

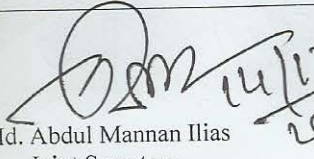
Government of the People's Republic of Bangladesh  
Directorate General of Family Planning  
IEM Unit  
6, Kawran Bazar, Dhaka

## Invitation for EOI

Memo no. DGFP/IEM/Docufilm-2284/2015/1057

Date : 14/12/15

|  |   |   |
|--|---|---|
| 1.                                     | Ministry/ Division  | Ministry of Health & Family Welfare   |
| 2.                                     | Agency  | Directorate General of Family Planning  |
| 3.                                     | Procuring Entity Name   | Director IEM & Line Director IEC  |
| 4.                                     | Procuring Entity Code   | None  |
| 5.                                     | Procuring Entity District   | Dhaka   |
| 6.                                     | Expression of Interest for selection of                               | Consulting firm/Advertising Agency for Making a best practice documentary film on different issues(Family Planning, MCH, ARH, & consequences of early marriage)   |
| 7.                                     | EOI Ref. No.  | DGFP/IEM/Docufilm-2284/2015/1057  |
| 8.                                     | Date  | 14/12/2015  |
| <b>KEY INFORMATION</b>                 |   |   |
| 9.                                     | Procurement Method  | QCBS  |
| <b>FUNDING INFORMATION</b>             |   |   |
| 10.                                    | Budget and Source of Fund   | RPA (GOB)   |
| 11.                                    | Development partner   | IDA   |
| <b>PARTICULAR INFORMATION</b>          |   |   |
| 12.                                    | Programme Code  | 5-2781-5290   |
| 13.                                    | Programme Name  | Information, Education & Communication (IEC) under HPNSDP   |
| 14.                                    | EOI Closing Date & Time   | 30/12/2015, upto 3:00 PM  |
| <b>INFORMATION FOR APPLICANT FIRMS</b> |   |   |
| 16.                                    | Brief description of Assignment                                       | Making a best practice documentary film on different issues(Family Planning, MCH, ARH, & consequences of early marriage)  |
| 17.                                    | Experience, Resources and Delivery Capacity Required                  | The applicant shall have to submit the proposal with the following documents:<br><ol style="list-style-type: none"> <li>1. Category of the firm: Advertizing firm/ production house;</li> <li>2. Brochure / brief description of the firm ;</li> <li>3. Trade License valid up to 2014-2015;</li> <li>4. Tax Clearance certificate for the year 2014-2015;</li> <li>5. VAT registration certificate;</li> <li>6. 3 (Three) years experiences in advertising activities with completion certificate(s);</li> <li>7. 2 (Two) years specific experience in the relevant activities;</li> <li>8. Audited financial certificate for last fiscal year prepared by external auditors;</li> <li>9. List of major clients working with at present with contact reference (mail, phone, mobile etc);</li> <li>10. Bank Solvency certificate and credit facility up to Tk-20 (twenty) lakh;</li> <li>11. Name of central key personnel with C.V. who will be involved with the assignment duly signed by the respective personnel &amp; authority;</li> <li>12. Relevant documents in favor of logistics and organizational strength of the firm;</li> </ol> |
| 18.                                    | Other Details   | None  |
| 19.                                    | Association with foreign Firms  | N/A   |
| 20.                                    | Phasing of Services   | N/A   |
| <b>PROCURING ENTITY DETAILS</b>        |   |   |
| 21.                                    | Name of official Inviting EOI   | Md. Abdul Mannan Ilias  |
| 22.                                    | Designation of official Inviting EOI                                  | Director, IEM & Line Director, IEC  |
| 23.                                    | Address of official Inviting EOI                                      | IEM Unit, Directorate General of Family Planning(7 <sup>th</sup> floor), 6, Kawran Bazar, Dhaka-1215  |
| 24.                                    | Contact Details of Official Inviting EOI                              | Phone: 9146535, Fax: 58151074, email: iemdgfp@gmail.com   |
| 25.                                    | The procuring entity reserves the right to accept or reject all EOIs. |   |

  
 Md. Abdul Mannan Ilias  
 Joint Secretary  
 Director, IEM & Line Director, IEC  
 Directorate General of Family Planning  
 6, Kawran Bazar, Dhaka-1215  
 Phone: 9146535