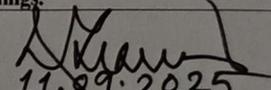


Ministry of Commerce
Export Promotion Bureau
1st,4th & 8th Floor, TCB Building, 1 Kawran Bazar, Dhaka-1000

INVITATION FOR TENDER

1.	Ministry	Ministry of Commerce
2.	Procuring Entity Name	Export Promotion Bureau (EPB)
3.	Invitation for	Non-Consulting Services for Selection of an Event Management Firm for Organizing “Global Sourcing Expo- 2025, Dhaka”
4.	Procuring Entity code	N/A
5.	Procuring Entity District	Dhaka
6.	Invitation Ref No	26.02.0000.031.58.959.25
7.	Date	August 24, 2025
KEY INFORMATION		
8.	Procurement Method	One Stage Two Envelope Method (OSTEM)
FUNDING INFORMATION		
9.	Budget and Source of funds	EPB's Own Fund
PARTICULAR INFORMATION		
10.	Tender Package Name	1. Selection of Event Management Firm for Organizing “Global Sourcing Expo- 2025, Dhaka” 2. Selection of the Firm for Foreign Buyers Coordination, marketing, and their hospitality management
11.	Tender Publication Date	September 11, 2025
12.	Tender Last Selling Date and Time	September 24, 2025, up to 05:00 PM
13.	Tender Closing Date and Time	September 25, 2025; 1:00 PM
14.	Tender Opening Date and Time	September 25, 2025; 2:00 PM
15.	Place of Selling/Receiving/Opening Tender documents	Export Promotion Bureau TCB Building (8 th Floor), 1 Kawran Bazar, Dhaka Phone: 8802-55013942, Email: dir-fair@epb.gov.bd & info@epb.gov.bd
INFORMATION FOR APPLICANT		
16.	Brief Eligibility and Qualification of Tenderer	<ul style="list-style-type: none"> ▪ The tenderer shall have a minimum 10 (Ten) years of General Experience in Event Management/Communication agency/PR firm and related services to the Government/Multinational companies/Private entities. ▪ The tenderer shall have the experience of at least 05 (five) Govt. contracts similar nature, complexity, and methods/technology completed within the last 03 (three) years. worth taka 2.00 (Two crores) shall be required. ▪ The tenderer shall have updated Trade License (2024-2025), updated Income Tax clearance (2024-2025) certificate, VAT registration certificate, and TIN Certificate. ▪ Must have an audit report of the last 03 years. ▪ Valid document of Annual Turnover at least 2.00 (Two) Crore ▪ Tenderers shall have a valid Bank account and a minimum of liquid assets i.e., working capital or credit lines, shall be Taka 2.00 (Two Crore). ▪ Other eligibility and qualification criteria outlined in the tender documents and PPR-2008.
17.	Brief description of services	Organizing event, booths set up and construction, supply printing & publications materials, food, venue branding and decoration, outdoor branding, digital promotions & media buying, Sourcing Show for Global Sourcing Expo 2025, Dhaka .
18.	Price of Tender Document.	BDT. 2000.00 (Two thousand taka) non-refundable
19.	Tender security	The amount of the Tender Security shall be for Tk. 5.50 lakh (Five Lakh Fifty Thousand) taka in the form of a Pay Order in favor of the “Export Promotion Bureau”.
PROCUREMENT ENTITY DETAILS		
20.	Designation of the Official Inviting Tender	Director (Fair and Display) Export Promotion Bureau
21.	Contact address of the official Inviting Tender	Export Promotion Bureau TCB Building, 1 Kawran Bazar, 4th Floor, Dhaka, Phone: +8801715-470340 Email: dir-fair@epb.gov.bd & info@epb.gov.bd
The procuring entity reserves the right to accept or reject any of the tenders or annul the tender proceedings.		


 11.09.2025
 Mahmudul Hasan
 Director (Fair and Display)
 Export Promotion Bureau
 Phone: 88-02-55013942
 Email: dir-fair@epb.gov.bd