



## REQUEST FOR QUOTATION (RFQ)

RFQ Reference: <b>RFQ-BD-2022-001</b>	Date: 17 January 2022
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### SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision to **Challenge Fund Competition/Campaign-a2i** Annex 1 of this RFQ.

Quotations must be submitted on or before **January 31, 2022 by 04:30 PM** (Bangladesh Time) through online e-Tendering system in the following link:

<https://etendering.partneragencies.org>

Using your username and password. If you have not registered in the system before, you can register now by logging in using:

username: event.guest

Password: why2change

And follow the registration steps as specified in the system user guide. Your Quotation must be expressed in the English, and valid for a minimum period of 90 days.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

- Annex 1: Schedule of Requirements
- Annex 2: Quotation Submission Form
- Annex 3: Technical and Financial Offer
- Annex 4: Written Self-Declaration

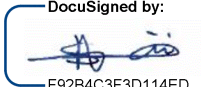
When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Approved by:

Signature:  \_\_\_\_\_  
6B21D5A3A5A04E9

Name: Krishna Raj Adhikari  
 Title: Senior Operations Manager  
 Date: 17 January 2022

DocuSigned by:  
  
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**SECTION 2: RFQ INSTRUCTIONS AND DATA**

<b>Introduction</b>	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the <a href="#">UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</a></p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p>
<b>Deadline for the Submission of Quotation</b>	<p><b>31 January 2022, 4:30 pm (BD local time)</b></p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a></p>
<b>Method of Submission</b>	<p>Quotations must be submitted as follows: online e-Tendering system in the following link: <a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a></p> <p>Bid submission address: Click or tap here to enter text.</p> <ul style="list-style-type: none"> <li>▪ File Format: PDF</li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Max. File Size per transmission: Individual file size 5 MB</li> <li>▪ Mandatory subject of email: RFQ-BD-2022-001</li> <li>▪ 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.</li> <li>▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible.</li> <li>▪ The bidder should receive an email acknowledging email receipt.</li> </ul> <p>[For eTendering method, click the link <a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a> and insert Event ID information]</p> <ul style="list-style-type: none"> <li>• RFQ-22-001</li> </ul> <p>Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/">http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</a></p>
<b>Cost of preparation of quotation</b>	<p>UNDP shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>
<b>Supplier Code of Conduct, Fraud, Corruption,</b>	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes <b>principles on labour, human rights, environment and ethical conduct</b> may be found at: <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a></p>

	<p>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</a></p>
<b>Gifts and Hospitality</b>	<p>Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p>
<b>Conflict of Interest</b>	<p>UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
<b>General Conditions of Contract</b>	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:  <a href="#">General Terms and Conditions/Special Conditions for Contract.</a>  Applicable Terms and Conditions and other provisions are available at <a href="#">UNDP/How-we-buy</a></p>
<b>Special Conditions of Contract</b>	<p>Cancellation of PO/Contract if the delivery/completion is delayed by 5 days</p>
<b>Eligibility</b>	<p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p>

	<p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.</p>
<b>Currency of Quotation</b>	Quotations shall be quoted in BDT or USD (USD conversion rate, 85.7 (UNORE))
<b>Joint Venture, Consortium or Association</b>	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.</p> <p>Refer to Clauses 19 – 24 under <a href="#">Solicitation policy</a> for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
<b>Only one Bid</b>	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <p>a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</p> <p>b) they have the same legal representative for purposes of this RFQ; or</p> <p>c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process;</p> <p>d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or</p> <p>e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.</p>
<b>Duties and taxes</b>	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices must:</p> <p><input checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes (please mention the VAT amount and rate in separate Column)</p>
<b>Language of quotation</b>	<p>Click or tap here to enter text</p> <p>Including documentation including catalogues, instructions and operating manuals.</p>
<b>Documents to be submitted</b>	<p>Bidders shall include the following documents in their quotation:</p> <p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</p> <p><input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1</p> <p><input checked="" type="checkbox"/> Annex 4: Declaration</p>

	<input checked="" type="checkbox"/> Bidder must submit Registration certificate; <input checked="" type="checkbox"/> Bidder must submit Business Licenses – Registration Papers, Tax Payment Certification, etc. <input checked="" type="checkbox"/> Must have submit company profile <input checked="" type="checkbox"/> Must have submit audit report of last 2 years <input checked="" type="checkbox"/> The firm must have minimum 5 years of working experience in event management. <input checked="" type="checkbox"/> Must have at least one experience of managing campaign/event in similar scope in last 3 years																
<b>Quotation validity period</b>	Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.																
<b>Price variation</b>	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.																
<b>Partial Quotes</b>	<input checked="" type="checkbox"/> Not permitted																
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<b>Payment Terms</b>	<table border="1"> <thead> <tr> <th>Percentage</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>20%</td> <td>After submission of Inception report</td> </tr> <tr> <td>20%</td> <td>After completion of Programme/event- 6</td> </tr> <tr> <td>10%</td> <td>After completion of 1st deliverables of the innovators.</td> </tr> <tr> <td>20%</td> <td>After completion of 2nd deliverables of the innovators.</td> </tr> <tr> <td>20%</td> <td>After completion of final deliverables of the innovators.</td> </tr> <tr> <td>5%</td> <td>After completion of extended piloting and primary scale up deliverables of the innovators.</td> </tr> <tr> <td>5%</td> <td>After completion of innovators prototype and primary scale up</td> </tr> </tbody> </table>	Percentage	Description	20%	After submission of Inception report	20%	After completion of Programme/event- 6	10%	After completion of 1st deliverables of the innovators.	20%	After completion of 2nd deliverables of the innovators.	20%	After completion of final deliverables of the innovators.	5%	After completion of extended piloting and primary scale up deliverables of the innovators.	5%	After completion of innovators prototype and primary scale up
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<b>Conditions for Release of Payment</b>	<input checked="" type="checkbox"/> After receipt of services and submission of payment documentation.																
<b>Contact Person for correspondence, notifications and clarifications</b>	E-mail address: <a href="mailto:bd.procurement@undp.org">bd.procurement@undp.org</a>  Attention: Quotations shall not be submitted to this address. Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.																
<b>Clarifications</b>	Requests for clarification from bidders will not be accepted any later than 23 January 2022. Responses to request for clarification will be communicated through e-tender.																
<b>Evaluation method</b>	<input checked="" type="checkbox"/> The lowest price substantially compliant offer																
<b>Evaluation criteria</b>	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract																

<b>Right not to accept any quotation</b>	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
<b>Right to vary requirement at time of award</b>	At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
<b>Type of Contract to be awarded</b>	<input checked="" type="checkbox"/> Purchase Order
<b>Expected date for contract award.</b>	15 February 2021
<b>Publication of Contract Award</b>	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
<b>Policies and procedures</b>	This RFQ is conducted in accordance with <a href="#">UNDP Programme and Operations Policies and Procedures</a>
<b>UNGM registration</b>	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at <a href="http://www.ungm.org">www.ungm.org</a> . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.
<b>Other information</b>	A pre-bid meeting will be held <b>Online</b> for the clarification on the bidding document and ToR <b><u>on 23 January 2022 at 11:00am using the following link:</u></b>  <a href="https://undp.zoom.us/j/81915852251?from=addon">https://undp.zoom.us/j/81915852251?from=addon;</a>  <a href="#">Join Zoom Meeting</a>

## ANNEX 1: REQUIREMENTS

### Detail of requirement:

#### **Background:**

UNDP in collaboration with Ministry of Chittagong Hill Tracts Affairs (MoCHTA) is implementing Strengthening Inclusive Development in the Chittagong Hill Tracts (SID-CHT) to keep up the momentum of development process of the CHT.

Like many women in developing countries the women in remote pockets of CHT largely depend on biomass energy to carry out household tasks and income-generating activities due to poverty and gender inequalities brought about by traditional gender roles. When compared to men, women spend majority of their time managing household energy needs, i.e., collecting wood and other biomass fuels, which limits the opportunities women have to engage in the social, economic and political spheres. Often women's lack of alternatives to biomass-derived energy for cooking is associated with significant health problems. Additionally, girls and women face increased threats to their physical safety, including sexual exploitation and assault during their long-distance travel to fetch firewood and water. It is required to find a solution to eco-friendly improved cook stoves which would be well accepted and widely used by the CHT women.

Linked with social discrimination women in the CHT also face lots of taboos about menstrual hygiene like the entire Bangladesh. There are some major problems that the girls and women in the CHT continuously go through in terms of menstrual hygiene. They lack menstrual hygiene practice taboo often makes it difficult for girls and women to obtain sanitary products. Because of open constructed household and wash facility, at rural areas girls and women continuously face privacy issues and there is presence of community's discriminative attitude towards girls and women about menstrual cycle. There is limited practice and awareness education available at institutional, family, community, society and cultural settings on importance of maintaining menstrual hygiene. At this point, it is required to find a solution of eco-friendly sanitary pads prepared from readily available resources gathered from CHT area.

SID-CHT with the joint initiative and technical assistance of Aspire to Innovate (a2i) will find out the best solution of the identified problems stated above.

**Tentative schedule:** Total 8 months. Idea selection process will take around 2 months and prototype of ideas will take another 6 months.

