

## ANNEX 1: REQUIREMENTS

### Detail of requirement:

Item	Cost Components	Unit	QTY	Occurrence No. of Days/ Nights)
<b>1</b>	<b>Hotel Accommodation</b> with free WiFi connection at Cox'sBazar			
01. a	Hotel Accommodation (Double bed Room)	Room	40	3
01. b	Hotel Accommodation (VIP Room)	Room	10	3
<b>2</b>	<b>Meals (Buffet Rate of the day)</b>			
02. a	Buffet Dinner -Standard Menu	Each	100	2
02. b	Buffet Lunch - Standard Menu	Each	100	3
02. c	Afternoon Snacks- (Tea/Coffee, Chicken mocha, Plan cake, water)	Each	100	3
<b>3</b>	<b>Rental Venue</b>			
03. a	Conference Room with free WiFi connection (Capacity for 100 participants)	Room	1	3
<b>4</b>	<b>Equipment (Details breakdown)</b>			
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)- Day 1</p> <ul style="list-style-type: none"> <li>Lunch (Bashmati kacchi, jail kabab, chatni,Burhani, water),</li> <li>Dailouge material: 1 pcs wooden backdrop with PVC print (L-20', H-8'), 2 pcs side wings (L-4', H-8'), Podium, Armchair-6 pcs</li> <li>Decoration: 2 pcs wooden entry gatewith PVC print (L-4', H-8'),</li> <li>PVC banner (L-12', H-3'), 8 pcs woodenstandee with PVC print (L-4' H-8'),</li> <li>ambiance light (Light led parking 20pcwith 2 stands, parkan64-20pc)</li> <li>Adequate sound system (2 pair sound, coddles 4 pc, podium 2pc, Lapel-2, panel</li> <li>2 LED screens (size: L-10', H-6').</li> </ul>	For 100 people	1	1
04. c	<p>Host community, Social protection, Ashrayon project visit in Ukhia, Tekhnaf. Day-2</p> <ul style="list-style-type: none"> <li>Pandel: size- 60ft x 30ft</li> </ul> <p>Stage: 20ft x 12ft stage with 20ftx 8ftbackdrop</p> <ul style="list-style-type: none"> <li>Head Table with 6 Armchairs &amp; 100 plasticchairs</li> <li>1 pair sound with podium mike, 4 coddles&amp; panel</li> <li>Snacks (Chicken sandwich, chicken</li> </ul>	For 100 people	1	1

	<p>samosa, apple, plain cake, laddu &amp; water)</p> <ul style="list-style-type: none"> <li>Marine Drivetur with Aquaholic Tourist Caravan bus (full board package with breakfast, lunch &amp; snacks)</li> </ul>			
04.d	<p>Cultural Program: last night</p> <ul style="list-style-type: none"> <li>1 male &amp; 1 female Singer with a band setup</li> <li>Sound- Foch Vex laniary 2pair, six 1pair, sixsub 2pair, middle six 1p, sub 1p, side fill six1p, sub 1p, led amp 2pc, keyboard amp 1pc, coddles 4 pc, podium 2pc, Lapel-2</li> <li>Group dance show with choreographer</li> <li>Light: led pargan 40pc, sharp 8pc, parkan 64-15pc,</li> <li>beach/Poolside &amp; BBQ Dinner (Greek salad, Thai chicken salad, Mixed garden greens with select dressings, Soup Cream of mushroom, Grilled fish – lemon buttersauce, 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)</li> </ul>	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			
<b>5</b>	<b>Traveling</b>			
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 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)
<b>1</b>	<b>Hotel Accommodation</b> with free WiFi connection at Cox's Bazar				
01. a	Hotel Accommodation (Double bed Room)	Room	40	3	
01. b	Hotel Accommodation (VIP Room)	Room	10	3	
<b>2</b>	<b>Meals (Buffet Rate of the day)</b>				
02. a	Buffet Dinner -Standard Menu	Each	100	2	
02. b	Buffet Lunch - Standard Menu	Each	100	3	
02. c	Afternoon Snacks- (Tea/Coffee, Chicken mocha, Plan cake, water)	Each	100	3	
<b>3</b>	<b>Rental Venue</b>				
03. a	Conference Room with free WiFi connection (Capacity for 100 participants)	Room	1	3	
<b>4</b>	<b>Equipment (Details breakdown)</b>				
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)- Day 1</p> <ul style="list-style-type: none"> <li>Lunch (Bashmati kacchi, jail kabab, chatni, Burhani, water),</li> <li>Dailouge material: 1 pcs wooden backdrop with PVC print (L-20', H-8'), 2 pcs side wings (L-4', H-8'), Podium, Armchair-6 pcs</li> <li>Decoration: 2 pcs wooden entry gate with PVC print (L-4', H-8'),</li> <li>PVC banner (L-12', H-</li> </ul>	For 100 people	1	1	

