

**Serial No: BYLC/PR/Skills and Employment/Bijoyee/2412-90/91/92**

Date:01/12/24

**Subject-** RFQ for Food, Venue and Logistics in Gazipur spoke office , Chowrasta , Tongi

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
19th jan-23th Jan	Foods	Morning snacks , Lunch and Evening snacks for 44 participants	Pcs	45	Gazipur Spoke office
	Logistics	Generator , Projector and Screen	Day	5	
	Venue, Projector and Screen	For 45 Participants	Day	5	Chowrasta
	Foods	Morning snacks , Lunch and Evening snacks for 44 participants	Pcs	45	
	Logistics	Generator	Day	5	
	Venue, Projector and Screen	For 44 Participants	Day	5	Tongi
	Foods	Morning snacks , Lunch and Evening snacks for 44 participants	Pcs	45	
	Logistics	Generator	Day	5	
Food menu is attached below					

**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	Patishapta- 1Pcs ,Banana- 1Pcs , Coffee
	Lunch	White Pulao, Chicken Roast, Egg Curry, Salad, Jorda/Payes, Water
	Evening Snacks	Packet Biscuits-02 Pcs , Coffee
Day 2	Morning Snacks	Vegetable Pastries Pettis- 1Pcs , Misti- 1Pcs , Coffee -1pcs
	Lunch	White Rice, Rui Fish (130gm) 1 PS, Mixed Vegetable/Vaji, Dal, Salad, Water
	Evening Snacks	Packet Dry Cakes-02 Pcs , Coffee
Day 3	Morning Snacks	Honeycomb Mixed Fruits/Pauruti , Banana- 1Pcs , Coffee
	Lunch	Egg Fried Rice, Chicken Curry, Chinese Vegetable, Salad, Water
	Evening Snacks	Packet Muffin Cake-01 Pcs , Coffee
Day 4	Morning Snacks	Vegetable Roll- 1Pcs , Laddu- 1Pcs , Coffee
	Lunch	Bhuna Khichuri, Chicken Curry 03 PS, Begun Vaja 2PS, Salad, Water
	Evening Snacks	Dry Cakes-02 PS , Coffee
Day 5	Morning Snacks	Pauruti/ Honeycomb Mixed Fruits, Misti- 1PS , Coffee
	Lunch	White Pulao, Chicken Roast, Egg Curry, Salad, Jorda/Payes, Water
	Evening Snacks	Muffin cake-01 Pcs , Coffee