

Comprehensive Disaster Management Programme II (CDMP II)
92-93 Disaster Management & Relief Bhaban
Mohakhali, Dhaka

Tender # 2

Date: 29/08/2010

To: _____

Subject: Tender Schedule for Preparation of Documentry (Doco-Drama).

Sealed bids are hereby invited in the attached schedule from the bonafied Advertising Agencies and related firms for the above stated items as per the following instructions and terms & conditions:

Sealed bid shall be dropped in the tender box kept at the 6th Floor, Disaster Management and Relief Bhaban, 92-93 Mohakhali, Dhaka; up to September 19, 2010 at 12.00 pm and between 08:00am to 04:30PM. Tender will be opened on September 19, 2010 at 12:30 pm in presence of the bidder(s), if interested.

1. Sealed bid must be submitted in the printed pad of the firm along with the following documents, failing of which the tender may be rejected:
 - (a) Valid Trade License
 - (b) TIN Certificate
 - (c) VAT Registration Certificate
 - (d) Bank solvency certificate
 - (e) Tender Schedule with annexes duly signed by the bidder
 - (f) Documents related previous work experience in this line

The bidder can also attach extra pages if needed with the sealed bid in printed official pad.

2. The bidder(s) must quote for the stated items in full as per attached price schedule form. They must fill in the Unit Price, Total Price and Grand Total columns etc. of the attached schedule form. No partial quote will be allowed.
3. The rates must be quoted both in figures and words separately in Bangladeshi Taka (BDT). Erasing of any kind must be supported by full signature of the bidder(s) who sign the bid.
4. The price of items mentioned in the bid price schedule will be considered valid for a maximum period of six months.
5. The procurement entity reserves the right to increase or decrease quantity requirements of any or all the item(s) at its own discretion. In such case, the unit price of item(s) shall remain unchanged.
6. Bidders will submit the bids in a sealed envelop clearly marked "Submission of Bids for Preparation of Documentary (Doco-Drama)".

7. The bidders will submit the following documents along with their bill/invoices for payment:
 - a. A copy of the Purchase Order duly signed by the both parties.
 - b. An original Challan duly received by the authority.
8. The lead time for delivering the finished goods shall be 55 days from the date of issuing of work order.
9. If the supplier fails to deliver any or all of the goods/production or fails to perform the services within the period specified in the work order, the purchaser shall, without prejudice to its other remedies under the work order, deduct from the contract price, as liquidated damage as per rules and practices of the organization/GoB; or action may be taken as specified in para 12(a) below .
10. The supplier must follow the TOR attached with the schedule and prepare the output accordingly.
11. The Purchaser, without prejudice to any other remedy for breach of work order, by verbal/written notice of default addressed to the supplier, may terminate this contract in whole or in part:
 - a. if the supplier fails to deliver any or all of the production within the period (s) specified in the contract/work order, or within any extension thereof granted by the purchase pursuant to the written request; or
 - b. if the supplier fails to perform any other obligation(s) under the contract/work order; or
 - c. if the supplier, in the judgment of the purchaser has engaged in corrupt or fraudulent practices in competing for not executing the contract/work order.
12. Supplier shall be entirely responsible for all taxes (including customs duty, Value Added Tax and Income Taxes, stamp duties, license fees, and other such levies) imposed or incurred until delivery of the contracted goods to the purchaser. VAT and IT will be deducted at source as per Govt. rules until and unless the appropriate challans/waiver's memo is produced to the purchaser.

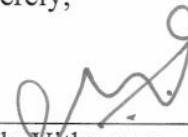
Bidder's Signature: _____

Address: _____

Land/Mobile No: _____

Seal:

Sincerely,



Asela Vithanage
Operation Manager
CDMP II

Enclosed: Bid Price Schedule and TOR (Annex- A& B)

Bid Price Schedule

(Annex A)

Reference:

Sl #	Name of Item	Quantity	Unit Price	Total Price (In figure)	Total Price (In word)
1.	Preparation of Documentation (Doco-Drama)				

Signature:

Date:

Name:

Seal:

Term of Reference (ToR) for the documentation (preparation of documentary) of Landslide hazard events in Bangladesh

