর।
• With appropriate prior approval/recommendation from icddr,b designated personnel, TB affected persons can be commuted between locations. However, the movement will be limited within the city corporation area.

• As two rickshaws will be dedicated for each city, each rickshaw should cover half of the total number of wards in city corporation. Thus, 15 wards will be covered by each of the two rickshaws in Rajshahi, and 14 and 13 wards respectively in Sylhet city.

• A monthly plan (January 2023 to September 2023) should be developed and shared with the work plan with the technical proposal. The plan should be prudently drafted to cover each ward in full and with minimum days’ gap to come back to a ward.

• Hygiene maintenance: COVID-19 safety measures (mask, hand sanitizer, physical distance) will need to be strictly maintained as per Government rule.

• Reporting: With each invoice, a detailed report shall be required to be submitted, along with photography and videography. A compiled and edited video version will be developed after completion of the whole campaign by the agency.

• Tracking: Entire journey will be monitored through an easy-access GPS system provided by the agency.

• Final products, photos, video documentation of all activities will need to be submitted in appropriate formats as required by USAID’s ACTB, icddr,b

• The vendor will be responsible for taking icddr,b and all relevant government authorities’ permission and approval while implementing the tasks.

• As the rickshaws’ will be on street, for any accident/damage, etc. to/by the rickshaw/rickshaw puller, the vendor will be solely liable, and no costs and/or liability shall be passed on to icddr,b in any form whatsoever.

• The vendor should adhere to icddr,b child protection and other policies, other applicable government policies in implementing the tasks.

• ANY OTHER INNOVATIVE AND COST-EFFECTIVE IDEAS ARE HIGHLY WELCOME.
### SECTION - E: INFORMATION OF THE BIDDER

#### Information of the Bidder

<table>
<thead>
<tr>
<th>Sl.</th>
<th>Required Information</th>
<th>Put your information below</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Constitution of Bidder: (If available please attach Company Profile)</td>
<td>[USE √ MARKS] Sole Proprietorship</td>
</tr>
<tr>
<td>2</td>
<td>Name of the Organization/Company (In block letters):</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(a) Registered Address (in full):</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(b) Corporate Office/Store/Factory/Manufacturing Plant Address (if any):</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Trade License number with date of registration (Please attach an updated copy of the Trade License)</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>VAT Registration No. (Please attached copy of the VAT Registration Certificate)</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Income Tax ID (E-TIN) No. (Please attach a copy of the latest Income Tax Clearance Certificate)</td>
<td></td>
</tr>
<tr>
<td>Sl.</td>
<td>Required Information</td>
<td>Put your information below</td>
</tr>
<tr>
<td>-----</td>
<td>--------------------------------------</td>
<td>----------------------------</td>
</tr>
<tr>
<td>7</td>
<td>Primary Contact Person</td>
<td>Name :</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Phone no :</td>
</tr>
<tr>
<td></td>
<td></td>
<td>E-mail :</td>
</tr>
<tr>
<td>8</td>
<td>Secondary Contact Person</td>
<td>Name :</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Phone no :</td>
</tr>
<tr>
<td></td>
<td></td>
<td>E-mail :</td>
</tr>
<tr>
<td>9</td>
<td>Other certificates (s)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>[i.e., ISO, BSTI, etc. (if any)]</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Details of recognition/awards (if any)</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Bank Information</td>
<td>Account Name :</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Account No :</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Account Type :</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bank Name :</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Branch Name :</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Routing Number :</td>
</tr>
</tbody>
</table>

Bidder’s company name:  
Address:  
Name of the authorized person:  
Designation:  
Place, Date, Seal & Signature:  
SECTION - F : VENDOR SELF-DECLARATION FORM

[Fundamental principles for doing business with icddr,b]

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

1. **Compliance with law, anti-terrorism and adherence to generally accepted Ethics Standards**
   As a supplier 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 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 supplier 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.

3. **Protection of assets, information & good name**
   As a supplier 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 supplier 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.

5. **Employees’ Health Safety at Work**
   As a supplier 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 supplier shall have to provide evidence of such waiver or exemption.

8. **Protection of Community Rights**
   As a supplier to icddr,b you are expected to:
   - Respect the local community and seek to prevent and mitigate adverse impact on local community.
   - Respect the rights of the indigenous people e.g. title to property and land. All
- 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 supplier 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 supplier 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 Icddr,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 Supplier 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 Bidder:

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

9. Standards towards our own Suppliers
As a supplier to icddr,b, you are expected to:
- Demand from our own suppliers and subcontractors to adhere to the principles set forth in this Supplier Declaration.
- Systematically include and follow up on these obligations in our business relationships with them.

10. Freedom of Association
As a supplier 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 supplier 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.
To,
Director, Supply Chain Management
icddr,b

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

Dear Sir,
We hereby confirm that we are not blacklisted due to “poor performance” or “corrupt and fraudulent practices” or banned by 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 status of the declaration prior to award of contract, the same will be promptly informed to icddr,b by us.

