

Election Commission Secretariat
Identification System for Enhancing Access to Services (IDEA-2) Project
Nirbachan Bhaban (Floor-8),
Agargaon, Dhaka

Request for Quotation (RFQ)

1	Ministry/Division	Election Commission Bangladesh
2	Agency	Election Commission Secretariat
3	Procuring Entity Name	Identification System for Enhancing Access to Services (IDEA-2) Project
4	Invitation for	Television Commercial (TVC) for Public Awareness Of Smart NID Card
5	Invitation Ref No	17.14.0000.240.07.080.2022-1118
6	Date	Issued on: 23 May 2022
7	Procurement Method	Request for Quotation (RFQ)
8	Budget and Source of Funds	GoB
9	Development Partners (if applicable)	NA
10	Project/Programme Code	22433120
11	Project/Programme Name	Identification System for Enhancing Access to Services (IDEA-2) Project
12	RFQ Closing Date and Time	30 May 2022 Time: 3.00 p.m.
13	Name & Address of the office(s) - Receiving and Opening of RFQ Document	Nirbachan Bhaban (Floor-8), Agargaon Dhaka. Identification System for Enhancing Access to Services (IDEA-2) Project Office, Nirbachan Bhaban (Floor-8), Agargaon, Dhaka
14	Eligibility and Qualifications of Quotationer	Quotationer shall have legal capacity to enter into Contract. Quotationer in support of its qualification shall submit certified photocopies of latest documents related to valid Trade License, Tax Identification Number (TIN), VAT Registration Number and Financial Solvency Certificate from any scheduled Bank.
15	Name & Address of the office(s)	Identification System for Enhancing Access to Services (IDEA-2) Project, Nirbachan Bhaban (Floor-8), Agargaon Dhaka.
	Name of Official Inviting RFQ	Brigadier General Abul Kashem Md Fazlul Kader
	Designation of Official Inviting RFQ	Project Director
	Address of Official Inviting RFQ	Identification System for Enhancing Access to Services (IDEA-2) Project, Nirbachan Bhaban (Floor-8), Agargaon Dhaka.
	Contact details of Official Inviting RFQ	Tel No: 00-88-02-55007571; e-mail address: pd.idea2.bd@gmail.com
The procuring entity reserves the right to reject all Quotations or annul the Quotation proceedings		


Abul Kashem Md Fazlul Kader
Brigadier General
Project Director



**GOVERNMENT OF THE PEOPLE'S REPUBLIC OF
BANGLADESH**

Election Commission Secretariat

Identification System for Enhancing Access to Services (IDEA-2) Project
Nirbachan Bhaban (Floor-8),
Agargaon, dhaka-1207.

Package- 47:

TVC For Public Awareness Of Smart NID Card

Agargaon, dhaka-1207.

REQUEST FOR QUOTATION

TVC For Public Awareness Of Smart NID Card

RFQ No:17.14.0000.240.07.080.2022

Date:

To

1. The **Bangladesh Election Commission Secretariat** has been allocated public funds and intends to apply a portion of the funds to eligible payments under the Contract for which this Quotation Document is issued.
2. Detailed Specifications and, Design & Drawings for the intended Goods and related services shall be available in the office of the Procuring Entity for inspection by the potential Quotationers during office hours on all working days.
3. Quotation shall be prepared and submitted using the 'Quotation Document'.
4. Quotation shall be completed properly, duly signed-dated each page by the authorized signatory and submitted by the date to the office as specified in **Para 6** below.
5. No Securities such as Quotation Security (i.e. the traditionally termed Earnest Money, Tender Security) and Performance Security shall be required for submission of the Quotation and delivery of the Goods (if awarded) respectively.
6. Quotation in a sealed envelope or by fax or through electronic mail shall be submitted to the office of the undersigned **on or before [30 May 2022 at 3.00 P.M.]**. The Envelope containing the Quotation must be clearly marked "Quotation for TVC For Public Awareness Of Smart NID Card and **DO NOT OPEN before 30 May 2022 at 3.00 P.M.** Quotations received later than the time specified herein shall not be accepted.
7. Quotations received by fax or through electronic mail shall be sealed-enveloped by the Procuring Entity duly marked as stated in **Para 6** above and, all Quotations thus received shall be sent to the Evaluation Committee for evaluation, without opening, by the same date of closing the Quotation.
8. The Procuring Entity may extend the deadline for submission of Quotations on justifiably acceptable grounds duly recorded subject to threshold of ten (10) days pursuant to Rule 71 (4) of the Public Procurement Rules, 2008.
9. All Quotations must be valid for a period of **at least Sixty(60) days** from the closing date of the Quotation.
10. No public opening of Quotations received by the closing date shall be held.
11. Quotationer's rates or prices shall be inclusive of profit and overhead and, all kinds of taxes, duties, fees, levies, and other charges to be paid under the Applicable Law, if the Contract is awarded.
12. Rates shall be quoted and, subsequent payments under this Contract shall be made in Taka currency. The price offered by the Quotationer, if accepted shall remain fixed for the duration of the Contract.
13. Quotationer shall have legal capacity to enter into Contract. Quotationer, in support of its qualification shall be required to submit certified photocopies of latest documents related to valid **Trade License, Tax Identification Number (TIN), VAT Registration Number and Financial Solvency Certificate** from any scheduled Bank; without which the Quotation may be considered non-responsive.
14. Quotations shall be evaluated based on information and documents submitted with the Quotations, by the Evaluation Committee and, at least three (3) responsive Quotations will be required to determine the lowest evaluated responsive Quotations for award of the Contract.