**Event Location:** Dhaka

#### **Schedule:**

Accordingly, the event will be divided into the following segments (Description of these events are provided below):

1. Inception report including event plans to be presented by the vendor/partner (Schedule 1)
2. Events plan and date finalization (Schedule 2)
3. Programme/event- 1: Promotion & Campaign: (Schedule 3)
4. Programme/event- 2: Challenge Launching Workshop (Schedule 4)
5. Programme/event- 3: Idea Sorting/Shortlisting by different domain experts (Schedule 5)
6. Programme/event- 4: Technical Evaluation Panel (TEP) Workshops for Best Idea selection by Experts panel (Schedule 6)
7. Programme/event- 5: Planning Workshops for TEP selected proposal for necessary Challenge Fund, Payment Schedule, R&D, prototype development, prototype to product development, initial piloting, survey/Focus Group Discussion (FGD), extended piloting and primary scale up (Schedule 7)

## 8. Support Stuff Daily Allowance (including of Mobile, Internet and Travel Allowance) (Schedule 8)

**Schedule 1:**

**Inception report including event plans to be presented by the vendor:** The selected vendor will present their entire work plan based on the scope of work (Promotion & Campaign, Challenge Launching, Idea Sorting/Shortlisting by different domain experts, TEP Workshops for Best Idea selection by Experts panel, Planning Workshops for preparing TEP selected proposal for necessary R&D & prototype development, prototype to product development, initial piloting, survey/FGD, extended piloting and primary scale up) including design and process to a2i-iLab and SID-CHT, UNDP. The plan will be vetted by a2i-iLab and SID-CHT projects of UNDP before the vendor submit the inception report.

**Schedule 2:**

**Events plan and date finalization:** Based on the inception report a2i-iLab and SID-CHT, UNDP will confirm the event plan and finalize the event dates with the vendor as below

Name of the Event	Tentative days
Programme/event- 1: Promotion & Campaign	15 days
Programme/ event- 2: Challenge Launching Workshop	1 day
Programme/ event- 3: Workshop Arrangement: Idea Sorting/Shortlisting by different domain experts Idea Sorting/Shortlisting workshop	1 day after
Programme/ Event- 4: TEP Workshops for Best Idea selection by Experts panel	2 days
Programme/ Event- 5: Planning Workshops for TEP selected proposal for final budgeting and prepare a project plan with Gann chart for necessary R&D & prototype development, prototype to product development, initial piloting, survey/FGD	6 months
Programme/ Event- 6: Workshop on extended piloting and primary scale up	1 day after event 5

**Schedule 3:**

**Programme/event- 1: Promotion & Campaign:** To attract ideas from all corners of the country it is necessary to use communication media to advertise the request for proposals and solution idea of the challenges. The advertisements may conduct by ATL (Above the Line), BTL (Below the Line) or TTL (Through the Line) as per the descriptions given below. Usually, we do these campaigns considering TTL Methods by using social media, websites, on websites in the national Portal, other government websites and in other communication media as required. Also, through partnership with different organizations, the awareness programs will be carried on. UNDP will also arrange workshops/seminars to promote the concept and to encourage the submission of proposals.

**Note:** the firm must ensure minimum 30 innovative ideas for each project

SL No.	Details	Q'ty	Unit Measure	Occurrence (no of day night)- One Day Event
1	<b>Poster (design, printing &amp; distribution)</b>	2000	Pieces	21
	Info graphic & Pictorial Poster Design & Printing (80~100 gsm offset paper, 4 colour, size-20inch x 30inch DC type)			



	<ul style="list-style-type: none"> <li>For 120 Educational Institutes in Throughout the Bangladesh includes Universities, Polytechnic, Medical Collages, etc.</li> <li>40 pieces for each Educational Institutes including courier cost (through courier services as per UNDP guidance)</li> </ul>			
2	<p><b>Social Media Boosting</b></p> <p>Vendor will design (Power Point) a social media promotion plan considering following inputs and approval of UNDP</p> <ul style="list-style-type: none"> <li>Facebook Boosting: Ensure at least 3 lacs engagement (i.e. comment, like &amp; share) &amp; reach 20 lacs within 21 days from launching to end days of idea submission to the Target Group (Urban and suburban Youth of age group between 28 to 35 years.)</li> <li>YouTube boosting: Ensure at least 50 thousands View within 21 days to the Target Group (Urban and suburban Youth of age group between 28 to 35 years)</li> <li>FB Boosting page(s) will be selected in consultation with UNDP.</li> </ul>	1	As given in details column	21
3	Contingency /Miscellaneous (Fixed budget)	Contingency/Miscellaneous cost for need based workshop materials or any additional cost required beyond above budget line. <u>To be expended as per requirement and instruction of UNDP Programme Focal Point.</u>		

#### **Schedule 4:**

**Programme/ event- 2: Challenge Launching Workshop:** Challenge Fund (CF) is a competitive financing facility under a2i Innovation Fund (AIF) to disburse fund for national development projects, typically utilizing public sector or private funds for market driven solutions based on the stated problem(s) identified by the funding authority. CF is open for all Awardees from public and private sectors focusing underserved population with emphasis on several different categories where Gender Empowerment is one of the substantial category. Under such categories SID-CHT, UNDP as the funding authority is jointly working with a2i Innovation Lab to launch following two challenges that have been approved by the Project Management.

1. Like many women in developing countries the women in remote pockets of CHT largely carry out household tasks and income-generating activities due to poverty and gender inequalities. They generally depend on biomass energy for cooking. Additionally, girls and women face increased threats to their physical safety, including sexual exploitation and assault during their long-distance travel to fetch firewood or bio mass for cooking. It is required to find a solution to eco-friendly improved cook stoves which would be well accepted and widely used by the CHT women.

2. In Bangladesh as a whole and similarly in CHT, adolescent girls face taboo and misconception during their puberty, menstrual period due to lack of proper, necessary knowledge and awareness. In addition, menstrual taboos stemming from a general lack of menstrual hygiene awareness impose major health risks to girls and women, further adding to the discriminatory practices towards them. From the

surrounding available resources with the use of indigenous technology local women are able to produce low cost and biodegradable sanitary pads for maintaining menstrual hygiene in CHT.

It is an important fragment of Challenge Fund to launch to its relevant public and private stakeholder, participants, and Academia. The challenge launching event has its important criteria to explain the problem statement by the challenge giving authority, Question and Answer the participations and a demonstration of knowhow of the challenge participation process.

SL No.	Details	Q'ty	Unit Measure	Occurrence (no of day night)- One Day Event
1	<b>Venue rent, venue room decoration and cleaning</b>			
	<ul style="list-style-type: none"> <li>· 1 venue with standard facilities (Approximately 10,000 sq. ft. for a half day event) NMST Auditorium/any venues at Agargaon or adjacent locations. Booking should be done in consultation with UNDP)</li> <li>· U shape seating arrangement (70 persons) including 3 Multimedia projections and sound system with 3 wireless microphones.</li> </ul>	1	Each	1
2	<b>Precautions for COVID-19:</b>			
	<b>Hand sanitizer</b> <ul style="list-style-type: none"> <li>· Hand sanitizer 200 ml (Sepnil/Savlon/ Lifebuoy or equivalent)</li> </ul> <b>Face mask</b> <ul style="list-style-type: none"> <li>· Face musk (3 ply)- 50 pcs box</li> </ul>	1	Pcs	1
3	<b>Food/ Lunch buffet style 70 persons</b>			
	<ul style="list-style-type: none"> <li>· Steam Rice</li> <li>· Fried Vegetables</li> <li>· Rui Fish fry</li> <li>· Mutton Curry/chicken curry</li> <li>· Chana/Thick Dal</li> <li>· Green Salad</li> <li>· Firnee/Sweet curd</li> <li>· 1 mineral water bottle (500ml)</li> </ul>	70	Person	1
4	<b>Introductory Challenge Launching Audio-Visual (AV)</b>			
	<ul style="list-style-type: none"> <li>· 2 AV on the problem statement</li> <li>· AV length is not more than 2 minutes for each along with 20,000 social media reach before Launching</li> <li>· The AV must be representing the real-life struggle based on the problem statement from multiple CHT ethnic groups.</li> </ul>	2	Each	1
5	Contingency /Miscellaneous (Fixed budget)			Contingency/Miscellaneous cost for need based workshop materials or any additional cost required beyond above budget line. <u>To be expended as per requirement and instruction of UNDP Programme Focal Point.</u>

**Schedule 5:**

**Programme/ event- 3: Workshop Arrangement: Idea Sorting/Shortlisting by different domain experts Idea Sorting/Shortlisting workshop:** The a2i project of UNDP will receive all applications through Ideabank ([www.ideabank.gov.bd](http://www.ideabank.gov.bd)) online and, after recording receipt; the applications will be screened for administrative check. Once the applications pass the administrative check, these will be checked for innovation and relevancy before sending to TEP (Technical Evaluation Panel) for evaluation. This is basically the first level screen done by the relevant domain expert suggested by the SID-CHT and a2i.

