



Annex A

Revised-Technical Specifications

1. Promotional Materials

#	Description of Items/Materials Required	Measurement	Quantity	Date of Required service
a.	Print and design Participants Badge	supplied with high quality conference neck lanyard (neck strap) and in plastic cover : Strap: Width-1 inch, one color with print "BDF-2015" Badge: Width- 3 inch, height-5inch, transparent plastic jacket	300pcs	1 Nov'15
b.	Design and print Conference Folders .	300 gram art paper with two Pockets, 4 color, lamination(Spot & Matt), Standard for A4 paper, Outer print	2000 pcs	1 Nov'15
c.	Conference pens (Gel) branded with title of the conference embossed and Conference pad (10 pages).	As per sample , Pad-A5, 10 pages	2000 pcs	1 Nov'15
d.	Conference Bags branded with title and LOGO of the conference (side bag, comfortable shoulder strap, zipper, chamber for stationary, personal items and documents)	As per Samples applicable for artificial leather/Rexene /Zipper quality. Contract Administrator shall decide on final design among samples for bags before start production. The	650 pcs	1 Nov'15
e.	Memory Stick	8 GB Memory Stick with print BDF 2015 Along with printed paper box	650	1 Nov'15

2. Venue Branding

#	Description of Items/Materials Required	Measurement/Supporting information	Quantity	Date of Required service
a.	Installation of Registration Desk providing onsite registration facilities	<ul style="list-style-type: none"> Ensure online registration at 3 laptops and printing of the registration English speaking registration, ushers and conference staff 	6 staff for a period of 2 days	14 Nov'15
b.	Installation of Information Desk with creating a Wifi Zone around the Information Desk			14 Nov'15
c.	Set up one media room (Media Bazar)	Press Conference Backdrop (size: W18ft x H 10ft)- same backdrop for two days-print	2 days	14 Nov'15
d.	Secretariat set-up	Standard- 6 working stations only	02 days	14 Nov'15
e.	Square festoon Outside decoration of the venue (outside the conference premise)	Digital print with wooden frame at fence 4' x 4'	100 nos.	14 Nov'15
f.	Welcome Banner design, Print and Installation	Design and supply high quality welcome banner for the conference	2 pcs (Each- 38' x 6')	14 Nov'15
g.	Long Banner at the right side of the venue	Outside decoration of the venue (inside the conference premise)	4 pcs (Each- 25' x 6')	14 Nov'15
h.	Mega Banner	(Size 40ft X 8ft)	01 nos.	14 Nov'15

3. Outdoor Venue Decoration

#	Description of Items/Materials Required	Measurement/Supporting information	Quantity	Date of Required service
a.	Entry Structure	Entry of the Conference Venue, kind of a gate type welcoming participants (Made of wood, Ply board, and Inject Print) Main Platform-6ft Height-12 ft Prime Minister Platform-6ft Height-12 ft Fair Platform-4ft Height-8 ft	Three gates for two days	14 Nov'15
b.	Entry Gate including LED Light (Milky Way)		One for two days	14 Nov'15
c.	Walk Way with Red Carpet	120ft x 4ft	One for Two days	14 Nov'15
d.	Mega Banner	(Size 40ft X 8ft)	320sft, 6	14 Nov'15
e.	BICC Outside Billboard (made with wood and PVC Print)	(Size 40ft X 20ft)	800sft, 1	13 Nov'15
f.	Event design charge (Supplement, Press Ad, Banner, Festoon, Roman Banner, Folder, note Pad, Stage Podium)		Lump-sum	14 Nov'15

4. Indoor Venue Decoration

#	Description of Items/Materials Required	Measurement/Supporting information	Quantity	Date of Required service
a.	Welcome Banner (PVC Print)	(Size 38ft X 6ft)	228sft, 1	14 Nov'15
b.	Indoor Banner (PVC Print)	(Size 30ft X 6ft)	180sft, 5	14 Nov'15
c.	X- Stand with Print Size	(Size 5ft X 2ft)	10sft, 20	14 Nov'15
d.	Registration Counter Size (Pre-fabricated booth)	(Size 16ft X 8ft)	1	14 Nov'15
e.	Information Counter Size (Pre-fabricated booth)	(Size 16ft X 8ft)	1	14 Nov'15
f.	Indication Board (Made with Partex & wood Sticker Print)	(Size 4ft X 2ft)	12	14 Nov'15
g.	Daily Programme Schedule Board. Made with Partex Board Curve shape (Inside & outside)	(Size Height- 8ft X Width-12ft)	2	14 Nov'15

