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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 a stakeholder consultation. So, we are looking for event management firm/ event organizer for successfully implementing the event day activities.

Steps:	Date
RFQ Issued Date:	10 th July, 2025
Deadline for Quotation:	16 th July, 2025
Submission Method:	Hard Copy
Contact Person:	Name: Nefertum Mursheda Contact Number- 01521208154

	Item	Description of Item	Quantity Piece/Day)	Price Each	Total Price
1.	Venue	Requirements: Round table and tea table, 40 chairs, panel seat arrangement with table and chairs, separate washroom for men and women, AC hall room, big screen with projector and sound system, 2 separate mouth speech, pointer, generator support	1		
2	Multimedia Projector & Sound System	Requirements: Projector with bug screen, Pointer, HDMI cable for showing on screen, sound system with controller, built-in and Bluetooth mouth speech	1		
3	Note Pad	Requirements: Note Pad with Logo printed. each notebook contained 60 pages, paper quality is 80 GSM	1		
4	Pen	Requirements: Environment friendly paper pen with logo printed	1		

5	Bag	Requirements: Bag (Jute bag with printed logo)	1		
6	Paper pen holder	Requirements: Paper-made pen holder	1		
7	Indoor plants	Requirements: Small indoor plants for office desk	1		
8	Backdrop Banner	Requirements: Inject Cloth (Size 8 x 3ft), multi-color as per the design Size may vary according to venue size	1		
9	X banner with Stand	Requirements: X Banner (Size 5ft x 2ft) with Stand	1		
10	Photographer	Requirements: Photographer for still pictures and video with editing for the event	1		
11	Morning Snacks	Requirements: Morning Snacks (250 ml water, cookies, coffee and tea)	1		
12	Lunch	Requirements: Buffet Lunch (soup and wonton, fried rice, mutton curry, prawn curry, salad, chicken fry, sautéed vegetables, desserts, soft drinks 250ml/filter system, drinking water)	1		
13	Accommodation room	Requirements: AC room, double bed with attached washroom, Free high-speed internet, 24-hour service, 24 electricity support, complimentary breakfast, fire extinguisher with fire exit way.	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.