1. Background:

Bangladesh is highly vulnerable to several natural disasters and every year natural calamity upset human's lives and livelihood in some part of the country. Among major disasters concerned in the country, fatal landslides events in the recent years can be noted. Exposed soft sedimentary rocks in the vast tract of mountainous and hilly terrains (18% of the total area of the country) and interventions of human activities across the slopes caused fatal landslides triggered by the torrential monsoon rainfall. The hilly terrain in the southeastern part of the country has the long history of slope instability. The landslides hazard in Chittagong City area and its surroundings occurred on June 11, 2007 was a phenomenal one that took the life of 127 people and caused injury to hundreds of people and made many people homeless. The landslides were triggered by uncommon heavy downpour which was estimated 348 mm for a period of around 6 hours. Fatal landslides subsequently occurred in 2008 and 2009 at Chittagong city as well as Cox's Bazar and Teknaf. In 2010, Landslides again took place in Cox's Bazar and Teknaf and took the life of around 60 people. Observation imparts that due to the random and unscientific anthropogenic interventions; slopes lose their stability that caused rainfall induced fatal landslides event in Bangladesh almost every year. Though landslides appear as one of the major hazards, but systematic approaches are not been introduced yet in Disaster Risk Reduction (DRR) system for addressing landslides.

2. Scope of Work:

Though the country has the long history of occurring landslides, but they were not documented concisely incorporating the information of print and electronic media. One of the activities of CDMP is mapping the landslide potential area and introducing there community based early warning system. Before addressing landslides from the angle of risk reduction, documentations of the known landslides events with the reactions of the affect community and decision makers reserve high priority. From this view point, CDMP has planned to prepare a documentary incorporating the known landslide events in Bangladesh based on the available information of print and electronic media.

3. Objective of the preparation of documentary:

The objectives of the preparation of documentary are four folds:

- a. to demonstrate the landslide events collecting available video footages and paper information
- b. to address the severity of the landslide hazards for focusing relative slope vulnerability in the township area

- c. to show the documentary to the decision makers for understanding the severity of the problems and taking necessary actions for protecting the slopes
- d. to aware the communities at risk for maintaining slopes in protecting their failures

4. Contents of Documentary:

- a. Historical background of the landslides events in Bangladesh
- b. Collecting and integrating of the on-spot video-footages of the landslides occurred 2007, 2008, 2009 and 2010
- c. Documenting the hill cliffs and slopes vulnerable for landslides in and around the township areas of the Chittagong, Cox's Bazar and Teknaf districts
- d. Collecting interviews of the community at risk and inserting them with the relevant footages
- e. Collecting interviews of the decision makers regarding enactment of the existing laws and by-laws on the uses and management of slopes
- f. Incorporating awareness raising messages in the documentary

5. Script of the Documentary:

Based on the above contents, narratives shall be developed to prepare the documentary. Sources of available video-footages with the contents inside and other relevant information should be given with the script. Once a vendor is selected, there will be scope to improve the script having consultation with the relevant professionals of CDMP and other stakeholders like DBM, GSB etc. The name of the artist to be used for the background voice of the documentary should be mentioned with the rationale for his inclusion.

6. Duration of the Documentary:

The duration of the documentary should be around 15 minutes

7. Field verification of the Documentary:

Once the draft version of the documentary will be prepared, it must be field verified at least three times consulting with the different sections of the city dwellers and subsequent improvement as suggested need to be done for making the documentary final towards citizen friendly and attractive. Awarded firm should consult with CDMP to select the audiences of all three field testing. Field verification sessions should be fixed consulting with relevant CDMP professionals.

Moreover, during the collection of interviews and taking video-footages of vulnerable slopes, relevant professionals of CDMP should be prior informed, so that, CDMP professionals will have the scope to organize field monitoring activities.

8. Timeframe to prepare the documentary

From the day of contract agreement (CA), by two months period the final version of the documentary shall be submitted to CDMP.

9. Workplan and break-down of the timeframe:

Serial No.	Activities	Timeframe	Remarks
1.	Preparation of the script	CA+ 10	
2.	Collecting and integrating of the video-footages of landslides	CA+ 30	
3..	Collecting interviews of the community at risk and decision makers and incorporating awareness raising messages	CA+ 45	
4.	Preparation of draft documentary	CA+ 50	
5.	Field testing	CA+ 55	
6.	Improvement and submission of final documentary	CA+ 60	

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