

**Bangladesh Coast Guard
Agargaon Administrative Area
Sher-e-Bangla Nagar, Dhaka-1207**

(O T M)

**T E N D E R D O C U M E N T
FOR THE PROCUREMENT OF
SERVICES/GOODS (NATIONAL)**

Decoration, Cultural Program, Food & Gift Items

Invitation for Tender No: 44.08.2680.020.29.002.18.1153

Issued on: 16 September 2018

Tender Package No: GR (OPS)- 04

Section 2.Tender Data Sheet

Instructions for completing the Tender Data Sheet are provided, as needed, in the notes in italics and under lined mentioned for the relevant ITT clauses.

ITT Clause	Amendments of, and Supplements to, Clauses in the Instruction to Tenderers
A. General	
ITT 1.1	<p>The Procuring Entity is Director Operations, Bangladesh Coast Guard Headquarters, Agargaon Administrative Area, Block No-E, Plot No-12/B, Sher-e-Bangla Nagar, Dhaka-1207.</p> <p>The Name and identification number of Tender are: Decoration, Cultural Program, Food & Gift Items 44.08.2680.020.73.001.18.1153 Date 16 September 2018.</p> <p>The number, identification and name of lots comprising the Tender are: Decoration, Cultural Program, Food& Gift Items - As per Section-7</p>
ITT 3.1	The source of public fund is Government of Bangladesh (GOB)
ITT 3.3	The name of the Development Partner is Not Applicable.
ITT 5.1	Tenderers from the following countries are not eligible: None
ITT 6.1	Goods and Related Services from the following counties are not eligible: None
B. Tender Document	
ITT 8.2	The following are the offices of the Procuring Entity or authorised agents for the purpose of providing the Tender Document: Not Applicable
TT 9.1	<p>For <u>clarification of Tender purposes</u> only, the Procuring Entity's address is: Attention: Director Operations. Address: Bangladesh Coast Guard Headquarters, Agargaon Administrative Area, Block No-E, Plot No-12/B, Sher-e-Bangla Nagar, Dhaka-1207. Telephone: 8181751 Electronic mail address: ops_cghq@coastguard.gov.bd</p>
ITT 10.1	Pre- Tender meeting: Not Applicable

C. Qualification Criteria		
ITT 12.1	Criteria	Points
	i. Specific experience of the Service Provider relevant to the assignment	10
	ii. Adequacy of the proposed methodology and work plan in responding to the Terms of Reference	
	(a) Technical approach, methodology and presentation	10
	(b) Work plan	10
	(c) Organization and staffing	10
	(d) Branding planning for 14TH HEADS OF ASIAN COAST GUARD AGENCIES MEETING (HACGAM) for Indoor Branding and Outdoor Branding, Opening & Seminar	10+10=20
	(e) Effective Floor Plan of the Venue	10
	Total points for criterion	70
	iii. Professional staff qualifications and competence for the assignment	
	(a) Team Leader, Expert	10
	(b) Supporting experts	20
	Total points for criterion	30
	Total Weight: 100%	100
	Total Point	<u>100</u>
	The total minimum Technical Score required to pass is <u>80</u>	
	In the Technical proposal for number (i) & (ii) , minimum 60 number is required to pass.	
	In the Technical for number (iii) minimum 20 number is required to pass.	
	The weights given to the Technical and Financial Proposals are: T=0.8, P=0.2	

