Government of the People’s Republic of Bangladesh

**`ywU mšÍv‡bi †ewk bq**

**GKwU n‡j fvj nq**

Directorate General of Family Planning

IEM Unit, 6, Kawran Bazar, Dhaka

Invitation for EOI

Memo no. DGFP/IEM/ Patha Natok-2341/2016 /862 Date : 19 /09/2016

|  |  |  |
| --- | --- | --- |
| 1. | Ministry/ Division | Ministry of Health & Family Welfare |
| 2. | Agency | Directorate General of Family Planning |
| 3. | Name of Procuring Entity | Director IEM & Line Director IEC |
| 4. | Procuring Entity Code | None |
| 5. | Procuring Entity District | D DhakaD Dhaka |
| 6. | Expression of Interest for selection of | Advertising Firm/Production House for Motivational programme on FP, MCH, RH & Gender Issue through street drama in all upazilas of Chittagong & Sylhet Divisions in local dialect |
| 7. | EOI Ref. No. | DGFP/IEM/ Patha Natok-2341/2016/862 |
| 8. | Date | 19 /09 /2016 |

KEY INFORMATION

|  |  |  |
| --- | --- | --- |
| 9. | Procurement Method | QCBS |

FUNDING INFORMATION

|  |  |  |
| --- | --- | --- |
| 10. | Budget and Source of Fund | RPA(GOB ) |
| 11. | Development partner | IDA |

PARTICULAR INFORMATION

|  |  |  |
| --- | --- | --- |
| 12. | Programme Code | 5-2781-5350 |
| 13. | Programme Name | Information Education & Communication (IEC) under HPNSDP |
| 14. | EOI Closing Date & Time | 04 /10 /2016 at 12.00 Noon |

INFORMATION FOR APPLICANT FIRM

|  |  |  |  |
| --- | --- | --- | --- |
| 16 | Brief description of Assignment | | Motivational programme on FP, MCH, RH & Gender Issue through street drama in all upazilas of Chittagong & Sylhet Divisions in local dialect |
| 17. | Experience, Resources and Delivery Capacity Required | | The applicant shall have to be submitted the following document with its proposal:   1. Category of the firm: Advertising firm/ production house; 2. Brochure / brief description of the firm ; 3. Trade License valid up to 2015-2016; 4. Tax Clearance certificate for the year 2015-2016; 5. VAT registration certificate; 6. 3 (Three) years experiences in advertising activities with completion certificate(s); 7. 2 (Two) years specific experience in the relevant activities; 8. Audited financial certificate for last fiscal year prepared by external auditors; 9. List of major clients working with at present with contact reference (mail, phone, mobile etc); 10. Bank Solvency certificate and credit facility up to Tk 50.00 (Fifty) lakh; 11. Name of central key personnel with C.V. who will be involved with the assignment duly signed by the respective personnel & authority; 12. Relevant documents in favor of logistics and organizational strength of the firm; |
| 18 | Other Details (if applicable) | | N/A |
| 19. | Association with foreign firm is | | N/A |
| 20. | Ref no | Phasing of Services | N/A |

PROCURING ENTITY DETAILS

|  |  |  |
| --- | --- | --- |
| 21. | Name of officer Inviting Expressions of Interest | Md. Ferdous Alam |
| 22. | Designation of officer Inviting Expressions of Interest | Director, IEM & Line Director, IEC |
| 23. | Address of official Inviting Expressions of Interest | IEM Unit, Directorate General of Family Planning 6, Kawran Bazar, Dhaka-1215 |
| 24. | Contact Details of Official Inviting Expressions of Interest | Phone: 9146535, Fax:58151074 |
| 25. | **The procuring entity reserves the right to accept or reject all EOI’s** | |

Md. Ferdous Alam

Joint Secretary

Director, IEM & Line Director, IEC

Directorate General of Family Planning

6, Kawran Bazar, Dhaka-1215