

Request for Proposal

RFP: Awareness Campaign Services for Strengthening Medical Waste Management in the Greater Dhaka area	Proposal Due By: <u>18.02.2021</u>	Organization's name: Waste Concern
Project Overview: The project is a part of the three main components of “Strengthening Medical Waste Management in the Greater Dhaka area”, implemented by Waste Concern, supported by the Department of Environment, the MOEF&CC, Govt. of Bangladesh; funded by the Foreign Commonwealth and Development Office (FCDO) of the Government of the United Kingdom and Northern Ireland.		
Project Goals: <ul style="list-style-type: none">● Increasing general awareness about the hazards of Medical Waste and its proper management among the public, Municipal waste workers, and Healthcare staff, with a special focus on COVID-19.		
Scope of Work: <ol style="list-style-type: none">1. Print media: (all materials will be four colored)<ol style="list-style-type: none">a. Design & printing of two (2) types of Posters: (5000 + 5000) 10,000 copiesb. Design & printing of two (2) types of Flyers/Booklets: (5000 + 5000) 10,000 copiesc. Formatting & printing of SoP - Manual Book (approx. 50 pages): 1000 copies2. Audio-visual media:<ol style="list-style-type: none">a. Production of a 3-minute AV regarding Awareness about Medical Waste Management, suitable for publishing on Television and Social Mediab. AV post boosting in social media3. Training materials:<ol style="list-style-type: none">a. Translation & editing of Multimedia Training Materials in Bangla targeting Waste Workers4. Products:<ol style="list-style-type: none">a. Design & production of Promotional Products with awareness messages: 500 pcs.		

Evaluation Criteria

The successful firm must:

- Have been operating continuously as a communication & marketing agency for a minimum of 12 months and possess full-service, in-house capabilities for marketing, creative services, production, media planning and placement, direct response and research.
- Possess the education, experience, knowledge, skills, and qualifications to provide the required services.
- Quote competitive cost of services.
- Possess experience in working with similar customers.

Submission Requirements

- Technical proposal
- Financial proposal
- Company profile
- Experience certificate (of similar projects)
- Tax clearance certificate
- VAT certificate
- Trade license
- Registration certificate of RJSC
- Bank details & Solvency certificate

Project Due By: 07.04.2021

Time and Place of Submission of Proposals

The RFP will be posted on our website, www.wasteconcern.org , and can be downloaded from there directly from February 8, 2021.

Respondents to this RFP must submit one original of copy of their proposal.

Responses must be received no later than 5 p.m. February 18, 2021.

Responses should be clearly marked "RFP- Awareness Campaign Services for Strengthening Medical Waste Management in the Greater Dhaka area" and emailed or delivered to the contact person listed below.

Anticipated Selection Schedule

- Request for RFP: February 8, 2021
- Deadline for Bidders to Submit Questions: February 12, 2021
- Responds to Bidder Questions: February 14, 2021
- Selection of Top Bidders: February 22, 2021
- Start of Negotiation: February 23, 2021
- Contract Award / Notification to Unsuccessful Bidders: February 15, 2021

Contact:

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