



বাংলাদেশ জাতীয় জাদুঘর
শাহবাগ, ঢাকা-১০০০

আগ্রহব্যক্তকরণ (EOI) বিজ্ঞপ্তি

সংস্কৃতি বিষয়ক মন্ত্রণালয়ের উদ্যোগে “Festival of Harmony 2017” শীর্ষক আন্তর্জাতিক সাংস্কৃতিক উৎসবের উদ্বোধনী ও সমাপনী অনুষ্ঠান আয়োজনের নিমিত্ত প্রকৃত যোগ্যতাসম্পন্ন ও অভিজ্ঞ ইভেন্ট ম্যানেজমেন্ট ফার্ম/কোম্পানীর/সংস্থার নিকট থেকে আগ্রহব্যক্তকরণ প্রস্তাব আহবান করা যাচ্ছে। আগ্রহব্যক্তকরণ প্রস্তাব দাখিল সংক্রান্ত প্রয়োজনীয় শর্তাবলী/বিস্তারিত তথ্যাদি (আগ্রহব্যক্তকরণ কাঠামো, পদ্ধতি, আগ্রহব্যক্তকরণ প্রতিষ্ঠানের ন্যূনতম যোগ্যতা, প্রস্তাব দাখিলের শর্তাবলী ইত্যাদি) বাংলাদেশ জাতীয় জাদুঘরের নিম্নলিখিত তথ্যতীর্থে (ওয়েবসাইট) থেকে সংগ্রহ করা যাবে।
তথ্যতীর্থের URL: www.bangladeshmuseum.gov.bd
এই সব তথ্য সংগ্রহপূর্বক নির্ধারিত সময়ে সকল কাগজপত্রসহ আগ্রহব্যক্তকরণ প্রস্তাব দাখিলের জন্য প্রকৃত যোগ্যতা ও অভিজ্ঞতাসম্পন্ন প্রতিষ্ঠানকে আহবান জানানো হচ্ছে।

মো. শওকত নবী
সচিব

বাংলাদেশ জাতীয় জাদুঘর।



GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH
Ministry of Cultural Affairs

SHORT NOTICE
REQUESTING FOR EXPRESSIONS OF INTEREST (EOI)

1.	Ministry/Division	Ministry of Cultural Affairs
2.	Name of Procuring Entity	Director General, Bangladesh National Museum Shahbag, Dhaka-1000 and Convener, Sub-committee for organizing Installation and Closing Ceremony of International Festival of Harmony 2017
3.	Expression of Interest for Selection of	Event Management and Communications Firm/ Organization providing Services for arranging the inaugural event and closing ceremony of International Festival of Harmony 2017 and supplying ancillary services & facilities including publicity.
4.	EOI Ref. No.	BNM/Fest Harmony/01/2017-2018
5.	Date	28/08/2017
6.	Procurement Sub-Method	Selection under Least Cost Based method (LCB)
7.	Budget and Source of Funds	GOB
8.	Program Name	International Festival of Harmony 2017
9.	EOI Closing Date and Time	03 October 2017 , 12:00 noon
10.	Invitation of EoI and Brief Description of the Assignment: Govt. of Bangladesh has decided to hold International Festival of Harmony 2017 which will be inaugurated by Hon'ble Prime Minister of Bangladesh on 2 nd of December 2017 at Mahasthangarh Bogra. Many countries of the world will participate. Following the inaugural, a number of cultural activities will be carried throughout the country. The closing ceremony of the Festival will be held in Dhaka on a date to be decided. The Ministry of Cultural Affairs has decided to execute the inaugural & closing ceremony by engaging a competent Event Management/Communication Company/Firm. Six major components of the programmes are as below: (i) Organization of the Installation event; (ii) Organization of Cultural activities on the day of installation in Mahasthangarh and/or Bogra; (iii) Publicity campaign locally and throughout the country; (iv) Organization of the Closing Ceremony; (v) Publication of Brochure, Booklet, production of documentary film and manufacturing of befitting souvenirs; (vi) Entertainment of guests of the days of Installation and the Closing Ceremony in Mahasthangarh and/or Bogra and/or Dhaka.	
11.	Experience, Resources and Delivery Capacity Required: Pursuant to Public Procurement Act/Rules of the country in force, only the short-listed firms/companies will be requested to submit Proposal for the job, that is, will be sent RFP. The Client, Ministry of Cultural Affairs, represented by Bangladesh National Museum, shall not be responsible for any costs or expenses that may be incurred by the firms/companies for preparing or delivering the EOI with necessary documents, samples and model. The Client reserves the right to accept or reject any proposal without assigning any reason thereto. Experience, Resources and Delivery Capacity Required are reflected in the list of documents to be submitted along with EoI as mentioned below :	

12.	<p>Documents to be submitted with the Letter to express interest are:</p> <p>(a) Trade License renewed for current fiscal year, or Company Certificate of Incorporation in case of a company,</p> <p>(b) National ID Card of the CEO/MD or authorized personnel,</p> <p>(c) Business Identification Number (VAT number),</p> <p>(d) Taxpayer Identification Number-TIN,</p> <p>(e) Income tax certificate for the assessment year 2016-17,</p> <p>(f) Affiliation with an reputed international event management/communication agency,</p> <p>(g) Capacity to provide one-stop service, not excluding sister organizations,</p> <p>(h) Proof of organizing at least one large scale international event in last 10 years,</p> <p>(i) Audited proof of annual average turnover of at least BDT 30 crore for last 5 years (2012-2017);</p> <p>(j) Proof of completing one event in a single work order of a value of BDT 5 crore during last 3 years,</p> <p>(k) Bank Solvency certificate of BDT 10 crore, (or equivalent, e.g. credit line, bank statement),</p> <p>(l) Press Declaration for printing press.</p> <p>(m) Sample of a quality brochure/booklet/catalogue or 2 sizeable book published within last three years,</p> <p>(n) Printed brochure on the firm/company itself,</p> <p>(o) CV of key-personnels and consultants who will work for the event/s.</p> <p>(p) A list of documents submitted along with EoI.</p>
13.	<p>Conditions</p> <p>(a) Copies of all documents to be submitted must be duly authenticated by a senior officer of the government.</p> <p>(b) Failure to submit any of the above documents or obvious inadequacy may disqualify the firm/company for the job.</p>
14.	<p>Relevant Issues: Given the complex nature of the job (variety of tasks), a firm/company may league up with upto two other firms/companies (e.g. JVCA) etc. for attaining necessary collective capability, as provided in Public Procurement Act/Rules. In case of sister concerns, proof of single ownership must be submitted, in addition. Should any clarification be required, the Contact Person named below may be contacted till 11.00 of 27 September 2017 during the office hours.</p>
15.	<p>Contact Person:</p> <p style="text-align: center;">Faizul Latif Chowdhury Director General Bangladesh National Museum and Convener of the Sub-committee for organizing Installation and Closing Ceremony of International Festival of Harmony 2017 Shahbag, Dhaka-1000 Email: dg@bnm.gov.bd +88-02-9667693</p>
16.	<p>This EoI notice is available on the Website: http://bangladeshmuseum.gov.bd</p>