Government of the People’s Republic of Bangladesh

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Directorate General of Family Planning

IEM Unit, 6, Kawran Bazar, Dhaka

 Invitation for EOI

 Memo no. DGFP/IEM/ LAPM-2345/865 Date : 19 /09/2016

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| --- | --- | --- |
| 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  | Adverting Firm/Production House for Media campaign on Long acting and Permanent Methods ( LAPM) and Telecasting through different TV channels  |
| 7. | EOI Ref. No. | DGFP/IEM/ LAPM-2345/ 2016/865  |
| 8. | Date | 19/ 09/2016 |

KEY INFORMATION

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

FUNDING INFORMATION

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

 PARTICULAR INFORMATION

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| --- | --- | --- |
| 12. | Programme Code | 5-2781-5350 |
| 13. | Programme Name | Information Education & Communication (IEC) under HPNSDP |
| 14. | EOI Closing Date & Time |  05 /10 /2016 at 12.30 Noon |

INFORMATION FOR APPLICANT FIRM

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| 16 | Brief description of Assignment | Production of TV program on Long acting and Permanent Methods ( LAPM) and Telecasting through different TV channels |
| 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 100.00 (One core) 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;
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| 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

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| 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. Fardous Alam

Joint Secretary

Director, IEM & Line Director, IEC

Directorate General of Family Planning

6, Kawran Bazar, Dhaka-1215