



Bangladesh Hi-Tech Park Authority
Information & Communication Technology Division
Ministry of Posts, Telecommunications and Information Technology
ICT Tower, Agargaon, Dhaka-1207
www.bhtpa.gov.bd

Terms of Reference (TOR)

for

Selection of Event Management Firm for Organizing Digital Device & Innovation Expo 2026.

BHTPA-RS-13

1. Background

Bangladesh is progressing rapidly towards becoming a knowledge-based, technology-driven economy in line with the Government's vision of Smart Bangladesh. Digital devices, innovation, emerging technologies, and local manufacturing play a critical role in strengthening the ICT ecosystem, enhancing productivity, creating employment, and expanding export potential.

In this context, the Digital Device and Innovation Expo Dhaka – 2026 is being jointly organized by Bangladesh Computer Society (BCS) and the Bangladesh Hi-Tech Park Authority (BHTPA) to showcase digital devices, innovative solutions, start-ups, and technological advancements, while fostering collaboration among government, industry, academia, investors, and development partners.

2. Purpose of the Expo

The primary purpose of the Digital Device and Innovation Expo Dhaka – 2026 is to:

Promote locally manufactured and innovative digital devices and technologies

Encourage innovation, research, and commercialization of ICT products

Facilitate collaboration between public and private sectors

Create networking opportunities for startups, investors, and technology firms

Enhance awareness of government initiatives, incentives, and facilities related to ICT and Hi-Tech industries

Strengthen Bangladesh's position as a regional ICT and innovation hub

3. Objectives

The specific objectives of the Expo include:

1. Showcasing digital devices, smart solutions, and emerging technologies developed in Bangladesh and abroad

2. Supporting startups, innovators, and SMEs by providing a national-level exhibition platform
3. Attracting local and foreign investment in ICT, electronics manufacturing, and innovation sectors
4. Promoting Hi-Tech Parks, Software Technology Parks, and innovation facilities of BHTPA
5. Facilitating knowledge exchange through seminars, workshops, and panel discussions
6. Encouraging youth participation, skills development, and entrepreneurship
7. Enhancing public awareness on digital transformation and smart technologies

4. Scope of the Expo

The Expo shall cover, but not be limited to, the following areas:

Digital devices and electronics manufacturing

Smart devices, IoT, AI, robotics, and automation

Software, apps, and digital platforms

Innovation, research prototypes, and start-up solutions

E-commerce, fintech, and digital services

Green technology and sustainable innovations

Government ICT initiatives and services

5. Roles and Responsibilities

5.1 Bangladesh Computer Society (BCS)

BCS shall be responsible for:

Overall coordination of private sector participation

Mobilization of member companies, exhibitors, and technology firms

Supporting exhibition planning, booth allocation, and exhibitor management

Promotion and outreach among ICT industry stakeholders

Assisting in organizing technical sessions, product demonstrations, and networking events

5.2 Bangladesh Hi-Tech Park Authority (BHTPA)

BHTPA shall be responsible for:

Strategic guidance and policy alignment with national ICT and industrial development goals

Promotion of Hi-Tech Parks, innovation centers, and investment opportunities

Coordination with relevant government ministries, divisions, and agencies

Facilitating participation of startups, innovators, and park-based companies



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Supporting seminars, investment sessions, and innovation showcases

5.3 Joint Responsibilities

Both organizations shall jointly:

Finalize the Expo theme, branding, and overall program structure

Form organizing, technical, and coordination committees

Ensure effective communication, publicity, and media engagement

Maintain transparency, accountability, and compliance with applicable government rules and regulations

Monitor implementation and ensure successful execution of the Expo

6. Key Activities

The Expo may include the following activities:

Exhibition of digital devices, products, and innovative solutions

Inauguration and closing ceremonies

Seminars, panel discussions, and workshops

Startup pitching and innovation competitions

B2B, B2G, and investor networking sessions

Product launches and live demonstrations

7. Target Participants

ICT and electronics manufacturing companies

Startups and innovators

Government ministries, departments, and agencies

Investors, financial institutions, and development partners

Academia, researchers, and students

Media and general visitors

8. Duration and Venue

Duration: As determined by the Organizing Committee (typically 3–5 days)

Venue: Dhaka (venue to be finalized by the Organizing Committee)



9. Governance and Coordination Mechanism

An Organizing Committee shall be formed comprising representatives from BCS and BHTPA. Sub-committees may be established for:

Program and technical sessions

Exhibition and logistics

Finance and sponsorship

Publicity and media

Protocol and coordination

The Organizing Committee shall oversee planning, implementation, and post-event evaluation.

