

## RE-REQUEST FOR EXPRESSION OF INTEREST (EOI)

1	Ministry/Division	Ministry of Youth and Sports.
2	Agency	Youth Welfare Fund, Ministry of Youth and Sports.
3	Procuring Entity Name	Joint Secretary (Youth Wing), Ministry of Youth and Sports.
4	Procuring Entity Code	N/A
5	Procuring Entity District	Dhaka.
6	Expression of Interest for Selection of	<b>An event management Company/Firm (National) for Planning, Facilitation, and Execution of “Youth Volunteer Award, 2025” Programme.</b>
7	(EoI) Ref. No.	34.00.0000.051.94.001.25-52
8	Date	08.05.2025
<b>KEY INFORMATION</b>		
9	Procurement Sub Method	Quality and Cost Based Selection (QCBS)
<b>FUNDING INFORMATION</b>		
10	Budget and Source of Funds	GOB
11	Development Partners (if applicable)	N/A
<b>PARTICULAR INFORMATION</b>		
12	Project/program code (if applicable)	N/A
13	Project/Program name (if applicable)	Planning, Facilitation, and Execution of “Youth Volunteer Award, 2025” Programme.
14	EoI Closing Date and Time	Expression of Interest (EoI) shall be submitted on or before <b>11.45 A.M (BST) 22.05.2025</b> in a sealed envelope delivered to the Joint Secretary (Youth Wing) of the Ministry of Youth and Sports and be clearly marked ‘Expression of Interest (EoI) for selection of an event management Company/Firm (National) for Planning, Facilitation, and Execution of “Youth Volunteer Award, 2025” programme for the Ministry of Youth and Sports, Bangladesh’.
<b>Information for Application</b>		
15	Brief Description of the Assignment	<p>Volunteerism has always been a passion for the peace-loving people of Bangladesh, especially among the youth regardless of any recognition. Youth volunteerism is always seen during the crisis situations in Bangladesh. We have seen outstanding volunteerism and youth contribution to the economic development, entrepreneurship, science, sports, arts, and culture as well.</p> <p>Against this backdrop, the Ministry of Youth and Sports is intending to recognize the contribution of the youth in nation buildings activities by awarding the “Youth Volunteer Award, 2025”.</p> <p>The following event management service could be considered as the primary scope of work:</p> <ol style="list-style-type: none"> <li>1. Planning, Facilitation, and Execution of “Youth Volunteer Award, 2025” Programme.</li> </ol> <p>Please note that the scope of the proposed service will be described more elaborately in the Terms of Reference (ToR) and will be finalized prior to the event execution phase by the implementation and concerned authority.</p>
16	Experience Resource & Delivery Capacity Required	<p>This is a national programme with utmost importance of the Ministry of Youth and Sports, Government of the People’s Republic of Bangladesh. Therefore, interested companies/firms must have to prove that they have a solid technical and managerial background, operational strength, relevant experience and expertise to undertake and carry forward this deed without any hindrance. Applicants must have adequate technical ability, implementation capability, and resources. As such following are defined as minimum eligible criteria:</p> <ol style="list-style-type: none"> <li>1. Valid Trade License (up-to-date), TIN and VAT Registration Certificate;</li> <li>2. Updated Income Tax Clearance Certificate;</li> <li>3. Constitutional documents of the Company/Firm;</li> <li>4. Valid RJSC Incorporation Certificate (applicable for joint stock Company &amp; Firm);</li> <li>5. Audited financial reports of the Company/Firm of Last three (03) Years;</li> <li>6. Adequate resources and facilities to plan and execute the “Youth Volunteer Award, 2025” event;</li> <li>7. Prior experience of executing at least three (03) events with national/international media coverage and report;</li> </ol>

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		<p>8. Prior experience of organizing similar kind of Events where minimum number of participants were over 1000;</p> <p>9. Firms, closely connected with Youth Network event experience will get preference. In order to prove the expertise, the firm must provide a list of experts and technical manpower including their Name, Designation, Mobile No., Email Address, Relevant Experience, Role, Academic Background and Expertise;</p> <p>10. The minimum amount of liquid asset of the firm shall be TK fifty (50) lac (Certificate or proof of available liquid asset or fund availability must be issued three months from the date of Tender Submission by the concerned authority).</p> <p>Ministry of Youth and sports now invites Companies/Firms to express their interest in providing the services. Interested Companies/Firms are invited to provide information and relevant documents indicating that they are qualified to execute the deed prominently. A short list of Companies/Firms will be prepared upon evaluation of EoIs of the eligible applications and Request for Proposal (RFP) will be issued in their favor. A Company/Firm will be selected using the Quality and Cost Based Selection (QCBS) method. Interested applicants may obtain further information by contacting the address below: Phone: + 88 02-223381353, Email: youth.wing@moysports.gov.bd</p>
17	Submission of EoI	<p>Documents must be submitted in the following order;</p> <ol style="list-style-type: none"> <li>1. Application for Expression of Interest (EoI);</li> <li>2. Up-to-date and valid Trade License, TIN and VAT Registration Certificate;</li> <li>3. Updated Income Tax Clearance Certificate;</li> <li>4. Constitutional documents of the Company/firm;</li> <li>5. Company Brochure/Profile covering company expertise, strength and experience of executing national/international events;</li> <li>6. Original copies of liquid asset information issued by concerning authority;</li> <li>7. Copy of valid RJSC Incorporation Certificate (applicable for joint stock Company &amp; Firm);</li> <li>8. Audited financial reports of the Company/Firm of last three (03) Years;</li> <li>9. Cash Flow statement of last three (03) Years;</li> <li>10. Completion certificate of minimum three (03) National/International event management;</li> <li>11. List of fulltime employ along with updated resume including their name Designation, Mobile no, E-mail, Joining date, experience, role, academic background with certificate and expertise.</li> </ol>
<b>PROCURING ENTITY DETAILS</b>		
18	Name of Official Inviting EoI	Kazi Moshtaque Zahir
19	Designation of Official Inviting Tender	Joint Secretary (Youth Wing), Ministry of Youth and Sports
20	Address of Official Inviting EoI	<p>Ministry of Youth and Sports, Bangladesh Secretariat, Dhaka. Government of The People's Republic of Bangladesh <b>Temporary Office of this Ministry (EOI should be submitted here):</b> 4<sup>th</sup> floor, Room No. 501, Jubo Bhaban, Department of Youth Development, Ministry of Youth and Sports Government of The People's Republic of Bangladesh 108 Motijheel, B/A, Dhaka.</p>
21	Contact details of Official Inviting EoI	<p>Phone: + 88 02-223381353      Email: youth.wing@moysports.gov.bd</p>
22	Special Guideline	The procuring entity reserves the right to accept or reject all EoIs

*Kazi Moshtaque Zahir*  
05/01/2020

Kazi Moshtaque Zahir  
Joint Secretary (Youth Wing)  
Ministry of Youth and Sports