*CVVersion 1.0 /110621*

**INVITATION TO TENDER**

**Bangladesh Country Office**

**October 29, 2023**

IFT/SCI/BDCO/FY-23/00012/(Manual)

**Framework Agreement for**

**Media Coverage Service under Framework Agreement**

**SUBMISSION DEADLINE: 03:00 PM on November 19, 2023**

**PRE-SUBMISSION CLARIFICATION MEETING will be held at SCI Country office:**

**SCIBD Procurement Department is inviting you to a scheduled Zoom meeting.**

**Topic: Media Coverage Service under Framework Agreement**

**Time: Nov 2, 2023 03:00 PM Astana, Dhaka**

**Join Zoom Meeting**

**https://zoom.us/j/98481750128?pwd=Y3cyeStMbnU4dE9ISWZQNXE1aUVudz09**

**Meeting ID: 984 8175 0128**

**Passcode: 414602**

**QUESTIONS / CLARIFICATIONS:** [**uthan.kyaw@savethechildren.org**](mailto:uthan.kyaw@savethechildren.org) **and rabeya.ferdouse@savethechildren.org**

**FORMAT FOR SUBMISSION:** [**BIDDER RESPONSE DOCUMENT**](#_PART_3_–)

[**PART**](#_PART_1_–) **1 : INVITATION TO TENDER**

* + Introduction to SCI
  + Overview and Requirements
  + Award Criteria
  + Instructions & Key Information

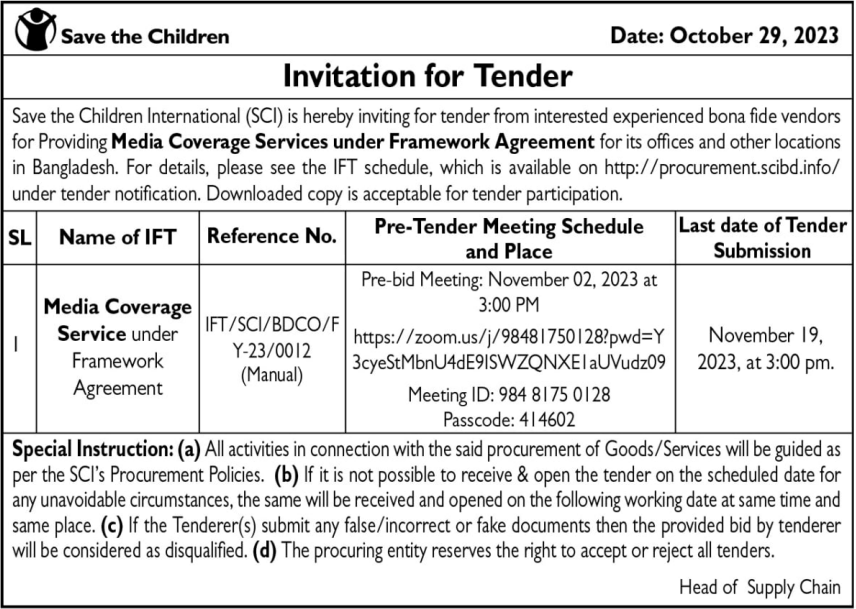
[**PART 2 : CORE REQUIREMENTS AND SPECIFICATION**](#_PART_2_–)

Detailed description of SCI’s specific requirements

[**PART 3 : BIDDER RESPONSE DOCUMENT**](#_PART_3_–)

Template to be used to submit response to this Invitation to Tender.

**Tender Advertisement**

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**PART 1 – INVITATION TO TENDER**

## **INTRODUCTION TO SAVE THE CHILDREN**

SCI is the world’s leading independent organisation for children. We save children’s lives; we fight for their rights; we help them fulfil their potential. We work together, with our partners, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

**Our Vision** – a world in which every child attains the right to survival, protection, development and participation.

**Our Mission** – to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

We do this through a range of initiatives and programmes, to:

* Provide lifesaving supplies & emotional support for children caught up in disasters (e.g. floods, famine & wars).
* Campaign for long term change to improve children’s lives.
* Improve children’s access to the food and healthcare they need to survive.
* Secure a good quality education for the children who need it most.
* Protect the world’s most vulnerable children, including those separated from their families because of war, natural disasters, extreme poverty or exploitation.
* Work with families to help them out of the poverty cycle so they can feed and support their children.

For more information on the work we undertake and recent achievements, visit our [website](http://www.savethechildren.net/).