SL No.	Details	Q'ty	Unit Measure	Occurrence (no of day night)- One Day Event
1	<b>Idea Shortlisting/ Sorting (Fixed budget)</b>	6	Each	1
	Honorarium for experts as per AIF (as standard of a2i Innovation Fund) Manual			
2	<b>Moaning/Lunch/Evening Food (Box style for 10 Persons)</b>	20	Box	1
	<u>Morning Snacks Box</u> <ul style="list-style-type: none"> <li>· Chicken patties</li> <li>· Chhana misti/Slice cake</li> <li>· 1 piece Apple</li> <li>· 1 mineral water bottle (500ml)</li> </ul> <u>Lunch Box (Generally as below category or other type as below quality):</u> <ul style="list-style-type: none"> <li>· Steam Rice</li> <li>· Fried Vegetables</li> <li>· Fish Fry</li> <li>· Mutton Curry</li> <li>· Chana/Thick Dal</li> <li>· Green Salad</li> <li>· Cream Caramel</li> <li>· 1 mineral water bottle (500ml)</li> <li>· Tea / Coffee (Hot water, tea bags and cookies should be available throughout the day for 10 persons)</li> </ul> <u>Evening snacks</u> <ul style="list-style-type: none"> <li>· Chicken patties/Samuha</li> <li>· 1 pcs sweet</li> <li>· 1 mineral water bottle (500ml)</li> </ul>			
3	Contingency /Miscellaneous (Fixed budget)	Contingency/Miscellaneous cost for need based workshop materials or any additional cost required beyond above budget line. <u>To be expended as per requirement and instruction of UNDP Programme Focal Point.</u>		

**Schedule 6:**

**Programme/ Event- 4: TEP Workshops for Best Idea selection by Experts panel:** The TEP will be required to evaluate the proposals. The relevant persons with domain expertise along with understanding of public service delivery from development aspect would be the members of TEP. This pool of technical experts would evaluate the relevant proposals. The members of this committee would be selected from Government organizations, NGO's, Private Sector, Academia and Research organizations. Based on the previous experience, there will be 10 judges, 10 from SID-CHT and A2i team and 50 participating team consisting of 2 members in each team. Therefore, approximately the total participants of TEP will be  $(10+10+50*2=120)$  120.

The main responsibilities of TEP are:

1. Scoring the proposals, taking interviews or presentations from awardees
2. Providing feedback/suggestions to A2i & SID-CHT team on qualitative terms on operations
3. Providing ideas on evaluation, priority areas and scopes of engagement
4. Suggesting duration and amount for funding of the proposal

SL No.	Details	Q'ty	Unit Measure	Occurrence (no of day night)- One Day Event
1	<b>Venue rent, venue room decoration and cleaning</b>	1	Each	2
	1 venue with standard facilities including one big space for waiting facilities of 70 participant at a time and two adjacent separate jury panel with 5 jury seating arrangement and one presentation facilities for two participants (Approximately 25,000 sq. ft. for a whole day event) NMST Auditorium/any venues at Agargaon or adjacent locations. Booking should be done in consultation with UNDP)			
2	<b>Precaution for COVID-19</b>	2	Pcs	2
	<b>Hand sanitizer</b> Sepnil/Savlon/ Lifebuoy or equivalent hand sanitizer 200 ml			
	<b>Face mask</b> Face musk (3 ply)	1	pack	2
3	Participant's travel allowance (From Dhaka) Ref: Guideline (50 persons x 1 time x Tk.1000/-=Tk.50,000/-Payment will be made at actual)	50	Individual	1
4	Participant's travel and logistics allowance (From Outside Dhaka) Ref: Guideline (50 persons x 1 time x Tk.2000/-=Tk.100,000/-) Payment will be made at actual)	50	Individual	1
5	<b>Honorarium for experts (Cash)</b> As per AIF (a2i Innovation Fund) Manual 10 persons x 2 days x BDT.6900/-= BDT. 138,000/- Fixed budget	10	Each	2

	Payment will be made at actual after submitting all the teams score sheet finally signed. Scoring sheet format will be provided by a2i-iLab and SID-CHT UNDP			
6	<p><b><u>Morning Snacks Box</u></b></p> <ul style="list-style-type: none"> <li>· Chicken patties</li> <li>· Chhana misti/Slice cake</li> <li>· 1 piece Apple</li> <li>· 1 mineral water bottle (500ml)</li> </ul> <p><b><u>Lunch packet</u></b></p> <ul style="list-style-type: none"> <li>· Fried Rice</li> <li>· Vegetables</li> <li>· Chicken Fry</li> <li>· Chicken/Shrimp Curry</li> <li>· Cream Caramel</li> <li>· 1 mineral water bottle (500ml)</li> </ul>	75	Person	2
7	<p><b>Promotional Items for Judge, Organizers and participants:</b></p> <ul style="list-style-type: none"> <li>· 10000 Mah Power Bank (Preferred Brand: Remax Rpp, jany series or similar brand/specification)</li> </ul> <p>Logo Placement: 4 logos (Bangladesh Government, UNDP, Canadian &amp; a2i) will be printed on the Power Bank surface as per design approved by UNDP</p>	150	Pcs	1
8	<p><b>Banner for programme</b></p> <ul style="list-style-type: none"> <li>· Main banner (Backdrop) highlighting key features of each Challenge with Graphics- one banner. Banner should be of size 20 ft. x 5 ft. UNDP will share banner template in advance (Banner to be appropriately hanged before start of the meeting).</li> </ul>	1	Each	1
	<ul style="list-style-type: none"> <li>· 10 X-Banners highlighting key features through graphics (as per standard size). 3 X- banners for each Challenge. UNDP will share banner template in advance (Banner to be appropriately hanged before start of the meeting).</li> </ul>	10	Each	1
9	Contingency /Miscellaneous (Fixed budget)	Contingency/Miscellaneous cost for need based workshop materials or any additional cost required beyond above budget line. <u>To be expended as per requirement and instruction of UNDP Programme Focal Point.</u>		

**Schedule 7:**

**Programme/ Event- 5: Planning Workshops for TEP selected proposal for final budgeting and prepare a project plan with Gann chart for necessary R&D & prototype development, prototype to product development, initial piloting, survey/FGD:** A Technical Experts Panel (TEP) will approve project proposals based on pre-established criteria and assess performance of the funded initiatives.

**Challenge Fund:**

This Challenge Fund defines Innovation as it pertains to service delivery. The fund limits its exposure to Innovation that directly improves service delivery to citizens and businesses measured around 5 simple, easy-to-understand parameters:

1. Reducing time (T) to receive a service (including travel time, wait time, basically full transaction);
2. Reducing cost (C) to receive a service (fees, travel cost, lost wages and other opportunity cost, additional cost of bringing a companion, cost of overnight accommodation, meals, etc.);
3. Reducing number of visits (V) to government offices to complete and service transaction and receive the service; and
4. Improving the quality (Q) of service or improving the quality of lives of people.
5. Ensure scalability through commercialization (C) in some applicable cases (For Sustainability).

The key objectives of establishing the a2i Innovation Fund are to:

- (a.) Provide seed funding to pioneering and creative innovations for better public service delivery, and
- (b.) Enhance capacity of small-medium initiatives working to find creative solutions in technology for development

**Limit of Financing: Each awardee (2 problems) will get financial support up to maximum BDT 25,00,000 (In word: Twenty Five Lacs Only) as per below payment schedule.**

Payment Schedule: All proposals will be funded in accordance with the signed contract between the Awardee and the selected Vendor. Awardees will receive 20% on contract signing from the selected vendor. Rest of the payment (40% and 40%) will be made to the awardee on positive evaluation of each milestone and expected delivery that will be evaluated by the evaluation board consist of the Jury, CHT and a2i iLab of UNDP.

If the evidence of financial discrepancy or unsatisfactory performance found, then it is totally at the discretion of evaluation board to take necessary actions, including suspension of contract of awardee. The recipient of award money will be responsible for providing the relevant documents and proof of expenses incurred. The payment schedule will be as below:

Sl.	Cost Head	Amount BDT
1.	1 <sup>st</sup> Instalment	5,00,000
2.	2 <sup>nd</sup> Instalment	10,00,000
3.	3 <sup>rd</sup> Instalment	10,00,000
	Total	25,00,000

**Programme/ Event- 6: Workshop on extended piloting and primary scale up:** If prototype and piloting is successful, the evaluation board and each awardee (2 problems) will find out the way to replicate the programme in a greater extent with an additional budget as below.

1.	1 <sup>st</sup> Installation	5,00,000
Total		5,00,000

- If unsuccessful, the evaluation board and the awardee(s) will find out the reasons of its being unsuccessful and remedies to resolve the problems with prior to the decision of the evaluation board and the awardee will be obliged to accept the decision.
- All payment will depend on the decisions of the management of SID-CHT and A2i.

### Period of Activity

The Awardee/s shall complete all activities within 6 months from the first payment date and **subject to any extension according to the Work Plan and Timeline approved prior to** signing this contract with a prior approval. In the event delays are experienced beyond the control of the Awardee/s, the schedule may be revised as mutually agreed between Evaluation board and the Awardee/s.

SL No.	Details	Q'ty	Unit Measure	Occurrence (no of day night)- One Day Event
1	<p><b>Honorarium for experts/Mentors (Cash)</b> As per AIF (a2i Innovation Fund) Manual (4 persons x 1 time x Tk.6900/-= Tk.27,600/-) Fixed budget</p>	4	Each	1
2	<p><b>Precaution for COVID-19</b> <b>Hand sanitizer</b> Sepnil/Savlon/ Lifebuoy or equivalent hand sanitizer 200 ml</p>	1	Pcs	1
	<p><b>Face mask</b> Face musk (3 ply)</p>	1	pack	1
3	<p><b>Moening/Lunch/Evening Food (Box style for 10 Persons)</b> <u>Morning Snacks Box</u>  <ul style="list-style-type: none"> <li>· Chicken patties</li> <li>· Chhana misti/Slice cake</li> <li>· 1 piece Apple</li> <li>· 1 mineral water bottle (500ml)</li> </ul> <u>Lunch Box (Generally as below category or other type as below quality):</u>  <ul style="list-style-type: none"> <li>· Steam Rice</li> <li>· Fried Vegetables</li> <li>· Fish Fry</li> </ul> </p>	15	Box	1