15. In case of anomalies between unit rates or prices and the total amount quoted, the unit rates or prices shall prevail. In case of discrepancy between words and figures the former will govern. Quotationer shall remain bound to accept the arithmetic corrections made by the Evaluation Committee.
16. The supply of Goods and related services shall be completed within Seven(7) days from the date of issuing the Purchase Order.
17. The Purchase Order that constitutes the Contract binding upon the Supplier and the Procuring Entity shall be issued within [insert number] days of receipt of approval from the Approving Authority.
18. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.

Signature of the official inviting Quotation



Name: Abul Kashem Md Fazlul Kader Brigadier General

Designation: Project Director

Address: Identification System for Enhancing Access to Services (IDEA) Project (2nd Phase),

Bangladesh Election Commission Secretariat, Nirbachan Bhabhan (Floor -8)

Agargaon, dhaka-1207.

Distribution:

1. www.ec.org.bd
2. www.nidw.gov.bd
3. Notice Board.
4. Office File.

Quotation Submission Letter

[Use Letter-head Pad]

RFQ No: 17.14.0000.240.07.080.2022

Date: dd/mm/yy

To:

Deputy Project Director,

Address: Identification System for Enhancing Access to Services (IDEA) Project (2nd Phase)
Election Commission Secretariat, Nirbachan Bhaban (Floor-8),
Agargaon, dhaka-1207.

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Goods and related services named **TVC For public Awareness of Smart NID Card.**

The total Price of my/our Quotation is BDT [insert amount both in figure and words]

My/Our Quotation shall remain valid for the period stated in the RFQ Document and it shall remain binding upon us and, may be accepted at any time prior to the expiration of its validity period.

I/We declare that I/we have the legal capacity to enter into a contract with you, and have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive or coercive practices. Furthermore, I/we am/are aware of Para 21(b) of the Terms and Conditions and pledge not to indulge in such practices in competing for or completion of delivery of Goods.

I/We am/are not submitting more than one Quotation in this RFQ process in my/our own name or other name or in different names. I/We understand that the Purchase Order issued by you shall constitute the Contract and will be binding upon me/us.

I/We have examined and have no reservations to the RFQ Document issued by you on [insert date]

I/We understand that you reserve the right to reject all the Quotations or annul the procurement proceedings without incurring any liability to me/us.

Signature of Quotationer with Seal
Date:

Price Schedule for Services
TVC FOR Public Awareness of Smart NID Card

RFQ NO. 17.14.0000.240.07.080.2022

Item no	Description of Items	Unit of Measurement	Quantity	Unit Rate or Price		Total Amount	Destination for Delivery of Goods
				In figure	In words	In figure In words	
1	2	3	4	5	6	7	8
1	Television Commercial (TVC) for Public Awareness for Smart NID Card As Per Attachment-1	Number	01				IDEA-2 Project, Nirbachan Bhabhan (Floor-8) Agargaon, Dhaka-1207
Total Amount for Supply of Goods and related services (inclusive of VAT and all applicable taxes; see Note 2 below)					In figure		
					In words		
Goods to be supplied to		IDEA-2 Project, Nirbachan Bhabhan(Floor-8),Agargaon,Dhaka-1207.					
Total Amount in Taka (in words)		[enter the Total Amount as in Col.8 above for the delivery of Goods and related services].					
Delivery Offered		Seven(7)days from date of issuance of the purchase order					
Warranty Provided		N/A					

[insert number] number corrections made by me/us have been duly initialed in this Price .

