



REQUEST FOR QUOTATION (RFQ)

RFQ Reference: RFQ-BD-2021-029	Date: 23 November 2021
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SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision to **Event management (Venue Preparation and Decoration) for SPPS** Annex 1 of this RFQ.

Quotations must be submitted on or before **December 06, 2021 by 04:30 PM** (Bangladesh Time) through online e-Tendering system in the following link:

<https://etendering.partneragencies.org>

Using your username and password. If you have not registered in the system before, you can register now by logging in using:

username: event.guest

Password: why2change

And follow the registration steps as specified in the system user guide. Your Quotation must be expressed in the English, and valid for a minimum period of 90 days.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

- Annex 1: Schedule of Requirements
- Annex 2: Quotation Submission Form
- Annex 3: Technical and Financial Offer
- Annex 4: Written Self-Declaration

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Approved by:

Signature:  _____

Name: Krishna Raj Adhikari

Title: Senior Operations Manager

Date: 23 November 2021



SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p>
Deadline for the Submission of Quotation	<p>06 December 2021, 4:30 pm (BD local time)</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/</p>
Method of Submission	<p>Quotations must be submitted as follows: online e-Tendering system in the following link: https://etendering.partneragencies.org</p> <p>Bid submission address: Click or tap here to enter text.</p> <ul style="list-style-type: none"> ▪ File Format: PDF ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: Individual file size 5 MB ▪ Mandatory subject of email: RFQ-BD-2021-029 ▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y.” ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible. ▪ The bidder should receive an email acknowledging email receipt. <p>[For eTendering method, click the link https://etendering.partneragencies.org and insert Event ID information]</p> <ul style="list-style-type: none"> • RFQ-21-029 <p>Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</p>
Cost of preparation of quotation	<p>UNDP shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>
Supplier Code of Conduct, Fraud, Corruption,	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p>

	<p>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</p>
Gifts and Hospitality	<p>Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p>
Conflict of Interest	<p>UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
General Conditions of Contract	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC: General Terms and Conditions/Special Conditions for Contract. Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Special Conditions of Contract	<p>Cancellation of PO/Contract if the delivery/completion is delayed in delivery</p>
Eligibility	<p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p>

	<p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.</p>
Currency of Quotation	Quotations shall be quoted in BDT or USD (USD conversion rate, 85.59 (UNORE))
Joint Venture, Consortium or Association	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.</p> <p>Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
Only one Bid	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or b) they have the same legal representative for purposes of this RFQ; or c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process; d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
Duties and taxes	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices must:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes (please mention the VAT amount and rate in separate Column)
Language of quotation	<p>Click or tap here to enter text</p> <p>Including documentation including catalogues, instructions and operating manuals.</p>
Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed <input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 <input checked="" type="checkbox"/> Annex 4: Declaration

	<input checked="" type="checkbox"/> Bidder must submit Registration certificate; <input checked="" type="checkbox"/> Bidder must submit Business Licenses – Registration Papers, Tax Payment Certification, etc. <input checked="" type="checkbox"/> The Firm must have 5 years' experience. <input checked="" type="checkbox"/> Bidder must submit Company profile (including administrative and logistics facilities available) <input checked="" type="checkbox"/> Bidder must have experience in similar assignments in last five years <input checked="" type="checkbox"/> The firm must at least one experience of similar requirement with UN agencies/UNDP/Govt. or Big Corporates of Bangladesh.
Quotation validity period	Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Alternative Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	<input checked="" type="checkbox"/> 100% payment after receipt of services and acceptance by the UNDP designated person.
Conditions for Release of Payment	<input checked="" type="checkbox"/> After receipt of services and submission of payment documentation.
Contact Person for correspondence, notifications and clarifications	E-mail address: bd.procurement@undp.org Attention: Quotations shall not be submitted to this address. Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Clarifications	Requests for clarification from bidders will not be accepted any later than 25 November 2021. Responses to request for clarification will be communicated through e-tender.
Evaluation method	<input checked="" type="checkbox"/> The lowest price substantially compliant offer
Evaluation criteria	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract
Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
Type of Contract to be awarded	<input checked="" type="checkbox"/> Purchase Order
Expected date for	14 December 2021 (Tentative), Date of the event will be confirmed By UNDP minimum 10 days before the event).

contract award.	
Publication of Contract Award	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures
UNGM registration	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.

