REQUEST FOR PROPOSALS

RFP Reference: CO/BD10/PXD/2024/005 **Date:** 11 February 2024

Subject of RFP: ***Hiring a service provider for organizing videos shows in different district in Bangladesh***

International Organization for Migration kindly requests your proposals for the provision of the goods, works and/or services described in the RFP submission form below.
When preparing your Proposals, please be guided by the RFP information below. It is your responsibility to ensure that your proposals are submitted on or before the deadline. Proposals received after the submission deadline, for whatever reason, will not be considered for evaluation.

RFP INFORMATION

<table>
<tr><td>Deadline for the submission of quotation</td><td>20 February 2024 on or before 11:59 PM</td></tr>
<tr><td>Method of submission</td><td>Quotations must be submitted as follows:
☒ Email
Bid submission address: smbgdiomtenders@iom.int
▪ File Format: PDF/ Docs
▪ Max. File Size per transmission: 9 MB
▪ Mandatory subject of email:
▪ Multiple emails must be clearly identified by indicating in the subject line “email no X of Y”, and the final “email no. Y of Y.
Do not keep anybody in the CC of the email sent as submission of bid.</td></tr>
<tr><td>Cost of preparation of Proposals</td><td>IOM shall not be responsible for any costs associated with a vendor’s preparation and submission of Proposals, regardless of the outcome or the manner of conducting the selection process.</td></tr>
<tr><td>Contractual Terms</td><td>Any Purchase Order/ Contract Agreement that will be issued as a result of this RFP shall be subject to the IOM standard terms for provision of goods/ services/ transportation/ medical services available at https://www.iom.int/do-business-us-procurement or IOM standard contract templates.</td></tr>
<tr><td>Proposal validity period</td><td>The Proposals shall remain valid for 60 days from the deadline for the submission.</td></tr>
<tr><td>Price</td><td>Proposals shall be for the goods, works and/or services stated in the Specification/TOR/SOW and it must be included VAT as per Govt rules.</td></tr>
<tr><td>Partial quotations</td><td>☑ Not permitted
☐ Permitted</td></tr>
<tr><td>Clarifications</td><td>Contact person for correspondence, notifications and clarifications
Contact person: Mr. Amal Biswas
E-mail address: abiswas@iom.int</td></tr>
<tr><td>Evaluation method</td><td>☑ The contract will be awarded to the lowest price substantially compliant offer.
Technical Proposal Evaluation: Pass/ Fail
<table>
<tr><th>SL</th><th>Requirements</th><th>Score</th></tr>
<tr><td>1.</td><td>Organization profile with Client list
(minimum 3 Years of experience and proof of 3 relevant work experiences)</td><td>Pass/ Fail</td></tr>
<tr><td>2.</td><td>Understanding of the assignment</td><td>Pass/ Fail</td></tr>
<tr><td>3.</td><td>Methodology</td><td>Pass/ Fail</td></tr>
<tr><td>4.</td><td>Workplan</td><td>Pass/ Fail</td></tr>
<tr><td>5.</td><td>Team Composition with CV</td><td>Pass/ Fail</td></tr>
</table>
Financial Proposal Evaluation: Financial evaluation will be conducted only among the bidders those are technically responsive. Bidder should offer their price inclusive of VAT and associated costs (delivery).</td></tr>
<tr><td>Right not to accept any quotation</td><td>IOM is not bound to accept any proposal, nor award a contract or purchase order</td></tr>
</table>

Expected date for contract/PO award.	**29th February 2024**
Payment Terms	1. Payment will be made through bank transfer after successful delivery of required goods/ services. 2. MUSOK 6.3 & online VAT Challan should be attached by selected vendor during submission of invoice.

Thank you and we look forward to receiving your proposals.

