Activating Village Courts in Bangladesh Project Phase II

Address: IDB Bhaban (Level 12), Sher-e-Bangla Nagar, Agargaon, Dhaka

**REQUEST FOR QUOTATION**

for

# Production & Distribution of Video tutorial on Web based VCMIS Software under AVCB-II Project of UNDP

 **RFQ No: LGD/AVCB-II/OP-PO/VCMIS-AV/561/2021/** **Date: 12/10/2021**

To

[insert name and address of the Quotationers]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. The **Activating Village Courts in Bangladesh Project Phase II** project has been allocated public funds and intends to apply a portion of the funds to eligible payments under the Contract for which this Quotation Document is issued.
2. Detailed Specifications for the intended Goods and related services is available in Annex-1 of the RFQ documents that will be obtained in the office of the Procuring Entity by the potential Quotationers during office hours **from 12 October 2021** on all working days but no later than **2.30 p.m. on 19 October 2021**. This RFQ docs will also be available in the project website [www.villagecourts.org](http://www.villagecourts.org)
3. Quotation shall be prepared and submitted using the ’Quotation Document’.

1. Quotation shall be completed properly, duly signed-dated each page by the authorized signatory and submitted by the date to the office as specified in **Para 6** below.
2. No Securities such as Quotation Security (i.e. the traditionally termed Earnest Money, Tender Security) and Performance Security shall be required for submission of the Quotation and delivery of the Goods (if awarded) respectively.
3. **Quotation in a sealed envelope or by fax or through electronic mail shall be submitted** to the office of the undersigned **on or before** **19 October 2021 by 3.00 p.m.** The envelope containing the Quotation must be clearly marked “Production & Distribution of Video tutorial on Web based VCMIS Software under AVCB-II Project of UNDP” and **DO NOT OPEN** before expiry the submission time on 19 October 2021. Quotations received later than the time specified herein shall not be accepted.
4. Quotations received by fax or through electronic mail shall be sealed-enveloped by the Procuring Entity duly marked as stated in **Para 6** above and, all Quotations thus received shall be sent to the Evaluation Committee for evaluation, without opening, by the same date of closing the Quotation.
5. The Procuring Entity may extend the deadline for submission of Quotations on justifiably acceptable grounds duly recorded subject to threshold of ten (10) days pursuant to Rule 71 (4) of the Public Procurement Rules, 2008.
6. All Quotations must be valid for a period of at least 30 days from the closing date of the Quotation.
7. No public opening of Quotations received by the closing date shall be held.
8. **Quotationer’s rates or prices shall be inclusive of profit and overhead and, all kinds of taxes, duties, fees, levies,** and other charges to be paid under the Applicable Law, if the Contract is awarded.
9. Rates shall be quoted and, subsequent payments under this Contract shall be made in Taka currency. The price offered by the Quotationer, if accepted shall remain fixed for the duration of the Contract.
10. Quotationer shall have legal capacity to enter into Contract. **Quotationer, in support of its qualification shall be required to submit** certified photocopies of latest documents related to valid **Trade License**, **Tax Identification Number (TIN),** **VAT Registration Number**; without which the Quotation may be considered **non-responsive.**
11. Quotations shall be evaluated based on information and documents submitted with the Quotations, by the Evaluation Committee and, at least three (3) responsive Quotations will be required to determine the lowest evaluated responsive Quotations for award of the Contract.
12. In case of anomalies between unit rates or prices and the total amount quoted, the unit rates or prices shall prevail. In case of discrepancy between words and figures the former will govern. Quotationer shall remain bound to accept the arithmetic corrections made by the Evaluation Committee.
13. The supply of Goods and related services shall be completed as per the schedule mentioned in **Annex-1** but no later than 30 days from the date of issuing the Purchase Order.
14. The Purchase Order that constitutes the Contract binding upon the Supplier and the Procuring Entity shall be issued within 07 (seven) days of receipt of approval from the Approving Authority.
15. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.