## **PROJECT OVERVIEW**

Please see below a summary of the requirements for which Save the Children invites you to bid on. Further detail on the specific requirements of the project (volumes, dates, product specifications / drawings etc.) can be found in [Part 2](#_PART_2_–) (Core Requirements & Specifications) of this Tender Pack.

|  |  |
| --- | --- |
| **Item** | **Description** |
| **Description of Goods / Services** | **Media Coverage Service under Framework Agreement** |
| **Outcome of Tender** | *FWA – the successful supplier(s) will be awarded a ‘FWA’ which will commit SCI to purchase the specified quantity of goods / services as defined in the contract at the agreed rates.* |
| **Duration of Award** | *Initially 2 years and further extension 1 year (subject to SCI approval)* |

## **AWARD CRITERA**

SCI is committed to running a fair and transparent tender process and ensuring that all bidders are treated and assessed equally during this tender process. Bidder responses will be evaluated against four weighted categories of criteria: Essential Criteria, Sustainability Criteria, Capability Criteria, and Commercial Criteria.

### **ESSENTIAL CRITERIA**

Criteria which bidders **must** meet in order to progress to the next round of evaluation. If a bidder does not meet any of the Essential Criteria, they will be excluded from the tender process immediately. These criteria are scored as ‘Pass’ / ‘Fail’.

**3.2 SUSTAINABILITY CRITERIA (10%)**

Criteria used to evaluate the impact a supplier has on the environment, local economy, and community. Bids will be evaluated against the same pre-agreed Criteria (*As per ToR)*.

### **3.3 CAPABILITY CRITERIA (50%)**

Criteria used to evaluate the bidder’s ability, skill and experience in relation to the requirements. Bids will be evaluated against the same pre-agreed Criteria (*As per ToR)*.

### **3.4 COMMERIAL CRITERIA (40%)**

Criteria used to evaluate the commercial competitiveness of a bid. Bids will be evaluated against the same pre-agreed Criteria (*As per ToR)*.

## **VETTING**

Successful bidders must be successfully vetted. This involves checking bidders and key personnel against Global Watch Lists, Enhanced Due Diligence Lists and Politically Exposed Persons Lists.

The vetting of bidders will be completed after the award decision and prior to any contract being signed, or orders placed. If any information provided by the Bidder throughout the tender process is proved to be incorrect during the vetting process (or at any other point), SCI may withdraw their award decision.

## **BIDDER INSTRUCTIONS**

### **6.1 TIMESCALES**

|  |  |
| --- | --- |
| Activity | Date |
| Issue Invitation to Tender | October 29, 2023 |
| Pre-Proposal Meeting | November 02, 2023, at 3:00 PM |
| Circulation of Pre-Proposal Meeting Minutes | November 05, 2023 |
| Deadline for questions from Bidders | November 15, 2023 |
| Deadline for Return of Bids | November 19, 2023, on or before 03:00 PM |
| Bid Clarifications | November 21, 2023- December 15, 2023 |
| Award Contact | December 30, 2023 |
| Go Live | January 01, 2024 |

The above dates are for indicative purposes only and are subject to change.

### **6.2 SUBMISSION FORMAT & BIDDER RESPONSE DOCUMENT**

Bidders wishing to submit a bid **must use the Bidder Response Document template in** [**Part 3**](#_PART_3_–) **of this Tender Pack**. Any bids received using different formats, or incomplete bids, will not be accepted.

This document allows bidders to submit all the required information and be evaluated fairly and equally against the Essential, Capability and Commercial Criteria. Bidders may also be required to submit supporting documentation. Further instructions can be found within the document in Part 3 of this pack.

Bids can be submitted by either:

**Electronic Submission via ProSave**

* Submit your response in accordance with the guidance provided in the below document:



**Paper Submission**

* One paper copy submitted on headed paper to: **House CWN (A) 35, Road 43, Gulshan 2, Dhaka 1212, Bangladesh; Attention- Head of Supply Chain, Procurement & Supply Chain.**
* Bids should be submitted in sealed envelope addressed to **Tender Box-01**
* The envelope should clearly indicate the Invitation to tender reference number **IFT/SCI/BDCO/FY-23/00012 (Manual).**
* All supporting documentation should be labelled.
* **Technical & Financial proposal should be submitted in the separate envelope.**

**Electronic Submission**

* **Email should be sent to --- ‘’**[**Dhaka.procurement@savethechildren.org**](mailto:Dhaka.procurement@savethechildren.org)**’’**
* **Technical & Financial proposal should be submitted in the separate folder.**

### **6.4 CLOSING DATE FOR BID SUBMISSION**

Your bid must be received, no later than **November 19, 2023 (3:00 PM Bangladesh Standard Time)**

Bids must remain valid and open for consideration for a period of no less than 60 days.

### **6.5 KEY CONTACTS**

All questions relating to the tender should be sent via email to:

|  |  |
| --- | --- |
| Name | Email Address |
| Sazia Afrin | sazia.afrin@savethechildren.org |
| U Than Kyaw | [uthan.kyaw@savethechildren.org](mailto:uthan.kyaw@savethechildren.org) |
| Rabeya Ferdouse | rabeya.ferdouse@savethechildren.org |

Please be advised local working hours are 8:30 AM to 4:30 PM. Please allow up to 02 working days for a response.