ITT 14.1(a)	<p>(i) The tenderer shall have a minimum of 10 years of overall experience in the supply of similar goods and related services.</p> <p>(ii) Technical resources and facilities available with regarding Event Management service.</p> <p>(iii) The tenderer shall have a minimum experience of arranging 05 (Five) similar related Programmes/Events at National/International Level.</p> <p>(iv) The tenderer profile in relation to global network strength.</p> <p>(v) Adequate financial capability to provide physical services. The tenderer should also have at least Tk. 5 Crore working capital (liquid money) or credit line(s) facility and must provide Bank Solvency Certificate.</p> <p>(vi) Experience of accomplishing works preferably in the area of event management with the Government/Semi Government Organization/Trade bodies of Bangladesh with at least Tk. 1 Crore in a single work order.</p> <p>(vii) Average annual turnover during the last 3 years shall be Tk. 30 (Thirty) Crore or above.</p> <p>(viii) Should have Professional staff qualifications and competence for the assignment.</p>
ITT 14.1(b)	The minimum specific experience of the supplier in providing such services for at least 05 contracts successfully completed within last 05 years.
ITT 15.1(a)	<p>The minimum amount of liquid asset or working capital or credit facility is</p> <p>Service - Tk. 70,00,000/00 As supporting documents updated Bank Statement is to be submitted</p> <p>(For Bank Solvency Certificate: is required. The email address of the Issuing Bank including telephone, Mobile & Fax Number to be mentioned with the tender document for official purpose).</p>
D. Preparation of Tender	
ITT 21.1(i)	The Tenderer shall submit with its Tender the following additional documents asked vide ITT 28.1(f).
ITT 23.1	Alternatives Tenders shall not be permitted.
ITT 24.3	Tenders are being invited for service to provide Decoration, Cultural Program, Food & Gift Items
ITT 26.6	Price quoted for each lot shall correspond at least to 100% of the items specified for the service and correspond at least to 100 % of the total service value.
ITT 24.8	The following particular item represents more than fifty percent (50%) of the estimated service value is: Not Applicable
ITT 28.1(f)	Manufacturer's authorization Required only when the supplier is not the manufacturer. In that case manufacturers consent letter, i.e. the manufacturer will do the work for the supplier, if he gets the work order, should be attached.

ITT 29.1	The Tender validity period shall be 90 days.
ITT 31.1	The amount of the Tender Security shall be : Lot –1. Tk. 2,40,000/00 (Pay order) (In favour of "<u>AYON O BAYON KORMOKORTA, COAST GUARD FORCE SADAR DOPHTOR</u>") <i>(আয়ন ও ব্যয়ন কর্মকর্তা- কোস্ট গার্ড বাহিনী সদর দপ্তর)</i>
ITT 36.1	Original of the Tender, one copy shall be submitted.
E. Submission of Tender	
ITT 37.2	The inner and outer envelopes shall bear the following additional identification marks : Not Applicable
ITT 38.1	For <u>Tender submission purposes</u> ,the Procuring Entity's address is: Attention Director Operations Address: Bangladesh Coast Guard Headquarters Agargaon Administrative Area, Block No-E, Plot No-12/B, Sher-e-Bangla Nagar, Dhaka-1207. The deadline for submission of Tenders is 12.00 Noon on 03 October 2018
ITT 38.3	For <u>Tender submission purposes</u> , the Procuring Entity's address is: <i>[Note: In case of Multiple Dropping state below the addresses of the Primary Place and Secondary Places]</i> Not Applicable
ITT 38.4	The deadline for the hand-delivering of the Tenders at the Primary Place is: Not Applicable
F. Opening and Evaluation of Tenders	
ITT 44.1	The Tender opening shall take place at Bangladesh Coast Guard Headquarters Agargaon Administrative Area, Block No-E, Plot No-12/B, Sher-e-Bangla Nagar, and Dhaka-1207. At 1230 pm 03 October 2018.
G. Award of Contract	
ITT 60.1	The maximum percentage by which quantities per item may be increased is 20% . The maximum percentage by which quantities per item may be decreased is 20% <i>[in both instances the maximum percentage is between 15 and 20 %].</i>
ITT 62.1	The amount of Performance Security shall be ten 10% percent of the Contract Price.

ITT 62.3

The security deposit shall be deducted @ Ten (10) percent from the successful Tenderers payable invoices during Contract implementation if awarded the Contract.

