

Request of Quotation for Seminar 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. In order to introduce new staff to existing officials and develop their interpersonal qualities, Badabon Sangho is planning to deliver one day **“National Seminar on the finding of the scoping study on climate change and sexual reproductive health rights.”**

Expected Date: 22nd January, 2025.

Description of item:

Badabon Sangho wishes to procure facilities for above mentioned me. The Request for Quotation is asking from the renewed convention hall, training center or event space for sealed quotations as follows;

Sl	Name of item	Description	Quantity
01	Hall room for Meeting	About 45 participants would participate in the seminar at a time	01
02	Sound System, Multimedia projector, Screen	Appropriate sound system for seminar	01
03	Lunch	About 45 participants will have a one time lunch	45
04	Snacks	About 45 participants will have a one time snacks	45

Qualification of the service provider:

1. The service provider must have outstanding experience in workshop and meeting 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) Participants can be more or less.
- 5) Vendor shall uphold State Labor Laws and Regulations in relation to Workers right, child Labor, Women and Disable persons Right and Environmental issues.
- 6) 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 vendor letter head pad. All quotations must reach on or before **09th January, 2025.**

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