Palli Karma-Sahayak Foundation(PKSF)

Rural Microenterprise Transformation Project (RMTP)
Shortlisting Questionnaire

Name of the consulting service: Selection of a Consulting Firm for Producing 'Video Documentaries' under RMTP of PKSF

Package No: PKSF/RMTP/2025-2026/SD-16

Q. No.	Details of Shortlisting Criteria	Remarks
1	Name and Address of the consulting firm/institution:	
	Forwarding letter	
	Mailing address	
	Telephone/Cell phone	
	E-mail & Fax	
	Name of the contact person	
2	Year of establishment (Enclosed legal documents):	
	Registration certificate	
	Income tax assessment certificate/acknowledgement certificate	
	BIN/VAT Registration certificate	
3	Details of physical resources available with the consulting firm/institution	
	(Follow format A enclosed)	
	Vehicles	
	Shooting Equipment	
	Editing Panel	
	Sound Studio	
4	Financial status of the consulting firm/institution (enclosed copy of bank solvency	
	certificate along with last 3 months financial transaction statement from the EOI	
	submission date)	
5	The firm must have at least 5 years of experience in producing video	
	documentaries, video contents, audio-visuals for government and nongovernment	
	entities as well as national and international development agencies.	
6	The firm should have completed minimum five assignments in similar works with	A PARTY NAME OF THE PARTY NAME
	each valued at minimum BDT 25 lakhs in the past 5 (five) years (Follow format B enclosed).	
7	Detailed completed and ongoing experience including similar experiences with supporting documents. (Follow format C enclosed)	





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Format-A

Details of physical resources available with the firm/institution

S1.	Name of Equipment	Quantity	Condition
No.			

PKSF Bhaban, E-4/B, Agargaon Administrative Area, Sher-e-Bangla Nagar, Dhaka-1207, Bangladesh

PABX: +88-02-222218331-33, 222218335-39

+88-02-222218341, 222218343

pksf@pksf.org.bd











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Format-B Brief information of Number of assignments/ completed minimum five assignments in similar works with each valued at minimum BDT 25 lakhs in the past 5 (five) years

S1.	Title of the	Name and address	Duration of the	Total cost
No.	Consulting Services	of the client	services	

(PI	KSF Bhaban,	E-4/B,	Agargaon	Administrative Ar	rea, Sher-	e-Bangla	Nagar,	Dhaka-	1207,	Bangladesh











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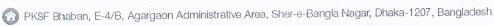
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Format-C

pksf@pksf.org.bd

Brief information of completed and ongoing assignments

C1	Title of the	Name and address	Duration of the	Total cost
S1.				
No.	Consulting Services	of the client	services	
		*		
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+88-02-222218341, 222218343