Section 4. Particular Conditions of Contract

<i>Instructions for completing the Particular Conditions of Contract are provided, as needed, in the notes in italics mentioned for the relevant GCC clauses.</i>	
GCC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
GCC 1.1(n)	The Procuring Entity is Director Operations, Bangladesh Coast Guard
GCC 1.1(s)	The site(s)/ point(s) of delivery is/are: Bangladesh Coast Guard Headquarters Agargaon Administrative Area, Block No-E, Plot No-12/B, Sher-e-Bangla Nagar, Dhaka-1207
GCC 3.1	For notices , the Procuring Entity's contact details shall be: Attention: Director Operations. Address: Bangladesh Coast Guard Headquarters Agargaon Administrative Area, Block No-E, Plot No-12/B, Sher-e-Bangla Nogar, Dhaka-1207. Telephone: 8181751 Facsimile number: 9140092 Electronic mail address: ops_cghq@coastguard.gov.bd
	For notices , the Supplier's contact details shall be: Attention: Address: Telephone: Facsimile number: Electronic mail address:
GCC 7.1(i)	The documents to be furnished by the supplier shall be as follows: (a) Attested copy of Valid trade license (b) Attested copy of Latest income Tax certificate (c) Attested copy of Latest VAT registration certificate (d) Attested copy of enlistment letter (if applicable) (e) Bank solvency (f) ETIN Certificate (g) Audit Reports (h) Association of Memorandum (i) CV and Experience of the supervisory Staffs (The minimum amount of liquid asset or working capital or credit facility to be mentioned) <i>(Note: The above requirements should be reviewed by a Procuring Entity on a case-by case basis. With amendments being made as necessary).</i>

Section 5. Tender and Contract Forms

Form	Title
	Tender Forms
PG3 – 1	Tender Submission Letter
PG3 – 2	Tenderer Information Sheet
PG3 – 3A	Price Schedule for Goods
PG3 – 3B	Price Schedule for Related Services
PG3 – 4	Specifications Submission and Compliance Sheet
PG3 – 5	Manufacturer's Authorisation Letter
PG3 – 6	Tender Security (Pay Order)
	Contract Forms
PG3 – 7	Notification of Award
PG3 – 8	Contract Agreement
PG3 – 9	Pay order for Performance Security

Forms PG3-1 to PG3-6 comprises part of the Tender and should be completed as stated in ITT Clause 21.

Forms PG3-7 to PG3-09 comprises part of the Contract as stated in GCC Clause 5.

Tender Submission Letter (Form PG 3 – 1)

*[This letter shall be completed and signed by the Authorized Signatory
Preferably on the Letter-Head pad of the Tenderer].*

To: <i>[Contact Person]</i> <i>[Name of Procuring Entity]</i> <i>[Address of Procuring Entity]</i>	Date: ____ October 2018
Invitation for Tender No: 44.08.2680.020.29.002.18.	<i>[indicate IFT No]</i>
Tender Package No: GR (OPS)-4	<i>[indicate Package No]</i>
Services: Services for Decoration, Cultural Program, Food & Gift Items for 03 days in a selected venue	<i>[indicate number of Lots]</i>

We, the undersigned, offer to supply in conformity with the Tender Document the following Goods and related Services:

In accordance with ITT Clauses 22 and 23, the following prices and discounts apply to our Tender:

The Tender Price is: (ITT Sub-Clause 23.1)	<i>Taka [state amount in figures] and Taka[state amount in words]</i>
The conditional/ unconditional discount for being awarded more than one lot in this package is: (ITT Sub-Clause 23.9)	<i>Taka [state amount in figures] and Taka[state amount in words]</i>
The methodology for Application of the discount is: (ITT Sub-Clause 23.10)	<i>[state the methodology]</i>
The advance payment is: (GCC Sub-Clause 27.1)	<i>[state the amount based on percentage of the Tender Price]</i>

and we shall accordingly submit an Advance Payment Guarantee in the format shown in Form PG3 - 10.

In signing this letter, and in submitting our Tender, we also confirm that:

- a) our Tender shall be valid for the period stated in the Tender Data Sheet (ITT Sub-Clause 27.2) and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- b) a Tender Security is attached in the form of a *[pay order / bank draft / bank guarantee]* in the amount stated in the Tender Data Sheet (ITT Clause 29) and valid for a period of 28 days beyond the Tender validity date;
- c) if our Tender is accepted, we commit to furnishing a Performance Security in the amount

d) stated in the Tender Data Sheet (ITT Sub-Clause 60.2) in the form stated in Tender Data Sheet (ITT Sub-Clause 60.1) and valid for a period of 28 days beyond the date of completion of our performance obligations;

e) we have examined and have no reservations to the Tender Document, issued by you on *[insert date]*;

including Addendum to Tender Documents No(s) *[state numbers]* ,issued in accordance with the Instructions to Tenderers (ITT Clause 11). *[insert the number and issuing date of each addendum; or delete this sentence if no Addendum have been issued]*;