Where the enquiry may have an impact on other bidders within the process, Save the Children will notify all other Bidders to maintain a fair and transparent process.

# **PART 2 – CORE REQUIREMENTS & SPECIFICATIONS**

1. **INTRODUCTION**

Save the Children (SC) is a leading organization to ensure children’s development, betterment and growth since 1919 and having presence in more than 120 countries of the world. Save the Children began working in Bangladesh during the cyclone of 1970 and since then has been working for development and humanitarian contexts.

Save the Children has been working for various thematic areas to increase the capacity, knowledge and skills of children, community and institutions. Save the Children has been working closely with the development sector, government agencies, academia, city corporations, media, the private sector, INGOs and local partners to enhance capacity and advocate for the urban resilience initiatives to be sustainable.

1. **SPECIFIC REQUIREMENTS**

Agreement for “**Media Coverage**” for Save the Children International as per terms and conditions set out in this tender documents.

1. **SPECIFICATIONS**

|  |  |  |
| --- | --- | --- |
| CATEGORY | MINIMUM INFORMATION TO BE PROVIDED | OPTIONAL INFORMATION TO BE PROVIDED |
| SERVICE | **Media Coverage Service under Framework Agreement** | As per ToR |
|  |  |  |

# **PART 2 – CORE REQUIREMENTS & SPECIFICATIONS**

1. **INTRODUCTION TO SAVE THE CHILDREN**

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1. **SPECIFIC REQUIREMENTS**

Media coverage services under framework agreement for Electronic, Radio & Print Media, as and when required basis based on the awarded agreement and agreement tenure.

1. **SPECIFICATIONS**

**Television Channel**

1. **Organizing Talk Show**
   1. On-air 1 hour talk show in peak hour.
   2. On-air 1 hour talk show in off- peak hour.
   3. On-air 30 Minutes talk show in peak hour.
   4. On-air 30 Minutes talk show in off-peak hour.
   5. The talk-show will also be broadcasted Live on the Facebook page and YouTube channel of the TV channel
   6. TV channel will invite the discussants of the talk show. The discussants will be agreed and finalized in consultation with Save the Children in Bangladesh (SCinBD).
   7. SCinBD will share the briefing note based on which TV channel will finalize the discussion points in consultation with SCinBD.
   8. Promo (static post) of the talk show will be developed by the TV channel and promoted in TV channel’s Facebook page one day before the talk-show. The branding of SCinBD and TV channel will be ensured in the promo static post.
   9. TV channel will be responsible for the logistics and the technical arrangements for the show.
   10. TV channel will submit a report on media and social media reach and the recorded video of the show to settle down the final payment.
   11. During the implementation of the activities, there might be some changes in the plan considering unavoidable circumstances. However, the activities will be placed on the basis of mutual agreement of both organizations.
2. **On-airing TVC**
   1. On- air 30 seconds TVC during peak hour
   2. On- air 30 seconds during off- peak hour
   3. On- air 30 second TVC during news break
   4. On- air 1-minute TVC during peak hour
   5. On- air 1-minute TVC during off- peak hour
   6. On- air 1-minute TVC during news break
   7. On-air 5-minutes TVC/audio-visual during peak hour
   8. On-air 5-minutes TVC/audio-visual during off-peak hour
   9. Premier of TVC in TV channel’s Facebook page and YouTube channel. Duration would be Minimum 30 seconds to Maximum 5 Minutes.
   10. TV channel will submit a report on media and social media reach.
   11. During the implementation of the activities, there might be some changes in the plan considering unavoidable circumstances. However, the activities will be placed on the basis of mutual agreement of both organizations.
3. **Circulation of News scroll** 
   1. Circulate news scroll during peak hour. Costing will be decided on quantity of circulation.
   2. Circulate news scroll during off- peak hour. Costing will be decided on quantity of circulation.
   3. Circulate news scroll during news bulletin. Costing will be decided on quantity of circulation.

