

# Bangladesh Tourism Board

(National Tourism Organization)

Level-3, Building-2, Hotel Inter Continental, 1 Minto Road, Shahbagh, Dhaka.

## Open Tender Notice (OTM)

1.	Ministry/Division	Ministry of Civil Aviation and Tourism
2.	Procuring Entity Name	Bangladesh Tourism Board (BTB)
3.	Procuring Entity District	Dhaka
4.	Invitation for	Non-Consulting Services for organizing the Celebration of Dhaka OIC City of Tourism, 2019.
5.	Invitation Ref No	30.33.0000.221.42.002.19 Date: 11.03.2019
KEY INFORMATION		
6.	Procurement Method	Open Tender Method (OTM)
FUNDING INFORMATION		
7.	Budget & Source of Funds	GOB
PARTICULAR INFORMATION		
8.	Tender Publication Date	May 10, 2019
9.	Place, Last Date and Time of Selling Tender Documents	Accounts Section, Bangladesh Tourism Board Level-3, Building 2, BSL Office Complex (Hotel Inter Continental) 1 Minto Road, Dhaka-1000. May 26, 2019 5.00 PM
10.	Last Date and Time of Submission of Tender Documents	May 27, 2019 2.30 PM
11.	Tender Opening Date and Time	May 27, 2019 3.30 PM
12.	Place of Submission	Office of the Chief Executive Officer Bangladesh Tourism Board Level-3, Building 2, BSL Office Complex (Hotel InterContinental) 1 Minto Road, Dhaka-1000.
13.	Place of Opening	Office of the Chief Executive Officer Bangladesh Tourism Board Level-3, Building 2, BSL Office Complex (Hotel InterContinental) 1 Minto Road, Dhaka-1000.
INFORMATION FOR TENDERER		
14.	Brief Eligibility and Qualification of Tenderer	a) 3 years experience of organizing international multi-country conference/programs in Bangladesh. b) Experience of organizing at least 01 (One) international event at the national level in the last 2 years c) as Suppliers/Printers/JV of Advertising Firm and Printers d) VAT Registration Certificate e) Income Tax Clearance f) Audited Financial Report of last 3 (three) years
15.	Brief Description of Services	a) Event Management services for organizing the Celebration of Dhaka OIC City of Tourism, 2019. b) Venue Decoration, outdoor branding, design and supply program materials and transport and logistics
16.	Price of Tender Document for Package A	Tk.2000/- (two thousand) Non-Refundable

	Price of Tender Document for Package B	Tk.1000/- (One thousand) Non-Refundable		
17.	Package No	Package Name	Tender Security	Mode of Submission
	(A)	Venue Decoration, outdoor branding & Program management	1,70,000/-	In the form of Pay Order
	(B)	Transport & Logistics	40,000/-	
PROCURING ENTITY DETAILS				
18.	Name & Designation of Official Inviting Tender	Mohammad Saiful Hasan Deputy Director (Planning & Research) Bangladesh Tourism Board Level-3, Building-2, Hotel InterContinental, 1 Mintu Road, Shahbagh, Dhaka.		
The Procuring Entity reserves the right to reject any or all tenders or annul the Tender proceedings without assigning any reason.				

Sd/-  
(Mohammad Saiful Hasan)  
Deputy Director (Planning & Research)  
Bangladesh Tourism Board