Bidder’s company name: :

Address: :

Name of the authorized person: :

Designation :

Place, Date, Seal & Signature :


I, .................................................................................................................................................. on behalf of ........................................................................................................................................

.................................................................................................................................................. (the bidder), 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.

Bidder’s company name: :  

Address:  :  

Name of the authorized person: :  

Designation :  

Place, Date, Seal & Signature :  

(To be executed on the company’s letterhead)
SECTION - I: 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/2022/1830, dated November 15, 2022 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 financial 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 in regards to RFP Reference No. icddr,b/SCM/OTM/2022/1830 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:

Bidder’s company name: __________________________________________
Address: _______________________________________________________
Name of the authorized person: ____________________________________
Designation: _____________________________________________________
Place, Date, Seal & Signature: ______________________________________
The purpose of this annex is to guide offerors 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 offerors budgets conform to this standard format. It is thus recommended that offerors follow the steps described below.

**Step 1: Design the technical proposal:**
Offerors should examine the market for the proposed activity and realistically assess how they can meet the needs as described in this RFP. Offerors should present and describe this assessment in their technical proposals.

**Step 2: Determine the basic costs associated with each deliverable:**
The cost proposal should provide the best estimate of the costs associated with each deliverable, which should include labor and all non-labor 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.

**Sample Budget:**
Offerors should revise the budget line items accordingly in response to the technical and cost requirements of this RFP.
1. Authorized Negotiators
Offeror will confirm their official negotiator and signatory for who are authorized to represent the offeror in 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/Cell :
Email address :

2. Adequate Financial Resources
Offeror will submit evidence to proof their adequate financial resources to manage this contract, as established by audited financial statements for last three years (OR equivalent) with the proposal.

3. Adequate Human Resources
Offeror will submit evidence to proof their adequate human resources to manage this contract.

4. Record of Performance, Integrity, and Business Ethics
Offeror should confirm that they have no allegations of lack of integrity or of questionable business ethics.

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

7. Eligibility to Receive Award
Offeror should state that they are qualified and eligible to receive an award under applicable laws and regulation and that they are not included in any list maintained by the US Government of entities debarred, suspended or excluded for US Government awards and funding. The Contractor should state whether they have performed work of similar nature under similar mechanisms for USAID.

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

10. Acceptability of Contract Terms
Offeror should state its acceptance of the proposed contract terms.

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

Bidder’s company name: __________________________________________
Address: _________________________________________________________
Name of the authorized person: ______________________________________
Designation: _______________________________________________________
Place, Date, Seal & Signature: ________________________________________

Bidder’s company name: __________________________________________
Address: _________________________________________________________
Name of the authorized person: ______________________________________
Designation: _______________________________________________________
Place, Date, Seal & Signature: ________________________________________
Sample Cover Letter

[Offeror: Insert date]

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

Reference: Request for Proposals # icddrb/SCM/OTM/2022/1830

Subject: [Offeror: Insert name of your organization]’s technical and cost 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: __________________________________________
Taxpayer Identification Number: _________________________________
VAT Number: _________________________________
Address: _________________________________
Telephone: _________________________________
Bid Security ref. and date _________________________________
E-mail: _________________________________

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

Sincerely yours,

______________________
Signature
Cover Letter for Financial Proposal

To: Director, Supply Chain Management  
icdr,b  
68 Shaheed Tajuddin Ahmed Sharani, Mohakhali  
Dhaka 1212

Dear Sir:

We, the undersigned, offer to provide the consulting 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]. This amount is inclusive all regulatory levies and VAT. Respective VAT amount is shown in separate cost head in the cost proposal.

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

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

We remain,

Yours sincerely,

Bidder’s company name:  
Address:  
Name of the authorized person:  
Designation  
Place, Date, Seal & Signature:
RECENT REFERENCES
RELEVANT EXPERIENCE WITHIN THE PAST FIVE YEARS

Each Bidder will provide, in the sample table below, the reference information of up to three (3) but at least two projects carried out by them which are of similar nature to that which will arise from this RFP. The information must include as a minimum:

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

<table>
<thead>
<tr>
<th></th>
<th>Client Name, Location, and Date of Execution</th>
<th>Description of the Project and the Work Performed</th>
<th>Contract Value (Currency)</th>
<th>Contact Details for Reference Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Template for Technical Proposal**

**TO BE RETURNED ON BIDDER’S LETTERHEAD**

<table>
<thead>
<tr>
<th>Checklist of Technical Proposal</th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part 1: Creative ideas, methodology and detailed work plan</td>
<td></td>
</tr>
<tr>
<td>Part 2: Management, key personnel and staffing plan</td>
<td></td>
</tr>
<tr>
<td>Part 3: Organizational capabilities, experience and past performance</td>
<td></td>
</tr>
</tbody>
</table>