**Radio Channel**

**Organizing Talk Show**

1. On-air 30 minutes talk show in peak hour.
2. On-air 30 minutes talk show in off-peak hour.
3. On-air 1 hour talk show in peak hour.
4. On-air 1 hour talk show in off-peak hour.
5. The show will also be broadcasted Live on the Radio channel’s Facebook page.
6. Radio channel will invite the discussants of the talk show. The discussants will be agreed and finalized in consultation with Save the Children in Bangladesh (SCinBD).
7. The structure of the talk-show will be finalized in consultation with SCinBD priorly.
8. SCinBD will share the briefing note based on which Radio channel will finalize the discussion points in consultation with SCinBD.
9. Promo (static post) of the talk show will be developed by the Radio channel and promoted in Radio channel’s Facebook page one day before the talk-show. The branding of SCinBD and Radio channel will be ensured in the promo static post.
10. Radio channel will be responsible for the logistics and the technical arrangements for the show.
11. Radio channel will submit a report on audience reach through Radio on-air, social media reach and the recorded version of the show to settle down the final payment.
12. During the implementation of the activities, there might be some changes in the plan considering unavoidable circumstances. However, the activities will be placed on the basis of mutual agreement of both organizations.
13. **RJ endorsement**
    1. RJ will talk about/read the message provided by SCinBD and put a call for action for the audience- peak hour. Duration will be 30 second to1 Minute.
    2. RJ will talk about/read the message provided by SCinBD and put a call for action for the audience- off- peak hour. Duration will be 30 second to1 Minute.
    3. Frequency will be 3-5 times in a day.
14. **On- airing audio spot**
15. On-air awareness message/ commercial provided by SCinBD in peak hour. Duration will be 30 Second to1 Minute. On-air frequency 3-5 times in a day.
16. On-air awareness message/ commercial by SCinBD in off-peak hour. Duration will be 30 Seconds to 1 Minute. On-air frequency 3-5 times in a day.
17. **On-airing Drama**
18. On-air 1 radio drama provided by SCinBD in peak hour. Duration will be 5 Minutes-10 Minutes.
19. On-air 1 radio drama provided by SCinBD in off- peak hour. Duration will be 5 Minutes-10 Minutes.
20. Promo (static post) of the drama will be developed by the Radio channel and posted in Radio channel’s Facebook page for three days before the on-air. The branding of SCinBD and Radio channel will be ensured in the promo static post.
21. Radio Channel will share a report on the audience reach of the drama.

**Newspaper**

1. **Organizing Round Table**
2. The newspaper will organize and moderate the roundtable discussion. Moderator must be someone who has expertise on the topic and has previous experience to moderate roundtable with multi-stakeholders.
   1. The newspaper will invite the discussants of the roundtable. The discussants will be agreed and finalized in consultation with Save the Children in Bangladesh (SCinBD).
3. SCinBD will share the briefing note based on which newspaper will finalize the discussion points in consultation with SCinBD.
4. Whole discussion will be recorded and documented in written by the Newspaper and they will share it with SCinBD afterwards.
5. Venue will be arranged by the Newspaper.
6. Newspaper will be responsible for the logistics and the technical arrangements for the roundtable.
7. Refreshment for the guests will be arranged and provided by the newspaper based on the requirements of SCinBD.
8. One full page special supplement (color/ black & white) on the discussion will be published at the newspaper within a week after the roundtable. The cost will vary for color and black & white.
9. News of the roundtable will be published in the Newspaper (Print and online- Bangla, online - English) in the next day of the roundtable.
10. A video story of the discussion will be produced and posted on the social media (Facebook and YouTube) of the newspaper.
11. Report on social media reach of the video story and circulation number of the supplement will be shared by the newspaper with SCinBD.
    1. During the implementation of the activities, there might be some changes in the plan considering unavoidable circumstances. However, the activities will be placed on the basis of mutual agreement of both organizations.
12. **Virtual Dialogue/ Online Discussion**
13. The newspaper will organize and moderate the virtual dialogue/online discussion. Moderator must be someone who has expertise on the discussion points and has previous experience to moderate roundtable with multi-stakeholders.
14. The virtual dialogue/online discussion will be broadcasted Live on the social media platforms of the Newspaper and SCiBD Facebook page.
    1. The newspaper will invite the participants and discussants, share meeting link with them and make sure about their joining on the program. The discussants and participants will be agreed and finalized in consultation with Save the Children in Bangladesh (SCinBD).
15. SCinBD will share the briefing note based on which newspaper will finalize the discussion points in consultation with SCinBD.
16. Promo (static post) of the virtual dialogue/online discussion will be developed by the Newspaper and promoted in Newspaper’s Facebook page one day before the talk-show. The branding of SCinBD and Newspaper will be ensured in the promo static post.
17. The Newspaper will design a branded interface for the online/virtual platform for the discussion.
18. Newspaper will be responsible for the technical and logistic arrangements for the virtual dialogue/online discussion.
19. One full page special supplement (color/ black & white) on the discussion will be published at the newspaper within a week after the virtual dialogue/online discussion. The cost will vary for color and black & white.
20. News of the roundtable will be published in the Newspaper (Print and online- Bangla, online - English) in the next day of the virtual dialogue/online discussion.
21. Report on social media reach of the dialogue and circulation number of the supplement will be shared by the Newspaper with SCinBD.
22. During the implementation of the activities, there might be some changes in the plan considering unavoidable circumstances. However, the activities will be placed on the basis of mutual agreement of both organizations.
23. **ADDITIONAL INFORMATION**
24. **Duration:** The framework agreement will be for **2-years**. However, the duration may be further extended for next **1-year** subject to mutual agreement and satisfactory performance.
25. **Price and offer validity:** The bidder should indicate their willingness to fixed prices within the tender submission document mentioning Two-years validity.
26. **Purchase order:** Purchase order may be issued for every requirement based on agreement. Vendor will deliver the services only against approved purchase order or agreement.
27. **Copyright:** Only Save the Children will reserve the right of this data/findings/manual and other printing/Audio/ electronic media resource even the awarded firm cannot use/share this resource with anyone both internally/externally without the prior approval of Save the Children.
28. **Contact Person:** SAVE THE CHILDREN will assign a primary and a secondary contact person (commercial and technical) to coordinate services. Similarly, the vendor will have to assign a primary and a secondary contact person to coordinate delivery and support as per agreement.
29. **VAT and Tax:** VAT and Tax will be deducted as per Govt. rules. However, vendor will mention the VAT in their proposal.
30. If the procurement is conducted under USAID grants, in that case VAT Coupon will be provided. VAT & TAX shall be applicable as per GoB rules.
31. **Payment’s procedure:** The successful service provider will be required to submit invoices immediately after completion of services. Payment will be made in favour of the vendor within **45 (forty-five)** days upon satisfactory of services received and submission of correct invoice along with necessary documents through A/C Payee cheque or EFT (Electronic Fund Transfer).
32. SCI Rights: Save the Children International (SCI) is not bound to accept the lowest offer and reserves the right to accept or reject any or all of the offers without assigning any reason whatsoever.

