

REQUEST FOR QUOTATION (RFQ)

Developing information, education and communication (IEC) and behavior change communication (BCC) materials

Reference no:

Sustainable access to Water, Sanitation and Hygiene (WASH) services helps people to minimize their domestic hardship, prevent disease, focus on livelihood opportunities and lead healthy lives. Next to overseas remittance, the readymade garment (RMG) industry is the top source of foreign exchange earnings in Bangladesh. With the technical and financial support of WaterAid Bangladesh and HSBC Bank SAJIDA Foundation is implementing Addressing WASH crisis among RMG workers in Narayanganj project since September 2018 in Narayanganj district with an aim to reach factory workers at their workplace to change their hygiene behavior and reaching targeted no. of factory workers and their family members at community level with improved water and sanitation facilities.

The project is requesting quotation from experienced agency/communication firm to develop content, design and audio-visual materials on different communication items and deliver those as one pack as per agreement. The communication pack consists of five separate items targeting RMG workers to address the key knowledge gaps and raising awareness for behavioral change. Field-testing of developed materials is required. The agency/firm should have proven record of development of IEC/BCC materials especially on WASH/Public health issues to the satisfaction of client at least 5 assignments within the last 5 years.

When preparing your quotation, please be guided by the form attached hereto as Annexes. SAJIDA Foundation hereby invites your company to submit a quotation as indicated in this RFQ documents. The prices will be fixed for the term as specified in the RFQ. Following issue and open RFQs, SAJIDA Foundation will issue Contract to the lowest financial bidder followed by technically compliant offer.

Quotations should be submitted on or before **July 13, 2019**

It shall remain your responsibility to ensure that your quotation will reach the delivery address on or before the deadline. Quotations that are received by SAJIDA Foundation after the deadline indicated above, for whatever reason, **shall not** be considered for evaluation.

Please take note of the following requirements and conditions pertaining to the supply of the above mentioned good/s:

Delivery Address	OTOBI Center, Level 5, Plot 12, Block CWS (c) Gulshan South Avenue, Gulshan 1, Dhaka
Latest Expected Delivery Date and Time (<i>if delivery time exceeds this, quote may be rejected by SAJIDA Foundation</i>)	▪ Successful agency/firm is responsible to ensure all deliverables within 60 calendar days from the issuance of contract.
Delivery Schedule	▪ Required
Preferred Currency of Quotation	▪ BDT
Value Added Tax on Price Quotation	▪ VAT will be provided by SAJIDA Foundation and IT will be deducted at source
Deadline for the Submission of Quotation	Saturday, July 13, 2019, 1700hrs
Pre-Bid meeting ¹	Sunday, July 07, 2019, 1100hrs

¹Bidders need to inform in written for their participation in pre-bid meeting to contact person SAJIDA Foundation with enquiries.

Documents to be submitted	<ul style="list-style-type: none"> ▪ Technical proposal (no more than 10 pages) clearly demonstrating a thorough understanding of this assignment and demonstrated previous experience in administering similar nature Behaviour Change Communications related messages and materials development. The proposal should also include a proposed timeframe detailing activity and a schedule/work plan (including a Gantt chart). ▪ Curriculum Vitae(s) of key proposed staff outlining relevant experience; ▪ Financial proposal with a detailed and comprehensive breakdown of costs for the assignment, including consultancy fees/costs, designing and pre-testing of materials, developing AV materials and other administrative expenses; ▪ Names and contact information of two references who can be contacted regarding relevant experience of conducting similar assessment or work including program formative assessment to inform community behavior change communication interventions in the last three years ▪ Sample copy of previous work of a similar nature undertaken; ▪ Company Profile (brief description/background of the company) ▪ Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Proposer is not a Corporation. ▪ Valid TIN and VAT registration certificate
Period of Validity of Quotes starting the Submission Date	<ul style="list-style-type: none"> ▪ 90 days <p>In exceptional circumstances, SAJIDA Foundation may request the vendor to extend the validity of the quotation beyond what has been initially indicated in this RFQ. The Quotation shall then conform to the extension, in writing, without any modification whatsoever.</p>
Partial Quotes	<ul style="list-style-type: none"> ▪ Not permitted
Mode of Payment ²	<p>The mode of payment will be through account payee cheque /bank transfer in the name of the firm. SAJIDA Foundation will deduct Income Tax at source as per Bangladesh Government rules. The payment schedule will be as following:</p> <ul style="list-style-type: none"> ▪ 1st Payment: 40% of total budget, after submission of first draft to SAJIDA Foundation ▪ Final Payment: remaining 60% after submission of all products and based upon approval of submission.
Liquidated Damages	<p>Vendor should specify delivery time and implementation period, if the vendor fails to provide specified services within the time period(s) stipulated in the Contract, SAJIDA Foundation shall without prejudice to its other remedies under the contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to 2.5 percent of the delivered price of the delayed services for each week of delay until actual delivery, up to a maximum deduction of 10 percent of the delayed services Contract price. Once the maximum is reached, SAJIDA Foundation may consider terminating the contract.</p>

