# Annex-4: Bidder Response Document for Billboard (Tender Ref. GTT-DH/0622/09)

**Bidder Response Document**

**For “Billboard**

**(Tender Ref: GTT-DH/0622/09)”**

**(Fill up in your business pad with seal and sign)**

**SECTION 1 (GENERAL INFORMATION)**

1. **Confidential Business Questionnaire**

*(Please note that giving false information under this section will result in your application being disqualified automatically)*

1. The questionnaire must be fully and comprehensively completed in all respects.
2. Information given by the applicant shall be treated in strict confidence.
3. Digital Healthcare Solutions – Grameen Telecom Trust reserves the right to visit and inspect the business premises of the company/firm that will participate.
4. Any information given under and later found to be incorrect shall lead to disqualification from the tendering process.
5. **Business Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.:** | **PARTICULARS** | | | **RESPONSE** |
| 1. | Full name of Business Entity: | | | |
| 2. | Is your business organization  (Please tick as appropriately) | 1. A Public limited company? 2. Public listed company? 3. A Private limited company? 4. A partnership? 5. A sole trader? 6. Other, (please specify) |  | |
| 3. | Date of Registration: | |  | |
| 4. | Full physical address of principle place of business:  Full postal address: | |  | |
| 5. | Telephone No.: | |  | |
| 6. | Email Address; | |  | |
| 7. | Website address (if any) | |  | |
| 8. | Business Establishment year | |  | |
| 9. | Associated company / partnership (if any) | |  | |

1. **Contact Point between buyer and supplier**

Please list your employees who would be involved with Digital Healthcare Solutions – Grameen Telecom Trust. One employee should be the key point of contact for Digital Healthcare Solutions – Grameen Telecom Trust.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Job Title** | **Role for DH - GTT** | **Direct Contact Number** | **Email address** |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Business activities and Compliance**

Please mention the following things:

1. State your organization’s main business activities.
2. Can your company meet our expectations and requirements specified in “Annex-1, Annex-2 & Annex-3?
3. How much does your company comply with the requirements?
4. Ans:
5. Ans:
6. Ans:

**SECTION 2 (EVALUATION QUESTIONNAIRE)**

1. **Required Essential Qualifications of the supplier:**
2. **Supplier has legitimate business/official premises, or they are registered for trading and TAX as appropriate.**

[Yes / No]

1. **Compliance with Grameen Telecom Trust standard - Digital Healthcare Solutions (DH)’s**

**requirements stated in Annex-1, Annex-2 & Annex-3?**

[Yes / No]

1. **Meet all specifications stated Annex-1 (TOR), Annex-2 (SOW) & Annex-3 (Brief)?**

[Yes / No]

1. **Required Capability Qualifications of the Vendor:**
2. **Previous Experience of your company with similar industry/brand?**

Total = \_\_\_\_\_\_\_ Years

1. **Job understanding based on Company Profile, Scope of work understanding, quantity, Manpower support**

This is a **mandatory submission**. Did you submit your “Company Profile” and “Manpower Support” through pitch-presentation/technical proposal with this application pack/through this Annex?

[Yes / No]

1. **Time Required for Preparation/ Execution/ Concept Testing lead Time**

Total=\_\_\_\_\_\_\_\_\_ Days after approved Agreement/PO

1. **Financial Health**

[Revenue and Net Profit for last three years]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Classification | 2018 BDT amount | 2019 BDT amount | 2020 BDT amount | 2021 BDT amount |
| Revenue |  |  |  |  |
| Net Profit |  |  |  |  |

**SECTION 3 (PITCH PRESENTATION)**

Pitch Presentation (PPT) which includes below points along with Company Profile, Technical Proposal, and Manpower Support. This MUST be submitted through another file/attachment along with this Annex.

* Background of the service provider
* Best Place Suggestions
* Understand Target Audience
* Presentation
* Accountability and measurement
* Pricing and value
* Quality Service
* Crisis management
* No conflict with other business/accounts
* Quick response
* Monthly Reporting
* Proper Maintenance
* Media changes as per the client demand

This is a **mandatory submission**. Did you submit it with this application pack/through this Annex?