Schedule. My/Our Offer is valid until dd/mm/yy [insert Quotation Validity date].

Name of Quotationer	Date: dd/mm/yy
Signature of Quotationer with Seal	

Note:

- Col. 1, 2, 3, 4, 5 and 9 to be filled in by the Procuring Entity and Col. 6, 7 & 8 by the Quotationer.
- Rates or Prices shall include profit and overhead and, all kinds of taxes, duties, fees, levies, and other charges earlier paid or to be paid under the Applicable Law, if the Contract is awarded; including transportation, insurance etc. whatsoever up to the point of delivery of Goods and related services in all respects to the satisfaction of the Procuring Entity.

Technical Specification of the Service Required

Item no	Description of Items	Full Technical Specification and Standards	Country of Origin	Make and Model
1	2	3	4	5
1	Television Commercial (TVC) for Public Awareness of Smart NID Card	Production (TVC) Duration:2-3 minitue Cut version:30sec & 1 minitue Language:Bangla Format:Digital Full HD:4k, FHD,HD 3D Motion Graphics Color gridding editing and Pre Production		As per Attachment-1

I/We declare to supply Goods and related services offered by me/us fully in compliance with the Technical Specifications and Standards mentioned hereinabove

Signature of Quotationer with Seal	Date: dd/mm/yy
Name of Quotationer	

Note:

- Col. 1, 2, 3 & 4 to be filled in by the Procuring Entity and Col. 5 & 6 by the Quotationer.
- Technical Specifications of the Goods and related services shall be in compliance with the requirements of the Procuring Entity specified in this document. Quotationer is required to mention make / model (as applicable) of the Goods offered and must attach the appropriate original printed (if not available copied) literature / brochures for the listed items.

