

Date: September 01, 2026

Tender Reference# CBBL/GSD/RFQ/2026/0070

Tender Title- RFQ (Request for Quotation) for Organizing and Managing the 7th Anniversary Celebration Event of Community Bank Bangladesh PLC at InterContinental Dhaka

Dear Sir,

Quotation (BOQ attached herewith) is hereby invited RFQ (Request for Quotation) i.e. for

I. Organizing and managing the 7th Anniversary Celebration Event

For Community Bank Bangladesh PLC at InterContinental Dhaka

Only relevant vendors are invited to submit their offer.

You are requested to submit (**HARD COPY**) your offer in a closed envelope as per below specification **within 2.00 P.M. on September 09, 2026** addressing "Chairman, Purchase Committee, Community Bank Bangladesh PLC. (Tender Reference# CBBL/GSD/RFQ/2026/0070)

- ✓ No advance will be allowed in this regard.
- ✓ All price/ rate should be inclusive of Carrying Charge, Installation Cost and related Materials, VAT and Tax which will be deducted from source during payment of final bill after satisfactory completion of the works.
- ✓ Vendors whose scope of works does not match with the said job need not to submit their offer.

Other terms, conditions and mode of payment will be as under:

- A. The bidder shall provide all required event management, decoration, branding, technical, entertainment, photography/videography, manpower and logistical services strictly in accordance with the specifications, BOQ, approved design and requirements mentioned in the RFQ. Any deviation or proposed change must be submitted to and approved by the Designated Authority of the Bank prior to execution.
- B. All designs, layouts, branding materials, stage setup, entrance gate, photo booths, history/achievement walls, LED arrangements and other visual elements shall be submitted for review and approval by the Bank through the appropriate authority before production/installation.
- C. Where applicable, the bidder may be required to submit a detailed concept, design, sample, mock-up or presentation as part of the technical offer. The submitted concept may be evaluated by the Bank's designated committee/authority based on creativity, quality, suitability, execution capability and overall event requirements.
- D. The Bank shall not be bound to select the lowest-priced bidder. Selection may be based on a combination of technical capability, creative concept, quality of materials, relevant experience, proposed execution plan, manpower, equipment, overall suitability and financial offer.
- E. All activities shall be carried out in accordance with the rules, regulations, safety requirements and operational guidelines of InterContinental Dhaka. Any venue-related permission, coordination, installation restriction or service requirement shall be duly complied with by the selected bidder.
- F. All decoration, branding, stage, lighting, sound, photo booth, AV and other pre-event arrangements must be completed within the timeline specified by the Bank and/or venue. The bidder shall ensure that the venue is fully event-ready before the commencement of the program.
- G. The selected bidder shall be responsible for the safe dismantling and removal of all temporary structures, branding, equipment and decorative materials after completion of the event and shall restore the venue to its original condition, if applicable.
- H. The bidder shall deploy sufficient numbers of experienced and properly trained personnel, including event coordinators, supervisors, photographers, videographers, technicians, ushers, brand promoters, MC and other required personnel, as applicable to the approved scope of work.
- I. The bidder shall submit its financial offer on the company's official letterhead, clearly indicating the unit rate, quantity, total amount and applicable VAT & Tax rate. All quoted prices shall be inclusive of all applicable taxes, duties and charges unless otherwise specified in the RFQ.

- J. The quoted price shall include all applicable carrying/transportation costs, manpower/labour charges, installation, dismantling, equipment, materials, supervision, loading/unloading, technical support and any other incidental costs required for successful completion of the assignment.
- K. The selected bidder shall not subcontract or assign the whole or any substantial part of the work to another party without prior written approval from the Bank. However, engagement of specialized personnel/service providers, where necessary for specific event components, shall remain subject to the Bank's approval.
- L. In case of delay, failure to perform, inadequate manpower, poor-quality execution or non-compliance with the approved scope, the Bank reserves the right to take appropriate action, including rejection of the relevant work, engagement of an alternative service provider at the bidder's risk and cost, and/or cancellation of the Work Order.
- M. The Bank reserves the right to accept or reject any or all quotations, in whole or in part, at any time prior to award of the Work Order, without assigning any reason and without incurring any liability or obligation towards the bidder(s).
- N. The Bank reserves the right to increase, decrease, add or omit any item/service from the proposed scope based on the actual event requirement. Any such change shall be communicated to the selected bidder and adjusted accordingly as per the agreed rates and applicable terms.
- O. The bidder shall maintain strict confidentiality regarding all event-related information, materials, designs, guest information and Bank branding. No photograph, video, design, artwork or other event-related content shall be used for promotional or commercial purposes without prior written permission from the Bank.
- P. Any damage caused to the venue, furniture, fixtures, electrical installations, flooring, walls, ceiling or other property during setup, operation or dismantling due to the bidder's activities shall be repaired or compensated by the bidder at its own cost, as determined by the venue/Bank.
- Q. The Bank will carry out a detailed evaluation of the quotation based on the information, technical proposal, creative concept, experience, manpower, equipment, proposed methodology and financial offer submitted by the bidder. The Bank may seek clarification or additional information where considered necessary.
- R. The Bank reserves the right to cancel or terminate the Work Order, in whole or in part, in case of material deviation from the approved scope, failure to meet the agreed timeline, substandard execution, misconduct, safety violations or any other breach of the agreed terms and conditions.

The new bidders must submit the following Paper:

- 1. Company Profile
- 2. Trade License
- 3. Recent Work order/ Performance Certificate
- 4. TIN, Bin Copy
- 5. Other relevant documents.

Payment:

- Bill should be submitted along with Work Order (Duplicate Copy) and Delivery Challan.
- All Price should be including all VAT and TAX. Necessary VAT & Tax will be deducted from your bill as per latest Govt. circular.
- Payment will be made after submission the bill only through account with Community Bank Bangladesh PLC. Thus, before final payment you have to open account with our Bank.

Regards



Md. Zahid Ibne Anwar
Head of General Services Division
Community Bank Bangladesh PLC.

7th Anniversary Celebration Event Brief
@ InterContinental Dhaka

Sl.	Details	Quantity	Unit Price	Total
Pre-Event Activities:				
01	10/15 Clients Video Bites with Best Wishes			
02	AV (07 years of glory)			
Event, Decoration & Logistics				
03	Grand Entrance Gate + Red Carpet			
04	Outdoor Gate + Outdoor Branding (Roadside)			
05	Guest Welcoming Zone / Mingling Zone / Snack Zone with Musical Ambience			
06	Outside Ballroom Branding			
07	Walkway / History Wall / Achievement Wall Branding			
08	Photo-Booth			
09	360 Degree Photo-booth			
10	Live Photography with photo print & frame			
11	Inside Ballroom Branding			
12	Stage Setup (with Base, Carpet, LED, Facia, Wings, LED etc.)			
13	Table Top (Ball-Room Table)			
14	Light Setup (Special Lighting Setup as per event volume)			
15	Sound Setup (Event + Cultural Program)			
Entertainment & Spotlight Segment				
16	3D Hologram			
17	Sand Art			
18	Electronic Fireworks (Pyro)			
19	LED Wings Dance & Tron Dance			
20	Musical Artists			
21	Photography, Videography & Cinematography (Photographer, Videographer, Cinematographer, Drone)			
22	Master of Ceremony (Standard Female MC)			
23	Reception Flowers Stick			
Others & Miscellaneous				
24	Ushers & Brand Promoters			
25	Confetti			