Issued by:

Procurement Unit of IOM, Bangladesh

Requirements (Specs/TOR/SOW)

The International Organization for Migration (IOM) is seeking to engage a **qualified service provider** to organize 'Video Shows' to promote safe migration behaviors and to prevent irregular maritime movement from selected districts (Cox's Bazar, Narsingdi, Narayanganj, and Sirajganj) in Bangladesh as per below Terms of Reference (ToR):

1. Background and context of the action:

Bangladesh is a source country of migration, with successive generations of working-age Bangladeshis leaving the country temporarily to work overseas in order to earn money for their families and for their futures. Bangladesh is the country-of-origin for the sixth most migrants in the world.[1] While many migrants do opt to leave the country using regular channels and succeed in finding gainful employment abroad, a large number of migrants continue to use irregular channels to leave the country or slip into irregular status while abroad. Vulnerable Bangladeshi migrants are susceptible to trafficking as well as other forms of exploitation and abuse including irregular employment conditions, passport retention, limited freedom of movement, deceptive and untransparent recruitment processes, verbal/physical abuse, excessive working hours, non-payment, unauthorized deduction of wages, and lack of access to remedies. Some end up being trafficked where they are pushed into forced labour, sexual exploitation, or debt bondage. Poverty and lack of awareness about regular migration pathways are the main factors influencing potential migrants to choose irregular migration channels, making these already vulnerable groups even more likely to opt for desperate actions that expose them to risks of human trafficking.

With funding from the Government of Australia's Department of Home Affairs, IOM is implementing a communications campaign to promote regular migration pathways and prevent irregular maritime movement of Bangladeshi nationals from four selected districts of Cox's Bazar, Narsingdi, Narayanganj, and Sirajganj. This campaign aims to create awareness to prevent irregular maritime movements from Bangladesh, focusing on the four districts identified as high-migration districts. Specifically, the campaign will contribute to achieving the overall objective of the project that potential Bangladeshi migrants are prevented from engaging with unscrupulous agents, traffickers, and smugglers. To achieve this, the project will ensure that the vulnerable target populations in selected districts of Bangladesh are more aware of the risks associated with irregular maritime movements.

In this context, the International Organization for Migration (IOM) is planning to organize video shows at the community level to build awareness and sensitize the aspirant migrants, youths, and adolescents on safe migration behaviors to prevent irregular maritime movement.

2. Rational for organizing Video Shows:

The impact of video shows at the community level cannot be overstated when it comes to raising awareness and sensitization of communities on safe migration pathways and preventing irregular migration. Such screenings will help to educate people through entertainment about the risks associated with irregular migration in any form and the importance of using authorized channels for travel. IOM already has a repository of video materials on these issues which are tested and well-received by the intended audience. The selected audio-visual materials educate on the dangers of human trafficking, the risks of employing smugglers, and the importance of adhering to safety protocols and positive practices for safe regular, and dignified migration. By increasing awareness and knowledge about safe migration pathways, video screenings will aim to prevent tragedies and ensure that people can migrate in a safe and orderly manner.

3. Objectives of the assignment:

The objective of this assignment is to build awareness and sensitize the aspirant migrants, youths, adolescents, and community influencers on safe migration practices, anti-human trafficking, and human smuggling. The specific objectives are:

1. Organize a total of 80 video screenings in 4 selected districts (20 screenings in every district). Each of the video screenings will accommodate approximately 200-250 beneficiaries with the expectation to directly reach a total of 16000-20000 individuals. The video screenings will be followed by a quiz competition to ensure the right message has been delivered.
2. Distribution of IEC materials after the video shows as reference guides as well as with the aim of further reaching friends, family, and neighbors of those attending
3. Each event will be evaluated through feedback forms.

4. Scope of Work (SoW) for the service provider under this assignment:

- In coordination with IOM, finalize the implementation of video shows with detailed location at the mentioned locations.

[1] World Migration Report 2022 | IOM Publications Platform

- As per IOM guidance communicate with the local administration/local government authorities for the smooth implementation of the video shows and ensure their participation as well
- Arrange appropriate venue/location and other logistics (Electricity backup, projector, sound etc.) services
- Arrange a publicity/announcement/miking one day before the video show to inform the community people/target group about the video shows
- Organize a total of 80 video shows in two upazila of 4 selected districts Cox's Bazar, Narsingdi, Narayanganj, and Sirajganj (20 screenings in every district)
- Ensure total 200-250 participants in each video shows from the community leader/influential group mentioned above in the target audience section
- Conduct a quiz session after the video shows and select 5 winners
- Distribute the prize among the quiz winners engaging local leaders/administration/authority
- Distribute IEC/takeaway materials among the participants developed and produced by IOM
- Fill up at least 5 audience feedback forms (approved by IOM) to validate the messages or effectiveness of the video shows and at least 3 testimonials from local leaders/influncers about the shows
- Provide at least 10 quality photographs of the event mentioning the location, date and time for documentation
- Perform all administrative duties regarding this session (permission, invitation, announcement, communication and follow up)
- Provide the completion report of each show with relevant documents (approximate total number of audiences, male-female ratio, photographs, and audience recommendations etc.)