	<ul style="list-style-type: none"> <li>· Mutton Curry</li> <li>· Chana/Thick Dal</li> <li>· Green Salad</li> <li>· Cream Caramel</li> <li>· 1 mineral water bottle (500ml)</li> <li>· Tea / Coffee (Hot water, tea bags and cookies should be available throughout the day for 10 persons)</li> </ul> <p><u>Evening snacks</u></p> <ul style="list-style-type: none"> <li>· Chicken patties/Samucho</li> <li>· 1 pcs sweet</li> <li>· 1 mineral water bottle (500ml)</li> </ul>			
4	<p>Experts and innovators will finalize the Maximum Budget for the 2 selected ideas and payment disbursement in minimum 3 installation as plan includes:</p> <ul style="list-style-type: none"> <li>• necessary Research and Development (R&amp;D)</li> <li>• prototype development</li> <li>• prototype to product development</li> <li>• initial piloting</li> <li>• survey/Focus Group Discussion with the piloting beneficiaries</li> <li>• extended piloting and primary scale up</li> </ul> <p>(as per above description)</p>	2	Selected ideas	180
5	Contingency /Miscellaneous (Fixed budget)	Contingency/Miscellaneous cost for need based workshop materials or any additional cost required beyond above budget line. <u>To be expended as per requirement and instruction of UNDP Programme Focal Point.</u>		

## Schedule 8

**Support Staff Daily Allowance (including of Mobile, Internet and Travel Allowance):** Two support staffs (Young Professional Level) will be hired by the vendor under the selection process supervised by the UNDP. These two professionals will regularly follow-up the work progress and report to SID-CHT and a2i iLab. Their work station will be iLab or any preferred places decided by CHT UNDP. The follow-up process includes:

- Communication through email, phone call and physical visits to different selected Universities, polytechnic institutes, medical colleges and other educational institute before and after launching the Challenges.
- Communicate and ensure the presence of the participants to different events
- Monitoring the Idea Bank Dashboard jointly with iLab team members
- Support Vendor to organized the mentioned Events
- Communicate with Judge and ensure their presence to different mentioned events
- Follow-up with the social media communication



- Track the work progress and ensure field visit as and when necessary
- Track the budget expenditure and report to UNDP

SL No.	Details	Q'ty	Unit Measure	Occurrence (no of day night)- One Day Event
1	<p><b>Two (2) Support personnel (1 person for each challenge)</b></p> <p>(Requirement:</p> <ul style="list-style-type: none"> <li>• Minimum BBA/ graduate in Marketing or any relevant field and minimum 1 year relevant experiences, of them one is preferably from the CHT</li> <li>• Must have good communication &amp; writing skills both in Bangla and English</li> <li>• General computer literacy &amp; professional email writing)</li> </ul> <p>Person days may vary and should be consulted with UNDP (2 persons x 160 days x BDT. 1,650 /-= BDT.5,28,000/- (Fixed budget)</p> <p>Vendor needs to provide CVs  <i>N.B. Young Professional level human resource usually get this starting payment, so this is taken as benchmark.</i></p> <p><b>Mobile and Internet Bill for Support Personnel</b></p> <p>Person days may vary and should be consulted with UNDP (2 persons x 160 days x BDT. 100/-= BDT.32,000/- (Fixed budget -payment will be made at actual)</p>	2	person	160
2	<p><b>Travel allowance for Support personnel at the time of promotional campaign</b></p> <p>Person days may vary and should be consulted with a2i/UNDP</p> <p>2 persons x 10 days x BDT. 1000/-= BDT. 20,000/-</p> <p>Fixed budget -payment will be made at actual</p>		person	10
3	<p><b>Travel allowance for Support personnel at the time of initial piloting to scaled up period</b></p> <p>Travel Allowance and Bus tickets includes:</p> <p>Person days may vary and should be consulted with a2i/UNDP</p> <p>2 persons x 45 days x BDT. 3000/-= BDT. 180,000/-</p> <p>Fixed budget- payment will be made at actual</p>		person	45

**ANNEX 2: QUOTATION SUBMISSION FORM**

*Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

**Company Profile**

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No      If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

such issues (If yes, provide a Copy)				
Is your company a member of the UN Global Compact	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Bank Information	<p>Bank Name: Click or tap here to enter text.</p> <p>Bank Address: Click or tap here to enter text.</p> <p>IBAN: Click or tap here to enter text.</p> <p>SWIFT/BIC: Click or tap here to enter text.</p> <p>Account Currency: Click or tap here to enter text.</p> <p>Bank Account Number: Click or tap here to enter text.</p>			
<b>Previous relevant experience: 3 contracts</b>				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value	Period of activity	Types of activities undertaken

**Bidder's Declaration**

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Requirements and Terms and Conditions:</b> I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Ethics:</b> In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a> and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Conflict of interest:</b> I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Prohibitions, Sanctions:</b> I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Bankruptcy:</b> I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Offer Validity Period:</b> I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: \_\_\_\_\_

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

**ANNEX 3: TECHNICAL AND FINANCIAL OFFER - GOODS**

Bidders are requested to complete this form, sign it and return it as part of their bid along with Annex 2: Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:		
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

Item No	Description	Comply (yes/no)										
<b>Schedule 1:</b>	<b>Inception report including event plans to be presented by the vendor:</b> The selected vendor will present their entire work plan based on the scope of work (Promotion & Campaign, Challenge Launching, Idea Sorting/Shortlisting by different domain experts, TEP Workshops for Best Idea selection by Experts panel, Planning Workshops for preparing TEP selected proposal for necessary R&D & prototype development, prototype to product development, initial piloting, survey/FGD, extended piloting and primary scale up) including design and process to a2i-iLab and SID-CHT, UNDP. The plan will be vetted by a2i-iLab and SID-CHT projects of UNDP before the vendor submit the inception report.											
<b>Schedule 2:</b>	<p><b>Events plan and date finalization:</b> Based on the inception report a2i-iLab and SID-CHT, UNDP will confirm the event plan and finalize the event dates with the vendor as below</p> <table border="1"> <thead> <tr> <th>Name of the Event</th> </tr> </thead> <tbody> <tr> <td>Programme/event- 1: Promotion &amp; Campaign</td> </tr> <tr> <td>Programme/ event- 2: Challenge Launching Workshop</td> </tr> <tr> <td>Programme/ event- 3: Workshop Arrangement: Idea Sorting/Shortlisting by different domain experts Idea Sorting/Shortlisting workshop</td> </tr> <tr> <td>Programme/ Event- 4: TEP Workshops for Best Idea selection by Experts panel</td> </tr> <tr> <td>Programme/ Event- 5: Planning Workshops for TEP selected proposal for final budgeting and prepare a project plan with Gann chart for necessary R&amp;D &amp; prototype development, prototype to product development, initial piloting, survey/FGD</td> </tr> <tr> <td>Programme/ Event- 6: Workshop on extended piloting and primary scale up</td> </tr> </tbody> </table>	Name of the Event	Programme/event- 1: Promotion & Campaign	Programme/ event- 2: Challenge Launching Workshop	Programme/ event- 3: Workshop Arrangement: Idea Sorting/Shortlisting by different domain experts Idea Sorting/Shortlisting workshop	Programme/ Event- 4: TEP Workshops for Best Idea selection by Experts panel	Programme/ Event- 5: Planning Workshops for TEP selected proposal for final budgeting and prepare a project plan with Gann chart for necessary R&D & prototype development, prototype to product development, initial piloting, survey/FGD	Programme/ Event- 6: Workshop on extended piloting and primary scale up				
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Programme/ Event- 6: Workshop on extended piloting and primary scale up												
<b>Schedule 3:</b>	<p><b>Programme/event- 1: Promotion &amp; Campaign:</b> To attract ideas from all corners of the country it is necessary to use communication media to advertise the request for proposals and solution idea of the challenges. The advertisements may conduct by ATL (Above the Line), BTL (Below the Line) or TTL (Through the Line) as per the descriptions given below. Usually, we do these campaigns considering TTL Methods by using social media, websites, on websites in the national Portal, other government websites and in other communication media as required. Also, through partnership with different organizations, the awareness programs will be carried on. UNDP will also arrange workshops/seminars to promote the concept and to encourage the submission of proposals.</p> <table border="1"> <thead> <tr> <th>SL No.</th> <th>Details</th> <th>Q'ty</th> <th>Unit Measure</th> <th>Occurrence (no of day night)-</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	SL No.	Details	Q'ty	Unit Measure	Occurrence (no of day night)-						
SL No.	Details	Q'ty	Unit Measure	Occurrence (no of day night)-								

					<b>One Day Event</b>
1	<b>Poster (design, printing &amp; distribution)</b>				
	<ul style="list-style-type: none"> <li>· Info graphic &amp; Pictorial Poster Design &amp; Printing (80~100 gsm offset paper, 4 colour, size-20inch x 30inch DC type)</li> <li>· For 120 Educational Institutes in Throughout the Bangladesh includes Universities, Polytechnic, Medical Collages, etc.</li> <li>· 40 pieces for each Educational Institutes including courier cost (through courier services as per UNDP guidance)</li> </ul>	2000	Pieces	21	
	<b>Social Media Boosting</b>				
2	<p>Vendor will design (Power Point) a social media promotion plan considering following inputs and approval of UNDP</p> <ul style="list-style-type: none"> <li>· Facebook Boosting: Ensure at least 3 lacs engagement (i.e. comment, like &amp; share) &amp; reach 20 lacs within 21 days from launching to end days of idea submission to the Target Group (Urban and suburban Youth of age group between 28 to 35 years.)</li> <li>· YouTube boosting: Ensure at least 50 thousands View within 21 days to the Target Group (Urban and suburban Youth of age group between 28 to 35 years)</li> <li>· FB Boosting page(s) will be selected in consultation with UNDP.</li> </ul>	1	As given in details column	21	
3	Contingency /Miscellaneous (Fixed budget)	Contingency/Miscellaneous cost for need based workshop materials or any additional cost required beyond above budget line. <u>To be expended as per requirement and instruction of UNDP Programme Focal Point.</u>			

