

Date: 12/12/24

Subject- **RFQ for Venue and Food for two (02) years**

Sealed Quotations are now invited from suppliers of the following item under the Terms and Conditions mentioned below on your Letterhead Pad.

Location		Venue Specification	Food Specification
Dhaka	North	<p>The venue must include the following facilities and arrangements:</p> <p><b>Capacity &amp; Seating:</b></p> <ul style="list-style-type: none"> <li>Seating capacity suitable for participants as specified per event. <b>(Must mention room capacity in quotation.)</b></li> <li>Round Tables with tablecloths and chairs. (as per demand)</li> </ul> <p><b>Facilities:</b></p> <ul style="list-style-type: none"> <li>Projector and Projector Screen.</li> <li>Non-AC &amp; Air-conditioned (AC) room.</li> <li>Wireless Microphones. (as per as demand)</li> <li>Electricity supply and Wi-Fi.</li> <li>Generator for backup power.</li> </ul> <p><b>Additional Amenities:</b> (as per demand)</p> <ul style="list-style-type: none"> <li>Air freshener and tissues and toilet tissue paper.</li> <li>Waste bins for cleanliness.</li> <li>Stage/Podium for speakers and presentations.</li> <li>Registration Booth</li> </ul> <p><b>Accessibility:</b></p> <ul style="list-style-type: none"> <li>Parking facilities.</li> <li>Wheelchair access as required.</li> </ul>	<p><b>Menu variety</b></p> <ul style="list-style-type: none"> <li>Include vegetarian and non-vegetarian items with pricing .</li> </ul> <p><b>Beverages:</b></p> <ul style="list-style-type: none"> <li>Water bottles or dispensers.</li> <li>Hot beverages: Tea, coffee, and herbal tea options.</li> <li>Cold beverages: Soft drinks, fresh juices.</li> </ul> <p><b>Quality standards:</b></p> <ul style="list-style-type: none"> <li>Fresh, hygienic, and compliant with food safety regulations.</li> </ul> <p><b>Customization:</b></p> <ul style="list-style-type: none"> <li>Inclusion of snacks, beverages, main courses, and desserts.</li> <li>Special options for children, if applicable.</li> <li>Proper storage and temperature maintenance before serving.</li> </ul> <p><b>Backup Arrangements:</b></p> <ul style="list-style-type: none"> <li>Provision for replenishing items if needed during the event.</li> </ul>
Gazipur	Tongi		
	Chourasta		
	Konabari		
Manikgonj	Ghior		
	Singair		
	Bandhutiya		

**Quotations are to be submitted on the date:** 12/29/2024 & Time: 02:30 PM

Quotations are to be submitted through the mail ([etender@bylc.org](mailto:etender@bylc.org)) or submit sealed quotations at Medona Tower (Level 12), 28 Mohakhali C/A Dhaka 1212, BYLC.

**Submission Requirements:**

Vendors are required to submit the following documents with their quotation:

**Company Profile:** Including years of experience and client references.

**Vendor Eligibility Criteria:**

- Have at least 2 years of experience in food catering/procurement services.
- Trade License
- TIN and BIN Certificates

**Price Quotation:** Detailed pricing structure to include:

**1. Venue Charges:**

- Rental fee for the venue per day.
- Charges for specific facilities:
  - Projector and Projector Screen.
  - AC usage.
  - Wi-Fi and Electricity.
  - Generator for backup power.
- Furniture setup:
  - Cost for Round Tables, Chairs, Stage/Podium, and Registration Booth.

**2. Food Charges:**

- Per-person meal cost for different serving styles (buffet/plated/snacks).
- Beverage charges:
  - Tea/coffee station (per person or per session).
  - Cold beverages (per unit or package).
- Special menu customizations:
  - Additional charges for dietary restrictions or premium items.
- Dessert and appetizer costs (if separate from the main course).

**3. Service Staff Charges:**

- Cost per staff member (serving, clearing, or other roles).
- Charges for extended hours or overtime.

**4. Decor and Ambiance (if applicable):**

- Charges for additional decorations or custom themes.

**5. Waste Management:**

- Charges for waste collection and disposal services.

**6. Other Costs:**

- Parking fees (if applicable).
- Security or cleaning charges.
- Transportation or delivery fees for food and equipment.

**7. Discounts and Offers:**

- Bulk booking or advance payment discounts.
- Seasonal or event-specific offers.

**Pricing must be provided separately for each type of Location.**

**Offer Validity:** 30 days from the date of submission.

**Evaluation:** Evaluation will be done based on the total package.

**Payment:** Payment will be transferred to your company bank account directly within 14 days after satisfactory delivery and a notation on the delivery challan by the recipient (with name, designation & date). The supplier must mention his A/C Name, Account No., Bank Name, Branch Name, and e-mail address in the Invoice / Bill through a seal. The supplier must provide Mushok 6.3 along with the bill as per govt. rules.

**Alternative Offer:** Alternative offers will not be accepted.

Only one organization can participate in the bidding process under the same proprietorship or family. If found more than one organization is under the above condition both organizations will be termed as non-responsive

During the participation in any tendering/enlistment process, if any vendor provides fake documents, they will be banned from business with BYLC for certain years as per BYLC Policy.

**Other Terms & Conditions**

**The total price should be inclusive of VAT and AIT.**

BYLC reserves the right to accept or reject any or all quotations/tenders without assigning any reason whatsoever.

**Award Notification:**

Only the successful bidder will be notified.

Thanking You



Syed Mohammad Shamim Hassan  
Administration and Procurement officer  
USAID Bijoyee activity.