

Tender Application Form

For

Engagement of an Event Management Agency for the National-level TVET Graduation Ceremony

Project Name: Integrated Rehabilitation program for poor slum dwellers at Mohammadpur, Mirpur in Dhaka city and Saidpur under Nilphamari district for Technical & Vocational Education & Training (TVET) in Bangladesh

Assignment Title: Engagement of an Event Management Agency for the National-level TVET Graduation Ceremony

Issuing Authority: Muslim Aid UK Bangladesh Field Office (MABFO)
Target Event Date: 15 October 2026

Offer submission last date: 10 September 2026 at 2.00 pm.

Offer opening date: 10 September 2026 at 2.30 pm.

Implemented by:

Muslim Aid UK, Bangladesh Field Office

House # 13 (5th Floor), Road # 27, Block# J, Banani, Dhaka-1213.

Phone: +88-02-41080662

Integrated Rehabilitation program for poor slum dwellers at Mohammadpur, Mirpur in Dhaka city and Saidpur under Nilphamari district for
Technical & Vocational Education & Training (TVET) in Bangladesh

Tenderer Information Sheet

Notes on Tenderer Information Sheet

This note is for information only to assist the procuring entity in the completion of the Form when preparing the Tender Document, but this note should not be included in the issued Tender Document.

The information to be filled in by Tenderers in the following pages will be used for purposes of verification of eligibility and qualification of the Tenderer as provided for in relevant Clauses of the Instructions to Tenderers. The Tenderer, if prequalified earlier, should complete updated information only.

Invitation for Tender No:		Date	
Tender Package No:			

1. Key Procurement Milestones & Timeline

The tender timeline follows standard competitive bidding procedures leading directly into the operational planning schedule 45 days).

Phase	Milestone / Activity	Target Schedule	Responsible Party
Phase I: Solicitation	Publication / Issuance of Tender Document	Day 1	Muslim Aid UK
	Submission of Pre-Bid Queries (Written)	Day 5	Prospective Bidders
	Pre-Bid Meeting & Clarifications Issued	Day 8	Muslim Aid UK & Bidders
	Tender Submission Deadline (Technical & Financial)	Day 10	Prospective Bidders
Phase II: Evaluation	Technical Proposal Opening & Evaluation	Day 13–16	Tender Evaluation Committee
	Shortlisting & Concept Presentations (if required)	Day 16-17	Shortlisted Agencies
	Financial Proposal Opening & Evaluation	Day 16-18	Tender Evaluation Committee
	Final Negotiation & Selection Notification	Day 18-19	Muslim Aid UK
Phase III: Contracting	Contract Signing & Official Kick-off Meeting	Day 20	Muslim Aid UK & Selected Agency

Roksana
Roksana Mohammed
 Business Development Manager
 Muslim Aid-UK
 Bangladesh Field Office

Admin
 Admin & Logistics Office
 Muslim Aid-UK
 Bangladesh Country Office

2. Post-Award Implementation & Event Deliverables Schedule

Following contract execution at 45 days, the selected Agency will execute tasks according to the timeline below.

Phase / Category	Task / Deliverable	Indicative Schedule	Key Outputs / Dependencies
1. Planning & Setup	Kick-off Meeting & Workplan Finalization	24 days	Final agreed implementation timeline
	Site Visits, Venue Selection & Assessment	25 days	Venue Options & Suitability Report
	Venue Confirmation & Deposit	25 days	Signed Venue Agreement
	Event Concept, Stage Design & Layout Approval	25 days	3D Designs, Floor Plan, Branding Proofs
2. Coordination & Content	Final Guest List Approval (500 pax target)	20 days	Approved VIP & Guest Contact List
	Souvenir Design & Content Approval	20 days	Print-ready Souvenir Proofs
	Invitation Distribution (Print & Digital)	18 days	Cards delivered/sent to all invitees
	Production of Branding, Signage & Print Materials	10 to 13 days	Banners, Badges, Leaflets, Photo-booths
	Graduate List & Certificate Distribution Plan	10 to 12 days	Seating Plan, Attendance Roster
	RSVP Follow-up & Guest Database Finalization	15 to 30 days	Confirmed Guest & VIP List
3. Production & On-Site	Venue Setup & Decoration	1 day (Morning/Afternoon)	Stage, AV, Lighting, Catering Setup
	Full Technical Rehearsal & Dry Run	1 day (Evening) / Morning	MC, Sound, Video, Protocol Rehearsal