10. Financial and Logistical Arrangements

Financial and logistical arrangements, including sponsorship, participation fees, budgeting, and expenditure, shall be determined jointly by BCS and BHTPA in accordance with applicable rules and guidelines.

11. Reporting and Documentation

A comprehensive post-event report shall be prepared, highlighting:

Key activities and outcomes

Participation statistics

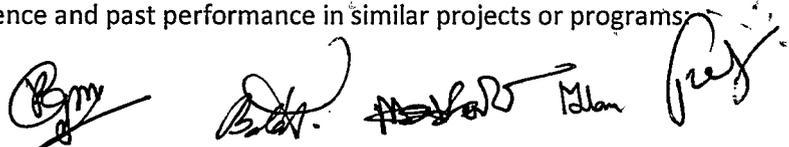
Feedback and lessons learned

Recommendations for future events

12. Amendment and Validity

This Terms of Reference may be amended with the mutual consent of Bangladesh Computer Society and Bangladesh Hi-Tech Park Authority. The ToR shall remain valid until the completion of all activities related to the Digital Device and Innovation Expo Dhaka – 2026.

13 Qualification criteria/Experience of the tenderer: i) Reputed event management firms who have minimum 05 (Five) years of general experience of tendering against event management industries in public sector as Prime Service Provider/Sub Contractor. (years counting backward from the date of publication of IFT in the newspaper) (submit proven document) ii) The minimum specific experience of at least 01 (one) contract of event management works successfully completed within last 05 (Five) years under Government/Semi Government/Autonomous organizations/Govt Project/ any other public sector or as per ITT with a value of at least Tk. 70 (Seventy) lakh. (years counting backward from the date of publication of IFT in the newspaper) (iii) The following factors may be considered in assessing experience and past performance in similar projects or programs:



The firm must have completed at least **three (03)** large-scale national/international events of similar nature in the last 10 years, such as:

- Technology fairs, ICT expos, innovation festivals
- Government mega events with 5,000+ participants
- International delegate management programs
- Each similar event must have a **minimum contract value of BDT 30 (Thirty) lac.**
- Documentary evidence: Work Orders, Completion Certificates, Agreement Copies, Payment Records.
- Experience in designing and fabricating **minimum 30 stalls/pavilions** in a single event.

Other required eligibility and conditions of the tenderer are shown in tender Data sheet of tender documents. Bidder will be fulfilled all eligibility criteria as per ITT/ITC/PPR-2025.

a) Financial Criteria : i) The required average annual turnover is minimum Tk. 200 (Two Hundred) lakh over last 03 (three) years. Must submit relevant documents against turnover as per ITT. (Payment certificate/Audit Report); ii) Submit Audit Report of last 02 year; iii) The minimum amount of liquid assets or credit line limits of the tenderer shall be Tk. 75 (Seventy Five) Lac.; iv) submit Last 02 (two) year company Bank statement;

b) Capacity /Specification:

i) Conformity of schedule requirement & Detail technical specification if any specification not meet the PE requirement the technical proposal will be treated as non-responsive.
ii) Having appropriate equipment and other physical facilities and, if necessary, the ability to procure such equipment and other physical facilities through rental or lease under any contract;
iii) has the professional and technical qualifications and experience to perform the proposed work, supply of goods and provision of services;
iv) Management capacity & there are adequate manpower in terms of numbers and skills to implement the contract.