5. Deliverables:

- Event report with quality photographs with other relevant documents mentioned in the scope of work
- A consolidated report after completion of the assignment including all the documents with key recommendations etc.
- Local news coverage (preferred)

6. Important Considerations:

The service provider should take into consideration, but not be limited to, the following:

- Service provider should consult with IOM in all stages before taking any decision. IOM will provide feedback and guidance when needed and will oversee the implementation process.
- The service provider will be responsible for all aspects of external coordination and communication, in line with visibility and branding criteria from IOM.

7. Qualification of the service provider:

The proposed team from the Service provider should have following competence:

- Must have minimum 3 years' experience of working with the community.
- Should have experience of implementing similar activities at the community level.
- Solid understanding of safe migration, trafficking issues in Bangladesh.
- Demonstrated ability to draw lessons from relevant international, regional and national practices and processes.
- Excellent presentation, oral and written communication skills both in English and Bangla.
- Ability to deliver according to a short timeline while maintaining the quality of the output.
- Have the human capacity to provide the service at the quantity stipulated (80 shows) and within the timeframe.
- The service provider can submit their quotation for any specific districts, or all four districts based on their capacity.

8. Method of Application and Deadline:

Interested service providers are invited to submit their technical and financial proposals in separate file by **20th February 2024** ***(11.59 pm BD time)*** through e-mail to **smbgdiomtenders@iom.int;** mentioning ***CO/BD10/PXD/2024/005: Organizing Videos Shows*** in the subject line of the email.

Please keep the attachment size no more than **10 MB**.

9. Required Documents:

Service providers need to submit their quotation with the following documents.

i. **Organization Profile of the service provider**
ii. **Legal papers (Business registration/Trade License, TIN, BIN)**
iii. **VAT should be settled as per Government policy.**

10. Selection Criteria:

Interested agency/service provider need to submit a technical and financial proposal in two separately files.

a. **Technical Proposal evaluation:**
   i. **Profile of the service provider:** A summary of the organization and CV of the experts including records on past experience in similar assignments.
   ii. **Methodology** with detailed work approach including the detailed timeline along with samples of previous work.
   iii. **A detail Work Plan with proper understanding of assignment**

SL	Requirements	Score
1	Organization profile with Client list (minimum 3 Years of experience and proof of 3 relevant work experiences)	Pass/ Fail
2	Understanding of the assignment	Pass/ Fail
3	Methodology	Pass/ Fail
4	Workplan	Pass/ Fail
5	Team Composition with CV	Pass/ Fail

b. **Financial Proposal evaluation:**

Financial evaluation will be conducted only among the bidders those are technically responsive. Lowest Compliant offer will be selected for the assignment.

Detail Breakdown of the cost for video shows will be mentioned properly in financial Proposal. All associated costs need to be shown in local currency (BDT).

The proposal must be written in **English**.

Any attempt at persuasion will be considered as a disqualification.
ONLY SHORTLISTED AGENCIES/ORGANIZATIONS WILL BE ASSESSED.

COMPANY PROFILE (Vendor Information Form)[1]

Item Description	Detail
Legal name of bidder*	Click or tap here to enter text.
Legal Address (house no, street name, zip code, city*, region*, country*)	Click or tap here to enter text.
Website	Click or tap here to enter text.
Registration date* and BIN number*	Click or tap here to enter text. Click or tap here to enter text.
Legal structure	Choose an item.
Business type/industry category*	☐ Direct Producer/Manufacturing ☐ Reseller/Distributor/Service Provider
Are you a UNGM registered vendor?	☐ Yes ☐ No If yes, insert UNGM Vendor Number
Do you provide services/goods internationally?	☐ Yes ☐ No If no, in which country: Click or tap here to enter text.
Contact information*	Company Tel/Mobile: Click or tap here to enter text. Company Email: Click or tap here to enter text. Company Website: Click or tap here to enter text. Contact Person 1:Click or tap here to enter text. Contact Person 2: Click or tap here to enter text.
Disability inclusive business*	☐ Yes ☐ No
Women-owned/controlled*	☐ Yes ☐ No
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Routing Number: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text. Other relevant information: Click or tap here to enter text.

