



REQUEST FOR QUOTATION (RFQ)

RFQ Reference: **RFQ-BD-2022-002**

Date: 03 February 2022

SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision to **Event management service-SPPS** Annex 1 of this RFQ.

Quotations must be submitted on or before **February 17, 2022, by 04:30 PM** (Bangladesh Time) through the online e-Tendering system at the following link:

<https://etendering.partneragencies.org>

Use 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 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: _____

DocuSigned by:

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Name: Krishna Raj Adhikari
 Title: Senior Operations Manager
 Date: 03 February 2022

DocuSigned by:

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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 by 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 the UNDP website.</p>
Deadline for the Submission of Quotation	<p>17 February 2022, 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 of 60 characters long and must not contain any letter or special character other than from the 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 the email: RFQ-BD-2022-002 ▪ Multiple emails must be 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-22-002 <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 labor, 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 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 about 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 by 5 days</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 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, 85.7 (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 the 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 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 catalogs, 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 a minimum of 5 years of working experience in event management service/similar service <input checked="" type="checkbox"/> The firm must complete at least two similar events in the last 2 years.					
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	<table border="1"> <thead> <tr> <th>Percentage</th><th>Description</th></tr> </thead> <tbody> <tr> <td>100%</td><td>Upon successful completion of the event</td></tr> </tbody> </table>	Percentage	Description	100%	Upon successful completion of the event	
Percentage	Description					
100%	Upon successful completion of the event					
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 08 February 2022 . Responses to the 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 the time of award	At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the number of services and/or goods, by up to a maximum of twenty-five percent (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 contract award.	March 2022 (tentative) Note: the bidder will be notified/informed 10 days before the final event date.					

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 by 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 before contract signature.
Other information	A pre-bid meeting will be held Online for the clarification on the bidding document and ToR on 08 February 2022 at 11:00am using the following link: https://undp.zoom.us/j/81009315411?from=addon Join Zoom Meeting

ANNEX 1: REQUIREMENTS**Detail of requirement:**

Item	Cost Components	Unit	QTY	Occurrence No. of Days/ Nights)
1	Hotel Accommodation with free WiFi connection at Cox'sBazer			
01. a	Hotel Accommodation (Double bed Room)	Room	40	2
04. b	Hotel Accommodation (VIP Room)	Room	10	2
2	Meals (Buffet Rate of the day)			
02. a	Buffet Dinner -Standard Menu	Each	100	1
02. b	Buffet Lunch - Standard Menu	Each	100	2
02. c	Afternoon Snacks- (Tea/Coffee, Chicken mocha, Plan cake, water)	Each	100	2
3	Rental Venue			
03. a	Conference Room with free WiFi connection (Capacity for 100 participants)	Room	1	2
4	Equipment (Details breakdown)			
04. a	White Board (resin-painted steel surface with aluminum frame) with wooden Stand for Conference Room, 4 color printed Banner(3/6feet), sticky flip chart paper, Magnetic Dry Erase Marker, VIIP card, brown conqueror paper, etc	For 100 people		1
04. b	<p>Dialogue session (Social protection programming) at DC office (100 People)</p> <ul style="list-style-type: none"> Lunch (Bashmati kacchi, jail kabab, chatni, Burhani, water), Dailouge material: 1 pcs wooden backdrop with PVC print (L-20', H-8'), 2 pcs side wings (L-4', H-8'), Podium, Arm chair-6 pcs Decoration: 2 pcs wooden entry gate with PVC print (L-4', H-8'), PVC banner (L-12', H-3'), 8 pcs wooden standee with PVC print (L-4' H-8'), ambiance light (Light led parking 20pc with 2 stands, parkan64-20pc) Adequate sound system (2 pair sound, coddles 4 pc, podium 2pc, Lapel-2, panel 2 LED screens (size: L-10', H-6'). 	For 100 people	1	1
04. c	<p>Host community, Social protection, Ashrayon project visit in Ukhia, Tekhnaf</p> <ul style="list-style-type: none"> Pandel: size- 60ft x 30ft Stage: 20ft x 12ft stage with 20ftx 8ft backdrop 	For 100 people	1	1