	3'), 8 pcs wooden standee with PVC print (L-4' H-8'), <ul style="list-style-type: none"> <li>• ambiance light (Light led parking 20pc with 2 stands, parkan 64-20pc)</li> <li>• Adequate sound system (2 pair sound, coddles 4 pc, podium 2pc, Lapel-2, panel)</li> <li>• 2 LED screens (size: L-10', H-6').</li> </ul>				
04. c	Host community, Social protection, Ashrayon project visit in Ukhia, Tekhnaf. Day-2 <ul style="list-style-type: none"> <li>• Pandel: size- 60ft x 30ft</li> <li>• Stage: 20ft x 12ft stage with 20ft x 8ft backdrop</li> <li>• Head Table with 6 Armchairs &amp; 100 plastic chairs</li> <li>• 1 pair sound with podium mike, 4 coddles &amp; panel</li> <li>• Snacks (Chicken sandwich, chicken samosa, apple, plain cake, laddu &amp; water)</li> </ul> Marine Drive tour with Aquaholic Tourist Caravan bus (full board package with breakfast, lunch & snacks)	For 100 people	1	1	
04.d	Cultural Program: last night <ul style="list-style-type: none"> <li>• 1 male &amp; 1 female Singer with a band setup</li> <li>• Sound- Foch Vex Ianiary 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</li> <li>• Group dance show with choreographer</li> <li>• Light: led pargan 40pc, sharp 8pc, parkan 64-15pc,</li> <li>• beach/Poolside &amp; BBQ Dinner (Greek salad, Thai chicken salad, Mixed garden greens with select dressings, Soup Cream of mushroom, Grilled fish –</li> </ul>	For 100 people	1	1	

	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)				
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				
<b>5</b>	<b>Traveling</b>				
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)
<b>1</b>	<b>Hotel Accommodation</b> with free WiFi connection at Cox'sBazer					
a	Hotel Accommodation (Double bed Room)	Room	40	3		
04. b	Hotel Accommodation (VIP Room)	Room	10	3		
<b>2</b>	<b>Meals (Buffet Rate of the day)</b>					
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<b>3</b>	<b>Rental Venue</b>					
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04. c	<p>Host community, Social protection, Ashrayon project visit in Ukhia, Tekhnaf – Day 2</p> <ul style="list-style-type: none"> <li>Pandel: size- 60ft x 30ft</li> <li>Stage: 20ft x 12ft stage with 20ftx 8ft backdrop</li> <li>Head Table with 6 Armchairs &amp; 100 plastic chairs</li> <li>1 pair sound with podium mike, 4 coddles &amp; panel</li> </ul>	For 100 people	1	1		

	<ul style="list-style-type: none"> <li>• Snacks (Chicken sandwich, chicken samosa, apple, plain cake, laddu &amp; water)</li> <li>• Marine Drive tour with Aquaholic Tourist Caravan bus (full board package with breakfast, lunch &amp; snacks)</li> </ul>					
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<b>5</b>	<b>Traveling</b>					
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 %)						
<b>Total Final and All-inclusive Price</b>						

#### 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.