#

#  Signature: ………………………….

 Maran Kumar Chakraborty

#  National Project Director, AVCB Project & Additional Secretary, LGD

#  Date: 12/10/2021

#  Project Office: AVCBII, IDB Bhaban (Level-12), Sher-e-Bangla Nagar, Dhaka-1207.

**Distribution:**

1. Notice board of Ministry of LGRD&C (for information and wide circulation)

2. Project Manager (interim), AVCB-II project (with a request to upload in the project website)

3. Notice Board of AVCBII Project Office.

4. Office File.

## Quotation Submission Letter

**[Use Letter-head Pad]**

RFQ No: **LGD/AVCB-II/OP-PO/VCMIS-AV/561/2021/** Date: **dd/mm/yyyy**

To:

*Activating Village Courts in Bangladesh Project Phase II*

*Address: IDB Bhaban (Level 12), Sher-e-Bangla Nagar, Agargaon, Dhaka*

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Goods and related services for **Production Distribution of Video tutorial on Web based VCMIS Software under AVCB-II Project of UNDP.**

The total Price of my/our Quotation is BDT [………………………………………………………………………………………………………………………………………………..Only ]

My/Our Quotation shall remain valid for the period stated in the RFQ Document and it shall remain binding upon us and, may be accepted at any time prior to the expiration of its validity period.

I/We declare that I/we have the legal capacity to enter into a contract with you and have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive or coercive practices. Furthermore, I/we am/are aware of Para 21(b) of the Terms and Conditions and pledge not to indulge in such practices in competing for or completion of delivery of Goods.

I/We am/are not submitting more than one Quotation in this RFQ process in my/our own name or other name or in different names. I/We understand that the Purchase Order issued by you shall constitute the Contract and will be binding upon me/us.

I/We have examined and have no reservations to the RFQ Document issued by you on 12/10/2021.

I/We understand that you reserve the right to reject all the Quotations or annul the procurement proceedings without incurring any liability to me/us.

|  |
| --- |
|  |
| Signature of Quotationer with Seal |
| Date: |

**Price Schedule for Goods and Related Services for one Batch**

**RFQ NO. LGD/AVCB-II/OP-PO/VCMIS-AV/561/2021/ Date: dd/mm/yyyy**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Slno | Description of Items | UnitofMeasurement | Quantity | UnitRate or Price (in Tk.) | Total Amount | Destination for Delivery  |
| In figure | In words | In figureIn words |
| ***1*** | ***3*** | ***4*** | ***5*** | ***6*** | ***7*** | ***8*** | ***9*** |
| 1 | Production & distribution of Video tutorial on Web based VCMIS Software as per Technical Specification under Annex-01) | nos | 165 |  |  |  | Annex-02 |
|  |  |  |  |  |  |  |  |
|  Total in figure  |  |
|  |  |
|  Total in words: |  |
| **(All Price must be inclusive of VAT and all applicable taxes; *see Note 2 and 3 below*)**  |

# [insert number]........ number corrections made by me/us have been duly initialed in this Price Schedule. My/Our Offer is valid until .....................................(dd/mm/yy) [insert Quotation Validity date].

|  |
| --- |
| **Signature of Quotationer with Seal and Date: ………………………………………………** Name of Quotationer: …………………………………………………………. |

**Note:**

1. **Col. 1, 2, 3, 4, 5 and 9 to be filled in by the Procuring Entity and Col. 6, 7 & 8 by the Quotationer.**
2. **Rates or Prices shall include profit and overhead and, all kinds of taxes, duties, fees, levies, and other charges earlier paid or to be paid under the Applicable Law, if the Contract is awarded; including transportation, insurance etc. whatsoever up to the point of delivery of Goods and related services in all respects to the satisfaction of the Procuring Entity.**
3. **Payment will be made at actual consumption.**

