

Date: 12/04/2026

Subject- **RFQ for venue branding**, Documentation, Crest & kit bag.

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

Lot	Goods/ Services	Specifications	Qty	MoU	Quoted Price (BDT)
01	Venue Branding and other logistics	<ol style="list-style-type: none"> 1. Standee Banner, 8'X4' with Board Frame and White color Base, Cloth Media, 4 Color (30 pcs) 2. Registration Booth 1 (16'X8'), Bag drop stall 1, Partner stall 3 (Board frame, cloth media, 4 color print). 2 Tables 3X2 feet per booth. (Color: TBA, Branding on the front side, sticker) 3. Photo booth: Booth 01: 16'x8', finisher (Board frame, cloth media). 3" platform and carpet on the floor. Generic photo booth DYE cutting (2) cut out photo booth frame style 4. Bridge Branding: 40x4 feet, Cloth media, 4 color print. Eyelet for tightening the banner. Vertical side pipe. (2) 5. Hanging Banner: 30'x8' Cloth media, 4 color print. Eyelet for tightening the banner. Top & Bottom side pipe. (4) 6. Ribbon 25 feet X 8 inches. Cloth Media (1 pcs) (start & finish both sides print) 7. Fuel Station (hydration) point (3) with a Standee 8'x8', board frame, Cloth media, 4 color print. with 2 tables per point (3x2) feet (3) 8. Starting and Ending 1 gate 30 feet wide, 10 feet height (inflatable balloon) (1), 30X20 feet red carpet on the floor. Digital watch for a countdown. 9. Stage:16'x8' Backdrop with dye-cutting design in the middle, 4x8 feet standee. Board frame, Cloth media, 4 color print. with 3', platform, green carpet on the floor (1) 10. Winning stage box (12", 18" and 24" high) wooden platform. Sticker pasting. (1) 11. TV for position 56" with TV stand (1) 12. Sound System 2 pair, 4 cordless microphones (2 pair) 13. Chair: Plastic Chair (Rent) (50) 14. Drinking Water Jar: 200 water jars, 20 ltr jars with 10,000 paper cups (250 ml) 15. Triangle Flag, 3' W X 2' H, Single Side Printing (30) 16. Full venue cleaning. 17. Lighting for the venue (as needed) 	1	Job	

02	Documentation	Event photography and videography (Photography: Up to 5,000 edited photos (Delivery within 3 days), Including Promo Video, Promo Photo Shoot, Medal Video, Kit Expo Photography • Cinematography & Drone: 1 Trailer Video (up to 50 seconds), 1 Main Video (up to 5 mins) (Delivery within 10 days)	1	Job	
03	Crest	25 Wooden Crest For winners ,partners, and sponsors. (As per design)	25	Pcs	
04	Kit distribution bag	300 GSM art paper, 4 color print. Long 8"X Wide 10", side: 3" As per sample	2000	Pcs	

Terms & Conditions:

Quotations are to be submitted on the date: **13/04/2026 & Time: 12:00 PM**

a) Quotations are to be submitted through mail (etender@bylc.org) or submit sealed quotations at Medona Tower (Level 12), 28 Mohakhali C/A Dhaka 1212, BYLC.

b) Delivery Date and Place:

Sl	Goods/Service	Qty	Date	Location
01	Venue Branding and other logistics	1	23/04/2026	Hatirjheel, Dhaka
02	Documentation	1	24/04/2026	BYLC, Medona Tower (Level 11, 12) 28 Mohakhali C/A Dhaka 1213
03	Crest	25	21/04/2026	BYLC, Medona Tower (Level 11, 12) 28 Mohakhali C/A Dhaka 1213
04	Kit distribution bag	2000	16/04/2026	BYLC, Medona Tower (Level 11, 12) 28 Mohakhali C/A Dhaka 1213

c) Warranty: N/A

d) Inspection: The designated BYLC representative will inspect all items. If any issues are identified, BYLC reserves the right to reject the items.

e) Sample: Please ensure the submission of a sample before the final quotation submission date, following our provided sample or equivalent. The successful bidder is required to submit a sample for approval prior to proceeding. Once the sample is approved, all materials must be delivered in strict accordance with the approved sample.

f) Offer Validity: 45 days from the date of submission.

g) Evaluation: Evaluation will be done based on Individual lot.

h) 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.

i) Alternative Offer: Alternative offers will not be accepted.

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

k) 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

a. The liquidated damage should be 0.5% per week or part thereof delay until actual delivery, up to a maximum deduction of 5% the contract price.

b. Following Documents are to be submitted (for non-enlisted bidders):

- Copy of Trade license
- TIN Certificate
- BIN Certificate
- Up to date Tax Certificate / Payment receipt

c. For any further clarification, any bidder may contact 01520101502, or email mehedi.hasan@bylc.org.

d. 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



Mehedi Hasan Rana
Deputy Manager,
Supply Chain Management