<p><b>Sched</b> <b>ule 4:</b></p>	<p><b>Programme/ event- 2: Challenge Launching Workshop:</b> Challenge Fund (CF) is a competitive financing facility under a2i Innovation Fund (AIF) to disburse fund for national development projects, typically utilizing public sector or private funds for market driven solutions based on the stated problem(s) identified by the funding authority. CF is open for all Awardees from public and private sectors focusing underserved population with emphasis on several different categories where Gender Empowerment is one of the substantial category. Under such categories SID-CHT, UNDP as the funding authority is jointly working with a2i Innovation Lab to launch following two challenges that have been approved by the Project Management.</p> <p>1. Like many women in developing countries the women in remote pockets of CHT largely carry out household tasks and income-generating activities due to poverty and gender inequalities. They generally depend on biomass energy for cooking. Additionally, girls and women face increased threats to their physical safety, including sexual exploitation and assault during their long-distance travel to fetch firewood or bio mass for cooking. It is required to find a solution to eco-friendly improved cook stoves which would be well accepted and widely used by the CHT women.</p> <p>2. In Bangladesh as a whole and similarly in CHT, adolescent girls face taboo and misconception during their puberty, menstrual period due to lack of proper, necessary knowledge and awareness. In addition, menstrual taboos stemming from a general lack of menstrual hygiene awareness impose major health risks to girls and women, further adding to the discriminatory practices towards them. From the surrounding available resources with the use of indigenous technology local women are able to produce low cost and biodegradable sanitary pads for maintaining menstrual hygiene in CHT.</p> <p>It is an important fragment of Challenge Fund to launch to its relevant public and private stakeholder, participants, and Academia. The challenge launching event has its important criteria to explain the problem statement by the challenge giving authority, Question and Answer the participations and a demonstration of knowhow of the challenge participation process.</p>																		
<table border="1"> <thead> <tr> <th data-bbox="256 1301 331 1514">SL No</th> <th data-bbox="331 1301 887 1514">Details</th> <th data-bbox="887 1301 946 1514">Q'ty</th> <th data-bbox="946 1301 1078 1514">Unit Measure</th> <th data-bbox="1078 1301 1241 1514">Occurrence (no of day night)- One Day Event</th> </tr> </thead> <tbody> <tr> <td data-bbox="256 1514 331 1951">1</td> <td data-bbox="331 1514 887 1951"> <p><b>Venue rent, venue room decoration and cleaning</b></p> <ul style="list-style-type: none"> <li>1 venue with standard facilities (Approximately 10,000 sq. ft. for a half day event) NMST Auditorium/any venues at Agargaon or adjacent locations. Booking should be done in consultation with UNDP)</li> <li>U shape seating arrangement (70 persons) including 3 Multimedia projections and sound system with 3 wireless microphones.</li> </ul> </td> <td data-bbox="887 1514 946 1951">1</td> <td data-bbox="946 1514 1078 1951">Each</td> <td data-bbox="1078 1514 1241 1951">1</td> </tr> <tr> <td data-bbox="256 1951 331 2016">2</td> <td data-bbox="331 1951 887 2016"> <p><b>Precautions for COVID-19:</b></p> <p><b>Hand sanitizer</b></p> </td> <td data-bbox="887 1951 946 2016">1</td> <td data-bbox="946 1951 1078 2016">Pcs</td> <td data-bbox="1078 1951 1241 2016">1</td> </tr> </tbody> </table>	SL No	Details	Q'ty	Unit Measure	Occurrence (no of day night)- One Day Event	1	<p><b>Venue rent, venue room decoration and cleaning</b></p> <ul style="list-style-type: none"> <li>1 venue with standard facilities (Approximately 10,000 sq. ft. for a half day event) NMST Auditorium/any venues at Agargaon or adjacent locations. Booking should be done in consultation with UNDP)</li> <li>U shape seating arrangement (70 persons) including 3 Multimedia projections and sound system with 3 wireless microphones.</li> </ul>	1	Each	1	2	<p><b>Precautions for COVID-19:</b></p> <p><b>Hand sanitizer</b></p>	1	Pcs	1				
SL No	Details	Q'ty	Unit Measure	Occurrence (no of day night)- One Day Event															
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2	<p><b>Precautions for COVID-19:</b></p> <p><b>Hand sanitizer</b></p>	1	Pcs	1															

	<ul style="list-style-type: none"> <li>Hand sanitizer 200 ml (Sepnil/Savlon/ Lifebuoy or equivalent)</li> </ul>														
	<b>Face mask</b> <ul style="list-style-type: none"> <li>Face mask (3 ply)- 50 pcs box</li> </ul>	1	box	1											
3	<b>Food/ Lunch buffet style 70 persons</b> <ul style="list-style-type: none"> <li>Steam Rice</li> <li>Fried Vegetables</li> <li>Rui Fish fry</li> <li>Mutton Curry/chicken curry</li> <li>Chana/Thick Dal</li> <li>Green Salad</li> <li>Firnee/Sweet curd</li> <li>1 mineral water bottle (500ml)</li> </ul>	70	Person	1											
4	<b>Introductory Challenge Launching Audio-Visual (AV)</b> <ul style="list-style-type: none"> <li>2 AV on the problem statement</li> <li>AV length is not more than 2 minutes for each along with 20,000 social media reach before Launching</li> <li>The AV must be representing the real-life struggle based on the problem statement from multiple CHT ethnic groups.</li> </ul>	2	Each	1											
5	Contingency /Miscellaneous (Fixed budget)	Contingency/Miscellaneous cost for need based workshop materials or any additional cost required beyond above budget line. To be expended as per requirement and instruction of UNDP Programme Focal Point.													
<b>Schedule 5:</b>	<b>Programme/ event- 3: Workshop Arrangement: Idea Sorting/Shortlisting by different domain experts Idea Sorting/Shortlisting workshop:</b> The a2i project of UNDP will receive all applications through Ideabank ( <a href="http://www.ideabank.gov.bd">www.ideabank.gov.bd</a> ) online and, after recording receipt; the applications will be screened for administrative check. Once the applications pass the administrative check, these will be checked for innovation and relevancy before sending to TEP (Technical Evaluation Panel) for evaluation. This is basically the first level screen done by the relevant domain expert suggested by the SID-CHT and a2i.														
	<table border="1"> <thead> <tr> <th>SL No.</th> <th>Details</th> <th>Q'ty</th> <th>Unit Measure</th> <th>Occurrence (no of day night)- One Day Event</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Idea Shortlisting/ Sorting (Fixed budget)</td> <td>6</td> <td>Each</td> <td>1</td> </tr> </tbody> </table>	SL No.	Details	Q'ty	Unit Measure	Occurrence (no of day night)- One Day Event	1	Idea Shortlisting/ Sorting (Fixed budget)	6	Each	1				
SL No.	Details	Q'ty	Unit Measure	Occurrence (no of day night)- One Day Event											
1	Idea Shortlisting/ Sorting (Fixed budget)	6	Each	1											



		Honorarium for experts as per AIF (as standard of a2i Innovation Fund) Manual					
	2	<p><b>Moaning/Lunch/Evening Food (Box style for 10 Persons)</b></p> <p><u>Morning Snacks Box</u></p> <ul style="list-style-type: none"> <li>· Chicken patties</li> <li>· Chhana misti/Slice cake</li> <li>· 1 piece Apple</li> <li>· 1 mineral water bottle (500ml)</li> </ul> <p><u>Lunch Box (Generally as below category or other type as below quality):</u></p> <ul style="list-style-type: none"> <li>· Steam Rice</li> <li>· Fried Vegetables</li> <li>· Fish Fry</li> <li>· Mutton Curry</li> <li>· Chana/Thick Dal</li> <li>· Green Salad</li> <li>· Cream Caramel</li> <li>· 1 mineral water bottle (500ml)</li> <li>· Tea / Coffee (Hot water, tea bags and cookies should be available throughout the day for 10 persons)</li> </ul> <p><u>Evening snacks</u></p> <ul style="list-style-type: none"> <li>· Chicken patties/Samuha</li> <li>· 1 pcs sweet</li> <li>· 1 mineral water bottle (500ml)</li> </ul>	20	Box	1		
	3	Contingency /Miscellaneous (Fixed budget)	Contingency/Miscellaneous cost for need based workshop materials or any additional cost required beyond above budget line. <u>To be expended as per requirement and instruction of UNDP Programme Focal Point.</u>				
<b>Sched</b> <b>ule 6:</b>	<p><b><u>Programme/ Event- 4: TEP Workshops for Best Idea selection by Experts panel:</u></b></p> <p>The TEP will be required to evaluate the proposals. The relevant persons with domain expertise along with understanding of public service delivery from development aspect would be the members of TEP. This pool of technical experts would evaluate the relevant proposals. The members of this committee would be selected from Government organizations, NGO's, Private Sector, Academia and Research organizations. Based on the previous experience, there will be 10 judges, 10 from SID-CHT and A2i team and 50 participating team consisting of 2 members in each team. Therefore, approximately the total participants of TEP will be (10+10+50*2=120) 120.</p> <p>The main responsibilities of TEP are:</p> <ol style="list-style-type: none"> <li>1. Scoring the proposals, taking interviews or presentations from awardees</li> </ol>						