² SAJIDA Foundation preference is not to pay advanced amount upon signing of contract. If vendor strictly requires advanced payment, it will be limited only up to 25% of the total price quoted. For any higher percentage, or advanced payment of BDT 200,000 or higher, SAJIDA Foundation shall require the vendor to submit a bank guarantee or bank cheque payable to SAJIDA Foundation, in the same amount as the advanced payment made by SAJIDA Foundation to the vendor.

Shortlisting/Selection Criteria	The proposal will be scored on both technical (technical proposal and CVs) and financial (budget) aspects weighted at 80% and 20% respectively.
Combination of team/ Technical expertise	<p>The deserving agency/ firm should have a good combination of experienced technical team as follows: (CV with photo for each of the personals need to attach)</p> <ol style="list-style-type: none"> 1. Content developer– with background of working in Public Health field with excellent understanding on behavioral change materials. 2. Designer 3. Cinematographer to develop Video clips 4. Photographer to shoot photos from project locations 5. Script writer/Story board developer. Story board layout script and/dialogue and describe the images to be shot, 6. Director 7. Music Director for Background Music 8. Film Editor 9. B category artists (Name and photo of proposed artists)
Annexes to this RFQ	<ul style="list-style-type: none"> ▪ BOQ (Annex 2) to be submitted under financial proposal in separate envelop. ▪ Company Background Information Form (Annex 3) duly filled and supported by necessary documents ▪ General Terms and Conditions / Special Conditions (Annex 1) <p>Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.</p>
Contact Person for Inquiries (Written inquiries only) ³	<p>Md. Shafiqul Islam Coordinator-WASH shafiqul.wash@sajida.org</p> <p>Any delay in SAJIDA Foundation’s response shall not be used as a reason for extending the deadline for submission, unless SAJIDA Foundation determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>

³This contact person and address is officially designated by SAJIDA Foundation. If inquiries are sent to other person/s or address/es, even if they are SAJIDA Foundation staff, SAJIDA Foundation shall have no obligation to respond nor can SAJIDA Foundation confirm that the query was received.

Deliverables

Issue	Communication items (design & AV production)	Key Message(s)	Quantity
Handwashing	1. Video Clips (5 minutes)	- Importance, critical times and steps of handwashing	1
	2. Audio Clips	- Importance and critical times of handwashing	1
	3. Voice Message	- Importance and direction of handwashing	1
	4. Concept and design for Message board	- Critical times and steps of handwashing	2
	5. Concept and design for Stickers	- Critical times of handwashing	1
Food Hygiene	1. Video Clips (5 minutes)	- Food preparation- before and during, Preservation and carrying, Receiving Food considering RMG workers context	1
	2. Audio Clips	- Food preparation- before and during, Preservation and carrying, Receiving Food considering RMG workers context	3 clips for 3 issues
	3. Concept and design for Message board	- Food preparation- before and during, Preservation and carrying, Receiving Food considering RMG workers context	1
	4. Concept and design for Stickers	- Food preparation- before and during, Preservation and carrying, Receiving Food considering RMG workers context	3 stickers for 3 steps
Menstrual Hygiene Management (MHM)	1. Video Clips (5 minutes)	- Menstrual Cycle, Taboos, Malpractices and consequences, Hygienic way of MHM	1
	2. Concept and design for Message board	- Taboos, malpractices and hygienic way of MHM	2

Target Audience:

Readymade Garment factory workers (male and female) for handwashing and food hygiene issues, Readymade Garment factory workers (only female) for MHM issue.