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Phase / Category	Task / Deliverable	Indicative Schedule	Key Outputs / Dependencies
	GRADUATION CEREMONY (Execution)	1 Day	Event Delivery, Guest & VIP Management
	Dismantling & Venue Handover	1 Day (Post-Event)	Venue Clearance & Handover
4. Post-Event	Submission of Media Outputs (Photos/Videos)	Within 5 working days	High-res Photos, Highlight Video
	Final Event Documentation & Closeout Report	Within 10 working days	Final Report, Billing & Invoicing

3. Submission Documents Checklist for Bidders

Bidders must submit two proposals separately in one sealed envelope:

A: Technical Proposal

- **Company Profile:** Details of organizational history, management structure, and facilities.
- **Statutory & Legal Documents:** Valid Trade License, TIN, VAT Registration, and Bank Solvency Certificate.
- **Relevant Experience:** Portfolio demonstrating at least 5 years of event management experience, with proof of organizing large institutional events (300--500 + participants).
- **Past Event References:** Minimum of three (3) relevant project completion certificates or reference contact details.
- **Proposed Event Concept & Design:** 3D stage layouts, branding themes, entrance/booth mockups, and venue proposals.
- **Workplan & Methodology:** Detailed operational timeline, guest management strategy, certificate distribution flow, and MC profile.
- **Risk, Safety & Safeguarding Plan:** Emergency response, VIP protocol, accessibility considerations, and adherence to child/vulnerable adult protection policies.
- **Team Composition:** Resumes of the Project Manager, Event Coordinator, Technical Director, and Lead Ushers.

B: Financial Proposal

SI	Particulars	Quantity	Rate	Total (BDT)
1. Event Planning and Coordination	The Agency shall: • Develop a detailed event concept and implementation plan. • Prepare a detailed event workplan and production schedule. • Develop an event timeline/run sheet. • Coordinate regularly with the designated Muslim Aid focal point. • Participate in planning meetings and coordination sessions.			

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SI	Particulars	Quantity	Rate	Total (BDT)
	- Conduct site visits and assess venue requirements. - Develop a detailed risk and contingency plan. - Coordinate all suppliers, vendors, technical teams and service providers. - Ensure timely delivery and installation of all event materials. - Manage the event from preparation through completion and dismantling.			
2. Venue Selection and Management	The Agency shall propose and arrange a suitable venue capable of accommodating approximately 500 guests, including: - Main ceremony hall; - Stage and podium; - Seating arrangement; - Graduate seating area; - VIP seating; - Guest registration area; - Reception/welcome area; - Dining/catering area; - Media/press area where required; - Green room/backstage facility; - Prayer facilities, where feasible; - Accessible facilities for people with disabilities; - Adequate parking and guest access. The venue should be safe, professional, accessible and appropriate for a formal graduation ceremony.			
3. Invitation and Guest Management	The Agency shall support Muslim Aid in: - Designing and producing invitation cards/e-invitations; - Preparing guest invitation lists based on information provided by Muslim Aid; - Sending invitations through agreed channels; - Conducting guest Confirmation and RSVP follow-up; - Preparing the coned guest database; - Maintaining a VIP and protocol list; - Coordinating arrival and reception of special guests; - Preparing registration lists; - Managing guest registration and attendance; - Providing name badges where required; - Providing ushers/hostesses to guide guests.			

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Sl	Particulars	Quantity	Rate	Total (BDT)
	Special attention shall be given to protocol for government officials, donor representatives, senior management and other VIP guests.			
4. Graduate Management	The Agency shall establish a dedicated graduate management system covering: • Final graduate list and attendance Confirmation; • Graduate registration; • Seating arrangement; • Graduate identification/badges; • Special recognition/award arrangements; • Photography during certificate distribution; • Coordination with Muslim Aid trainers and centre representatives; • Special arrangements for graduates with disabilities or other accessibility requirements. A clear system must be established to ensure that certificate distribution is orderly, dignified and completed within the planned timeframe.			
5. Stage Design and Decoration	The Agency shall develop a professional stage and venue design consistent with Muslim Aid UK Bangladesh's branding and the TVET graduation theme. This shall include: • Main stage backdrop; • Event title and theme; • Muslim Aid branding; • Partner/donor branding as approved; • LED screen or projection screen; • Podium; • Stage furniture; • VIP seating on stage; • Floral/decorative arrangements; • Entrance decoration; • Registration desk decoration; • Directional signage; • Graduate seating signage; • Certificate distribution area; • Photo opportunity/backdrop; • Other required decorative elements.			