[Yes / No]

**SECTION 4 (PRICE QUOTATION):**

**Price Quotation:**

Price quotation should be included VAT and AIT. VAT and AIT will be deducted as per Govt. rule.

Currency should be in BDT.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Item Name** | **Item Specification/SOW in details** | **Quantity** | **UOM** | **Duration** | **Unit Price**  **(For 01 Year)** | **Total Price (For 01 Year)** |
| Billboard Communication | **Billboard**  Required Job Starting Date: August 2022 (Approx.)  Rent Timeline: 1 Year  Preferred Location:  Gulshan, Banani, Airport Domestic Lounge, Mirpur, Dhanmondi (Shatmasjid Road), Khilgain/Badda/Shahbagh/Malibagh, Entry points of Dhaka (Savar,Narayanganj,Gazipur,Saidabad Bus Stand, Mohakhali Bus Stand)  ***[Note that, this price offer is covered by Annex-1 (TOR), Annex-2 (SOW) & Annex-3 (Brief)]*** | 7 | Pcs | 01 Year |  |  |
| **VAT** | | | | | |  |
| **Grand Total** | | | | | |  |
| **Suggested Places for billboard placement rather than DH’s preferred location (if any)** | | | | | | |
| **Other Terms and Conditions (if any):** | | | | | | |

**SECTION 5 (REQUIRED DOCUMENTS)**

The following documents **MUST** be submitted in another file/attachment along with this **Annex-4: Bidder response document for Billboard (Tender Ref. GTT-DH/0622/09)”**

1. Company Profile
2. Audit Report of 2019 & 2020 [if not available, please mention the reason clearly]
3. Copy of Trade License (Updated)
4. Copy of Bank Solvency Certificate
5. Incorporation certificate (if applicable)
6. Copy of utility bill (latest)
7. Copy of ETIN.
8. Copy of NID against Trade License
9. Copy of VAT Registration Certificate (BIN)
10. Tax exemption certificate (if applicable)
11. Copy of cheque’s void leaf.
12. Client List

The above documents are **Mandatory Submission**. Did you submit all documents with this application pack/through this Annex?

[Yes/No]

**SECTION 6 (DECLARATION)**

1. **Disclosure regarding Application Pack:**

Application pack is consisted of following:

**“Annex-4: Bidder Response Document for Billboard (Tender Ref. GTT-DH/0622/09)”** [Should be company letterhead paper and with seal, sign]. It includes-

* **General Information**

It is embedded with this Annex (Section 1). Did you answer all of these?

[Yes/No]

* **Evaluation Questionnaire**

It is embedded with this Annex (Section 2). Did you answer all questionnaires?

[Yes/No]

* **Pitch PPT presentation (including company profile, technical proposal, and manpower support for this service)**

Described in this Annex (Section 3). It should be submitted through another file/attachment along with this Annex in the same email. Did you submit?

[Yes/No]

* **Price Quotation**

It is embedded with this Annex (Section 4). Did you quote you price through above table/format?

[Yes/No]

* **Required Documents**

Mentioned in this Annex (Section 5). It should be submitted through another file/attachment along with this Annex in the same email. Did you submit?

[Yes/No]

1. **Dependencies**

Please mention below all dependencies that you would have on Digital Healthcare Solutions – Grameen Telecom Trust to ensure proper establishment of this assignment. Please expressly mention all activities and deliveries that you would need from Grameen Telecom Trust-Digital Healthcare Solutions to ensure optimum service delivery.

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1. **Final Consent by the Bidder:**

I declare that to the best of my knowledge the answers submitted in this bidding questionnaire (and any supporting documentation) are correct. I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with **Grameen Telecom Trust-Digital Healthcare Solutions.**

|  |
| --- |
| ……………………………………………………………    Official seal and Signature  ……………………………………………………………  Name  ……………………………………………………………  Job Designation  ……………………………………………………………  Company  ……………………………………………………………  Date |