5. Inaugural Ceremony

#	Description of Items/Materials Required	Measurement	Quantity	Date of Required service
a.	Hall of Fame LED Backdrop & Projection System:	Hall of Fame, BICC size H-16 ft, W-32 ft	01	14 Nov'15
b.	Sound systems for the main conference	Hall of Fame, BICC	01	14 Nov'15
c.	Seating arrangement	Flower and stage decoration of the 'Hall of Fame' during inauguration	01	14 Nov'15
d.	Projectors and screening of the inaugural session	4 projectors with telecasting the inaugural event inside the Hall of Fame	1Set	14 Nov'15

6. Development Fair, installation, overall implementation, support & maintenance

#	Description of Items/Materials Required	Measurement	Quantity	Date of Required service
a.	Propose design of exhibition in Milky Way (BICC) comprising different display Total Forty (40) exhibition units' design and setup as per requirement. Samples to be provided at pre-bid meeting.	Vision Panels for 40 units LED TVs(for presentation of 3D Models, graphics etc.): size-42 inch for 2 days	40	14 Nov'15
b.	Set up all exhibition display units' 24 hours prior to inauguration and dismantle exhibition panels and repack those for future use at the completion of the event.		2 days	14 Nov'15
c.	Provide 24 hours security of the booths and their contents from the time they are set up until the point where they have been completely dismantle.		2 days	14 Nov'15
d.	Provide waste disposal facilities for stall holders.		2 days	14 Nov'15

7. Day-1 sessions:

#	Description of Items/Materials Required	Measurement	Quantity	Date of Required service
a.	Backdrop banners fit with the stages	30X15 size approximately	1 Days	14 Nov'15
b.	Projectors and screening of the inaugural session	As per venue requirement.	1 Days	14 Nov'15
c.	Sound System, Decoration of the Dias	<ul style="list-style-type: none"> • Dais with stationary microphone • Two roaming microphones • Format to be confirmed. Bidders are welcome to provide ideas. Theater Type meeting	1 Days	14 Nov'15
d.	Seating arrangements with flowering decoration on the table	Based on the no. of participants: 8 person in head table	1 Day	14 Nov'15

8. Day-2 sessions:

#	Description of Items/Materials Required	Measurement	Quantity	Date of Required service
a.	Backdrop banners fit with the stages	30X15 size approximately	1 Day	14 Nov'15
b.	Projectors and screening of the inaugural session	As per venue requirement	1 Day	14 Nov'15
c.	Sound System, Decoration of the Dias	<ul style="list-style-type: none"> Dais with stationary microphone Two roaming microphones Format to be confirmed. 	1 Day	14 Nov'15
d.	Seating arrangements with flowering decoration on the table	Based on the no. of participants	1 Day	14 Nov'15

9. Documentation

#	Description of Items/Materials Required	Supporting Information	Quantity	Date of Required service
a.	Audio transcripts of proceedings in all programme sessions	In DVDs	Master Copy:2 Copy: 10	19 Nov'15
b.	Audio recordings transferred and composed in Bangla	in to Word file for all sessions using SutonnyMJ 14 Font	Master Copy:2 Copy: 10	19 Nov'15
c.	Photographer	To take photograph of 2 days event	3 Person	19 Nov'15
d.	Photography album (DVD)	with the edited and sorted at least 200 best quality photographs covering all aspects of sessions and happenings, including inaugural and closing ceremony	10 DVDs	19 Nov'15
e.	Video camera with professional camera man	To capture video of 2 days event	3	19 Nov'15
f.	Online Panel with editing facility	Online Panel with video editing facility	1	19 Nov'15
g.	Produce a high quality video documentary on the conference. <i>Script and flow of the documentary should be approved by the UNDP before final production. Timeframe of the documentary will be 8 to 10 minutes.</i>	1 professionally edited.	Master Copy:2 Copy: 10	19 Nov'15