# **PART 3 – BIDDER RESPONSE DOCUMENT**

1. **INTRODUCTION**

This document **MUST BE USED** by Bidders wishing to submit a bid. It is linked into 4 sections detailed below:

* [Section 1 – Essential Criteria](#_SECTION_2:_ESSENTIAL)
* [Section 2 – Capability & Sustainability Questions](#_SECTION_3_–)
* [Section 3 – Commercial Questions](#_SECTION_4_–)
* [Section 4 – Bidder Submission Checklist](#_SECTION_5_–)

**The Bidder is required to sign a copy of the Check list in Section 4 as part of their submission**.

1. **INSTRUCTIONS**

Within each section there are instructions providing guidance to the bidder on what information is required. This guidance details the **MINIMUM** requirements expected by SCI. If a Bidder wishes to add further information, this is acceptable, but the additional information should be limited to only items that are relevant to the tender.

* For the avoidance of doubt, bidders are required to complete all items within the Bidder Response Document unless clear instruction is provided otherwise.
* If a Bidder does not complete the entire Bidder Response document, their submission may be declared void.
* If a Bidder is unable to complete any element of the Bidder Response Document, they should contact Save the Children through the using the contact details provided for guidance.

By submitting a response, the bidder confirms that all information provided can be relied upon for validity and accuracy.

## **SECTION 1 - ESSENTIAL CRITERIA**

## ***INSTRUCTIONS – Bidders are required to complete all sections of the below table.***

|  |  |  |  |
| --- | --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** | |
| ***1*** | Bidder accepts Save the Children’s ‘Terms and Conditions of Purchase’ and that any business awarded to the bidder will be completed under the Terms and Conditions included in Section 4 of this pack. | **Yes / No** | **Comments / Attachments** |
|  |  |
| ***2*** | The Bidder and its staff (and any sub-contractors used) agree to comply with SCI and the Inter-Agency Procurement Group (IAPG’s) policies listed in Section 4 of this pack throughout this tender process, and during any future works should the bidder be awarded a contract. | **Yes / No** | **Comments** |
|  |  |
| ***3*** | The bidder confirms they are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the UK/United States of America or the European Union and accepts that SCI will undertake independent checks to validate this. | **Yes / No** | **Comments** |
|  |  |
| ***4*** | *The Bidder confirms it is fully qualified, licenses and registered to trade with Save the Children (including compliance with all relevant local Country legislation).*  *This includes the Bidder submitting the following requirements (where applicable):*   * *Legitimate business address* * *Tax registration number & certificate* * *Business registration certificate* * *Trading license* |  |  |
|  |  |
| **Requirement** | **Bidder Response / Attachments** |
| ***Legitimate Business Address*** | *Need to share proof of document* |
| ***Tax Registration Number & Certificate*** | *Need to share proof of document* |
| ***Business Registration Certificate*** | *Need to share proof of document* |
| ***Trading License*** | *Need to share proof of document* |
| ***5*** | **Legal establishment for a minimum of 3 years**: From Registrar of Joint Stock Companies and Firms (RJSC), Bangladesh or equivalent authorities | **Yes / No** | **Comments / Attachments** |
|  | *Need to share proof of document* |
| ***6*** | Minimum three years of experience for similar type of and services to renowned companies and supporting Work Orders/Experience certificate (i.e. MNC, UN, INGOs, Bank/Financial Institutions) need to submit. | **Yes / No** | **Comments / Attachments**  *Need to share proof of document* |
| ***7*** | **License/Registration**  License/Registration from Govt. for Nationwide circulation/Broadcasting. | **Yes / No** | **Comments / Attachments**  *Need to share proof of document* |