ANNEX 1: SCHEDULE OF REQUIREMENTS**Detail of Event (Venue Preparation and Decoration):**

Item No.	Brief Description/Specification of Goods/Services/Small Works	UoM	QTY	Days
1	Stage Setup for Harmony & Carnival:	Setup	2	1
2	Stage setup & installation 20ft X 12ft X 1.5ft = Wood frame, board, PVC print, color finished		2	1
3	Backdrop setup with wooden frame , 3mm ply for Harmony & Carnival Hall	Setup	2	1
4	Backdrop Banner print for all Session of Harmony & Carnival Hall, Size: 20 x 10 ft	Pcs	2	1
5	BICC Main entry gate, made with wooden frame, board, paint, inject etc as per the design Platform-8ft & Height-12 ft	Setup	2	1
6	Venue Entry Gate, made with wooden frame, board, paint, inject etc Platform-6ft & Height-12 ft	Setup	2	1
7	Exhibition area Entry Gate, made with wooden frame, board, paint, inject etc Platform-6ft & Height-12 ft	Setup	1	1
8	Hall (Harmony, Carnival,) Entry Gate / Cutout (As per design), Platform-4ft Height-8 ft	Setup	2	1
9	Long Vertical Banner at the right side of the venue, Size: 25ft X 8ft	Pcs	4	1
10	Long Vertical Banner at the front side of the venue, Size: 30ft X 10ft	Pcs	8	1
11	Square festoon for boundary wall Size - 4' X 4' wood frame with PVC print	Pcs	60	1
12	Wooden Festoon size 2' X 9' for Branding	Pcs	8	1
13	Display Standee size 4' X 8' PVC print with wood frame, ply etc both side finished at venue area	Pcs	30	1
14	Venue Layout display board with partex board & PVC print 8' X 12'	Setup	1	1
15	Setup Secretariat Size: 8' X 16' having required with required furnitures, brochure stand, 1 male & 1 female information officers	Setup	1	2
16	Welcome & Thank You Banner Design, Print & Installation, Size: 38ft x 6ft	Pcs	4	1
17	Media Centre Backdrop / Interview Wall 8' X 16', carper and 2 single sofa & a tea table	Setup	1	2
18	LED Parken Light for Standee, gate, stage, banner etc	Pcs	80	2
19	Matal Halide for exhibition area	pcs	6	2
20	Potted Plant for total Vanue	pcs	60	2
21	4 pair sound System for exhibition area event outer premises	package	1	2
22	Registration Booth in fornt of Hall (Media Bazar, Harmony & Carnival)	setup	3	1
23	Decorator job- Milky way back side covered by white cloth, double layer triple, Bamboo fencing & Roof top cover	Package	1	1
24	Main Power connection cable rent, Stall Power Connect & Electric Bill		1	1
25	Thematic Branding at Exhibition walkway branding (As per Design)	Package	1	1
26	PRINT, PRODUCTION & ORGANIZING SUPPORT			
27	Invitation Card, Design & Print of High Quality Invitation Card with Envelope	Pcs	300	1

28	Preparation of guest database as per instruction of UNDP, Invitation Card Delivery & Follow up for confirming guest	Package	1	1
29	Conference Kits (Folder, Note pad, Books, Pen, Presentations Copy, Flyers etc)	Pcs	500	1
30	Ushers, English speaking registration, ushers and workshop staff 10 staff	Person	12	1
31	Rapporteurs (For Note taking, Workshop Report Preparation & Full verbatim of the event)	Person	2	2
32	Master of Ceremonies in English and Bangla (renowned in electronic media, Male/Female) Romana Afrooz (Bangla Vision), Kazi Sabir (Channel 24)	Person	2	2
33	Required Stationaries for the event	L.S	1	1
34	Best Quality Branded Bag Production (Jute & Leather Combination Shoulder Carrying Bag- As per Sample)	Pcs	300	1
35	ID Card / Delegates Badges	Pcs	300	1
36	AV EQUIPMENT, DOCUMENTATION & ACCESSORIES			
37	LED Wall, P5 Resolution, Size: 8ft x 6ft with LED Base & Side framing (For Harmony & Carnival Hall)	Unit	6	2
38	P3 Resolution, Size: 8ft x 6ft with LED Base & Side framing	Unit	1	2
39	Laptop (For Presentation & Information Booth)	Unit	5	2
40	Sound System (Requires Sound System with Adequate Microphones, Cordless & Podium Microphone for Media Bazar, Harmony)	Package	1	2
41	Photography: 2 Professional Photographer to Cover the full Event	Package	2	2
42	Videography: Live Projection, 3 HD Cameras and Editing Panel (2 Team to Cover the full Event)	Package	1	2
43	Documentary: Produce 30 minutes video documentary on full coverage of the Event with English sub title and voice over.	AV	1	1
44	B/W & Color Printer	Unit	1	1
45	Photocopier	Unit	1	1
46	MEDIA & PR			
47	Prepare Press Release for newspaper media and others necessary media advocacy for the workshop		1	2
48	i) Press invitation and Media Mobilization ii) News coverage on top Electronic medias including Channel I, ATN News, NTV, Boishakhi TV, Banglavisian, Ekushe TV, BTV etc iii) News coverage on top newspapers including Prothom Alo, Daily Star, Financial Express, Ittefaq, Jugantor, Samakal, Kaler Kontho, Independent, Janakantho etc and online medias such as BDNEWS24, Dhaka Tribune BANGLANEWS24 etc		1	1
49	Webinar Connection with Internet		1	2
50	Driver Food (Full Kachi,500ml water)		150	2

ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

such issues (<i>If yes, provide a Copy</i>)				
Is your company a member of the UN Global Compact	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.			
Previous relevant experience: 3 contracts				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value	Period of activity	Types of activities undertaken

Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Requirements and Terms and Conditions: I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	Ethics: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Prohibitions, Sanctions: I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
<input type="checkbox"/>	<input type="checkbox"/>	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: _____

Name: [Click or tap here to enter text.](#)

Title: [Click or tap here to enter text.](#)

Date: [Click or tap to enter a date.](#)

ANNEX 3: TECHNICAL AND FINANCIAL OFFER - GOODS

Bidders are requested to complete this form, sign it and return it as part of their bid along with Annex 2: Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:		
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

Item No.	Brief Description/Specification of Goods/Services/Small Works	UoM	QTY	Days	Vendor Response (Y/N)
1	Stage Setup for Harmony & Carnival:	Setup	2	1	
2	Stage setup & installation 20ft X 12ft X 1.5ft = Wood frame, board, PVC print, color finished		2	1	
3	Backdrop setup with wooden frame , 3mm ply for Harmony & Carnival Hall	Setup	2	1	
4	Backdrop Banner print for all Session of Harmony & Carnival Hall, Size: 20 x 10 ft	Pcs	2	1	
5	BICC Main entry gate, made with wooden frame, board, paint, inject etc as per the design Platform-8ft & Height-12 ft	Setup	2	1	
6	Venue Entry Gate, made with wooden frame, board, paint, inject etc Platform-6ft & Height-12 ft	Setup	2	1	
7	Exhibition area Entry Gate, made with wooden frame, board, paint, inject etc Platform-6ft & Height-12 ft	Setup	1	1	
8	Hall (Harmony, Carnival,) Entry Gate / Cutout (As per design), Platform-4ft Height-8 ft	Setup	2	1	
9	Long Vertical Banner at the right side of the venue, Size: 25ft X 8ft	Pcs	4	1	
10	Long Vertical Banner at the front side of the venue, Size: 30ft X 10ft	Pcs	8	1	
11	Square festoon for boundary wall Size - 4' X 4' wood frame with PVC print	Pcs	60	1	
12	Wooden Festoon size 2' X 9' for Branding	Pcs	8	1	
13	Display Standee size 4' X 8' PVC print with wood frame, ply etc both side finished at venue area	Pcs	30	1	
14	Venue Layout display board with partex board & PVC print 8' X 12'	Setup	1	1	
15	Setup Secretariat Size: 8' X 16' having required with required furnitures, brochure stand, 1 male & 1 female information officers	Setup	1	2	
16	Welcome & Thank You Banner Design, Print & Installation, Size: 38ft x 6ft	Pcs	4	1	
17	Media Centre Backdrop / Interview Wall 8' X 16', carper and 2 single sofa & a tea table	Setup	1	2	
18	LED Parken Light for Standee, gate, stage, banner etc	Pcs	80	2	
19	Matal Halide for exhibition area	pcs	6	2	
20	Potted Plant for total Vanue	pcs	60	2	