Submitted by: (Company/Agency name and address)

**Primary contact person:**
Name:
Designation:
Contact Details:
Cell no:
Email:

Date: Signature & company stamp:
Part 1: Creative ideas, methodology and detailed work plan:

1.1 Quality and ingenuity of the concept covering the SOW/ToR
1.2 How tasks are aligned with the scope of work - Detail of proposed methodology and approach (based on an understanding of the objectives, methodology and strategy, and creative approach)
1.3 Detailed work plan, including details on specific tasks and timeline as well as contingency measures

Part 2: Management, key personnel and staffing plan

2.1 Provide the intended human resources with relevant professional qualification (attach CVs) with local language fluency to undertake scope of work and deliverables. Should have a team composed of team leader and technical experts (key persons) in different areas which demonstrates the ability to undertake the scope of work and deliverables, including subject matter expertise.

2.2 Relevant professional qualifications of the resource team: The team leader should have at least 3 years of professional experience in conducting similar campaigns. The technical experts should have at least 2 years of professional experience in their specific area and should have been engaged in similar campaigns.
2.3 How the required human resources are planned to execute the tasks as mentioned in the Sow/ToR and/or proposed tasks by the bidder.

Part 3: Organizational capabilities, experience and past performance

3.1 Overview showing the organization’s business continuation in Bangladesh: years of operation, clients, management structure, size of the organization.
3.2 Proven experience of rolling out similar regional campaigns implemented in Bangladesh, work order(s) and work completion certificate(s) showing the capacity to implement similar campaigns.
Annex - 5

Template for Financial Proposal

TO BE RETURNED ON BIDDER’S LETTERHEAD

<table>
<thead>
<tr>
<th>Checklist of Financial Proposal</th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lot 1: Outreach Campaign Focusing on Child TB in Selected Districts</td>
<td></td>
</tr>
<tr>
<td>Lot 2: Decorated TB Rickshaws in Rajshahi and Sylhet Cities</td>
<td></td>
</tr>
</tbody>
</table>

Submitted by: (Company/Agency name and address)

**Primary contact person:**

Name:

Designation:

Contact Details:

Cell no:

Email:

Date:          Signature & company stamp:
### Annex - 5

**Cost Breakdown for Key Technical Persons**

**Example**

### LOT 1

<table>
<thead>
<tr>
<th>Local Staff Cost Head</th>
<th>Number of Person</th>
<th>Number of days</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creative director</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Copy writer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Art director</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Artists</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project manager</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other personnel:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total personal cost:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Key Professional Staff should be indicated individually; Support Staff should be indicated per category.

### LOT 2

<table>
<thead>
<tr>
<th>Local Staff Cost Head</th>
<th>Number of Person</th>
<th>Number of days</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copy writer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Art director</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rickshaw pullers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other personnel:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total personnel cost:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Key Professional Staff should be indicated individually; Support Staff should be indicated per category.
### Annex - 5

**BREAKDOWN OF REIMBURSABLE EXPENSES**

#### LOT 1

<table>
<thead>
<tr>
<th>N°</th>
<th>Description</th>
<th>Unit</th>
<th>Numbers of Unit</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Per diem allowances</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Travel expenses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Implementing the child TB SBCC</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Equipment, instruments, materials</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Manual labor costs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Grand Total</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- All costs need to be mentioned in BDT

#### LOT 2

<table>
<thead>
<tr>
<th>N°</th>
<th>Description</th>
<th>Unit</th>
<th>Numbers of Unit</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Implementing decorated TB rickshaw</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Rickshaws, instruments, materials</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Grand Total</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- All costs need to be mentioned in BDT
## LOT 1: Child TB outreach campaign

<table>
<thead>
<tr>
<th>Item</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Personnel Cost:</td>
<td></td>
</tr>
<tr>
<td>Total Reimbursable Cost:</td>
<td></td>
</tr>
<tr>
<td>VAT Amount:</td>
<td></td>
</tr>
<tr>
<td>Grand Total:</td>
<td></td>
</tr>
</tbody>
</table>

Signature of Tenderer:  
Full Name of Tenderer:  
Name of the Company:  
Address:  
Mobile and Land Phone:  
E-mail:

## LOT 2: Decorated TB rickshaw

<table>
<thead>
<tr>
<th>Item</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Personnel Cost:</td>
<td></td>
</tr>
<tr>
<td>Total Reimbursable Cost:</td>
<td></td>
</tr>
<tr>
<td>VAT Amount:</td>
<td></td>
</tr>
<tr>
<td>Grand Total:</td>
<td></td>
</tr>
</tbody>
</table>

Signature of Tenderer:  
Full Name of Tenderer:  
Name of the Company:  
Address:  
Mobile and Land Phone:  
E-mail: