

Request for Proposal (RFP)
Centre for Policy Dialogue (CPD)'s Coffee Table Book

[Centre for Policy Dialogue \(CPD\)](#), a policy-influencing think tank in Bangladesh, is looking for proposals from established vendor to bring out one of its upcoming Coffee Table Book. The service-provider should ideally be in a position to offer a package publication service that will include:

- content development and drafting of the book.
- layout designing
- formatting and graphic designing
- printing and delivery of the total number of copies

Coffee table book information

The Coffee Table Book will depict CPD's 30 years of journey in pictorial form. It will also feature CPD's major events and activities.

Information

The below matrix provides the necessary information of a single book process.

Criteria	Requirement
<i>Specification for Coffee table book</i>	
Language	English
Size	9"x12"
Specification	Page: 80 Pages (10 forma) Colour: 4 Paper: 120 gsm Matt paper Lamination: No
Binding	Hard Binding with book jacket
Printing quantity	300

Scope of work for the service-provider

As mentioned above, the responsibility of the service-provider will be to carry out three complete layers of the publication process—drafting; graphic designing and press printing.

- (a) Prepare a story line and content development: This entails a full drafting and creating a story line of the document before going for printing. The service will include (but may not limited to):
- formulate a story line of the book
 - content drafting
 - language editing
 - proof-reading and stylistic editing

(b) Graphic designing: This entails designing of the full manuscript using a press-compatible professional software. The service will include (but may not limited to):

- layout designing
- formatting of the full text and photos

(c) Press printing: This entails all printing-related activities. The service will include (but may not limited to):

- forma setting as per printing requirement.
- printing, packaging and delivery of the contracted quantity of books to the CPD office

Other issues

- Each layer of the book works will go through an approval process at CPD’s end. Necessary adjustments will need to be made at each stage accordingly.
- All design files, including the final forma files, both editable and create outline versions will need to be submitted to the CPD at the end of the assignment.

Proposal submission and evaluations criteria

Guideline for proposal submission

- The proposal/expression of interest (duly signed) should comprise the following sections and be kept within the given page limit.

Topic	Page limit (max.)
Cover page	1 Page
Table of content	1 Page
<i>Technical proposal</i>	
Understanding of the assignment (without copying from the RFP content)	1 Page
Time plan for the assignment	1 Page
Skills and strengths to carry out the required tasks (please indicate your proposed team including profile of key team members)	1 Pages
Previous experiences for similar works*	1 Page
Any other relevant information (if necessary)	1 Page
<i>Financial proposal</i>	
Budget detailing out the total fee (including VAT and tax as per the government rules)	1 Page
Total	8 pages

Note: * Sample of previous works can be sent in a separate file; it should not be part of the main proposal document.

- The following documents will need to come with the proposal in a separate attachment:
 - Maximum 2-page firm profile highlighting related assignments completed with client name, contact person and mobile number

- Scanned copy of firm's registration certificate, TIN, Acknowledgment receipt of the annual TAX return (2022-23), and VAT registrations (BIN), Bank Account details
- Proposal will be accepted only through e-mail in PDF format (not more than 4 MB in size); additional material(s)/document(s) can be sent via google drive.
- The e-mail subject line should mention "**CPD coffee table book services proposal.**"
- Please send your proposal at procurement@cpd.org.bd by **7 March 2023.**
- For any query regarding this RFP, please contact S. M. Khalid, Programme Associate, CPD | 01680903566.

Finance-related special notes

- All payments for the selected vendor will be made through Account Payee Cheque in favour of the selected vendor.
- CPD will deduct TDS from the billed amount as per Section 52A, Income Tax Ordinance 1984.
- In case, the selected vendor fails to provide acknowledgment receipt of the annual TAX return at the time of making the payment, the rate of TAX shall be fifty percent (50%) higher as per Section 52 of the Income TAX ordinance 1984.
- Selected vendor will need to provide CPD Mushak-6.3 with the bill at 10% rate, as per Statutory Regulatory Order (SRO) 235.
- The selected vendor will need to produce original invoices for each delivery made under each Purchase Order within this contract period.

Disclaimers

- CPD reserves the rights to select or reject any vendor who will drop the proposal for providing the service.
- Any attempt to unlawfully acquire and/or persuade to get the assignment will lead to immediate rejection of the respective service-provider, and CPD may also take legal actions, if required.
- Failure to deliver according to the terms of the contract shall subject the vendor to penalties as will be stipulated in the final contract.
- Centre for Policy Dialogue (CPD) **will not** be liable to indemnify any third party in respect for any claims, debt, damage, or demand arising out of this contract. Centre for Policy Dialogue (CPD) will not accept any Liability for the compensation for death, disability or hazards. Which may be suffered by the Supplier/Supply chain through this contract while supplying Centre for Policy Dialogue (CPD), no such claims will be made against Centre for Policy Dialogue (CPD).
- If the Seller breaches any term or condition of this agreement (part or all), or the conditions set out in any given Purchase Order/Contract, including, but not limited to, quality of the Goods/Services, Price and Delivery requirements, the buyer shall be entitled to immediately purchases goods/services from any other source/Suppliers, in addition to any remedy available in law or equity.