**Annex-1**

**Terms of Reference (ToR)**

**For**

**Hiring a Communications and Media Firm for**

**developing a Video Tutorial (Learning Video) on VCMIS**

**(Village Courts Management Information System)**

|  |
| --- |
| 1. **Project Title:**
 |
| **Activating Village Courts in Bangladesh (Phase II) Project** |
| 1. **Description of the Assignment:**
 |
| * **Task:** Video Learning Aid (VLA).
* **Major Objective**: The objective of this assignment is to develop a video learning aid on VCMIS which will increase knowledge & skill of VCMIS’s users to add/update Village Courts cases data in VCMIS without technical assistance of any individual.
* **Script:** The project will provide the respective VCMIS user manual and vendor will prepare the script for Video tutorial. The script will be finalized incorporating the project and Local Government Division’s feedbacks.
* **Video duration:** 1 hour 30 minutes (approximately)
* **Recording type:** screen capture or similar function
* **Format**: MP4, AVI, MPEG
* **Language**: Vendor must produce the Video Learning Tutorial in Bangla including Bangla subtitles and annotations so that the key VCMIS users can understand the process of adding new case data in the VCMIS and review it easily.
* **Pre-test:** The Video Learning Tutorial should be compatible with different domains (e.g. Windows 10, Social media like Youtube, Facebook and others) so that anyone can download and watch it from any corner of Bangladesh.
* **Voice Over:** Vendor must ensure Bangla voice over (including Bangla sub-titles and annotations wherever necessary) by renowned voice artist.
* **Delivery deadline**: **30 days** after getting contract including weekends and GOB holidays.
* **Delivery:** 5 (five) 4k format master copies in DVD and 1 copy raw footage of the Video Learning Tutorial for future editing, in a portable device and 160 Full HD copies in DVD. A total 165 copies DVD of final product with 4 color screen print design (in the DVD) and DVD cover design with 4 color printing in 120 GSM art paper (following same design of DVD). The Project will provide necessary logos and title for the DVD cover.
* **Distribution:** The vendor will distribute the DVD to respective Union Parishads, Upazillas, Districts and PMU staffs as per the distribution plan. (Annex 1)
* **Packaging modality**: Total DVD will be distributed in 165 packets wrapped by 200 gsm brown paper. Each packet will be contained 1 DVD. Name of the title “Video Learning Aid on VCMIS” and the project title with the address should be mentioned on DVD and on the packet.
* **Compliance**: Vendor must comply “zero error” compliance by ensuring quality video- sound, voice, sub-title, annotations and other relevant compliance issues of the project, UNDP and LGD during production and post- production of the Video Learning Tutorial aligning with the guidance of the project staff.
* **Legal Compliance:** As it is a legal matter, thus, vendor must be ensured the legal compliance of VLA aligning with Village Court Act, 2006 (Amended in 2013), Village Court Rules, 2016 and relevant legal instrument.
 |
| 1. **Project Description:**
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| **Background of the Assignment**Local Government Division (LGD), Ministry of Local Government, Rural Development and Cooperatives (MoLGRD&C) is implementing 6 years (2016-2021) project titled 'Activating Village Courts in Bangladesh Phase II Project' in 1,080 unions of 128 upazilas under 27 districts covering 8 divisions of Bangladesh with the financial and technical supports of Government of Bangladesh, European Union (EU) and UNDP. The overall objective of the project is to contribute in improving access to justice for disadvantaged and marginalised groups in Bangladesh through establishing village courts in 1,080 unions of Bangladesh. In 2019, the project started its operation at 121 UPs in three districts of the CHT areas. The specific objectives are to make local authorities more responsive to local justice needs and offer appropriate legal services in the form of well- functioning village courts and to empower local people, especially women, the poor and vulnerable groups to seek remedies for injustices and to resolve their disputes at the local level in an expeditious, transparent and affordable manner. The project has developed a Web-based Village Courts Management Information System (VCMIS) to track Village Courts performance and generate time-bound reports that help monitor village court’s performance from different tiers of the government. Currently, trained Accounting Assistant-cum-Computer Operators (AACOs) and UP Secretaries are implementing VCMIS by regular data entry at the field level. But the Account Assistant-cum-Computer Operators (AACOs) and UP Secretaries involved in data entry face various problems that the VCMIS officer of the project regularly addresses. Also, he supervises them and resolves the issues, and gives the necessary directions. After phasing out of the project, it is assumed that the scope for regular monitoring and solving the problems by the VCMIS officer is likely to be ended. In this context, developing a video tutorial as a supporting tool (medium) has been planned to increase the knowledge of the users of web-based VCMIS to implement it at the union level. Once this video tutorial is developed, Accounts Assistant-cum-Computer Operators (AACOS) and UP Secretaries will be able to enter the data without any technical person's help that will play an important role in the implementation of VCMIS and monitoring of village court activities by the concerned officials. |