21	4 pair sound System for exhibition area event outer premises	package	1	2	
22	Registration Booth in fornt of Hall (Media Bazar, Harmony & Carnival)	setup	3	1	
23	Decorator job- Milky way back side covered by white cloth, double layer triple, Bamboo fencing & Roof top cover	Package	1	1	
24	Main Power connection cable rent, Stall Power Connect & Electric Bill		1	1	
25	Thematic Branding at Exhibition walkway branding (As per Design)	Package	1	1	
26	PRINT, PRODUCTION & ORGANIZING SUPPORT				
27	Invitation Card, Design & Print of High Quality Invitation Card with Envelope	Pcs	300	1	
28	Preparation of guest database as per instruction of UNDP, Invitation Card Delivery & Follow up for confirming guest	Package	1	1	
29	Conference Kits (Folder, Note pad, Books, Pen, Presentations Copy, Flyers etc)	Pcs	500	1	
30	Ushers, English speaking registration, ushers and workshop staff 10 staff	Person	12	1	
31	Rapporteurs (For Note taking, Workshop Report Preparation & Full verbatim of the event)	Person	2	2	
32	Master of Ceremonies in English and Bangla (renowned in electronic media, Male/Female) Romana Afrooz (Bangla Vision), Kazi Sabir (Channel 24)	Person	2	2	
33	Required Stationaries for the event	L.S	1	1	
34	Best Quality Branded Bag Production (Jute & Leather Combination Shoulder Carrying Bag- As per Sample)	Pcs	300	1	
35	ID Card / Delegates Badges	Pcs	300	1	
36	AV EQUIPMENT, DOCUMENTATION & ACCESSORIES				
37	LED Wall, P5 Resolution, Size: 8ft x 6ft with LED Base & Side framing (For Harmony & Carnival Hall)	Unit	6	2	
38	P3 Resolution, Size: 8ft x 6ft with LED Base & Side framing	Unit	1	2	
39	Laptop (For Presentation & Information Booth)	Unit	5	2	
40	Sound System (Requires Sound System with Adequate Microphones, Cordless & Podium Microphone for Media Bazar, Harmony)	Package	1	2	
41	Photography: 2 Professional Photographer to Cover the full Event	Package	2	2	
42	Videography: Live Projection, 3 HD Cameras and Editing Panel (2 Team to Cover the full Event)	Package	1	2	
43	Documentary: Produce 30 minutes video documentary on full coverage of the Event with English sub title and voice over.	AV	1	1	
44	B/W & Color Printer	Unit	1	1	
45	Photocopier	Unit	1	1	
46	MEDIA & PR				

47	Prepare Press Release for newspaper media and others necessary media advocacy for the workshop		1	2	
48	i) Press invitation and Media Mobilization ii) News coverage on top Electronic medias including Channel I, ATN News, NTV, Boishakhi TV, Banglavisio, Ekushe TV, BTV etc iii) News coverage on top newspapers including Prothom Alo, Daily Star, Financial Express, Ittefaq, Jugantor, Samakal, Kaler Kontho, Independent, Janakantho etc and online medias such as BDNEWS24, Dhaka Tribune BANGLANEWS24 etc		1	1	
49	Webinar Connection with Internet		1	2	
50	Driver Food (Full Kachi,500ml water)		150	2	

Currency of the Quotation: Click or tap here to enter text.						
Item No.	Description	UoM	QTY	Days	Unit price (BDT)	Total amount (BDT)
1	Stage Setup for Harmony & Carnival:	Setup	2	1		
2	Stage setup & installation 20ft X 12ft X 1.5ft = Wood frame, board, PVC print, color finished		2	1		
3	Backdrop setup with wooden frame , 3mm ply for Harmony & Carnival Hall	Setup	2	1		
4	Backdrop Banner print for all Session of Harmony & Carnival Hall, Size: 20 x 10 ft	Pcs	2	1		
5	BICC Main entry gate, made with wooden frame, board, paint, inject etc as per the design Platform-8ft & Height-12 ft	Setup	2	1		
6	Venue Entry Gate, made with wooden frame, board, paint, inject etc Platform-6ft & Height-12 ft	Setup	2	1		
7	Exhibition area Entry Gate, made with wooden frame, board, paint, inject etc Platform-6ft & Height-12 ft	Setup	1	1		
8	Hall (Harmony, Carnival,) Entry Gate / Cutout (As per design), Platform-4ft Height-8 ft	Setup	2	1		
9	Long Vertical Banner at the right side of the venue, Size: 25ft X 8ft	Pcs	4	1		
10	Long Vertical Banner at the front side of the venue, Size: 30ft X 10ft	Pcs	8	1		
11	Square festoon for boundary wall Size - 4' X 4' wood frame with PVC print	Pcs	60	1		
12	Wooden Festoon size 2' X 9' for Branding	Pcs	8	1		
13	Display Standee size 4' X 8' PVC print with wood frame, ply etc both side finished at venue area	Pcs	30	1		
14	Venue Layout display board with partex board & PVC print 8' X 12'	Setup	1	1		
15	Setup Secretariat Size: 8' X 16' having required with required furnitures, brochure stand, 1 male & 1 female information officers	Setup	1	2		
16	Welcome & Thank You Banner Design, Print & Installation, Size: 38ft x 6ft	Pcs	4	1		
17	Media Centre Backdrop / Interview Wall 8' X 16', carper and 2 single sofa & a tea table	Setup	1	2		
18	LED Parken Light for Standee, gate, stage, banner etc	Pcs	80	2		
19	Matal Halide for exhibition area	pcs	6	2		
20	Potted Plant for total Vanue	pcs	60	2		
21	4 pair sound System for exhibition area event outer premises	package	1	2		
22	Registration Booth in fornt of Hall (Media Bazar, Harmony & Carnival)	setup	3	1		
23	Decorator job- Milky way back side covered by white cloth, double layer triple, Bamboo fencing & Roof top cover	Package	1	1		