স্মার্ট এনআইডি কার্ডের জন্য জনসচেতনতা মূলক টিভিসি নির্মাণের কারিগরি বর্ণনা

ক্রমিক	আইটেমের বিবরণ	পূর্ণাঙ্গ কারিগরি বিনির্দেশ এবং মান	বিতরণযোগ্য পণ্য
০১	স্মার্ট এনআইডি কার্ডের জন্য জনসচেতনতা মূলক টিভিসি নির্মাণ	<ul style="list-style-type: none"> • স্ক্রিপ্ট নির্ধারণঃ কর্তৃপক্ষ এবং ভেভরের সমন্বয়ে ভেভর স্ক্রিপ্ট প্রস্তুত করবেন। ভেভর কমপক্ষে ০৩ টি স্ক্রিপ্ট সরবরাহ করবেন এবং কর্তৃপক্ষ চূড়ান্ত স্ক্রিপ্ট অনুমোদন করবেন। • ভিডিও দৃশ্যপটঃ ভিডিও টিউটোরিয়াল নির্মাণে স্মার্ট কার্ডের গুরুত্ব, স্মার্ট কার্ডের বহুবিদ ব্যবহার, স্মার্ট কার্ডের প্রয়োজনীয়তা ও সংরক্ষণ, স্মার্ট কার্ডের নিরাপত্তা সমূহ এমনভাবে ফুটিয়ে তুলতে হবে যাতে সাধারণ নাগরিকের কাছে তা সহজে বোধগম্য হয় এবং সকলের নিকট সমাদৃত ও আকর্ষণীয় হয়। • ভিডিও ল্যাংগুয়েজঃ বাংলা এবং ইংরেজি দুটিই হতে পারে (আঞ্চলিক/ সাধু/ চলিত ভাষা)। • ভিডিও রেজুলেশনঃ 4K, FHD, HD, 3D Motion Graphics রেজুলেশন এবং ব্রডকাস্টিং স্ট্যান্ডার্ড, বিলবোর্ড, ইউটিউব ও সোশ্যাল মিডিয়ায় প্রচারযোগ্য এমন হতে হবে। • ছবির গুণগতমানঃ ছবি অবশ্যই ঝকঝকে, পরিষ্কার ও গুণগত মানসম্মত এবং যুক্তিসঙ্গত হতে হবে, তবে কৃত্রিমভাবে পরিষ্কার/ উজ্জ্বল করা ছবি নয়। • অডিওঃ অডিও অবশ্যই নির্ভেজাল এবং বিকৃতি মুক্ত হতে হবে যেমন- টিক টিক শব্দ, কোলাহল/ শব্দ দূষণ, মানব এবং অ্যানালাগ বিকৃতি থেকে সম্পূর্ণ মুক্ত হতে হবে। • ভিডিও ব্যাকটালঃ মূল ভিডিও হবে ২ মিনিট থেকে ৩ মিনিট। কাট ডাউন সংস্করণ ৩০ সেকেন্ড এবং ১ মিনিট। নির্মিত ভিডিও সমূহ অবশ্যই টেলিভিশন এবং ডিজিটাল বোর্ডে চালানোর উপযোগী ভার্শন হতে হবে। • তারকা নির্ধারণঃ বহুল পরিচিত, যোগ্যতা ও খ্যাতি সম্পন্ন হতে হবে। তবে এমন ব্যক্তি নির্ধারণ করতে হবে যিনি ইতোপূর্বে রাষ্ট্রদ্রোহী, সমাজ বিরোধী এবং রাজনৈতিক কর্মকাণ্ডে জড়িত ছিলেন না। (তারকা নির্বাচনের ক্ষেত্রে জাতীয় দলের খেলোয়াড়, নাটক ও সিনেমার অভিনেতা-অভিনেত্রী, দেশে বহুল পরিচিতি আছে এমন খ্যাতনামা ব্যক্তি গ্রহণযোগ্য হবে)। • অন্যান্য বর্ণনাঃ <ul style="list-style-type: none"> ক) তারকাদের মাধ্যমে স্মার্ট কার্ডের বহুবিদ ব্যবহারে উৎসাহ প্রদান, স্মার্ট কার্ডের নিরাপত্তা বৈশিষ্ট্য ও প্রয়োজনীয়তা সংক্রান্ত ভিডিও নির্মাণ, গ) তারকা নির্বাচনে কর্তৃপক্ষের অনুমোদন নিতে হবে, ঘ) ভিডিও স্ক্রিপ্ট, শুটিং স্থানের অনুমোদন নিতে হবে, ঙ) শুটিং এর স্থান নির্বাচনে কোন রাজনৈতিক কিংবা সমালোচিত স্থান নির্বাচন করা যাবে না, • চূড়ান্ত ভিডিওঃ ঝসড়া ভিডিও টিউটোরিয়াল নির্মাণের পর তা কর্তৃপক্ষের অনুমোদন সাপেক্ষে চূড়ান্ত ভিডিও হিসেবে জমা দিতে হবে। 	<ul style="list-style-type: none"> • ভিডিও এবং অডিও মূল ফাইল বা ফুটেজ (raw file or footage) একটি 1TB হার্ড ডিস্কে অবশ্যই সরবরাহ করতে হবে। • ভিডিওর ওয়েব/মাল্টিমিডিয়া সংস্করণ অবশ্যই পেনড্রাইভে সরবরাহ করতে হবে।



Election Commission Secretariat
Identification System for Enhancing Access to Services (IDEA) Project(2nd Phase)
Nirbachan Bhaban (Floor-8),
Agargaon, dhaka-1207.

PURCHASE ORDER FOR THE SUPPLY OF GOODS

TVC FOR Public Awareness Of Smart NID Card

RFQ No: 17.14.0000.240.07.080.2022

Date:

RFQNo:17.14.0000.240.07.080.2022	Date: dd/mm/yy
To:	
Delivery Date: Seve (7) days from date of issuing the Purchase Order	Order Value: TK. [insert Contract Price]
Delivery: As per Terms and Conditions (attached)	

The Purchaser has accepted your Quotation dated [insert date] for the supply of Goods and related services as listed below and requests that you supply the Goods and related services within the delivery date stated above, in the quantities and units in conformity with the Technical Specifications under the Terms and Conditions as annexed.