| 1. **Scope of work**
 |
| The contracted communications and media firm will be responsible for carrying out the assignment with the following specific tasks but not limited to:1. Based on the provided VCMIS application user manual, the vendor will prepare a script and Video Learning Tutorial which will guide key users to login into VCMIS, add VC case data, update, review and generate time-bound VC performance report.
2. The video learning tutorial should be directional with proper pointing mark, so that the user can concentrate on the respective topic.
3. The voice record with the video topic should be in Bangla, with good and clear pronounceation. The Bangla sub-title should be errrorless in spelling.
4. The vendor should capture the screen after opening VCMIS application using a field user login. A field user login will be provided.
5. The video should be started with a character animation which will reflect the VCMIS application process at a glance, the project will provide the contents.
6. Submit the rough-cut of the Video Learning Tutorial for feedback and comments.
7. Finalizing the Video Learning Tutorial incorporating feedbacks of the concern PMU staffs.
8. The video learning tutorial should be tested in differnet domains (Youtube, Facebook and so on).
9. Final production quality of the video must be approved by UNDP and LGD before going for final production.
10. The length of the Video Learning Tutorial will be within 1 hour 30 minutes (approximate).
11. The Video Learning Tutorial must be produced in DVD as master copy. Provide proper background music, ensure quality recording and appropriate graphics.
12. The language of the video must be Bangla with Bangla sub-title (where it is necessary).
 |
| 1. **Expected Outputs/Deliverables**
 | **Timeline (from date of contract signing)** |
| **Phase-1:** Produce script and mockup for the video learning tutorial (including sample voice over script) within 7 days (including weekends and GOB holidays) following after getting work order. | Within 7 days (including weekends and GOB holidays) of the contract signing. |
| **Phase-2:** Provide draft copy of the video learning tutorial (including Bangla voice over script including Bangla sub-title) by incorporating feedback from AVCB II project, and LGD. | Within 16 days (including weekends and GOB holidays) after the mockup provided. |
| **Pahse-3:** Provide final version by incorporating feedback from AVCB II project and LGD and will be submitted to AVCB project. | Within next 7 days (including weekends and GOB holidays). |
| **Total**  | **30 days** (including weekends and GOB holidays) |
| 1. **Impact of Results**
 |
| The video learning tutorial will increase understanding of relevant stakeholders on VCMIS application. It will ensure the data entry into the VCMIS more efficiently. Also, a new VCMIS user could get knowledge of VCMIS process without any physical training support.  |
| 1. **Institutional Arrangement**
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| The contracted communications and media firm will report to VCMIS Officer of the project.  |
| 1. **Duration of the Work**
 |
| The duration of the assignment will be a maximum one month (30 days including weekends and GOB holidays). |
| 1. **Final Products/Services**
 |
| Awarded production company will deliver the following:* Complete video learning aid incorporating feedbacks of AVCB with proper cover and print on DVD
* Master copy of the video learning in HD format
* Provide 165 copies of DVD in Bengal voice and Bangla annotations with printed 4 (four) color cover plastic box
* The video should be suitable for uploading in Youtube and other domains.
 |
| 1. **Qualification of the vendor**
 |
| Interested vendors must submit the following detailed proposal made up of documentation to demonstrate the qualifications of the prospective firm, to enable appraisal of competing bids. The required qualification of the vendor are listed below.1. The vendor must be required to submit photocopies of latest documents related to valid Trade License (updated), Tax Identification Number (TIN), VAT Registration Number and Financial Solvency Certificate from any scheduled Bank.
2. The vendor must be a **communications and media firm** having an updated website to understand its similar nature of works in addition to an office set-up in Dhaka.
3. The firm must have **minimum 2 years of experience** in producing Software Tutorial or Video Learning Tutorial or similar works for GOB or reputed organizations i.e. UN/donor agencies/ national/international organizations.
4. Vendor must **submit two samples of quality Video Learning Tutorial** which were produced by the vendor. These samples must be developed for GOB/UN or donor agencies/ national/ international reputed organizations.
5. Submission of profile of the firm is must which will describe a permanent office set-up in Dhaka with at least 15 technical staffs including a structure of social communications/work unit having 3-5 members, who have experience in producing Software tutorial / Video learning tutorial, documentary or others the reputed organizations like UN, donors or other international/national organization.
6. Submission of a workplan (showing days after getting the work order or approval in the technical proposal) and approach to assignment is a must to evaluate its understanding of the required task
7. Relevant Experience – The firm must (have) mention at least 2 years experience in developing Software tutorial / Video learning tutorial, documentary for reputed organizations (GOB/UN/ donors/international/national reputed organizations)