## **SECTION 2 – CAPABILITY QUESTIONS: 50%**

***Instructions – Bidders are required to complete all sections of the below table.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Question** | **Bidder Response** | | |
| ***1*** | **REFERENCES**  Bidder shares two (2) examples of their experience in providing services similar to those included within the scope of this tender.  Examples provided must be for similar projects within a similar environment / context to that in which Save the Children operates, and within the last two (2) years.  *(Note – the Bidder must ensure that for any client references shared, the nominated client is happy to be contacted / visit by Save the Children)* | **Client Name** | **Contact Details (Name & Email)** | **Project Description** |
| 1) |  |  |
| 2) |  |  |
| ***2*** | **Assigned Score: 10 Points**  Multi-channel approach  1. Print/Electronic  2. Online  3. Social Media | **Bidder Response** | | **Attachment(s)** |
|  | |  |
| ***3*** | **Assigned Score: 10 Points**  Circulation and Reach   1. Nationwide circulation (including number of districts covered) **(2 points)** 2. Reach in Online and Social Media platforms **(2 points)** 3. Number of readers/viewers/listeners average per day **(4 points)** 4. Noteworthy news reports, program or event on-aired/published/organized to influence the policy environment. **(2 points)** | **Bidder Response** | | **Attachment(s)** |
|  | |  |
| ***4*** | **Assigned Score: 10 Points**  Length of Service: (10 points for ≥ 5 years and each year 2 points for related services. | **Bidder Response** | | **Comments** |
|  | |  |
| ***5*** | **Assigned Score: 50 Points**  **Technical facilities and resources**   1. Recording (audio, videos) and Editing facility. 2. Studio Set Up 3. Moderator 4. Translator & Transcription 5. Social Media platforms and expert team for promotion 6. Venue capacity (number of participants) 7. Food (In house or catering, and available food option) 8. Technical expertise and arrangements for Live/Recorded broadcast of the Talk show/ Online Discussion/Program in TV/Radio/social media 9. Team expertise in media content development (News report, supplement, audio-visual, audio spot etc.) 10. And any other required facility   Please share relevant documents **(Each Category get 5 points)** | **Bidder Response** | | **Comments** |
|  | |  |
| ***6.*** | **Assigned Score: 10 Points**  **Client List & Satisfactory deal completion from the below type of organizations**:  I. Banks & Financial Institutions,  II. Multinational Companies  III. International Development and Humanitarian Organizations/NGOs  IV. Government Organizations  (10 points for ≥ 5 clients and each client 2 points). | **Bidder Response** | | **Attachment(s)** |
| ***7.*** | **Financial Turnover:**  **Assigned Score: 10 Points**  (Average Financial turnover should be 5 million in BDT over last 2 years. Please submit Audit report of last 2 financial years of the organization or Bank Statement should be submitting as a supporting document. (Please Provide the relevant Documents)  4 million to 5 million or above = 10 points  Below 4 million to 3 million =7 points  Below 3 million to 2 million = 5 points  and less than 2 million = 0 points. | **Bidder Response** | | **Attachment(s)** |
|  | |  |

## **SUSTAINABILITY CRITERIA: 10 %**

|  |  |  |  |
| --- | --- | --- | --- |
| Sl | **EVALUATION CRITERIA** | **SUPPORTING GUIDANCE / COMMENTS** | **SUGGESTED SCORING** |
| 1 | The bidder accepted the supplier sustainability policy and demonstrated activities OR has processes in place within their organisation, aimed at improving sustainability.  (e.g. paperless offices, green technology in offices, policies, training programmes, community outreach programmes etc). | Suppliers may be able to provide evidence of activities they complete either in their office, in their supply chain, or during their operations to improve sustainability. Evaluation of this may be subjective but should be evaluated and scores agreed by the Procurement Committee. | 10/10 - bidder demonstrates multiple sustainable business practices.5/10 - bidder demonstrates several sustainable businesses practices.0/10 - bidder demonstrates no sustainable business practices |

## **SECTION 4 – COMMERCIAL QUESTIONS (40%)**

***Note: All the prices should be included with all kinds of govt. Taxes & VAT.***

**Television Channel**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item** | **Activity** | **Unit** | **Actual Price** | **Discount** | **Special Price for SCinBD** |
| 1. Organizing Talk Show | Broadcast talk show- peak hour | 1, 1 hour talk show with the discussion time of 35 Minutes |  |  |  |
| Broadcast talk show- off peak hour | 1, 1 hour talk show with the discussion time of 35 Minutes |  |  |  |
| Broadcast talk show on TV channel’s FB page and YouTube channel | N/A |  |  |  |
| Inviting the discussants according to the agreed and finalized list by both SCinBD and the channel. | N/A |  |  |  |
| Finalize the discussion points in consultation with SCinBD | N/A |  |  |  |
| Making branded (SCinBD and the channel) Promo (static post) of the talk show and post it in the TV channel’s Fb page before the show | N/A |  |  |  |
| Logistics and the technical arrangements | N/A |  |  |  |
| Submit a report on media and social media reach and the recorded video of the show | N/A |  |  |  |
| 1. On-airing TVC: | On-air TVC- peak hour | 1, 30 seconds- 1mins |  |  |  |
| On-air TVC- Off- peak hour | 1, 30 seconds- 1mins |  |  |  |
| On-air TVC- news break | 1, 30 seconds- 1mins |  |  |  |
| On-air TVC on television channel’s fb page and youtube channel | N/A |  |  |  |
| Submit a report on media and social media reach | N/A |  |  |  |
| 1. Circulate news scroll: | Circulate news scroll- peak hour | 1 |  |  |  |
| Circulate news scroll- off-peak hour | 1 |  |  |  |
| Circulate news scroll- during news bulletin | 1 |  |  |  |

**Radio Channel**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item** | **Activity** | **Unit** | **Actual Price** | **Discount** | **Special Price for SCinBD** |
| 1. Organizing Talk Show: | On-air talk show- peak hour | 1, 30 mins- 1 hour talk show with the discussion time of 20mins- 40mins |  |  |  |
| On-air talk show- off-peak hour | 1, 30 mins- 1 hour talk show with the discussion time of 20mins- 40mins |  |  |  |
| On-air talk show on Radio channel’s FB page and youtube channel | N/A |  |  |  |
| Inviting the discussants according to the agreed and finalized list by both SCinBD and the channel | N/A |  |  |  |
| Share show pattern/idea with SCinBD priorly and implement it after getting approval from SCinBD | N/A |  |  |  |
| Finalize the discussion points in consultation with SCinBD |  |  |  |  |
| Making branded (SCinBD and the channel) Promo (static post) of the talk show and post it in the Radio channel’s Fb page before the show |  |  |  |  |
| Logistics and the technical arrangements |  |  |  |  |
| Submit a report on media and social media reach and the recorded video of the show |  |  |  |  |
| 1. RJ endorsement**:** | RJ will talk about/read the message provided by SCinBD and put a call for action for the audience- peak hour | 1 |  |  |  |
| RJ will talk about/read the message provided by SCinBD and put a call for action for the audience- off- peak hour | 1 |  |  |  |
| 1. On- airing audio spot: | On-air awareness message/ commercial provided by SCinBD- peak hour | 1 |  |  |  |
| On-air awareness message/ commercial by SCinBD- off-peak hour |  |  |  |  |
| 1. On-airing Drama: | On-air radio drama provided by SCinBD- peak hour | 1 |  |  |  |
| On-air radio drama provided by SCinBD- off-peak hour | 1 |  |  |  |
| On-air drama series provided by SCinBD- peak hour | 1 |  |  |  |
| On-air drama series provided by SCinBD- off-peak hour | 1 |  |  |  |
| Making branded (SCinBD and the channel) Promo (static post) of the drama and post it in the Radio channel’s Fb page before the show | 1 |  |  |  |
| Submit a report on audience reach | N/A |  |  |  |

**News Paper**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item** | **Activity** | **Unit** | **Actual Price** | **Discount** | **Special Price for SCinBD** |
| 1. Organizing Round Table: | Organize and moderate the roundtable discussion by someone who is familiar with the discussion points and the issue. | 1 |  |  |  |
| Invite the participants according to the agreed and finalized list by both SCinBD and the channel. | N/A |  |  |  |
| Finalize the discussion points in consultation with SCinBD | N/A |  |  |  |
| Making branded (SCinBD and the channel) Promo (static post) of the roundtable and post it in the news paper’s Fb page before the show. |  |  |  |  |
| Record, type and write the whole discussion and share it with SCinBD afterwards. | N/A |  |  |  |
| Arrange Venue | 1 |  |  |  |
| Logistics and the technical arrangements |  |  |  |  |
| Refreshment/ lunch for the guests | Per package |  |  |  |
| Publish one full page special supplement (color/black and white) on the discussion. | 1 |  |  |  |
| Publish news of the roundtable on the newspaper (Print and online- Bangla, online - English) | 1 |  |  |  |
| Upload a video story of the discussion on the social media | N/A |  |  |  |
| Share report on social media reach of the video story with SCinBD. | N/A |  |  |  |
| 1. Virtual Dialogue: | Organize and moderate the virtual discussion by someone who is familiar with the discussion points and the issue. | 1 |  |  |  |
| Invite the participants according to the agreed and finalized list by both SCinBD and the channel. | N/A |  |  |  |
| Share meeting link with the participants. | N/A |  |  |  |
| Finalize the discussion points in consultation with SCinBD | N/A |  |  |  |
| Making branded (SCinBD and the channel) Promo (static post) of the discussion and post it in the news paper’s Fb page before the show. | 1 |  |  |  |
| Broadcast the whole discussion on the social media platforms. | N/A |  |  |  |
| Record, type and write the whole discussion and share it with SCinBD afterwards. | N/A |  |  |  |
| Technical arrangements | N/A |  |  |  |
| Publish one full page special supplement (color/black and white) on the discussion. | 1 |  |  |  |
| Publish news of the roundtable on the newspaper (Print and online- Bangla, online - English) | 1 |  |  |  |
| Share report on social media reach of the virtual dialogue with SCinBD. |  |  |  |  |
| 1. Publish Magazine/photo book/story book/comic book | Select and Finalize content | N/A |  |  |  |
|  | Design the full publication. | N/A |  |  |  |
|  | Write/collect content. | N/A |  |  |  |
|  | Print the magazine/photo book/story book/comic book of 16 page | 1 |  |  |  |
|  | Print the magazine/photo book/story book/comic book of 22 page | 1 |  |  |  |
|  | Print the magazine/photo book/story book/comic book of 26 page | 1 |  |  |  |
|  | Print the magazine/photo book/story book/comic book of 30 page | 1 |  |  |  |

Media partner can be participated based on their section subject to scope.

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

Signature

……………………………………………………………………. 

Name

…………………………………………………………………….. 

Job Title

 ………………………………………………………….. 

Company

 ……………………………………………………………………... 

Date:                                                                                 

## **SECTION 4 – BIDDER SUBMISSION CHECKLIST**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **We, the Bidder, hereby confirm we have completed all sections of the Bidder Response Document:** | | | | | | |
| **No** | **Section** | | | **Please Tick** | | |
| 1. | Section 2 – Essential Criteria | | |  | | |
| 2. | Section 3 – Capability & Sustainability Questions | | |  | | |
| 3. | Section 4 – Commercial Questions | | |  | | |
|  | | | | | | |
| **We, the Bidder, confirm we have uploaded all the required information and supporting evidence:** | | | | | | |
| **Section** | | **Required Document / Evidence** | | | | **Please Tick** |
| **Essential Criteria Evidence** | | Proof of legitimate business address | | | |  |
| Copy of tax registration number & certificate | | | |  |
| Copy of business registration certificate | | | |  |
| Legal establishment for a minimum of five years: From Registrar of Joint Stock Companies and Firms (RJSC), Bangladesh or equivalent authorities. | | | |  |
| Updated Legal Documents [ Copy of Trade License/Registration Certificate,  TIN, BIN/VAT, Certificate of Incorporation (for Limited Company only)]. | | | |  |
| License: License from Govt. for Nationwide circulation/Broadcasting. | | | |  |
|  | | | |  |
| **Capability Criteria Evidence** | | Multi-channel approach | | | |  |
| Circulation and Reach | | | |  |
| Length of Service | | | |  |
| Technical facilities and resources | | | |  |
| Client List & Satisfactory deal completion from the Organization | | | |  |
| Financial Turnover | | | |  |
| **Sustainability criteria** | | Completed Bidder Response Document | | | |  |
| **Commercial Criteria Evidence** | | Completed Bidder Response Document | | | |  |
| **We, the Bidder, hereby confirm we compliance with the following policies and requirements:** | | | | | | |
| **Policy** | | | **Policy / Document** | | **Signature** | |
| Terms & Conditions of Bidding | | |  | |  | |
| Terms & Conditions of Purchase | | |  | |  | |
| Supplier Sustainability Policy  and the included mandatory policies | | | [Click Here to Access](https://www.savethechildren.net/sites/www.savethechildren.net/files/Supplier%20Sustainability%20Policy.pdf) | |  | |

|  |  |
| --- | --- |
| We confirm that Save the Children may in its consideration of our offer, and subsequently, rely on the statements made herein. | |
| Signature: | ………………………………………………….. |
| Name: | ………………………………………………….. |
| Title: | ………………………………………………….. |
| Company: | ……………………………………………….. |
| Date: | ……………………………………………….. |