

Government of the People's Republic of Bangladesh  
Ministry of Labour and Employment  
**National Skills Development Council (NSDC) Secretariat**  
423-428, Tejgaon Industrial Area, Dhaka

**Request for Expression of Interest (EOI)**

National Skills Development Council (NSDC) Secretariat invites qualified and experienced event management firms to submit Expression of Interest (EOI) for Organising & Implementing Divisional and National Skills Competition 2018.

1	Ministry/Division	Ministry of Labour & Employment
2	Agency	National Skills Development Council (NSDC) Secretariat
3	Procuring Entity Name	Chief Executive Officer (CEO), NSDC Secretariat
4	Title of Service	Event Management for Divisional and National Skills Competition 2018
5	Procuring Entity District.	Dhaka
6	Expression of Interest for Selection of	Event management firm(s) for Divisional and National Skills Competition 2018
7	EOI Reference No	<b>40.05.0000.002.37.369.18.600</b>
8	Date	11.6.2018
9	Procurement Sub Method	Quality and Cost Based Selection (QCBS) of PPR-2008
10	Budget and Source of Funds	GoB (Revenue)- partly managed by private sector
11	Development Partners	N/A
<b>PARTICULAR INFORMATION</b>		
12	Project/Program Code	N/A
13	Project/ Program Name	N/A
14	EOI Closing Date and Time	Date: 3 July 2018, Time: 2.00pm
15	Place of Submission	NSDC Secretariat, 1 <sup>st</sup> Floor, Telecom Training Center, 423-428 Tejgaon Industrial Area, Dhaka-1208.
16	Pre-bid Meeting	25 June 2018, Time 3.00pm
17	Brief Description of the Assignment	Please visit <a href="http://www.nsd.gov.bd">www.nsd.gov.bd</a>
18	Experiences, Resources and Delivery Capacity Required	Interested event management firms should provide information demonstrating their required qualifications and relevant experience to perform the assignment. The selection criteria are as follows: a) Must have Latest Trade License, Income Tax Certificate, Bank Solvency, VAT Registration. b) The organization shall have following eligibilities: i. 10(ten) years of overall experience in the event management and related services. ii. the experience of organizing at least 03(three) national and 03( Three) International event in multiple countries . iii. the experience of dealing with foreign delegates. iv. the experience of minimum 01(one) Govt. contract successfully completed within last two years worth taka 50,00,000 (Fifty Lac) v. the experience of managing events with value of 1,00,00,000 (1 Crore) or more in a single event. vi. The minimum amount of liquid assets i.e. working capital or credit lines of the tenderer shall be Tk. 50,00,000 (Fifty Lac). c) Supporting document of work order, notification of award, copies of agreement etc. must be submitted. d) Skilled human resources to complete the assigned task. Organization must provide latest CVs for the proposed team. e) The firms may associate to enhance their qualification, but should mention whether the association is in the form of a “joint-venture” or of “sub-bidder”. All members of such an association should have real and well-defined inputs to the assignment. The maximum no. of members in the association is limited to three. The firms must declare 01 (one) firm in this association as the “Lead Firm”.
19	Association with foreign firms is	N/A