f) we, including as applicable, subcontractor for any part of the contract resulting from this Tender process, have nationalities from eligible countries, in accordance with ITT Sub-Clause 5.1;

g) we are submitting this Tender as a sole Tenderer

h) we are not a Government owned entity as defined in ITT Sub-Clause 5.3
or
we are a Government owned entity, and we meet the requirements of ITT Sub-Clause 5.3];
(delete one of the above as appropriate)

i) we, declare that we are not associated, nor have been associated in the past, directly or indirectly, with a consultant or any other entity that has prepared the design, specifications and other documents, in accordance with ITT Sub-Clause 5.5;

j) we, including as applicable subcontractor have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive or coercive practices, in accordance with ITT Sub-Clause 5.6;

k) furthermore, we are aware of ITT Sub Clause 4.3 concerning such practices and pledge not to indulge in such practices in competing for or in executing the Contract;

l) we intend to subcontract an activity or part of the Supply, in accordance with ITT Sub-Clause 16.1 to the following Subcontractor(s);

Nature of the Supply or related service	Name and address of Subcontractor
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m) we, confirm that we do not have a record of poor performance, such as abandoning the Supply, not properly completing contracts, inordinate delays, or financial failure as stated in ITT Sub-Clause 5.8, and that we do not have, or have had, any litigation against us, other than that stated in the Tenderer Information Sheet(Form PG3-2);

n) we are not participating as Tenderers in more than one Tender in this Tendering process. We understand that your written Notification of Award shall become a binding Contract between us, until a formal Contract is prepared and executed;

o) we understand that you reserve the right to accept or reject any Tender, to cancel the Tender proceedings, or to reject all Tenders, without incurring any liability to Tenderers, in accordance with ITT Clause 55.1.

Signature:	<i>[insert signature of authorized representative of the Tenderer]</i>
Name:	<i>[insert full name of signatory with National ID]</i>
In the capacity of:	<i>[insert designation of signatory]</i>

Duly authorised to sign the Tender for and on behalf of the Tenderer

[If there is more than one (1) signatory add other boxes and sign accordingly].

Attachment 1: Written confirmation authorizing the above signatory (ies) to commit the Tenderer, in accordance with ITT Sub-Clause 34.3;

Tenderer Information Sheet (Form PG3-2)

[The Tenderer shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted]

Invitation for Tender No: 44.08.2680.020.29.001.18.1153 Date 16 September 2018
Tender Package No: GR (OPS)-04

A. Individual Tenderers

1. Eligibility Information of the Tenderer [ITT Clauses 5 & 21]	
1.1	Tenderer's Legal Name:
1.2	Tenderer's legal address in Country of Registration
1.4	Tenderer's Year of Registration
1.5	Tenderer's Authorised Representative Information
	Name
	National ID number
	Address
	Telephone / Fax Numbers
	e-mail address
1.6	<p>Attached are copies of original documents of : <i>[check box(es) of the attached original documents]</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>Articles of Incorporation or Registration of firm named in 1.1, in accordance with ITT sub-Clause 5.1 and 5.2]</i> <input type="checkbox"/> <i>In case of government owned entity, documents establishing legal and financial autonomy and compliance with commercial law, in accordance with ITT Sub-Clause 5.3</i> <input type="checkbox"/> <i>An affidavit confirming the legal capacity stating that there are no existing orders of any judicial court that prevents either the tenderer or employees of a tenderer entering into or signing a Contract with the Procuring Entity in accordance with ITT clause 5</i> <input type="checkbox"/> <i>An affidavit confirming that the tenderer is not insolvent, in receivership or not bankrupt or not in the process of bankruptcy, not temporarily barred from undertaking their business for financial reasons and shall not be the subject of legal proceedings for any of the foregoing in accordance with ITT Clause 5.</i>