	<p>2. Providing feedback/suggestions to A2i &amp; SID-CHT team on qualitative terms on operations</p> <p>3. Providing ideas on evaluation, priority areas and scopes of engagement</p> <p>4. Suggesting duration and amount for funding of the proposal</p>				
SL No.	Details	Q'ty	Unit Measure	Occurrence (no of day night)- One Day Event	
1	<p><b>Venue rent, venue room decoration and cleaning</b></p> <p>· 1 venue with standard facilities including one big space for waiting facilities of 70 participant at a time and two adjacent separate jury panel with 5 jury seating arrangement and one presentation facilities for two participants (Approximately 25,000 sq. ft. for a whole day event) NMST Auditorium/any venues at Agargaon or adjacent locations. Booking should be done in consultation with UNDP)</p>	1	Each	2	
2	<p><b>Precaution for COVID-19</b></p> <p><b>Hand sanitizer</b> Sepnil/Savlon/ Lifebuoy or equivalent hand sanitizer 200 ml</p>	2	Pcs	2	
	<p><b>Face mask</b> Face musk (3 ply)</p>	1	pack	2	
3	<p>Participant's travel allowance (From Dhaka) Ref: Guideline (50 persons x 1 time x Tk.1000/- =Tk.50,000/-Payment will be made at actual)</p>	50	Individual	1	
4	<p>Participant's travel and logistics allowance (From Outside Dhaka) Ref: Guideline (50 persons x 1 time x Tk.2000/- =Tk.100,000/-) Payment will be made at actual)</p>	50	Individual	1	
5	<p><b>Honorarium for experts (Cash)</b> As per AIF (a2i Innovation Fund) Manual 10 persons x 2 days x BDT.6900/-= BDT. 138,000/- Fixed budget Payment will be made at actual after submitting all the teams score sheet finally signed. Scoring sheet format will be provided by a2i-iLab and SID-CHT UNDP</p>	10	Each	2	
6	<b>Morning Snacks Box</b>	75	Person	2	

	<ul style="list-style-type: none"> <li>· Chicken patties</li> <li>· Chhana misti/Slice cake</li> <li>· 1 piece Apple</li> <li>· 1 mineral water bottle (500ml)</li> </ul> <p><u>Lunch packet</u></p> <ul style="list-style-type: none"> <li>· Fried Rice</li> <li>· Vegetables</li> <li>· Chicken Fry</li> <li>· Chicken/Shrimp Curry</li> <li>· Cream Caramel</li> <li>· 1 mineral water bottle (500ml)</li> </ul>				
	<p><b>Promotional Items for Judge, Organizers and participants:</b></p> <ul style="list-style-type: none"> <li>· 10000 Mah Power Bank (Preferred Brand: Remax Rpp, jany series or similar brand/specification)</li> </ul> <p>Logo Placement: 4 logos (Bangladesh Government, UNDP, Canadian &amp; a2i) will be printed on the Power Bank surface as per design approved by UNDP</p>	150	Pcs	1	
	<p><b>Banner for programme</b></p> <ul style="list-style-type: none"> <li>· Main banner (Backdrop) highlighting key features of each Challenge with Graphics- one banner. Banner should be of size 20 ft. x 5 ft. UNDP will share banner template in advance (Banner to be appropriately hanged before start of the meeting).</li> </ul>	1	Each	1	
	<ul style="list-style-type: none"> <li>· 10 X-Banners highlighting key features through graphics (as per standard size). 3 X- banners for each Challenge. UNDP will share banner template in advance (Banner to be appropriately hanged before start of the meeting).</li> </ul>	10	Each	1	
	Contingency /Miscellaneous (Fixed budget)	Contingency/Miscellaneous cost for need based workshop materials or any additional cost required beyond above budget line. <u>To be expended as per requirement and instruction of UNDP Programme Focal Point.</u>			
<b>Schedule 7:</b>	<p><b><u>Programme/ Event- 5: Planning Workshops for TEP selected proposal for final budgeting and prepare a project plan with Gann chart for necessary R&amp;D &amp; prototype development, prototype to product development, initial piloting, survey/FGD:</u></b> A Technical Experts Panel (TEP) will approve project proposals based on pre-established criteria and assess performance of the funded initiatives.</p>				

**Challenge Fund:**

This Challenge Fund defines Innovation as it pertains to service delivery. The fund limits its exposure to Innovation that directly improves service delivery to citizens and businesses measured around 5 simple, easy-to-understand parameters:

6. Reducing time (T) to receive a service (including travel time, wait time, basically full transaction);
7. Reducing cost (C) to receive a service (fees, travel cost, lost wages and other opportunity cost, additional cost of bringing a companion, cost of overnight accommodation, meals, etc.);
8. Reducing number of visits (V) to government offices to complete and service transaction and receive the service; and
9. Improving the quality (Q) of service or improving the quality of lives of people.
10. Ensure scalability through commercialization (C) in some applicable cases (For Sustainability).

The key objectives of establishing the a2i Innovation Fund are to:

- (c.) Provide seed funding to pioneering and creative innovations for better public service delivery, and
- (d.) Enhance capacity of small-medium initiatives working to find creative solutions in technology for development

Limit of Financing: Each awardee (2 problems) will get financial support up to maximum BDT 25,00,000 (In word: Twenty Five Lacs Only) as per below payment schedule.

Payment Schedule: All proposals will be funded in accordance with the signed contract between the Awardee and the selected Vendor. Awardees will receive 20% on contract signing from the selected vendor. Rest of the payment (40% and 40%) will be made to the awardee on positive evaluation of each milestone and expected delivery that will be evaluated by the evaluation board consist of the Jury, CHT and a2i iLab of UNDP. The instalments will be disbursed electronically to the designated account, or hand over bank cheques to the awardee.

If the evidence of financial discrepancy or unsatisfactory performance found, then it is totally at the discretion of evaluation board to take necessary actions, including suspension of contract of awardee. The recipient of award money will be responsible for providing the relevant documents and proof of expenses incurred. The payment schedule will be as below:

Sl.	Cost Head	Amount BDT
1.	1 <sup>st</sup> Instalment	5,00,000
2.	2 <sup>nd</sup> Instalment	10,00,000
3.	3 <sup>rd</sup> Instalment	10,00,000
	Total	25,00,000

**Programme/ Event- 6: Workshop on extended piloting and primary scale up:** If prototype and piloting is successful, the evaluation board and each awardee (2 problems) will find out the way to replicate the programme in a greater extent with an additional budget as below.

1.	1 <sup>st</sup> Installation	5,00,000
	Total	5,00,000
All payment will be subject to VAT and TAX applicable as per Government Rules		

- If unsuccessful, the evaluation board and the awardee(s) will find out the reasons of its being unsuccessful and remedies to resolve the problems with prior to the decision of the evaluation board and the awardee will be obliged to accept the decision.
- All payment will depend on the decisions of the management of SID-CHT and A2i.

#### Period of Activity

The Awardee/s shall complete all activities within 6 months from the first payment date and **subject to any extension according to the Work Plan and Timeline approved prior to** signing this contract with a prior approval. In the event delays are experienced beyond the control of the Awardee/s, the schedule may be revised as mutually agreed between Evaluation board and the Awardee/s.

SL No	Details	Q'ty	Unit Measure	Occurrence (no of day night)-One Day Event
1	<b>Honorarium for experts/Mentors (Cash)</b> As per AIF (a2i Innovation Fund) Manual (4 persons x 1 time x Tk.6900/-= Tk.27,600/-) Fixed budget	4	Each	1
2	<b>Precaution for COVID-19</b>	1	Pcs	1
	<b>Hand sanitizer</b> Sephil/Savlon/ Lifebuoy or equivalent hand sanitizer 200 ml			
3	<b>Face mask</b> Face musk (3 ply)	1	pack	1
	<b>Moening/Lunch/Evening Food (Box style for 10 Persons)</b>	15	Box	1

		<p><u>Morning Snacks Box</u></p> <ul style="list-style-type: none"> <li>· Chicken patties</li> <li>· Chhana misti/Slice cake</li> <li>· 1 piece Apple</li> <li>· 1 mineral water bottle (500ml)</li> </ul> <p><u>Lunch Box (Generally as below category or other type as below quality):</u></p> <ul style="list-style-type: none"> <li>· Steam Rice</li> <li>· Fried Vegetables</li> <li>· Fish Fry</li> <li>· Mutton Curry</li> <li>· Chana/Thick Dal</li> <li>· Green Salad</li> <li>· Cream Caramel</li> <li>· 1 mineral water bottle (500ml)</li> <li>· Tea / Coffee (Hot water, tea bags and cookies should be available throughout the day for 10 persons)</li> </ul> <p><u>Evening snacks</u></p> <ul style="list-style-type: none"> <li>· Chicken patties/Samuha</li> <li>· 1 pcs sweet</li> <li>· 1 mineral water bottle (500ml)</li> </ul>				
	4	<p>Experts and innovators will finalize the Maximum Budget for the 2 selected ideas and payment disbursement in minimum 3 installation as plan includes:</p> <ul style="list-style-type: none"> <li>• necessary Research and Development (R&amp;D)</li> <li>• prototype development</li> <li>• prototype to product development</li> <li>• initial piloting</li> <li>• survey/Focus Group Discussion with the piloting beneficiaries</li> <li>• extended piloting and primary scale up</li> </ul> <p>(as per above description)</p>	2	Selected ideas	180	

