

Invitation for Tender (IFT) Purchase of Branding Logistics and Event Management Service

Bangladesh Youth Leadership Center (BYLC), the country's first leadership institute, exists to build connections among youth from diverse backgrounds, equip them with leadership skills, and enable them to have high impact in public, private, and civil sectors. All our efforts aim to strengthen prosperity, justice, and inclusiveness in societies worldwide. So far, BYLC has trained about 4,000 high school, college, and university students through its different programs and many of its alumni are now exercising leadership in different sectors in Bangladesh and around the world.

BYLC is hereby requesting Invitations for Tender (IFT) for the interested and experienced national supplier/authorized dealer/manufacturers to supply for procurement of delivery of branding logistics and event management service at Bangabandhu International Conference Center (BICC) for the program titled 'BYLC Alumni Iftar and Awards' as per the required specifications.

Procuring Entity	Bangladesh Youth Leadership Center (BYLC)	Tender ID No	ET/MJF/000009-2019
Source of Fund	MJF/UKAID	Tender Category	Event Management
Project/Program Name	Youth Leadership for an Inclusive and Prosperous Bangladesh	Published On	April 04, 2019
Address	Plot 3 Road 20 Block J Baridhara 1212	Submission Deadline	April 11, 2019

Item Details

SN	Item Name	Quantity	Description	Remarks
1.	Stage	1	Platform size: Elevation 2' Length: 18' Width: 30' Carpet Color: Red Stairs: 2 steps	A stage would consist of a platform, a red carpet, and other necessary amenities
2.	Backdrop LED	1	LED with wooden structure Size: W 24' X H 16', Control Panel, Base: 4' Style: P3, Pixel pitch 3mm, Physical pixel 20H8, Brightness 2200, Pixel configuration 1G1R1B, LED Resolution of Module 6Hx32	A stage backdrop to portray the details of the event, and updates will be shared
3.	Stage wings	2	Size: W 5' X H 12' Material: Wooden Board with Vinyl Print	A complementary branding material of stage backdrop
4.	Podium	1	Wooden structure with inkjet print	Master of ceremony will moderate the session from the podium
5.	Drop-down Banner (Inside)	6	Size: 4' X 16' PVC Print, Black Media	Several thematic banner will be hanged from the

				interior walls of Celebrity hall
6.	Drop-down Banner (Outside)	2	Size: 10' X 40' PVC Print, Black Media	Several thematic banner will be hanged from the exterior walls of BICC complex
7.	Sound System	1	Sound box: 4 Pair JBL SRX, 6 Cordless Microphone: 4	A PA system to distribute the sound throughout the celebrity hall of BICC
8.	Lighting	16	Stage face light and parcan light	Will be used in the stage for focusing the session speakers
9.	Standee	4	Size: W 4' X H 8' Material: Wooden Board with PVC Print	Will be used for branding purposes
10.	Registration Booth	3	Table with skirting, Chair, Wooden Frame with PVC Print on bottom (W 6' X H 8')	Participants will register for the event
11.	Photo Booth	1	Photo Booth Backdrop (10' X 16') Base Size 16' X 5', Carpet, Lighting	A photo booth will be placed to take photos

N.B.

1. This is an online tender, where only e-Tender will be accepted, no offline/hard copies will be accepted
2. You are requested to submit the quotation with company seal and signature along with a copy of your company registration and vat registration document online at <http://bylc.org/e-tender>
3. If the Tenderer(s) submit any false/incorrect or fake document then the submitted tender will be rejected and the company may get blacklisted
4. BYLC reserves the right to accept or to reject any or all quotations without giving any reason or whatsoever
5. Only shortlisted bidder will be called for presenting detailed documents and negotiation
6. For further information and guidelines please email at etender@bylc.org