	<ul style="list-style-type: none"> <input type="checkbox"/> A certificate issued by the competent authority of Bangladesh stating that the Tenderer is a Tax payer having valid Tax identification Number (TIN) and VAT registration number or in lieu any other document acceptable to the Procuring Entity demonstrating that the Tenderer is a genuine Tax payer and has a VAT registration number as a proof of fulfilment of taxation obligations in accordance with ITT Clause 5 . <input type="checkbox"/> Documentary evidence demonstrating that they are enrolled in the relevant professional or trade organizations registered in Bangladesh in accordance with ITT Clause 5.
2. Litigation History: [Number of arbitration awards against the tenderer over the period in accordance the ITT Clause 13.1] if no [state “None”]	
3. Qualification Information of the Tenderer:	
3.1	Number of years of overall experience of the Tenderer in the supply of goods and related services as stated under ITT Sub-Clause 14.1(a):
3.2	Number of completed supply contracts in the supply of similar goods and related services within the period mentioned in TDS as stated under ITT Sub-Clause 14.1(b):
3.3	The supply and/or production capacity of Goods, if applicable, as stated under ITT Sub-Clause 14.(c)
3.4	<p>Number of completed supply contracts in the supply of similar goods and related services of required value within the period mentioned in TDS as stated under ITT Sub-Clause 15.1(a):</p> <ul style="list-style-type: none"> ▪ Number of Contracts: ▪ Value of the Contracts: ▪ Period of the Contract:
3.5	Available liquid assets or working capital or credit facility in accordance with ITT Clause 15.1(b)

Price Schedule for Goods (Form PG3-3A)

Invitation for Tender No:	44.08.2680.020.29.001.18.1153	Date:	16 September 2018
Tender Package No:	GR (OPS)-04	Package Description:	<i>[enter description as specified in Section 6]</i>
Tender Lot No:	Services for Decoration, Cultural Program, Food Items & Gift Items for 03 days in a selected venue	Service Description:	<i>[enter description as specified in Section 6]</i>

A: PRICE OF GOODS (Including Spare Parts, if any) AND DELIVERY SCHEDULE

1	2	3	3	4	5	6	7	8
Item No .	Description Of Item	Country of Origin & Port of Shipment	Unit of Measurement	Qty Of units Required	Unit price	Total price (col. 4 × 5)	Point of Delivery as per Schedule of Requirement	Delivery Period Offered as per Schedule of Requirement
		NA			(Note1)		(Note2)	

Note 1: Price shall include all customs duties, VAT and other taxes already paid or payable if Contract is awarded and Shall be delivered price in final destination or at point of delivery.

Note 2: The Tenderer will complete these columns as appropriate following the details specified in Section 6: Schedule of Requirements

Signature:	<i>[insert signature of authorised representative of the Tenderer]</i>
Name:	<i>[insert full name of signatory with National ID]</i>
In the capacity of:	<i>[insert designation of signatory]</i>
Duly authorised to sign the Tender for and on behalf of the Tenderer	

Specifications Submission and Compliance Sheet (Form PG 3 - 4 A)

Invitation for Tender No: 44.08.2680.020.29.001.18.1153 Date: 16 September 2018
 Tender Package No: GR (OPS)-04 Package Description: *[enter description as specified in Section 6]*
 Tender Lot No: Services for Decoration, Cultural Program, Food & Gift Items for 03 days in a selected venue Lot Description: *[enter description as specified in Section 6]*

Item No.	Name of Goods or Related Service	Country of Origin	Make and Model (<i>when applicable</i>)	Full Technical Specifications and Standards
1	2	3	4	5
	FOR GOODS			Note 1
	FOR RELATED SERVICES			

[The Tenderer should complete all the columns as required]

Signature:

<i>[insert signature of authorized representative of the Tenderer]</i>
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Name:

<i>[insert full name of signatory with National ID]</i>

In the capacity of:

<i>[insert designation of signatory]</i>
--

Duly authorized to sign the Tender for and on behalf of the Tenderer

Manufacturer's Authorization Letter (Form PG 3 - 6)

[The Tenderer shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. The Tenderer shall include it in its tender, if so indicated in the TDS as stated under ITT Sub-Clause 26.1 (b)]

Invitation for Tender No:	Date:
Tender Package No:	
Tender Lot No:	
To: Name and address of Procuring Entity]	

WHEREAS

We *[insert complete name of Manufacturer]*,

who are official manufacturers of *[insert type of goods manufactured]*, having factories at *[insert full address of Manufacturer's factories]*, do hereby

authorize *[insert complete name of Tenderer]* to supply the following Goods, manufactured by us *[insert name and or brief description of the Goods]*.

We hereby extend our full guarantee and warranty as stated under GCC Clause 33 of the General Conditions of Contract, with respect to the Goods offered by the above Tenderer.