24	Main Power connection cable rent, Stall Power Connect & Electric Bill		1	1		
25	Thematic Branding at Exhibition walkway branding (As per Design)	Package	1	1		
26	PRINT, PRODUCTION & ORGANIZING SUPPORT					
27	Invitation Card, Design & Print of High Quality Invitation Card with Envelope	Pcs	300	1		
28	Preparation of guest database as per instruction of UNDP, Invitation Card Delivery & Follow up for confirming guest	Package	1	1		
29	Conference Kits (Folder, Note pad, Books, Pen, Presentations Copy, Flyers etc)	Pcs	500	1		
30	Ushers, English speaking registration, ushers and workshop staff 10 staff	Person	12	1		
31	Rapporteurs (For Note taking, Workshop Report Preparation & Full verbatim of the event)	Person	2	2		
32	Master of Ceremonies in English and Bangla (renowned in electronic media, Male/Female) Romana Afrooz (Bangla Vision), Kazi Sabir (Channel 24)	Person	2	2		
33	Required Stationaries for the event	L.S	1	1		
34	Best Quality Branded Bag Production (Jute & Leather Combination Shoulder Carrying Bag- As per Sample)	Pcs	300	1		
35	ID Card / Delegates Badges	Pcs	300	1		
36	AV EQUIPMENT, DOCUMENTATION & ACCESSORIES					
37	LED Wall, P5 Resolution, Size: 8ft x 6ft with LED Base & Side framing (For Harmony & Carnival Hall)	Unit	6	2		
38	P3 Resolution, Size: 8ft x 6ft with LED Base & Side framing	Unit	1	2		
39	Laptop (For Presentation & Information Booth)	Unit	5	2		
40	Sound System (Requires Sound System with Adequate Microphones, Cordless & Podium Microphone for Media Bazar, Harmony)	Package	1	2		
41	Photography: 2 Professional Photographer to Cover the full Event	Package	2	2		
42	Videography: Live Projection, 3 HD Cameras and Editing Panel (2 Team to Cover the full Event)	Package	1	2		
43	Documentary: Produce 30 minutes video documentary on full coverage of the Event with English sub title and voice over.	AV	1	1		
44	B/W & Color Printer	Unit	1	1		
45	Photocopier	Unit	1	1		
46	MEDIA & PR					
47	Prepare Press Release for newspaper media and others necessary media advocacy for the workshop		1	2		

48	i) Press invitation and Media Mobilization ii) News coverage on top Electronic medias including Channel I, ATN News, NTV, Boishakhi TV, Banglavisio, Ekushe TV, BTV etc iii) News coverage on top newspapers including Prothom Alo, Daily Star, Financial Express, Ittefaq, Jugantor, Samakal, Kaler Kontho, Independent, Janakantho etc and online medias such as BDNEWS24, Dhaka Tribune BANGLANEWS24 etc		1	1		
49	Webinar Connection with Internet		1	2		
50	Driver Food (Full Kachi,500ml water)		150	2		
Total Price						
Other Charges (specify)						
VAT (mention the %)						
Total Final and All-inclusive Price						

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Minimum Technical Specifications	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements <i>[pls. specify]</i>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
<i>Exact name and address of company</i> Company Name: Click or tap here to enter text. Address: Click or tap here to enter text. Click or tap here to enter text. Phone No.: Click or tap here to enter text. Email Address: Click or tap here to enter text.	Authorized Signature: Date: Click or tap here to enter text. Name: Click or tap here to enter text. Functional Title of Authorised Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text.

ANNEX 4: DECLARATION

Date:

United Nations Development Programme

UNDP Registry, IDB Bhaban, Agargaon

Sher-E-Bangla Nagar, Dhaka, Bangladesh

Assignment: **Event management (Venue Preparation and Decoration) for SPPS**

Reference: RFQ-BD-2021-029

Dear Sir,

I declare that is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.

Yours Sincerely,