All materials developed should:

- Have a very clear focus on RMG workers lifestyle and behavior change
- Provide clear roles and responsibilities of individual
- Be relevant with the text and rely heavily on pictorial to address low literate audiences, in an easy language that is understandable using colloquial language.
- Use gender sensitive messages.
- Avoid too many messages which may lose the focus of the key message
- Have clear call for action.

Language: All materials will be in Bangla.

The process of selecting Agency/Firm and carryout the assignment:

- SAJIDA Foundation will arrange a pre-bid meeting on July 07, 2019 at 11:00 am at SAJIDA Foundation's Head Office, OTOBI Center, Level 5, Plot 12, Block CWS (c) Gulshan South Avenue, Gulshan 1, Dhaka to orient the interested bidder on the expectation and deliverables of the project.
- After receiving the proposals/ quotations SAJIDA Foundation with the support of WaterAid will review the technical to prepare short list of interested bidders.
- Short listed bidder will be invited to present their proposals in front of the review team and review team will go through financial proposal to select the deserving agency/firm
- After winning the bidding process, SAJIDA Foundation will invite the agency/firm to a meeting to explain the requirements more clearly.
- The agency/firm will work with SAJIDA Foundation team more closely to complete the assignment.
- The agency/firm will ensure proper review and finalization of draft materials and ensure field test of each materials before finalization for submission
- Deliver the items as mention in the deliverables part to SAJIDA Foundation
- Request for payment (as per payment schedule mentioned in the RFQ) to SAJIDA Foundation

Disclaimer: SAJIDA Foundation reserves the right to accept or reject any or all proposals without assigning any reason what so ever.

Annex 1

General Terms and Conditions

1. ACCEPTANCE OF THE CONTRACT

This Contract may only be accepted by the Agency's signing and returning an acknowledgement copy of it or by timely delivery of the goods in accordance with the terms of this Contract, as herein specified. Acceptance of this Contract shall affect a contract between the Parties under which the rights and obligations of the Parties shall be governed solely by the terms and conditions of this Contract, including these General Conditions. No additional or inconsistent provisions proposed by the Agency shall bind SAJIDA Foundation unless agreed to in writing by a duly authorized official of SAJIDA Foundation.

2. PAYMENT

2.1 SAJIDA Foundation shall, on fulfillment of the Delivery Terms, unless otherwise provided in this Contract, make payment within 30 days of receipt of the Agency's invoice for the goods specified in this Contract.

2.2 Payment against the invoice referred to above will reflect any discount shown under the payment terms of this Contract, provided payment is made within the period required by such payment terms.

2.3 Unless authorized by SAJIDA Foundation, the Agency shall submit one invoice in respect of this Contract, and such invoice must indicate the Contract's identification number.

2.4 The prices shown in this Contract may not be increased except by express written agreement of SAJIDA Foundation.

3. TAX EXEMPTION

3.1 In the event any tax exemption of Agency, the Agency should submit appropriate document which needs to be complied with existing governmental law and should determine a mutually acceptable procedure.

3.2 Accordingly, the Agency authorizes SAJIDA Foundation to deduct from the Agency's invoice any amount representing such taxes, duties or charges, unless the Agency has consulted with SAJIDA FOUNDATION before the payment thereof and SAJIDA Foundation has, in each instance, specifically authorized the Agency to pay such taxes, duties or charges under protest.

4. INTELLECTUAL PROPERTY INFRINGEMENT

The Agency warrants that the use or supply by SAJIDA Foundation of the goods supplied under this Contract does not infringe any patent, design, trade-name or trade-mark. In addition, the Agency shall, pursuant to this warranty, indemnify, defend and hold SAJIDA Foundation and the WaterAid harmless from any actions or claims brought against SAJIDA Foundation or the WaterAid pertaining to the alleged infringement of a patent, design, trade-name or trade-mark arising in connection with the goods supplied under this Contract.

5. RIGHTS OF SAJIDA FOUNDATION

In case of failure by the Agency to fulfil its obligations under the terms and conditions of this Contract, including but not limited to failure to supply by the agreed delivery date or dates, SAJIDA Foundation may, after giving the Agency reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights:

5.1 Procure all or part of the deliverable from other sources, in which event SAJIDA Foundation may hold the Agency responsible for any excess cost occasioned thereby.