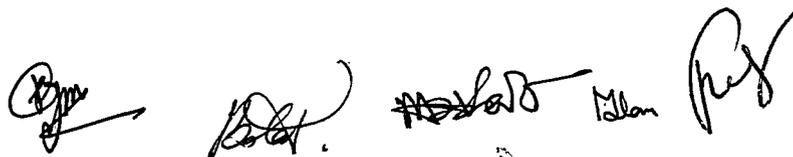
v) Necessary supporting documents for the purpose of determining tender capacity.

a) The tenderer should have & must submit the following legal documents:

- Up-to-date Valid trade license. (25-26)
- Valid VAT registration certificate/BIN
- Up-to-date income tax clearance certificate. (23-24)
- Updated Bank Solvency Certificate
- Tender Capacity commitment
- Eligibility Declaration letter
- submit Tender Validity Commitment
- JV documents as per PPR-2025
- Submit litigation history last 03 years
- Submit Authorization letter (if needed)
- The tenderer should fulfill others criteria in Tender documents, PPR-2025 relevant rules

b) Others Criteria:

i) The tenderer should submit all relevant NoA, completion certificate, contract agreement and other necessary papers.; ii) Financial Proposal submit separate closed envelope. In case of one stage two

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envelope if any tenderer not submits financial proposal in closed envelope, it will be treated as non-responsive.; iii) They are capable of adhering to the professional and ethical standards set out in the law and these rules; iv) Details of the person's technical facilities, existing equipment, quality assurance systems and design. v) An affidavit shall be filed in support of the legal capacity of the person concerned or any of his employees to the effect that no restriction has been imposed by any court on him or her to enter into a contract with the purchaser; vi) The tenderer should fulfill others necessary all criteria for treated as responsive as per Tender documents & PPR-2025

c) Submit Work Plan & Methodology: i) Brief event management approach; ii) Methodology of event management; iii) Submit Workplan iv) Submit Concept note of the program

A Contract Supervisor, relevant service expert and other management staff shall have the following qualifications and experience:

Post	Nos (Person)	Qualifications	Total Work Experience (years)	In Similar Work Experience(years)
Event Director / Project Manager:	1	Bachelor degree from any reputed university.	10 Years	Experience in ICT/technology exhibitions will be considered an added advantage.
Production Manager	2	Bachelor degree from any reputed university.	05 Years	Expertise in stage setup, vendor coordination, and production scheduling. Strong ability to supervise technical and logistic teams.
Technical experts for stage, lighting, sound, LED system	2	HSC Pass	03 Years	Must have experienced technical professionals specializing in: Stage engineering Professional lighting system operation Digital sound & PA system management LED wall setup and control
Creative & communication team	2	Graphic Designers (2+ years' experience)	03 Years	The team must demonstrate capability in designing event branding, promotional materials, stage concepts, booth layouts, and digital communication content.
Logistic and procurement team	2	Minimum 3 years of practical experience in event logistics.	03 Years	Professionals with experience in: Large-event logistics management Vendor sourcing and procurement Inventory and equipment handling
Ushers & Onsite Support Manpower	15	Must have experience working in large events/exhibitions.	02	Adequate number of trained ushers and support staff for: Registration counter Crowd management Guest handling Hall/booth supervision

The Tenderer shall own or have proven access to hire or lease of the major Service equipment, in full working order as follows as per requirement of Section 7:

No	Equipment Type and Characteristics	Minimum Number Required Source of Availability	Source of Availability (owned/hired/leased)
1	LED Wall, PA system, professional stage sound	as per ToR	(owned/hired/leased)
2	Truss, lighting, rigging system	as per ToR	(owned/hired/leased)
3	Exhibition booth fabrication materials	as per ToR	(owned/hired/leased)

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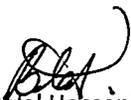
4	High-quality branding/printing facility	as per ToR	(owned/hired/leased)
5	Photography/videography equipment	as per ToR	(owned/hired/leased)
6	Registration desk, ID card printer, visitor management software	as per ToR	(owned/hired/leased)

Submit proven documents of ownership/lease/partnership required.

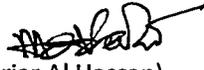
Programmed Duration: 3 Days

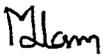
Tentative Date: 29-31 January, 2026

Tentative Location: Bangladesh China Friendship Conference Center, Sher-e Bangla Nagar, Dhaka


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