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House # 147, Lane # 1 [East], 3rd Floor
Baridhara DOHS, Dhaka – 1206,
Bangladesh

Request for Quote

Date: 10th July, 2025

This is a request for formal quotation for product and/or service for The Earth. The Earth is a youth-led social welfare organization established in 2013. One of its goals is to enhance and ensure the sustainable development of Bangladesh as it aims to provide knowledge, resources, and care to support each community to reach its maximum potential and achieve greater harmony between people and the planet. For the Green Voice Project, The Earth is going to organize an innovation boot camp. So, we are looking for event management firm/ event organizer for successfully arranging the boot camp.

Steps:	Date
RFQ Issued Date:	10 th July, 2025
Deadline for Quotation:	20 th July, 2025
Submission Method:	Hard Copy
Contact Person:	Name: Nefertum Mursheda Contact Number- 01521208154

	Item	Description of Item	Quantity (Day/Piece)	Price Each	Total Price
1.	Accommodation	Requirements: AC room, single bed/double bed with attached washroom, Free hi-speed internet, tea coffee service, 24 hours service, 24 electricity support, complimentary breakfast, fire extinguisher with fire exit way .	1		
2	Venue (1 Bootcamp for 2days)	Requirements: 40 seat arrangement with table (preferable round table or training chair), whiteboard, AC, Separate washroom for men and women, generator support, sound system	1		
3	Multimedia Projector with Sound System	Requirements: Projector with screen, sound system, Bluetooth microphone, pointer.	1		
4	Note Pad with Logo printed	Requirements: Note Pad with Logo printed. each notebook contained 60 pages, paper quality is 80 GSM	1		

5	Pen	Requirements: Environment friendly paper pen with logo printed	1		
6	Bag	Requirements: Bag (Jute bag with printed logo)	1		
7	T-shirt	Requirements: T-shirt with printed logo Material- Cotton	1		
8	Backdrop Banner	Requirements: Inject Cloth (Size 8 x 3ft), multi color as per the design Size may vary as per venue size	1		
9	X-Banner	Requirements: X Banner (Size 5ft x 2ft) with Stand	1		
10	Photographer	Requirements: Photographer for still picture and video with editing for 2 days	1		
11	Module Printing	Requirements: Spiral binding with color print. Page quality 120 GSM	1		
12	Winner Demo Cheque printing	Requirements: Winner Demo Cheque (Y1 & Y2: 1 Bootcamp x 5 winners)	1		
13	Social Media Boosting	Requirements: Bootcamp event promotional post	1		
14	Promotional Video	Requirements: Video posting	1		
15	Morning Snacks	Requirements: Snacks (250 ml water, apple, chicken sandwich, pakora, sauce)	1		
16	Evening Snacks	Requirements: Snacks (250 ml water, vegetable roll, chicken samucha, pakora, sauce)	1		
17	Lunch	Requirements: Rice, Chicken masala, Mixed vegetables, Vorta, Vetki fish, Dal, 500 ml mum water (Note- We may change the food item during the event within proposed budget)	1		
18	Dinner	Requirements: Rice, Vorta, Mixed Vegetable, Rui Fish, Mutton curry, Mum water 500 ml (Note- We may change the food item during the event within proposed budget)	1		

- FOB Destination
- Quote will be valid for **30** calendar days
- The Earth reserves the right to award to multiple suppliers
- The Earth reserves the right to increase or decrease quantities at the prices quoted
- Must be quoted in **BDT**
- The Earth reserves the right to negotiate with the two lowest bidders
- THIS QUOTE DOES NOT CONSTITUTE AN ORDER
- VAT & Tax applicable as per govt rules
- The Earth reserves the right to accept or reject in part or full/one or all quotations without assigning any reason whatsoever.
- 100% payment will be paid through A/C payee cheque on behalf of vendor in 15 working days upon completion of the work and submission of necessary documents.