Government of the People's Republic of Bangladesh
Ministry of Expatriates' Welfare and Overseas Employment
Probashi Kallyan Bhaban, Eskaton Garden, Ramna, Dhaka
Service and Protocol Section
www.probashi.gov.bd

Invitation for Tenders

1.	Ministry/Division	Ministry of Expatriates' Welfare & Overseas Employment
2.	Procuring Entity Name	Ministry of Expatriates' Welfare & Overseas Employment
3.	Invitation for	Design, printing of Communication Materials (Leaflet Sticker) and Awareness campaign through Facebook and YouTube Boost
4.	Invitation Ref No. & Date	49.00.0000.038.99.086.20 (Part-1)-***39***, 04/03/2024
5.	Procurement Method	OTM
6.	Budget and Source of Funds	Revenue (GOB)
7.	Development Partners	None
8.	Tender Package No	Package-02, Package-03 (Tenderer shall not submit more than one Tender for each package but can submit Tender for more than one Package)
9.	Tender Package Name	Procurement of- **Package-2:** Design, printing of Communication Materials (Leaflet Sticker), **Package-3**: Awareness campaign through Facebook and YouTube Boost
10.	Tender Publication Date	05/03/2024
11.	Tender Last Selling Date	18/03/2024 up to 12.00 PM
12.	Tender Submission Date and Time	18/03/2024 From 9.00 am to 1.00 PM
13.	Tender Opening Date and Time	18/03/2024 at 1.30 PM
14.	Name & Address of the office(s)	Ministry of Expatriates' Welfare & Overseas Employment, Probashi Kollayan Bhaban (19th Floor, Room-2018), Eskaton Garden, Ramna, Dhaka-1000.
	Selling Tender	Deputy Secretary (Service and Protocol Section), Ministry of Expatriates' Welfare & Overseas Employment, Probashi Kollayan Bhaban (19th Floor, Room-2018), Eskaton Garden, Ramna, Dhaka-1000.
15.	Receiving Tender	Deputy Secretary (Service and Protocol Section), Ministry of Expatriates' Welfare & Overseas Employment, Probashi Kollayan Bhaban (19th Floor, Room-2018), Eskaton Garden, Ramna, Dhaka-1000.
	Opening Tender Document	Deputy Secretary (Service and Protocol Section), Ministry of Expatriates' Welfare & Overseas Employment, Probashi Kollayan Bhaban (19th Floor, Room-2018), Eskaton Garden, Ramna, Dhaka-1000.
16.	Eligibility of Tenderer	The tenderer should submit (1) Trade License (2023-24) (2) Income Tax Certificate (2022-23), (3) VAT Registration Certificate, (4) Undertaking of not being black listed/debarment in any govt./Autonomous body, (5) Bank Solvency Certificate (6) NID (7) The proof of liquid asset (updated) (as per Schedule) (8) Experience Certificate (as per schedule) etc.

		Besides these need to attach other documents as mentioned in the Schedule.		
17.	Brief Description of Goods or Services	As per schedule		
18.	Price of Tender Document (Tk)	Submit the main copy of treasury chalan deposited Tk 2000/- in the Govt. code **1-6501-0001-2681.**		
19.	Package No		Tender Security (Tk)PO/DD/Bank Draft	Tender Validity
		Package-02	65,940/-	90 days
		Package-03	89,120/-	90 days
20.	Contact details of Official Inviting Tender	Deputy Secretary (Service and Protocol Section), Ministry of Expatriates' Welfare & Overseas Employment, Probashi Kollayan Bhaban (19th Floor, Room-2018), Eskaton Garden, Ramna, Dhaka-1000.		
21.	Special Instructions	The Procuring entity reserves the right to accept or reject all tenders.		

04.03.2024

Md. Nurul Huda
Deputy Secretary (Service and Protocol Section)
Phone: 02-41030344
Ministry of Expatriates' Welfare & Overseas Employment.