Signed: *[insert signature(s) of authorized representative(s) of the Manufacturer]*

Name: *[insert complete name(s) of authorized representative(s) of the Manufacturer]*

Address: *[insert full address including Fax and e-mail]*

Title: *[insert title]*

Date: *[insert date of signing]*

Bank Guarantee for Tender Security (Form PG 3 – 7)

*[This is the format for the Tender Security to be issued by a scheduled bank
Of Bangladesh as stated under ITT Clauses 29 and 30]*

Invitation for Tender No: 44.08.2680.020.29.001.18.1153

Date 16 September 2018

Tender Package No: GR (OPS)-04

Tender Lot No:

Services for Decoration, Cultural Program, Food & Gift Items for
03 days in a selected venue

To:

[Name and address of Procuring Entity]

TENDER GUARANTEE No:

We have been informed that *[insert name of Tenderer]* (hereinafter called “the Tenderer”) intends to submit to you its Tender dated *[insert date of Tender]* (hereinafter called “the Tender”) for the supply of *[description of goods and related services]* under the above Invitation for Tenders (hereinafter called “the IFT”).

Furthermore, we understand that, according to your conditions, Tenders must be supported by a Bank Guarantee for Tender Security.

At the request of the Tenderer, we *[insert name of bank]* hereby irrevocably undertake to pay you, without cavil or argument, any sum or sums not exceeding in total an amount of Tk *[insert amount in figures and in words]* upon receipt by us of your first written demand accompanied by a written statement that the Tenderer is in breach of its obligation(s) under the Tender conditions, because the Tenderer:

- a. has withdrawn its Tender after opening of Tenders but within the validity of the Tender Security ; or
- b. refused to accept the Notification of Award (NOA) within the period as stated under Instructions to Tenderers (ITT) ; or
- c. failed to furnish Performance Security within the period as stipulated in the NOA; or
- d. refused to sign the Contract Agreement by the time specified in the NOA; or
- e. did not accept the correction of the Tender price following the correction of the arithmetic errors in accordance with the ITT; or

This guarantee will expire:

- (a) if the Tenderer is the successful Tenderer, upon our receipt of a copies of the contract signed by the Tenderer and the Performance Security issued to you in accordance with the ITT; or
- (b) if the Tenderer is not the successful Tenderer, twenty eight (28) days after the expiration of the Tenderer’s Tender validity period, being *[date of expiration of the Tender validity plus twenty eight(28) days]*

Consequently, we must receive at the above-mentioned office any demand for payment under this guarantee on or before that date.

Signature

Seal

Section 6. Schedule of Requirements

Invitation for Tender No: : 44.08.2680.020.29.001.18.1153
Tender Package No: GR (OPS)- 04

Date: 16 September 2018

a. List of Goods and Delivery Schedule

When completing Form PG3-2 the Tender shall quote prices and contract delivery dates for each item against each lot and show each Lot separately, as specified in the List of Goods and Delivery Schedule.)

Item No.	Description of Item	Unit of Supply	Quantity of Units required	Point of Delivery	Date Required (in weeks)
1	2	3	4	5	6
	Services for Decoration, Cultural Program, Food & Gift Items for 03 days in a selected venue			As decided by Coast Guard	02 weeks after signature the contract

Note 1: The delivery date required at will start Column 6.

SECTION -7 Terms of Reference

The services needed to be provided for the 14th Heads of Asian Coast Guard Agencies Meeting (HACGAM) are as under:

a. Decoration.