**Note:** Proposer’s vendor must **submit necessary documents, relevant work samples,** and relevant CVs to substantiate above eligibility criteria. Proposals which shall not submit/meet above mentioned eligibility criteria will not be considered for further evaluation. |
| 1. **Scope of Bid Price and Schedule of Payment**
 |
| Remuneration of the successful contractor will be fixed and bids should be submitted on this basis. No adjustment will be given for the period and determined by the specified outputs as per this ToR. The price should take into account all HR costs, professional fees, travel costs, DSA, subsistence and ancillary expenses.AVCB will made payments by bank transfer to the firm’s bank account, upon acceptance of the deliverables in time and good quality as specified in the ToR. Payments will be made in tranches based on the milestone deliverables upon submission of invoice and upon certification of the work completed.  |
| **SL No.** | **Outputs and deliverables** | **Payments (% of total)** |
|  | **Production of Video Learning Tutorial for VCMIS of village courts in Bangla version with Bangla sub-title** |  |
| 1 | Paymentwill be released after completion and satisfactory delivery of final video in Bangla including Bangla sub-titles in DVD formats and getting after contract administrator’s approval | 100% |
| Terms:* Payment for services of the contractor will be made upon satisfactory certification by the project.
 |
| 1. **Financial Proposal**
 |
| 1. The Financial Proposal shall specify a total delivery amount (in BDT) including all associated costs. In order to assist UNDP in the comparison of financial proposals, the financial proposals will include a breakdown of this amount disclosing the key assumption employed in costing the working.
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| --- | --- |
| **Signature of Quotationer with Seal** |  Date: dd/mm/yyyy |
| Name of Quotationer |

**Note:**

1. **Col. 1, 2, 3 & 4 to be filled in by the Procuring Entity and Col. 5 & 6 by the Quotationer.**
2. **Specifications are to be filled in by the Procuring Entity. A set of precise and clear specifications is a pre-requisite for Quotations to respond realistically and competitively to the requirements of the Procuring Entity. In the context of competitive Quotations, the specifications shall be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the Goods and related services to be procured. The specifications should require that all items, materials and accessories to be included or incorporated in the Goods be new, unused and of most recent or current models, and that they include or incorporate all recent improvements in design and materials.**
3. **Technical Specifications of the Goods and related services shall be in compliance with the requirements of the Procuring Entity specified in this document. Quotationer is required to mention make / model (as applicable) of the Goods offered and must attach the appropriate original printed (if not available copied) literature / brochures for the listed items.**

[enter here the name and address of the Procuring Entity]

**PURCHASE ORDER FOR THE SUPPLY OF GOODS**

[insert name of the supplies in brief]

**Purchase Order No.\_\_\_\_\_\_\_\_\_\_\_ Date: dd/mm/yy**

|  |  |
| --- | --- |
|  **RFQ No:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  **Date: dd/mm/yy** |
| **To:****[name and address of the Supplier]** |  |
| **Delivery Date: [insert completion date]** | **Order Value:TK. [insert Contract Price]** |
| **Delivery: As per Terms and Conditions**  |

The Purchaser has accepted your Quotation dated **[insert date]** for the supply of Goods and related services as listed below and requests that you supply the Goods and related services within the delivery date stated above, in the quantities and units in conformity with the Technical Specifications under the Terms and Conditions as annexed.