ORDER ITEMS						
Sl. No	Name of Item	Unit of Measurement	Quantity	Unit Price (BDT)	Total Ammount (BDT)	Destination on for Delivery Of Goods
1	Televesion Commercial (TVC) for public Awareness Of Smart NID Card As per Attachment-I	Number	01			
Total Taka						

For the Purchaser:

Signature:

Name: Abul Kashem Md Fazlul Kader Brigadier General


Designation: Project Director

Identification System for Enhancing Access to Services (IDEA) Project(2nd Phase)

Terms and Conditions
for
Supply of Goods and Payment

1. Terms and Conditions contained herein shall be binding upon both the Procuring Entity and the Supplier for the purpose of administration and management of this Contract.
2. Implementation and interpretation of these Terms and Conditions shall, in general, be under the purview of the Public Procurement Act, 2006 and the Public Procurement Rules, 2008.
3. The Supplier shall have to complete the delivery in all respects within **Seven (7)** days of issuing the Purchase Order in conformity with the Terms and Conditions.
4. The Supplier shall be entitled to an extension of the Delivery Schedule if the Procuring Entity delays in receiving the Goods and related services or if Force Majeure situation occurs or for any other reasons acceptable to the Procuring Entity on justifiable grounds duly recorded.
5. All delivery under the Contract shall at all times be open to examination, inspection, measurements, testing, commissioning, and supervision of the Procuring Entity or his/her authorized representative.
6. The Procuring Entity shall check and verify the delivery made by the Supplier in conformity with the Technical Specifications and notify the Supplier of any Defects found.
7. If the Goods are found to be defective or otherwise not in accordance with the specifications, the Procuring Entity may reject the supplies by giving due notice to the Supplier, with reasons.
8. The Supplier shall be entirely responsible for payment of all taxes, duties, fees, and such other levies under the Applicable Law.
9. Notwithstanding any other practice, the payment shall be based on the actual delivery of goods on the basis of the quantity of each item of Goods in accordance with the Priced Schedule and Specifications. 100% of the Contract price of the Goods and related services shall be paid after submission and acceptance of the Delivery Chalan.
10. The Supplier's rates or prices shall be inclusive of profit and overhead and, all kinds of taxes, duties, fees, levies, and other charges to be paid under the Applicable Law.
11. The total Contract Price is BDT [insert figure] (in word) only including VAT & Tax.
12. The minimum Warranty Period of the Supplies shall be [insert months; state none if not applicable] starting from the date of completion of delivery in the form of submission by the Supplier and acceptance by the Procuring Entity, of the Delivery Chalan.
13. The Supplier shall remain liable to fulfil the obligations pursuant to Rule 40 (5) of the Public Procurement Rules, 2008.
14. The Supplier shall keep the Procurement Entity harmless and indemnify from any claim, loss of property or life to himself/herself, his/her workmen or staff, any staff of the Procurement Entity or any third party while delivering the Goods and related services.
15. Any claim arising out of delivery of Goods and related services shall be settled by the Supplier at his/her own cost and responsibility.
16. Damage to the Goods during the Warranty Period shall be remedied by the Supplier at the Supplier's own cost, if the damage arises from the supply and installation by the Supplier.
17. No modification to Scope of Supply and no Variations to the quantities ordered shall be permissible under any circumstances.
18. The Procuring Entity contracting shall amend the Contract incorporating required approved changes subsequently introduced to the original Terms and Conditions in line with Rules, where necessary.

19. The Procuring Entity may, by written Notice sent to the Supplier, terminate the Contract in whole or in part at any time, if the Supplier:
- fails to deliver Goods and related services as per Delivery Schedule and Specifications.
 - in the judgement of the Procuring Entity, has engaged in any corrupt, fraudulent, collusive or coercive practices in competing for or in delivery of goods and related services.
 - fails to perform any other obligation(s) under the Contract.
20. The Procuring Entity and the Supplier shall use their best efforts to settle amicably all possible disputes arising out of or in connection with this Contract or its interpretation.
21. The Supplier shall be subject to, and aware of provision on corruption, fraudulence, collusion and coercion in Section 64 of the Public Procurement Act, 2006 and Rule 127 of the Public Procurement Rules, 2008.

For the Purchaser:	For the Supplier:
Signature : 	Signature:
Name: Abul Kashem Md Fazlul Kader Brigadier General	Name:
Designation: Project Director	Designation:
Date	Date