	5	Contingency /Miscellaneous (Fixed budget)	Contingency/Miscellaneous cost for need based workshop materials or any additional cost required beyond above budget line. <u>To be expended as per requirement and instruction of UNDP Programme Focal Point.</u>		
<b>Schedule 8</b>	<p><b>Support Staff Daily Allowance (including of Mobile, Internet and Travel Allowance):</b> Two support staffs (Young Professional Level) will be hired by the vendor under the selection process supervised by the UNDP. These two professionals will regularly follow-up the work progress and report to SID-CHT and a2i iLab. Their work station will be iLab or any preferred places decided by CHT UNDP. The follow-up process includes:</p> <ul style="list-style-type: none"> <li>• Communication through email, phone call and physical visits to different selected Universities, polytechnic institutes, medical colleges and other educational institute before and after launching the Challenges.</li> <li>• Communicate and ensure the presence of the participants to different events</li> <li>• Monitoring the Idea Bank Dashboard jointly with iLab team members</li> <li>• Support Vendor to organized the mentioned Events</li> <li>• Communicate with Judge and ensure their presence to different mentioned events</li> <li>• Follow-up with the social media communication</li> <li>• Track the work progress and ensure field visit as and when necessary</li> <li>• Track the budget expenditure and report to UNDP</li> </ul>				
	<b>SL No.</b>	<b>Details</b>	<b>Q'ty</b>	<b>Unit Measure</b>	<b>Occurrence (no of day night)- One Day Event</b>

	<p><b>Two (2) Support personnel (1 person for each challenge)</b></p> <p>(Requirement:</p> <ul style="list-style-type: none"> <li>• Minimum BBA/ graduate in Marketing or any relevant field and minimum 1 year relevant experiences, of them one is preferably from the CHT</li> <li>• Must have good communication &amp; writing skills both in Bangla and English</li> <li>• General computer literacy &amp; professional email writing)</li> </ul> <p>Person days may vary and should be consulted with UNDP (2 persons x 160 days x BDT. 1,650 /- = BDT.5,28,000/- (Fixed budget)</p> <p>Vendor needs to provide CVs <i>N.B. Young Professional level human resource usually get this starting payment, so this is taken as benchmark.</i></p> <p><b>Mobile and Internet Bill for Support Personnel</b></p> <p>Person days may vary and should be consulted with UNDP (2 persons x 160 days x BDT. 100/- = BDT.32,000/- (Fixed budget -payment will be made at actual)</p>		person	160	
	<p><b>Travel allowance for Support personnel at the time of promotional campaign</b></p> <p>Person days may vary and should be consulted with a2i/UNDP</p> <p>2 persons x 10 days x BDT. 1000/- = BDT. 20,000/-</p> <p>Fixed budget -payment will be made at actual</p>	2	person	10	



	<p><b>Travel allowance for Support personnel at the time of initial piloting to scaled up period</b></p> <p>Travel Allowance and Bus tickets includes:</p> <p>3 Person days may vary and should be consulted with a2i/UNDP</p> <p>2 persons x 45 days x BDT. 3000/- BDT. 180,000/-</p> <p>Fixed budget- payment will be made at actual</p>	person	45	
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Currency of the Quotation: <a href="#">Click or tap here to enter text.</a>					
Item No	Description	UOM	Qty	Unit price	Total price in BDT
1.	<ul style="list-style-type: none"> <li>Inception report including event plans to be presented by the vendor/partner (Schedule 1)</li> </ul>	Nos.	1		
	<ul style="list-style-type: none"> <li>Events plan and date finalization (Schedule 2)</li> </ul>	Nos.	1		
	<ul style="list-style-type: none"> <li>Programme/event- 1: Promotion &amp; Campaign: (Schedule 3)</li> </ul>	Nos.	1		
	<ul style="list-style-type: none"> <li>Programme/event- 2: Challenge Launching Workshop (Schedule 4)</li> </ul>	Nos.	1		
	<ul style="list-style-type: none"> <li>Programme/event- 3: Idea Sorting/Shortlisting by different domain experts (Schedule 5)</li> </ul>	Nos.	1		
	<ul style="list-style-type: none"> <li>Programme/event- 4: Technical Evaluation Panel (TEP) Workshops for Best Idea selection by Experts panel (Schedule 6)</li> </ul>	Nos.	1		
	<ul style="list-style-type: none"> <li>Programme/event- 5: Planning Workshops for TEP selected proposal for necessary Challenge Fund, Payment Schedule, R&amp;D, prototype development, prototype to product development, initial piloting, survey/Focus Group Discussion (FGD), extended piloting and primary scale up (Schedule 7)</li> </ul>	Nos.	1		
	<ul style="list-style-type: none"> <li>Support Stuff Daily Allowance (including of Mobile, Internet and Travel Allowance) (Schedule 8)</li> </ul>	Nos.	1		
	<ul style="list-style-type: none"> <li>Services Management Fee</li> </ul>	Nos			
Total Price					
Other Charges (specify, if any)					
VAT (mention the %)					
<b>Total Final and All-inclusive Price</b>					

## Financial breakdown

SL No.	Details	Q'ty	Unit Measure	Occurrence (no of day night)- One Day Event	Unit price	Total price in BDT
1	<b>Poster (design, printing &amp; distribution)</b>	2000	Pieces	21		
	<ul style="list-style-type: none"> <li>· Info graphic &amp; Pictorial Poster Design &amp; Printing (80~100 gsm offset paper, 4 colour, size-20inch x 30inch DC type)</li> <li>· For 120 Educational Institutes in Throughout the Bangladesh includes Universities, Polytechnic, Medical Collages, etc.</li> <li>· 40 pieces for each Educational Institutes including courier cost (through courier services as per UNDP guidance)</li> </ul>					
2	<b>Social Media Boosting</b>	1	As given in details column	21		
	<p>Vendor will design (Power Point) a social media promotion plan considering following inputs and approval of UNDP</p> <ul style="list-style-type: none"> <li>· Facebook Boosting: Ensure at least 3 lacs engagement (i.e. comment, like &amp; share) &amp; reach 20 lacs within 21 days from launching to end days of idea submission to the Target Group (Urban and suburban Youth of age group between 28 to 35 years.)</li> <li>· YouTube boosting: Ensure at least 50 thousands View within 21 days to the Target Group (Urban and suburban Youth of age group between 28 to 35 years)</li> <li>· FB Boosting page(s) will be selected in consultation with UNDP.</li> </ul>					
3	Contingency /Miscellaneous (Fixed budget)	Contingency/Miscellaneous cost for need based workshop materials or any additional cost required beyond above budget line. <u>To be expended as per requirement and instruction of UNDP Programme Focal Point.</u>				
<b>Total Schedule 3 =</b>						

SL No.	Details	Q'ty	Unit Measure	Occurrence (no of day	Unit price	Total price in BDT
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				night)- One Day Event		
	<b>Venue rent, venue room decoration and cleaning</b>					
1	<ul style="list-style-type: none"> <li>· 1 venue with standard facilities (Approximately 10,000 sq. ft. for a half day event) NMST Auditorium/any venues at Agargaon or adjacent locations. Booking should be done in consultation with UNDP)</li> <li>· U shape seating arrangement (70 persons) including 3 Multimedia projections and sound system with 3 wireless microphones.</li> </ul>	1	Each	1		
	<b>Precautions for COVID-19:</b>					
	<b>Hand sanitizer</b>					
2	<ul style="list-style-type: none"> <li>· Hand sanitizer 200 ml (Sepnil/Savlon/ Lifebuoy or equivalent)</li> </ul>	1	Pcs	1		
	<b>Face mask</b>					
	<ul style="list-style-type: none"> <li>· Face mask (3 ply)- 50 pcs box</li> </ul>	1	box	1		
	<b>Food/ Lunch buffet style 70 persons</b>					
3	<ul style="list-style-type: none"> <li>· Steam Rice</li> <li>· Fried Vegetables</li> <li>· Rui Fish fry</li> <li>· Mutton Curry/chicken curry</li> <li>· Chana/Thick Dal</li> <li>· Green Salad</li> <li>· Firnee/Sweet curd</li> <li>· 1 mineral water bottle (500ml)</li> </ul>	70	Person	1		
	<b>Introductory Challenge Launching Audio-Visual (AV)</b>					
4	<ul style="list-style-type: none"> <li>· 2 AV on the problem statement</li> <li>· AV length is not more than 2 minutes for each along with 20,000 social media reach before Launching</li> <li>· The AV must be representing the real-life struggle based on the problem statement from multiple CHT ethnic groups.</li> </ul>	2	Each	1		
5	Contingency /Miscellaneous (Fixed budget)	Contingency/Miscellaneous cost for need based workshop materials or any additional cost required beyond above budget line. <u>To be expended as per requirement and instruction of UNDP Programme Focal Point.</u>				
<b>Total Schedule 4 =</b>						

SL No.	Details	Q'ty	Unit Measure	Occurrence (no of day night)- One Day Event	Unit price	Total price in BDT
1	<b>Idea Shortlisting/ Sorting (Fixed budget)</b> Honorarium for experts as per AIF (as standard of a2i Innovation Fund) Manual	6	Each	1		
2	<b>Moaning/Lunch/Evening Food (Box style for 10 Persons)</b> <u>Morning Snacks Box</u> <ul style="list-style-type: none"> <li>· Chicken patties</li> <li>· Chhana misti/Slice cake</li> <li>· 1 piece Apple</li> <li>· 1 mineral water bottle (500ml)</li> </ul> <u>Lunch Box (Generally as below category or other type as below quality):</u> <ul style="list-style-type: none"> <li>· Steam Rice</li> <li>· Fried Vegetables</li> <li>· Fish Fry</li> <li>· Mutton Curry</li> <li>· Chana/Thick Dal</li> <li>· Green Salad</li> <li>· Cream Caramel</li> <li>· 1 mineral water bottle (500ml)</li> <li>· Tea / Coffee (Hot water, tea bags and cookies should be available throughout the day for 10 persons)</li> </ul> <u>Evening snacks</u> <ul style="list-style-type: none"> <li>· Chicken patties/Samuha</li> <li>· 1 pcs sweet</li> <li>· 1 mineral water bottle (500ml)</li> </ul>	20	Box	1		
3	Contingency /Miscellaneous (Fixed budget)	Contingency/Miscellaneous cost for need based workshop materials or any additional cost required beyond above budget line. <u>To be expended as per requirement and instruction of UNDP Programme Focal Point.</u>				
<b>Total Schedule 5 =</b>						

