



বাংলাদেশ ফুটবল ফেডারেশন

BANGLADESH FOOTBALL FEDERATION

Ref: 3150 /BFF-Procurement /2023

Date: 25-10-2023

Invitation to Tender for the Purchase of Hotel Accommodation for Bangladesh National Football Team and FIFA Match Officials

Bangladesh Football Federation (BFF) hereby invites financial offers from the reputed Five Star/ Four Star Category Hotel for the purchase of Hotel Accommodation for Bangladesh National Football Team and FIFA Match Officials.

Eligibility Criteria

- Any person(s) or entities with an existing un resolved dispute (i.e., Financial, Disciplinary and any other) with BFF, FIFA, AFC on a point of law or fact shall be ineligible to acquire the aforementioned rights or to participate in the Bidding Process.
- Reputed Five Star/ Four Star Category Hotel must have at least 5 (Five) years of experience in providing this kind of services.

Cost of the Bidding:

The bidder shall bear all costs associated with the preparation and submission of his or her bid, and the Bangladesh Football Federation shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

Requirements of Rooms: (For Bangladesh Team)

- From 06-11-2023 to 08-11-2023= 5 Single Rooms and 9 Twin Rooms.
- From 09-11-2023 to 10-11-2023= 8 Single Rooms and 15 Twin Rooms.
- From 17-11-2023 to 22-11-2023= 7 Single Rooms and 15 Twin Rooms.

Requirements of Rooms: (For FIFA Match Official)

- From 19-11-2023 to 22-11-2023= 6 Single Rooms

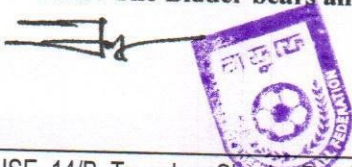
Others Requirements:

- The Financial offer must include Buffet (Breakfast, Lunch and Dinner)
- The Financial offer must include match day snacks (Plain Cake, Banana, Apple, Chicken Sandwich)
- Complementary Laundry Service (6 Pcs per person)
- Complementary Water (5 Liter per person)
- Complementary Internet Facility.
- Complementary Health Club, Indoor games and swimming pool.
- Complementary meeting room-1 Nos

The Offer needs to be accompanied with the following documents:

- Company Profile/Background.
- Copy of TAX Registration
- Trade License
- List of Existing Clients with an engagement of same type of work details.
- Financial proposal (Bidder own template). The proposal must include all cost (TAX, VAT)

Note: The Bidder bears all costs incurred in the preparation and submission of tender responses.





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Currencies of Bid:

- All price must be quoted in BDT (Including applicable VAT and TAX)
- BFF Standard payments term is 30 days from receipt of an approved invoice.

Bid Validity:

- Bids shall remain valid for a period of minimum of 7 days after the date of the submission deadline as prescribed by Bangladesh Football Federation. If a bid is valid for a shorter period the Bangladesh Football Federation is entitled to reject the bid.
- In exceptional circumstances, prior to the expiration of the bid validity period, the Bangladesh Football Federation may request Bidders in writing to extend the period of validity of their bids. A Bidder must confirm in writing his acceptance of the extension. In case extension, modification of the bid is not permitted.

Language of Bid:

All Bids must be submitted in English.

Confidentiality:

- Information relating to the examination, evaluation, comparison of bids, and recommendation of contract award will not be disclosed to bidders or any other persons not officially concerned with such process until the Contract has been awarded.
- Any effort by a Bidder to influence the Bangladesh Football Federation in the examination, evaluation, comparison of the bids or contract award decisions may result in the rejection of its bid.
- From the time of bid opening to the time of Contract award, if any bidder wishes to contact the Bangladesh Football Federation on any matter related to the bidding process, this must be done in writing.

Submission Procedure & Deadline:

Interested suppliers can download the tender schedule at free of cost from www.bff.com.bd
(Steps: Website>Download>Circular) from 25-10-2023 to 02-11-2023.

The offer can be submitted at the BFF Office at BFF House, 14/B Toyenbee Circular Road, Motijheel C/A, Dhaka-1000 during office hours (between BST 1000 to BST 1600) on or before 02-11-2023 and should be in a sealed envelope to be addressed to: **General Secretary**, Bangladesh Football Federation or suppliers can send the financial offer and necessary documents to procurement@bff.com.bd

Evaluation of Bid:

- The Bangladesh Football Federation shall examine all documentation and other information submitted by Bidders to verify eligibility, and then will review and score bids according to the defined criteria for this tender.
- Bangladesh Football Federation reserves the right to reject all bids, and re-tender if no satisfactory bids are submitted.





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Award Procedure:

- The Bangladesh Football Federation (BFF) may, unless the Bidder expressly stipulates to the contrary in the tender, accept whatever part of a tender that BFF so wishes.
- The Bangladesh Football Federation shall award the Contract in writing, by email, to the Bidder(s) whose offer(s) has been determined to be the best, before the end of the bid validity period.
- On request BFF shall give any unsuccessful bidder feedback on its tender and reasons why it's tender was rejected. This information shall be provided within 15 days from (but not including) the date on which BFF receives the request for feedback.

Notification of Award:

- The email from BFF to the Bidder(s) alerting them of the fact that they have been successful will state the sum that the Bangladesh Football Federation will pay the Provider in consideration of the provision of services as prescribed in the Invitation to Tender and in accordance with their bid.
- The Bidder is thereafter required to reply to email, confirming their wish to proceed with a contract.

Signing of Contract:

- The Bangladesh Football Federation shall call the successful Bidder(s) to sign the contract(s) and term of Reference once finalised.
- Within an agreed timeframe, the successful Bidder(s) shall sign, date and return the contract(s) to the Bangladesh Football Federation.

General Secretary
Bangladesh Football Federation
BFF House, 14/B Toyenbee Circular Road
Motijheel C/A, Dhaka-1000.