|  |
| --- |
| **ORDER ITEMS** |
| Attached Certified photocopy of approved Priced Schedule for Goods and related servicesAttached Certified photocopy of approved Technical Specification of the Goods RequiredAttached Certified photocopy of Terms and Conditions |
| For the Purchaser:Signature of the Procuring Entity with name and Designation  |
| Date |

**Attachments**: As stated above

#

# Terms and Conditions

# for

# Supply of Goods and Payment

1. Terms and Conditions contained herein shall be binding upon both the Procuring Entity and the Supplier for the purpose of administration and management of this Contract.
2. Implementation and interpretation of these Terms and Conditions shall, in general, be under the purview of the Public Procurement Act, 2006 and the Public Procurement Rules, 2008.
3. The Supplier shall have to complete the delivery in all respects within **[As stated by UNDP]** days of issuing the Purchase Order in conformity with the Terms and Conditions**.**
4. The Supplier shall be entitled to an extension of the Delivery Schedule if the Procuring Entity delays in receiving the Goods and related services or if Force Majeure situation occurs or for any other reasons acceptable to the Procuring Entity on justifiable grounds duly recorded.
5. All delivery under the Contract shall at all times be open to examination, inspection, measurements, testing, commissioning, and supervision of the Procuring Entity or his/her authorized representative.
6. The Procuring Entity shall check and verify the delivery made by the Supplier in conformity with the Technical Specifications and notify the Supplier of any Defects found.
7. If the Goods are found to be defective or otherwise not in accordance with the specifications, the Procuring Entity may reject the supplies by giving due notice to the Supplier, with reasons.
8. The Supplier shall be entirely responsible for payment of all taxes, duties, fees, and such other levies under the Applicable Law.
9. Notwithstanding any other practice, the payment shall be based on the actual delivery of goods on the basis of the quantity of each item of Goods in accordance with the Priced Schedule and Specifications. 100% of the Contract price of the Goods and related services shall be paid after submission and acceptance of the Delivery Chalan.
10. The Supplier’s rates or prices shall be inclusive of profit and overhead and, all kinds of taxes, duties, fees, levies, and other charges to be paid under the Applicable Law.
11. The total Contract Price is BDT **[……………………………………………………………………………….only]** **[in words].**
12. The minimum Warranty Period of the Supplies shall be **[ none]** starting from the date of completion of delivery in the form of submission by the Supplier and acceptance by the Procuring Entity, of the Delivery Chalan.
13. The Supplier shall remain liable to fulfil the obligations pursuant to Rule 40 (5) of the Public Procurement Rules, 2008.
14. The Supplier shall keep the Procurement Entity harmless and indemnify from any claim, loss of property or life to himself/herself, his/her workmen or staff, any staff of the Procurement Entity or any third party while delivering the Goods and related services .
15. Any claim arising out of delivery of Goods and related services shall be settled by the Supplier at his/her own cost and responsibility.
16. Damage to the Goods during the Warranty Period shall be remedied by the Supplier at the Supplier’s own cost, if the damage arises from the supply and installation by the Supplier.
17. No modification to Scope of Supply and no Variations to the quantities ordered shall be permissible under any circumstances.
18. **The Procuring Entity contracting shall amend the Contract incorporating required approved changes subsequently introduced to the original Terms and Conditions in line with Rules, where necessary.**
19. The Procuring Entity may, by written Notice sent to the Supplier, terminate the Contract in whole or in part at any time, if the Supplier:
	1. fails to deliver Goods and related services as per Delivery Schedule and Specifications.
	2. in the judgement of the Procuring Entity, has engaged in any corrupt, fraudulent, collusive or coercive practices in competing for or in delivery of goods and related services.
	3. fails to perform any other obligation(s) under the Contract.
20. The Procuring Entity and the Supplier shall use their best efforts to settle amicably all possible disputes arising out of or in connection with this Contract or its interpretation.
21. The Supplier shall be subject to, and aware of provision on corruption, fraudulence, collusion and coercion in Section 64 of the Public Procurement Act, 2006 and Rule 127 of the Public Procurement Rules, 2008.

|  |  |
| --- | --- |
| **For the Purchaser:**Signature of the Procuring Entity with name and Designation  | **For the Supplier:**Signature of the Supplier with name Designation  |
| Date | Date |