[1] If the company is not registered in UNGM or with IOM. If supplied to IOM already, please indicate if there are any changes to be incorporated in the vendor information sheet signed earlier.

BIDDER'S DECLARATION OF CONFORMITY[2]

Yes	No	
☐	☐	On behalf of the vendor, I hereby represent and warrant that neither the vendor, nor any person having powers of representation, decision-making or control over it or any member of its administrative, management or supervisory body, has been the subject of a final judgement or final administrative decision for one of the following reasons: bankruptcy, insolvency or winding-up procedures; breach of obligations relating to the payment of taxes or social security contributions; grave professional misconduct, including misrepresentation, fraud; corruption; conduct related to a criminal organization; money laundering or terrorist financing; terrorist offences or offences linked to terrorist activities; child labor and other trafficking in human beings, any discriminatory or exploitative practice, or any practice that is inconsistent with the rights set forth in the Convention on the Rights of the Child or other prohibited practices; irregularity; creating or being a shell company.
☐	☐	On behalf of the vendor, I further represent and warrant that the vendor is financially sound and duly licensed.
☐	☐	On behalf of the vendor, I further represent and warrant that the vendor has adequate human resources, equipment, competence, expertise and skills necessary to complete the contract fully and satisfactorily, within the stipulated completion period and in accordance with the relevant terms and conditions.
☐	☐	On behalf of the vendor, I further represent and warrant that the vendor complies with all applicable laws, ordinances, rules and regulations.
☐	☐	On behalf of the vendor, I further represent and warrant that the vendor will in all circumstances act in the best interests of IOM.
☐	☐	On behalf of the vendor, I further represent and warrant that no official of IOM or any third party has received from, will be offered by, or will receive from the vendor any direct or indirect benefit arising from the contract.
☐	☐	On behalf of the vendor, I further represent and warrant that the vendor has not misrepresented or concealed any material facts during the contracting process.
☐	☐	On behalf of the vendor, I further represent and warrant that the vendor will respect the legal status, privileges and immunities of IOM as an intergovernmental organization.
☐	☐	On behalf of the vendor, I further represent and warrant that neither the vendor nor any persons having powers of representation, decision-making or control over the vendor or any member of its administrative, management or supervisory body are included in the most recent Consolidated United Nations Security Council Sanctions List (the "UN Sanctions List") or are the subject of any sanctions or other temporary suspension. The vendor will immediately disclose to IOM if it or they become subject to any sanction or temporary suspension.
☐	☐	On behalf of the vendor, I further represent and warrant that the vendor does not employ, provide resources to, support, contract or otherwise deal with any person, entity or other group associated with terrorism as per the UN Sanctions List and any other applicable anti-terrorism legislation.
☐	☐	On behalf of the vendor, I further represent and warrant that, the vendor will apply the highest ethical standards, the principles of efficiency and economy, equal opportunity, open competition and transparency, and will avoid any conflict of interest.
☐	☐	On behalf of the vendor, I further represent and warrant that the vendor undertakes to comply with the Code of Conduct, available at https://www.ungm.org/Public/CodeOfConduct.
☐	☐	It is the responsibility of the vendor to inform IOM immediately of any change to the information provided in this Declaration.

☐	☐	On behalf of the vendor, I certify that I am duly authorized to sign this Declaration and on behalf of the vendor I agree to abide by the terms of this Declaration for the duration of any contract entered into between the vendor and IOM.
☐	☐	IOM reserves the right to terminate any contract between IOM and the vendor, with immediate effect and without liability, in the event of any misrepresentation made by the vendor in this Declaration.

Signature:_____

Name:

Title:

Date:

[2] This form is mandatory to fill in and sign by every vendor who submits quotation.