SL No.	Details	Q'ty	Unit Measure	Occurrence (no of day night)- One Day Event	Unit price	Total price in BDT
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1	<b>Venue rent, venue room decoration and cleaning</b>	1	Each	2		
	· 1 venue with standard facilities including one big space for waiting facilities of 70 participant at a time and two adjacent separate jury panel with 5 jury seating arrangement and one presentation facilities for two participants (Approximately 25,000 sq. ft. for a whole day event) NMST Auditorium/any venues at Agargaon or adjacent locations. Booking should be done in consultation with UNDP)					
2	<b>Precaution for COVID-19</b>	2	Pcs	2		
	<b>Hand sanitizer</b> Sepnil/Savlon/ Lifebuoy or equivalent hand sanitizer 200 ml					
	<b>Face mask</b> Face musk (3 ply)	1	pack	2		
3	Participant's travel allowance (From Dhaka) Ref: Guideline (50 persons x 1 time x Tk.1000/- =Tk.50,000/-Payment will be made at actual)	50	Individual	1	50,000.00	50,000.00
4	Participant's travel and logistics allowance (From Outside Dhaka) Ref: Guideline (50 persons x 1 time x Tk.2000/- =Tk.100,000/-) Payment will be made at actual)	50	Individual	1	100,000.00	100,000.00
5	<b>Honorarium for experts (Cash)</b> As per AIF (a2i Innovation Fund) Manual 10 persons x 2 days x BDT.6900/-= BDT. 138,000/- Fixed budget Payment will be made at actual after submitting all the teams score sheet finally signed. Scoring sheet format will be provided by a2i-iLab and SID-CHT UNDP	10	Each	2		138,000.00
6	<b>Morning Snacks Box</b>	75	Person	2		
	· Chicken patties · Chhana misti/Slice cake · 1 piece Apple · 1 mineral water bottle (500ml)					
	<b>Lunch packet</b>					
	· Fried Rice · Vegetables · Chicken Fry					

	<ul style="list-style-type: none"> <li>· Chicken/Shrimp Curry</li> <li>· Cream Caramel</li> <li>· 1 mineral water bottle (500ml)</li> </ul>					
7	<b>Promotional Items for Judge, Organizers and participants:</b>	150	Pcs	1		
	<ul style="list-style-type: none"> <li>· 10000 Mah Power Bank (Preferred Brand: Remax Rpp, jany series or similar brand/specification) Logo Placement: 4 logos (Bangladesh Government, UNDP, Canadian &amp; a2i) will be printed on the Power Bank surface as per design approved by UNDP</li> </ul>					
8	<b>Banner for programme</b>	1	Each	1		
	<ul style="list-style-type: none"> <li>· Main banner (Backdrop) highlighting key features of each Challenge with Graphics- one banner. Banner should be of size 20 ft. x 5 ft. UNDP will share banner template in advance (Banner to be appropriately hanged before start of the meeting).</li> </ul>					
	<ul style="list-style-type: none"> <li>· 10 X-Banners highlighting key features through graphics (as per standard size). 3 X- banners for each Challenge. UNDP will share banner template in advance (Banner to be appropriately hanged before start of the meeting).</li> </ul>	10	Each	1		
9	Contingency /Miscellaneous (Fixed budget)	Contingency/Miscellaneous cost for need based workshop materials or any additional cost required beyond above budget line. <u>To be expended as per requirement and instruction of UNDP Programme Focal Point.</u>				
<b>Total Schedule 6 =</b>						

SL No.	Details	Q'ty	Unit Measure	Occurrence (no of day night)- One Day Event	Unit price	Total price in BDT
1	<b>Honorarium for experts/Mentors (Cash)</b> As per AIF (a2i Innovation Fund) Manual (4 persons x 1 time x Tk.6900/-= Tk.27,600/-) Fixed budget	4	Each	1		
2	<b>Precaution for COVID-19</b>	1	Pcs	1		

	<p><b>Hand sanitizer</b> Sepsil/Savlon/ Lifebuoy or equivalent hand sanitizer 200 ml</p> <p><b>Face mask</b> Face mask (3 ply)</p>	1	pack	1		
3	<p><b>Moening/Lunch/Evening Food (Box style for 10 Persons)</b></p> <p><u>Morning Snacks Box</u></p> <ul style="list-style-type: none"> <li>· Chicken patties</li> <li>· Chhana misti/Slice cake</li> <li>· 1 piece Apple</li> <li>· 1 mineral water bottle (500ml)</li> </ul> <p><u>Lunch Box (Generally as below category or other type as below quality):</u></p> <ul style="list-style-type: none"> <li>· Steam Rice</li> <li>· Fried Vegetables</li> <li>· Fish Fry</li> <li>· Mutton Curry</li> <li>· Chana/Thick Dal</li> <li>· Green Salad</li> <li>· Cream Caramel</li> <li>· 1 mineral water bottle (500ml)</li> <li>· Tea / Coffee (Hot water, tea bags and cookies should be available throughout the day for 10 persons)</li> </ul> <p><u>Evening snacks</u></p> <ul style="list-style-type: none"> <li>· Chicken patties/Samuha</li> <li>· 1 pcs sweet</li> <li>· 1 mineral water bottle (500ml)</li> </ul>	15	Box	1		
4	<p>Experts and innovators will finalize the Maximum Budget for the 2 selected ideas and payment disbursement in minimum 3 installation as plan includes:</p> <ul style="list-style-type: none"> <li>• necessary Research and Development (R&amp;D)</li> <li>• prototype development</li> <li>• prototype to product development</li> <li>• initial piloting</li> <li>• survey/Focus Group Discussion with the piloting beneficiaries</li> </ul>	2	Selected ideas	180		

	<ul style="list-style-type: none"> <li>extended piloting and primary scale up (as per above description)</li> </ul>				
5	Contingency /Miscellaneous (Fixed budget)	Contingency/Miscellaneous cost for need based workshop materials or any additional cost required beyond above budget line. <u>To be expended as per requirement and instruction of UNDP Programme Focal Point.</u>			
<b>Total Schedule 7=</b>					

SL No.	Details	Q'ty	Unit Measure	Occurrence (no of day night)- One Day Event	Unit price	Total price in BDT
1	<p><b>Two (2) Support personnel (1 person for each challenge)</b></p> <p>(Requirement:</p> <ul style="list-style-type: none"> <li>Minimum BBA/ graduate in Marketing or any relevant field and minimum 1 year relevant experiences, of them one is preferably from the CHT</li> <li>Must have good communication &amp; writing skills both in Bangla and English</li> <li>General computer literacy &amp; professional email writing)</li> </ul> <p>Person days may vary and should be consulted with UNDP (2 persons x 160 days x BDT. 1,650 /-= BDT.5,28,000/- (Fixed budget)</p> <p>Vendor needs to provide CVs <i>N.B. Young Professional level human resource usually get this starting payment, so this is taken as benchmark.</i></p> <p><b>Mobile and Internet Bill for Support Personnel</b></p> <p>Person days may vary and should be consulted with UNDP (2 persons x 160 days x BDT. 100/-= BDT.32,000/- (Fixed budget -payment will be made at actual)</p>	2	person	160	(1,650 + 100) =  1750	560,000



2	<p><b>Travel allowance for Support personnel at the time of promotional campaign</b></p> <p>Person days may vary and should be consulted with a2i/UNDP</p> <p>2 persons x 10 days x BDT. 1000/-= BDT. 20,000/-</p> <p>Fixed budget -payment will be made at actual</p>	2	person	10	1,000	20,000
3	<p><b>Travel allowance for Support personnel at the time of initial piloting to scaled up period</b></p> <p>Travel Allowance and Bus tickets includes:</p> <p>Person days may vary and should be consulted with a2i/UNDP</p> <p>2 persons x 45 days x BDT. 3000/-= BDT. 180,000/-</p> <p>Fixed budget- payment will be made at actual</p>	2	person	45	3,000	270,000
<b>Total Schedule 8 =</b>						<b>850,000</b>

**Prize Amount (fixed amount maximum-paid at actual)**

Sl.	Cost Head	Amount BDT
1.	1 <sup>st</sup> Instalment	5,00,000
2.	2 <sup>nd</sup> Instalment	10,00,000
3.	3 <sup>rd</sup> Instalment	10,00,000
Total		25,00,000

**Primary scale up (fixed amount maximum-paid at actual)**

1.	1 <sup>st</sup> Installation	5,00,000
Total		5,00,000

**Compliance with Requirements**

	<b>You Responses</b>		
	<b>Yes, we will comply</b>	<b>No, we cannot comply</b>	<b>If you cannot comply, pls. indicate counter - offer</b>
Minimum Requirement	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements <i>[pls. specify]</i>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.

<p><i>Exact name and address of company</i></p> <p>Company Name: Click or tap here to enter text.</p> <p>Address: Click or tap here to enter text. Click or tap here to enter text.</p> <p>Phone No.: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>	<p>Authorized Signature:</p> <p>Date: Click or tap here to enter text.</p> <p>Name: Click or tap here to enter text.</p> <p>Functional Title of Authorised Signatory: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>
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**ANNEX 4: DECLARATION**

Date:

**United Nations Development Programme**

UNDP Registry, IDB Bhaban, Agargaon

Sher-E-Bangla Nagar, Dhaka, Bangladesh

Assignment: \_\_\_\_\_

**Reference:** RFQ-BD-2022-001

Dear Sir,

I declare that ..... is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.

Yours Sincerely,