



Bangladesh Securities and Exchange Commission

Securities Commission Bhaban, E-6/C, Agargaon
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Invitation for Tender

1.	Ministry/Division	Financial Institutions Division, Ministry of Finance
2.	Agency	Bangladesh Securities and Exchange Commission
3.	Procuring Entity Name	Office of the BSEC Administration, Securities Commission Bhaban, E-6/C, Agargaon, Dhaka-1207
4.	Invitation for Providing Physical Services	Procurement of Event Management Service (non-consultancy) for arranging: a. APRC Plenary Meeting of IOSCO at Sheraton Hotel, Banani, Dhaka from 22/02/23 to 23/02/2023 b. Closing ceremony of APRC Plenary Meeting of IOSCO at BICC, Dhaka date: 23 February 2023 evening
5.	Tender no.	BSEC/2022-2023/NCS/APRC-02
6.	Invitation Ref No.	BSEC/Admin/13:16/2022-86
7.	Date	18/01/2023

KEY INFORMATION

8.	Procurement Method	Open Tendering (Procurement of non-consulting Services)
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Funding Information

9.	Budget and Source of Funds	Bangladesh Securities and Exchange Commission Own Fund
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PARTICULAR INFORMATION

10.	Tender Name	Procurement of Event Management Service (non-consultancy) for arranging: a. APRC Plenary Meeting of IOSCO at Sheraton Hotel, Banani, Dhaka from 22/02/23 to 23/02/2023 b. Closing ceremony of APRC Plenary Meeting of IOSCO at BICC, Dhaka date: 23/02/2023		
11.	Tender Selling Date, Closing & Opening Date and Time	Last Selling Date	Closing Date & Time	Opening Date & Time
		On 01-Feb-2023 up to 4:00 PM	On 02-Feb-2023 up to 2:00 PM	02-Feb-2023 at 2:15 PM
12.	Name & Address of the office for selling Tender Document, receiving & opening tender	Selling	Receiving	Opening
		Office of BSEC Administration, Securities Commission Bhaban, E-6/C, Agargaon, Dhaka-1207	Office of BSEC Administration, Securities Commission Bhaban, E-6/C, Agargaon, Dhaka-1207	Office of BSEC Administration, Securities Commission Bhaban, E-6/C, Agargaon, Dhaka-1207

INFORMATION FOR TENDERER

13.	No. of Lot	No. of lot under this tender is 01 (One)
14.	Eligibility of Tenderer	1. The minimum number of years of general experience as Prime Contractor in Event Management Industry shall be 15 years. 2. The minimum specific experience as a Prime Contractor in providing non-Consultant Service (related experience of implementing international events with participation of 100+ international guests from 40 or more countries) in government/autonomous/large private organizations of at least TWO contracts of similar nature, complexity and methods/technology completed over a period of Four(4) years each with a value of at least of Tk 40,00,000.00 (Forty Lac) shall be required. Contract for providing Service will be treated as similar nature. 3. The required average annual turnover of the Tenderer shall be at least of the amount of Tk 1,00,00,000.00 (One crore) over the last Four years. Proof of average annual turnover of the Tenderer must be provided.

5. The Tenderer shall submit with its Tender the following additional mandatory valid documents:

- Valid Trade License (2022-23) in Bangladesh
- Certificate of Incorporation Document
- E-TIN registration certificate

-In addition to the required specific experiences the event management company must submit proof of experience of executing at least 3 (three) events of Prime Minister of Bangladesh in last three years with at least one physical presence of Prime Minister of Bangladesh under the Covid- 19 Protocol.

- Latest Income Tax Clearance Certificate in Bangladesh
- VAT Registration Certificate in Bangladesh
- List of experts and technical manpower including their Name, Designation, Mobile No., Email Address, Relevant Experience, Role, Academic Background and Expertise.

NB: The above mentioned documents will be mandatorily required to be submitted.

And other conditions as mentioned in the TDS and other parts of the tender document must be fulfilled by the tenderer.

15	Brief Description of Services and Time for Completion	<p>Bangladesh Securities and Exchange Commission (BSEC) has been given the opportunity to host next Meetings of the Asia Pacific Regional Committee (APRC) of International Organization of Securities Commissions (IOSCO) to be held on 22-23 February 2023 in Dhaka, Bangladesh. It's a milestone for the capital market of Bangladesh as IOSCO is going to hold one of its annual events first ever in Bangladesh. Besides the Chairman of Bangladesh Securities and Exchange Commission (BSEC), has assumed the charge of Vice Chair of APRC and Member of IOSCO Board on 17th October 2022 for the term 2022-2024. It is mentionable that IOSCO is the international body that brings together the world's securities regulators and is the global standard setter for the securities markets. Asia Pacific Regional Committee (APRC) is one of the four Regional Committees of IOSCO which is comprised of 24 ordinary members and 9 associate members from the Asia-Pacific region. Notable member countries of APRC are Australia, New Zealand, China, Japan, India, Singapore, Malaysia etc.</p> <p>To arrange the APRC meetings on the said dates (from 22-23rd February 2023) Sheraton, Banani, Dhaka has been selected as the proposed venue. Another venue BICC, Agargaon, Dhaka has been selected as the proposed venue to arrange the closing ceremony of the APRC meeting sessions. Considering the gravity of the program, BSEC wants competent event management company which have the capacity to arrange such prestigious program in very tight schedule. Through procuring required non-consulting services (event management service) BSEC wants to avail necessary services to arrange the prestigious APRC meeting on the mentioned dates at the Sheraton, Banani, Dhaka (Proposed). And also necessary non-consulting services (event management service) to arrange the closing ceremony of APRC meeting session at BICC, Dhaka, will also be procured through this tender.</p> <p>Time for Completion of the Services is : 7 days</p>
16.	Price of Tender Document	BDT 2,000/- (Taka Two Thousand) only payable in the form of Pay Order/Bank draft from any scheduled bank in Bangladesh in favor of BANGLADESH SECURITIES AND EXCHANGE COMMISSION
17.	Tender Security Amount	The amount of the Tender Security shall be Tk. BDT 1,30,000.00 (One Lac Thirty Thousand Only). The tender security shall be payable in the form of Bank Draft or Pay Order in favor of BANGLADESH SECURITIES AND EXCHANGE COMMISSION

PROCURING ENTITY DETAILS

18.	Name of Official Inviting the Tender	Md. Mahbubul Alam
19.	Designation of Official Inviting the Tender	Executive Director (Admin)
20.	Contact details of Official Inviting the Tender	Office of BSEC Administration, Securities Commission Bhaban, E-6/C, Agargaon Administrative Area, Dhaka-1207
21.	The procuring entity reserves the right to accept or reject any/all tender(s) without assigning any reason whatsoever.	

Md. Mahbubul Alam
Executive Director (Admin)
Bangladesh Securities and Exchange Commission
Email: mahbubulalam@sec.gov.bd