

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 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

Sl. No.	Name of Equipment	Quantity	Condition

 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
 facebook.com/pksf.org
 youtube.com/@PKSF1990








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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

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

 PKSF Bhaban, E-4/B, Agargaon Administrative Area, Sher-e-Bangla Nagar, Dhaka-1207, Bangladesh
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 +88-02-222218341, 222218343

pkssf@pkssf.org.bd 
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Format-C

Brief information of completed and ongoing assignments

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

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