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Sl	Particulars	Quantity	Rate	Total (BDT)
	All branding must be approved by Muslim Aid prior to production.			
6. Audio-Visual and Technical Services	The Agency shall provide complete professional technical support, including: • Sound system suitable for approximately 500 participants; • Wireless and wired microphones; • Podium microphone; • Lapel/handheld microphones as required; • Speakers and amplifiers; • Laptop and presentation equipment; • Video playback facilities; • Appropriate stage lighting; • Backup power/electricity arrangements; • Technical operators; • On-site technical support throughout the event; • Backup equipment for critical systems. A full technical rehearsal shall be conducted before the ceremony.			
7. Event Programme and Stage Management	The Agency shall work with Muslim Aid to develop and operationalize the final programme, which may include: 1. Guest arrival and registration; 2. Welcome and seating; 3. Arrival of Chief Guest and VIPs; 4. National anthem; 5. Recitation/appropriate opening; 6. Welcome remarks; 7. Project/TVET achievement presentation; 8. Graduate success stories; 9. Guest speeches; 10. Certificate distribution; 11. Recognition of outstanding graduates; 12. Recognition of trainers/partners, where applicable; 13. Cultural/creative segment, if approved; 14. Group photograph; The Agency shall provide a professional Master of Ceremony (MC), subject to approval by Muslim Aid. The MC should have experience in managing formal institutional events and be able to communicate professionally in Bangla and English as required.			

Sl	Particulars	Quantity	Rate	Total (BDT)
8. Catering and Hospitality	The Agency shall arrange food and hospitality for approximately 500 guests or the final number confirmed by Muslim Aid. Services shall include: • Welcome refreshments, if required; • Main meal/lunch or dinner; • Tea/coffee/water; • VIP hospitality; • Special dietary arrangements where required; • Appropriate food presentation; • Buffet/table service as agreed; • Adequate serving staff; • Hygienic food preparation and handling; • Adequate seating and dining arrangements; • Waste management and cleaning. The menu shall be finalized in consultation with Muslim Aid.			
9. Welcome Souvenir / Event Souvenir	The Agency shall design and produce an appropriate welcome souvenir/event souvenir for guests, as agreed with Muslim Aid. The final content, design and quantity shall be approved by Muslim Aid.			
10. Communication and Promotional Materials	The Agency shall develop event-related communication materials, including: • Event invitation; • Digital invitation; • Event backdrop; • Pull-up banners; • Directional signage; • Programme leaflet; • Name badges; • Registration materials; • Certificates/recognition materials, if assigned; • Event presentation templates; • Photo booth/backdrop; • Social media/event promotion materials were required. All materials must follow Muslim Aid's branding guidelines.			
11. Photography and Videography	The Agency shall provide professional photography and videography services covering: The Agency shall provide: • High-resolution photographs; • Edited event photographs;			

SI	Particulars	Quantity	Rate	Total (BDT)
	• Full event video recording; • Edited highlight video; • Short social-media-friendly video clips, if required; • Digital archive of photographs and video footage. Where personal images of graduates or guests are used for public communication, appropriate consent and organizational requirements must be followed.			
12. Guest Protocol and VIP Management	The Agency shall ensure professional protocol arrangements for the Chief Guest, Special Guests and VIPs, including: • Guest Confirmation; • Reception; • Reserved seating; • Escorting; • Stage seating; • Name cards; • Hospitality; • Gift/souvenir arrangements; • Speech sequence; • Certificate/award presentation protocol; • VIP departure arrangements. A dedicated protocol team shall be assigned for VIP management.			
13. Accessibility, Safeguarding and Inclusion	The event shall be organized in accordance with Muslim Aid UK policies and standards, including safeguarding, protection, accountability, dignity and inclusion principles. The Agency shall ensure: • Safe access and exit routes; • Accessibility for people with disabilities; • Safe seating arrangements; • Adequate lighting; • Emergency arrangements; • Child safeguarding where children are present; • Prevention of harassment and discrimination; • Appropriate crowd management; • First-aid/emergency support; • Respectful treatment of all participants. The event should provide an inclusive environment for women, persons with disabilities and other vulnerable or marginalized			