	<ul style="list-style-type: none"> • Head Table with 6 Armchairs & 100 plastic chairs • 1 pair sound with podium mike, 4 coddles & panel • Snacks (Chicken sandwich, chicken samosa, apple, plain cake, laddu & water) • Marine Drive tour with Aquaholic Tourist Caravan bus (full board package with breakfast, lunch & snacks) 			
04.d	<p>Cultural Program:</p> <ul style="list-style-type: none"> • 1 male & 1 female Singer with a band setup • Sound- Foch Vex laniary 2pair, six 1pair, six sub 2pair, middle six 1p, sub 1p, side fill six 1p, sub 1p, led amp 2pc, keyboard amp 1pc, coddles 4 pc, podium 2pc, Lapel-2 • Group dance show with choreographer • Light: led pargan 40pc, sharp 8pc, parkan64-15pc, • beach/Poolside & BBQ Dinner (Greek salad, Thai chicken salad, Mixed garden greens with select dressings, Soup Cream of mushroom, Grilled fish – lemon butter sauce, Spiced chicken ragout with parsley and garlic Penne pasta with seafood, sliced Eggplant layered with parmesan and basil pesto Beef with spicy sewage, Oven-roasted potato wedges, olive oil, Onions, rosemary and vinegar Saffron rice, baked lemon tart, pistachio cream caramel, chocolate mousse cake, Mineral water, Soft drinks) 	For 100 people	1	1
04. f	Motivation Session – Sound, light, LED setup	Each	1	1
04. g	Raffle Draw	1	1	1
04. h	Gift (4.5 oz natural cotton branded Tote Bag, 240 GSM cotton polo T-shirt, UNDP branded water Bottle, 3 layered antiviral branded mask, branded Pen, 300 GSM 4 color Notebook with lamination print (100 pages), Ceramic coated branded Mug)	Each	500	1
04.i	Group Photo			
5	Traveling			
05. a	Air Fare (economic direct flight)	Each	50	2
05. b	Airport Pickup-drop bus	Each	3	2
05. b	Good Quality Noah	Each	2	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 by 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
The legal name of the 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 a 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 about 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 another 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 authorized 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 by 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	Cost Components	Unit	QTY	Occurrence No. of Days/ Nights)	Vendor Response (Yes/No)
1	Hotel Accommodation with free WiFi connection at Cox'sBazer				
01. a	Hotel Accommodation (Double bed Room)	Room	40	2	
04. b	Hotel Accommodation (VIP Room)	Room	10	2	
2	Meals (Buffet Rate of the day)				
02. 02. a	Buffet Dinner -Standard Menu	Each	100	1	
03. 02. b	Buffet Lunch - Standard Menu	Each	100	2	
02. c	Afternoon Snacks- (Tea/Coffee, Chicken mocha, Plan cake, water)	Each	100	2	
3	Rental Venue				
04. 03. a	Conference Room with free WiFi connection (Capacity for 100 participants)	Room	1	2	
4	Equipment (Details breakdown)				
05. 04. a	White Board (resin-painted steel surface with aluminum frame) with wooden Stand for Conference Room, 4 color printed Banner(3/6feet), sticky flip chart paper, Magnetic Dry Erase Marker, VIIP card, brown conqueror paper, etc	For 100 people		1	
04. b	Dialogue session (Social protection programming) at DC office (100 People) <ul style="list-style-type: none"> Lunch (Bashmati kacchi, jail kabab, chatni, Burhani, water), Dailouge material: 1 pcs wooden backdrop with PVC print (L-20', H-8'), 2 pcs side wings (L-4', H-8'), Podium, Arm chair-6 pcs 	For 100 people	1	1	

	<ul style="list-style-type: none"> • Decoration: 2 pcs wooden entry gate with PVC print (L-4', H-8'), • PVC banner (L-12', H-3'), 8 pcs wooden standee with PVC print (L-4' H-8'), • ambiance light (Light led parking 20pc with 2 stands, parkan64-20pc) • Adequate sound system (2 pair sound, coddles 4 pc, podium 2pc, Lapel-2, panel • 2 LED screens (size: L-10', H-6'). 				
04. c	<p>Host community, Social protection, Ashrayon project visit in Ukhia, Tekhnaf</p> <ul style="list-style-type: none"> • Pandel: size- 60ft x 30ft • Stage: 20ft x 12ft stage with 20ftx 8ft backdrop • Head Table with 6 Armchairs & 100 plastic chairs • 1 pair sound with podium mike, 4 coddles & panel • Snacks (Chicken sandwich, chicken samosa, apple, plain cake, laddu & water) <p>Marine Drive tour with Aquaholic Tourist Caravan bus (full board package with breakfast, lunch & snacks)</p>	For 100 people	1	1	
04.d	<p>Cultural Program:</p> <ul style="list-style-type: none"> • 1 male & 1 female Singer with a band setup • Sound- Foch Vex laniary 2pair, six 1pair, six sub 2pair, middle six 1p, sub 1p, side fill six 1p, sub 1p, led amp 2pc, keyboard amp 1pc, coddles 4 pc, podium 2pc, Lapel-2 • Group dance show with choreographer • Light: led pargan 40pc, sharpy 8pc, parkan64-15pc, <p>beach/Poolside & BBQ Dinner (Greek salad, Thai chicken salad, Mixed garden greens with select dressings, Soup Cream of mushroom, Grilled fish – lemon butter sauce, Spiced chicken ragout with parsley and garlic</p>	For 100 people	1	1	

	Penne pasta with seafood, sliced Eggplant layered with parmesan and basil pesto Beef with spicy sewage, Oven-roasted potato wedges, olive oil, Onions, rosemary and vinegar Saffron rice, baked lemon tart, pistachio cream caramel, chocolate mousse cake, Mineral water, Soft drinks)				
04. f	Motivation Session – Sound, light, LED setup	Each	1	1	
04. g	Raffle Draw	1	1	1	
04. h	Gift (4.5 oz natural cotton branded Tote Bag, 240 GSM cotton polo T-shirt, UNDP branded water Bottle, 3 layered antiviral branded mask, branded Pen, 300 GSM 4 color Notebook with lamination print (100 pages), Ceramic coated branded Mug)	Each	500	1	
04.i	Group Photo				
5	Traveling				
06. 05. a	Air Fare (economic direct flight)	Each	50	2	
05. b	Airport Pickup-drop bus	Each	3	2	
05. b	Good Quality Noah	Each	2	2	