10. Cleaning Services

#	Description of Items/Materials Required	Supporting Information	Quantity	Date of Required service
a.	Provide venue cleaning services with cleaning materials with toiletries item if required. Includes cleaning floors/carpets and walls as per Secretariat instructions.		2 days	14 Nov'15
b.	Ensure venue toilets are clean and sufficiently supplied with cleaning materials to the cleaners		2 days	14 Nov'15
c.	Provide waste disposal facilities for stall holders and the conference venue area		2 days	14 Nov'15

**Pls. attach delivery schedule, if relevant, and cluster by lot, if partial bids will be allowed. Specify delivery locations if goods multiple destinations.*

FORM FOR SUBMITTING SUPPLIER'S QUOTATION¹

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery²)

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No. _____:

TABLE 1 : Offer to Supply Goods Compliant with Technical Specifications and Requirements

1. Promotional Materials

#	Description of Items/Materials Required	Measurement	Quantity	Date of Required service	Unit Price (BDT)	Total price (BDT)
	Print and design Participants Badge	supplied with high quality conference neck lanyard (neck strap) and in plastic cover Samples : Strap: Width-1 inch, one color with print "BDF-2015" Badge: Width- 3 inch, height-5inch, transparent plastic jacket	300pcs	1 Nov'15		
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e.	Memory Stick	8 GB Memory Stick with print BDF 2015 Along with printed paper box	650	1 Nov'15		
Total price in BDT						

¹ This serves as a guide to the Supplier in preparing the quotation and price schedule.

² Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

2. Venue Branding

#	Description of Items/Materials Required	Measurement/Supporting information	Quantity	Date of Required service	Unit Price (BDT)	Total price (BDT)
i.	Installation of Registration Desk providing onsite registration facilities	<ul style="list-style-type: none"> Ensure online registration at 3 laptops and printing of the registration English speaking registration, ushers and conference staff 	6 staff for a period of 2 days	14 Nov'15		
j.	Installation of Information Desk with creating a Wifi Zone around the Information Desk			14 Nov'15		
k.	Set up one media room (Media Bazar)	Press Conference Backdrop (size: W18ft x H 10ft)- same backdrop for two days-print	2 days	14 Nov'15		
l.	Secretariat set-up	Standard- 6 working stations only	02 days	14 Nov'15		
m.	Square festoon Outside decoration of the venue (outside the conference premise)	Digital print with wooden frame at fence 4' x 4'	100 nos.	14 Nov'15		
n.	Welcome Banner design, Print and Installation	Design and supply high quality welcome banner for the conference	2 pcs (Each- 38' x 6')	14 Nov'15		
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p.	Mega Banner	(Size 40ft X 8ft)	01 nos.	14 Nov'15		
Total price in BDT						

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f.	Projectors and screening of the inaugural session	As per venue requirement	1 Day	14 Nov'15		
g.	Sound System, Decoration of the Dias	<ul style="list-style-type: none"> Dais with stationary microphone Two roaming microphones Format to be confirmed. 	1 Day	14 Nov'15		
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d.	Provide venue cleaning services with cleaning materials with toiletries item if required. Includes cleaning floors/carpets and walls as per Secretariat instructions.		2 days	14 Nov'15		
e.	Ensure venue toilets are clean and sufficiently supplied with cleaning materials to the cleaners		2 days	14 Nov'15		
f.	Provide waste disposal facilities for stall holders and the conference venue area		2 days	14 Nov'15		
Total price in BDT						
Grand Total						

NB: Unit price must be inclusive of VAT and all related cost.

TABLE 2 : Estimated Operating Costs (if applicable)- *Not applicable*

List of Consumable Item/s <i>(Include fast moving parts, if any)</i>	Estimated Average Consumption	Unit of Measure	Unit Price	Total Price per Item

TABLE 3 : Offer to Comply with Other Conditions and Related Requirements

Other Information pertaining to our Quotation are as follows :	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Quotation validity time-60days			
Duly Accomplished Form as provided in Annex B, and in accordance with the list of requirements in Annex A (Revised)			
All Provisions of the UNDP General Terms and Conditions			

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

[Name and Signature of the Supplier's Authorized Person]
[Designation]
[Date]