5.2 Refuse to accept delivery of all or part of the deliverable.

5.3 Cancel this Contract without any liability for termination charges or any other liability of any kind of SAJIDA Foundation.

6. LATE DELIVERY

Without limiting any other rights or obligations of the parties hereunder, if the Agency will be unable to deliver the deliverable by the delivery date(s) stipulated in this Contract, the Agency shall (i) immediately consult with SAJIDA Foundation to determine the most expeditious means for delivering the deliverable and (ii) use an expedited means of delivery, at the Agency's cost (unless the delay is due to Force Majeure), if reasonably so requested by SAJIDA Foundation

7. ASSIGNMENT AND INSOLVENCY

7.1. The Agency shall not, except after obtaining the written consent of SAJIDA Foundation, assign, transfer, pledge or make other disposition of this Contract, or any part thereof, or any of the Agency's rights or obligations under this Contract.

7.2. Should the Agency become insolvent or should control of the Agency change by virtue of insolvency, SAJIDA Foundation may, without prejudice to any other rights or remedies, immediately terminate this Contract by giving the Agency written notice of termination.

8. USE OF SAJIDA FOUNDATION OR WATERAID

The Agency shall not use the name, emblem or official seal of SAJIDA Foundation or WaterAid for any purpose.

9. PROHIBITION ON ADVERTISING

The Agency shall not advertise or otherwise make public that it is furnishing goods or services to SAJIDA Foundation without specific permission of SAJIDA Foundation in each instance.

10. CHILD LABOUR

The Agency represents and warrants that neither it nor any of its affiliates is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development.

Any breach of this representation and warranty shall entitle SAJIDA Foundation to terminate this Contract immediately upon notice to the Agency, without any liability for termination charges or any other liability of any kind of SAJIDA Foundation.

11. SETTLEMENT OF DISPUTES

11.1 Amicable Settlement. The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Contract or the breach, termination or invalidity thereof. Where the Parties wish to seek such an amicable settlement through conciliation.

11.2 Arbitration. Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Contract or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Section within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party. Country Director, WaterAid shall lead the process of arbitration in accordance with PPR of Bangladesh. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

12. SEXUAL EXPLOITATION:

12.1 The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this

representation and warranty shall entitle SAJIDA Foundation to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

12.2 SAJIDA Foundation shall not apply the foregoing standard relating to age in any case in which the Contractor's personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor's personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

13. OFFICIALS NOT TO BENEFIT:

The Contractor warrants that no official of SAJIDA Foundation has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

14. AUTHORITY TO MODIFY:

Pursuant to the Financial Regulations and Rules of SAJIDA Foundation, only the SAJIDA Foundation Authorized Official possess the authority to agree on behalf of SAJIDA Foundation to any modification of or change in this Agreement, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against SAJIDA Foundation unless provided by an amendment to this Agreement signed by the Contractor and jointly by the SAJIDA Foundation Authorized Official.

Annex 2

Bill of Quantities

Issue	Communication items (design & AV production)	Quantity	Unit Price (BDT)	Total Price (BDT)
Handwashing	1. Video Clips (5 minutes)	- 1	-	
	2. Audio Clips	- 1	-	
	3. Voice Message	- 1	-	
	4. Concept and design for Message board	- 2	-	
	5. Concept and design for Stickers	- 1	-	
Food Hygiene	1. Video Clips (5 minutes)	- 1	-	
	2. Audio Clips	- 3 clips for 3 issues	-	
	3. Concept and design for Message board	- 1	-	
	4. Concept and design for Stickers	- 3 stickers for 3 steps	-	
Menstrual Hygiene Management (MHM)	1. Video Clips (5 minutes)	- 1	-	
	2. Concept and design for Message board	- 2	-	

Annex 3

COMPANY BACKGROUND INFORMATION

Each legal entity submitting quotation shall complete the Form:

1	Name of Legal Entity (Offeror):	
2	Nature of Business:	
3	Legal Address:	
4	Telephone Number:	
5	E-mail Address:	
6	Country of Registration:	Year of Registration:
7	Registration Certificate issued by (name of institution):	
8	Name and Position of the Head of Company/Organization:	
9	TIN and VAT Registration:	

