

**Serial No: BYLC/PR/Skills and Employment/Bijoyee/2412-75/2412-79**

Date:01/14/25

**Subject-** RFQ for Food, Venue and Logistics in Shivalaya and Manikgonj Spoke office.

Sealed Quotations are now invited from suppliers of the following item under the Terms and Conditions mentioned below on your Letterhead Pad.

Training Day	Goods/Service	Specification	MoU	Qty	Location
20th jan- 26th Jan (Excluding the weekend )	Venue	For 44 Participants	Day	5	shibalaya
	Foods	Morning snacks , Lunch and Evening snacks for 44 participants for five (05) days	Pcs	44	
	Logistics	Generator , Projector and Screen	Day	5	
	Foods	Morning snacks , Lunch and Evening snacks for 44 participants 44 participants for five (05) days	Pcs	44	Manikgonj Spoke Office
	Logistics	Generator	Day	5	
<b>Food menu is attached below</b>					

**Terms & Conditions:**

**Quotations are to be submitted on the date: 16/01/2025 & Time: 02:30 PM**

**Quotations are to be submitted through mail ([etender@bylc.org](mailto:etender@bylc.org)) or submit sealed quotations at Medona Tower (Level 4), 28 Mohakhali C/A Dhaka 1212, BYLC.**

**Quotation must be submitted individually on location wise**

**Offer Validity:** 3 days from the date of submission.

**Evaluation:** Evaluation will be done based on the individual items.

**Payment:** Payment will be transferred to your company bank account directly within 14 days after satisfactory delivery and a notation on the delivery challan by the recipient (with name, designation & date). The supplier must mention his A/C Name, Account No., Bank Name, Branch Name, and e-mail address in the Invoice / Bill through a seal. The supplier must provide Mushok 6.3 along with the bill as per govt. rules.

**Alternative Offer:** Alternative offers will not be accepted.

Only one organization can participate in the bidding process under the same proprietorship or family. If found more than one organization is under the above condition both organizations will be termed as non-responsive

During the participation in any tendering/enlistment process, if any vendor provides fake documents, they will be banned from business with BYLC for certain years as per BYLC

Policy.

**Other Terms & Conditions**

**The total price should be inclusive of VAT and AIT.**

**For coffee & water, vendors must provide the Paper Cup and Big Poly for collecting trash.**

BYLC reserves the right to accept or reject any or all quotations/tenders without assigning any reason whatsoever.

**Award Notification:**

Only the successful bidder will be notified.

Thanking You



Syed Mohammad Shamim Hassan  
Administration and Procurement officer  
USAID Bijoyee activity.

### Food Menu

Day	Goods/ Service(s)	Specification
Day 1	Morning Snacks	02 Pcs Parata, Sobji, Dim Vaji; coffee
	Lunch	Chicken Polao (Rost, Egg, Rice, Salad), Jorda/Payesh, Water
	Evening Snacks	Fruit Cake ; coffee
Day 2	Morning Snacks	02 Pcs Parata, Sobji, Dim Vaji & Coffee
	Lunch	Rice, Rui Fish, Vegetable, Dal, Jorda/Payesh,; Water
	Evening Snacks	Lexus Biscuit; Coffee
Day 3	Morning Snacks	Sobji Roll, Apple, Misti , Coffee
	Lunch	Chicken Khichuri (Rice, Rost, Egg, Salad), Jorda/Payesh,; Water
	Evening Snacks	Fruit Cake; Coffee
Day 4	Morning Snacks	02 Pcs Parata, Sobji, Dim Vaji; Coffee
	Lunch	Rice, Rui Fish, Dim Vorta, Dal, Jorda/Payesh,; Water
	Evening Snacks	Lexus Biscuit; Coffee
Day 5	Morning Snacks	02 Pcs Parata, Sobji, Dim Vaji; coffee
	Lunch	Chicken Polao (Rost, Egg, Rice, Salad), Jorda/Payesh, Water
	Evening Snacks	Fruit Cake ; coffee