

Request of Quotation for Workshop Facilities**Background:**

Badabon Sangho is a women's rights and women-led movement-building organization working with the aim to establish a society based on freedom of expression, in which women and girls will have full and effective participation in the social and economic development process. To make changes, Badabon Sangho continued to build up the capacity of the group members, their leaders, and federation members in organizing, legal aid, and public speaking. Therefore, they can lead their movement for land, and water-bodies rights, labor rights, racial justice, climate justice, and gender-based violence against women and girls. Badabon Sangho is registered with the NGO Affairs Bureau and funded by national and international organizations. Badabon Sangho is planning to deliver a two-day long **Capacity Strengthening Workshop Follow Up-25** dated **14th to 15th February, 2025**.

Description of item:

Badabon Sangho wishes to procure facilities for above mentioned workshop. The Request for Quotation is asking from the renewed training Centre or resorts for sealed quotations as follows;

<i>Sl no</i>	<i>Name of item</i>	<i>Description</i>	<i>Quantity</i>	<i>Remarks</i>
01	Hall room for workshop	About 25 participants would participate in the workshop at two times	01	2 days
02	Dormitory	About 6 participants have adequate accommodation single bed.	6 rooms	02 nights
		About 19 participants have adequate accommodation twin bed.	10 rooms	02 nights
03	Food (Breakfast)	About 25 participants would have breakfast for two days.	25 persons	2 times
04	Food (Lunch)	About 25 participants would have lunch for two days.	25 persons	2 times
05	Food (Snacks)	About 25 participants would have five times of snacks in three days.	25 persons	5 times
06	Food (Dinner)	About 25 participants would have dinner for two days.	25 persons	2 times
07	Sound System, Multimedia, Screen	Appropriate sound system for workshop.	01	2 days

Qualification of the service provider:

- 1) The service provider must have outstanding experience in workshop facilities delivery
- 2) Vendor should have all facilities in a same campus/premises.

Subject of the Contract

- 1) The service provider will submit the quotation addressing the purchase committee within deadline.
- 2) The purchase committee will take decision and consult with vendor if necessary. The committee has power to cancel the quotation without any kind of prior notice. The payment would be made by bank cheque.
- 3) VAT and Tax according to the govt. procedure will be deducted from the final payment.
- 4) Vendor shall uphold State Labor Laws and Regulations in relation to Workers right, child Labor, Women and Disable persons Right and Environmental issues.
- 5) Vendor shall comply with Govt. rules regarding Money laundering & Terrorist financing activities in all respect.

Process of quotation submission

Interested services provider is requested to submit a Quotation with specific prices of line item to purchase committee by email: procurement.badabonsangho@gmail.com on letter head pad. All quotations must reach on or before **15th January, 2025**.

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