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SI	Particulars	Quantity	Rate	Total (BDT)
	participants. The project itself emphasizes inclusion of women, youth and persons with disabilities within livelihood and skills development interventions.			
14. Security and Safety	The Agency shall develop and implement an event safety plan covering: • Entry and exit management; • Crowd control; • VIP movement; • Emergency evacuation; • First aid; • Fire safety; • Electrical safety; • Stage safety; • Food safety; • Parking management; • Security personnel, where required; • Emergency contact arrangements.			
15. Proposed Event Deliverables	The selected Agency shall deliver at minimum: 1. Event concept and design; 2. Detailed event implementation plan; 3. Detailed budget; 4. Venue arrangement; 5. Guest invitation and RSVP management; 6. Registration system; 7. Stage and venue decoration; 8. Branding and promotional materials; 9. Audio-visual and technical setup; 10. Professional MC; 11. Graduate management; 12. Certificate distribution management; 13. Catering and hospitality; 14. Welcome/event souvenir; 15. Photography; 16. Videography; 17. Ushers and event support staff; 18. VIP protocol support; 19. Security and safety arrangements; 20. Rehearsal; 21. Event-day management; 22. Dismantling and venue handover; 23. Final event report;			

SI	Particulars	Quntity	Rate	Total (BDT)
	24. Photographs, video and other agreed digital outputs.			
	Total=			

4. Evaluation Weightage & Scoring Criteria

Evaluation Criteria	Weightage	Key Focus Areas
Relevant Organizational Experience	15%	5 + years in business; track record with NGOs/INGOs/donors
Understanding of Assignment	10%	Alignment with ToR goals, TVET context, and graduate needs
Proposed Event Concept & Design	15%	Visual appeal, stage setup, branding, and stage aesthetics
Event Management Methodology	15%	Robustness of guest, protocol, graduate, and logistics plan
Technical & Production Capacity	10%	Quality of proposed AV, lighting, power backup, and photography
Experience in VIP / Institutional Events	10%	Proven protocol handling for government, donors, and dignitaries
Team Composition & Expertise	5%	Qualifications of assigned personnel and lead MC
Financial Proposal (Value for Money)	20%	Cost competitiveness, clarity, and itemized breakdown
Total Score	100%	

Terms & Conditions:

1. The last date for submission of your bidding document is 10 September 2026 within 2.00 pm at Muslim Aid - UK Bangladesh Field Office (MABFO), House-13 (5th floor), Road-27, Block-J, Banani, Dhaka-1213. The tender box shall be opened on the same date at 2.30 pm in presence of the bidders (if any).
2. **Earnest Money will be 2.5 % (refundable) of the total quoted amount in the form of pay order/bank draft in favor of Muslim Aid – UK Bangladesh Field Office.** The security money (bank draft or pay order) must be enclosed with the original tender documents and without security money it shall be rejected outright.


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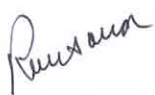
3. The quality and quantity of services should strictly adhere to the Terms of Reference (ToR).
So, **Please Follow ToR for Time Frame & Deliverables.**
4. Muslim Aid will deduct VAT & Tax from the bill as per Government rules.
5. Payment will be made within 15 working days after full delivery of all services/items as per requirement through A/C payee cheque in favor of company (Supplier) name.
6. If MABFO rejects any supplied commodity, in that case, supplier must take back the rejected service/items and should be replaced the number of commodities as per the direction of MABFO without raising any question and making delay.
7. Supplier can submit a Powerpoint presentation regarding how to manage the event with tender (if any, not mandatory).

Muslim Aid - UK Bangladesh Field Office reserves the right to accept or reject any or all offers without assigning any reasons whatsoever and is not bound to accept the lowest bidder.


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