Currency of the Quotation: Click or tap here to enter text.						
Item	Cost Components	Unit	QTY	Occurrence No. of Days/ Nights)	Unit price (in BDT)	Total amount (in BDT)
1	Hotel Accommodation with free WiFi connection at Cox'sBazer					
a	Hotel Accommodation (Double bed Room)	Room	40	2		
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02. a	Buffet Dinner -Standard Menu	Each	100	1		
02. b	Buffet Lunch - Standard Menu	Each	100	2		
02. c	Afternoon Snacks- (Tea/Coffee, Chicken mocha, Plan cake, water)	Each	100	2		
3	Rental Venue					

03. a	Conference Room with free WiFi connection (Capacity for 100 participants)	Room	1	2		
4	Equipment (Details breakdown)					
04. a	White Board (resin-painted steel surface with aluminum frame) with wooden Stand for Conference Room, 4 color printed Banner(3/6feet), sticky flip chart paper, Magnetic Dry Erase Marker, VIIP card, brown conqueror paper, etc	For 100 people		1		
04. b	<p>Dialogue session (Social protection programming) at DC office (100 People)</p> <ul style="list-style-type: none"> Lunch (Bashmati kacchi, jail kabab, chatni, Burhani, water), Dailouge material: 1 pcs wooden backdrop with PVC print (L-20', H-8'), 2 pcs side wings (L-4', H-8'), Podium, Arm chair-6 pcs Decoration: 2 pcs wooden entry gate with PVC print (L-4', H-8'), PVC banner (L-12', H-3'), 8 pcs wooden standee with PVC print (L-4' H-8'), ambiance light (Light led parking 20pc with 2 stands, parkan64-20pc) Adequate sound system (2 pair sound, coddles 4 pc, podium 2pc, Lapel-2, panel 2 LED screens (size: L-10', H-6'). 	For 100 people	1	1		
04. c	<p>Host community, Social protection, Ashrayon project visit in Ukhia, Tekhnaf</p> <ul style="list-style-type: none"> Pandel: size- 60ft x 30ft Stage: 20ft x 12ft stage with 20ftx 8ft backdrop Head Table with 6 Armchairs & 100 plastic chairs 1 pair sound with podium mike, 4 coddles & panel Snacks (Chicken sandwich, chicken samosa, apple, plain cake, laddu & water) 	For 100 people	1	1		

	<ul style="list-style-type: none"> Marine Drive tour with Aquaholic Tourist Caravan bus (full board package with breakfast, lunch & snacks) 					
04.d	Cultural Program: <ul style="list-style-type: none"> 1 male & 1 female Singer with a band setup Sound- Foch Vex laniary 2pair, six 1pair, six sub 2pair, middle six 1p, sub 1p, side fill six 1p, sub 1p, led amp 2pc, keyboard amp 1pc, coddles 4 pc, podium 2pc, Lapel-2 Group dance show with choreographer Light: led pargan 40pc, sharpy 8pc, parkan64-15pc, beach/Poolside & BBQ Dinner (Greek salad, Thai chicken salad, Mixed garden greens with select dressings, Soup Cream of mushroom, Grilled fish – lemon butter sauce, Spiced chicken ragout with parsley and garlic Penne pasta with seafood, sliced Eggplant layered with parmesan and basil pesto Beef with spicy sewage, Oven-roasted potato wedges, olive oil, Onions, rosemary and vinegar Saffron rice, baked lemon tart, pistachio cream caramel, chocolate mousse cake, Mineral water, Soft drinks) 	For 100 people	1	1		
04. f	Motivation Session – Sound, light, LED setup	Each	1	1		
04. g	Raffle Draw	1	1	1		
04. h	Gift (4.5 oz natural cotton branded Tote Bag, 240 GSM cotton polo T-shirt, UNDP branded water Bottle, 3 layered antiviral branded mask, branded Pen, 300 GSM 4 color Notebook with lamination print (100 pages), Ceramic coated branded Mug)	Each	500	1		
04.i	Group Photo					
5	Traveling					
05. a	Air Fare (economic direct flight)	Each	50	2		
05. b	Airport Pickup-drop bus	Each	3	2		
05. b	Good Quality Noah	Each	2	2		
Total Price						

Other Charges (specify, if any)	
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 counteroffer
Minimum Requirement	<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 the 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.
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ANNEX 4: DECLARATION

Date:

United Nations Development Programme

UNDP Registry, IDB Bhaban, Agargaon

Sher-E-Bangla Nagar, Dhaka, Bangladesh

Assignment: _____

Reference: RFQ-BD-2022-002

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,