Ser	Particular	Material	Size	Qty	Days	Remarks
1.	Airport branding (Baby chock)	Terminal walkway branding	-	1	7	All items should be international standard
2.	Airport circle branding	-	-	1	7	
3.	Hotel main entry gate	As per design (1 set)	-	2	7	
4.	Parking & reception lobby area branding	Logo Light box	-	1	7	
5.	Road branding	Electric pole both side (Airport Circle to Hotel Radisson)	-	170	7	
6.	Foot over bridged branding	Both side	-	1	7	
7.	Invitation Cards for Ice Breaking Ceremony	300 Gsm Art Card-4Colors(Matt & Spot Lamination)	-	120	1	
8.	Invitation Cards Opening /Inauguration Ceremony		-	350	1	
9.	Invitation Cards Seminar		-	120	1	
10.	Invitation Cards Gala/ Closing Ceremony		-	200	1	
11.	Invitation card folder/Envelop		-	300	1	
12.	Brochure – (for inauguration ceremony and cultural programme)	300 Gsm Art Card-4Colors(Matt & Spot Lamination)	-	200	2	
13.	Sound	Ice Breaking, Seminar, Inauguration and cultural programme	-	1	4	
14.	Light		-	1	4	
15.	Stage as per design (For HLM)	Design as approved by Coast Guard	-	1	2	
16.	LED screen during PM's Programme	As per SSF requirements	-	1	1	
17.	Ball room standee	Design as approved by Coast Guard	-	8	2	
18.	Wish wall	Wooden fabrication Job with PVC Print	-	1	2	
19.	Signature comment	Design as approved by Coast Guard	-	1	2	
20.	Venue Gate	Ball room gate (1 set- 2 pcs)	-	1	3	
21.	Big wall	Design as approved by Coast Guard	-	4	2	
22.	3 minutes AV (Based upon event theme)	As approved by Coast Guard	-	1	1	
23.	Animated Logo of CG and Event for main backdrop screen	Design as approved by Coast Guard	-	2	1	
24.	Flower work	Design as approved by Coast Guard	-	1	2	
25.	Festoon for venue decor	Banner with Logo	-	1	7	
26.	Light	Design as approved by Coast Guard	-	1	3	
27.	Seating arrangement for participants and audience	For 200 personnel	-	1	1	
28.	A theme demonstrating Bangladesh and its people	With artists& shopkeepers	-	1	1	
29.	Stage platform for Seminer and cultural programme	Design approved by Coast Guard	-	1	1	
30.	LED Screen For Cultural Programme	Design as approved by Coast Guard	-	1	1	
31.	Standee	Design as approved by Coast Guard	-	8	1	
32.	Meeting Table arrangement (Name card and Flag)	Design as approved by Coast Guard	-	60	1	

b. Cultural Programme.

Ser	Particular	Material	Qty	Days	Remarks
1.	Photography (24-27 Oct 18) Seminar, Gala, Opening Ceremony, Site Seeing	Photography	3	3	All performer should be pronoun
2.	Videography (24-27 Oct	Videography	3	3	

	18)Seminar, Gala, Opening Ceremony, Site Seeing				
3.	Cultural Programme (Musical, Instrumental and dance performance, Fashion Show and MC)	As required	-	4	
4.	Instrumental Performance in the ice breaking dinner	As required	-	1	

c. **Food.**

Ser	Particular	Material	Size	Qty	Days	Remarks
1.	Food for support team and performers	with food		40	5	All items should be international standard

d. **Gift Items.**

Ser	Particular	Material	Size	Qty	Days	Remarks
1.	File Folder / Business bag	Made of leather	-	75	1	All items should be international standard
2.	Pen	As per taste of Coast Guard	-	100	1	
3.	Program booklet - Seminar abstract & delegations biography and information	120 Gsm Art Paper-4 Colors, Pin Binding	-	100	1	
4.	Paper folder	For office work & conclave session		200	1	
5.	HACGAM Notepad	80 Gsm Offset Paper-1 Color (Spiral Binding)	8.5"x5.5"	300	1	
6.	ID card for participants and organizer with registration	300 Gsm Art Card-4 Colors (Matt & Spot Lamination)	6.5"x5"	200	1	
7.	Photo print with box / frame	Box with Photo Print 450+350=800		75	1	
8.	Airport reception gift	For all Head of Delegations		22	1	
9.	Handmade gifts for Chief Guest	As approved by Coast Guard	-	1	1	
10.	Gifts for Delegates	As approved by Coast Guard	-	25	1	
11.	Gifts for Special Guest	As approved by Coast Guard	-	1	1	
12.	Book on Bangladesh (for the delegation members)	As approved by Coast Guard	-	70	1	
13.	Gift Item for delegation members	With Coast Guard Logo	-	70	1	

e. **Price Quotation.** Price is to be quoted including all dues and duties. Price is to be quoted in a separate sealed envelopment in BDT as follows

f. **Miscellaneous.** Any other items deemed necessary are to be provided by the supplier for the purpose of the said programme.