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BANGLADESH FOOTBALL FEDERATION

Ref: 361

/BFF-Tender/2026

Date: 19-01-2026

Invitation to Tender for Appointment of Event Management Firm for Bangladesh Championship League 25-26

Bangladesh Football Federation (BFF) invites sealed tenders from reputed, experienced, and financially sound Event Management Firms for organizing and managing the Bangladesh Championship League 25-26.

The selected firm will be responsible for comprehensive event execution, including branding, match-day operations, broadcasting coordination, ceremonies, and related services, as detailed in this document.

Event Overview:

Tournament: Bangladesh Championship League 2025–26

Total Matches: 90

Venue: 3 venues

SL	Name of the Stadium	1 st Phase (Match)	2 nd Phase (Match)	Total Match
01	Fortis Ground (Jolshiri), Dhaka	14	14	28
02	Basundhara Kings Arena Practice Ground, Dhaka	17	17	34
03	Shahid Barkat Stadium, Gazipur	14	14	28
	Total	45	45	90

Note: One of the Venues May Change.

1. Scope of Work

The selected Event Management Firm shall be responsible for the following (but not limited to):

1.1 Stadium Branding (3 Venues)

- a) External and internal stadium branding
- b) Perimeter boards
- c) Gallery branding

Note: Please mention Wayfinding and promotional visuals on technical evaluation. BFF expects the bidder's best and most innovative branding proposal to be included in the Technical Proposal.

Opening Ceremony (3 Ceremony in 3 Venue)

- a) Stage design and setup



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- b) Professional sound system
- c) Presenter/host

Closing Ceremony (1 Day)

- d) Stage design and setup
- e) Professional sound system
- f) Confetti arrangements
- g) Presenter/host

Note: BFF expects a high-quality and creative proposal for the Closing Ceremony. For the said line item, the estimated cost by Bangladesh Football Federation (BFF) is a maximum of BDT 7,50,000 (Seven Lac Fifty Thousand Taka only). Along with the quality of work, the financial offer will also be taken into consideration.

1.2 Television Broadcasting (Total 90 Matches)

- a) Live broadcast arrangement
- b) Minimum four (4) professional cameras
- c) Coordination with broadcasters and production crew
- d) Necessary Internet Connection.
- e) Necessary Riser (If Needed)

Note: For the said line item, the estimated cost by Bangladesh Football Federation (BFF) is a maximum of BDT 36,00,000 (Thirty-Six Lac Taka only). Along with the quality of work, the financial offer will also be taken into consideration.

1.3 Trophy and Medals (For Final Day)

Supply and management of trophies and medals:

SL	Description	Qty
01	Champion Trophy- 24" Materials: Brass (Golden Color)	1 Pcs
02	Champion Trophy- 18" Materials: Brass (Golden Color)	1 Pcs
03	Champion Medal (Golden Color)	50 Pcs

Note: Trophy and Medals Design must be approved by BFF. For the said line item, the estimated cost by Bangladesh Football Federation (BFF) is a maximum of BDT 1,00,000 (One Lac Taka only). Along with the quality of work, the financial offer will also be taken into consideration.

1.4 Match Day Operation (3 Venues- 90 Match)

- a) Cleaner – 2 person Per Match
- b) Chair – 100 Chair Per Match
- c) Table- 2 Big Table Per Match
- d) Ball Boy – 10 Person Per Match
- e) Stretcher Bearer – 6 Person Per Match
- f) MBBS Doctor-1 Person Per Match



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- g) Ambulance – 1 Ambulance Per Match
- h) Security – 10 Person Per Match
- i) Ice – 2 Pata Per Match
- j) Timer & Score Operator – 2 Person Per match
- k) Electrician- 1 Person Per Match.
- l) Tent (Only for Fortis Ground) – 3 Tent (Home team + Away Team+ Match Officials) for 28 Matches.
- m) Pedestal Fan – 6 Fan Per Match
- n) Match Day Snacks (At least 3 Items in which 1 Fruit, 1 Sweet and 1 Savory Snacks) – 120 Packet Per Match.
- o) Necessary Electric Wire and Multiplugs.

2. Eligibility Criteria

- 2.1 Any person(s) or entities with an existing un resolved dispute (i.e., Financial, Disciplinary and any other) with BFF or AFC on a point of law or fact shall be ineligible to acquire the aforementioned rights or to participate in the Bidding Process.
- 2.2 Interested companies must have at least 2 (Two) years of experience in providing this kind of services. For organizations that have previously worked with BFF, the experience requirement may be relaxed.
- 2.3 Must have experience of arranging Sports Event.

3. 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.

4. Tender Submission System:

This tender shall follow a Two-Envelope System:

Technical Proposal (Envelope-A)

Financial Proposal (Envelope-B)

Both envelopes must be sealed separately and submitted in one outer sealed envelope, clearly marked with the tender title.

4.1 Evaluation Methodology:

Technical Evaluation: 60%

Financial Evaluation: 40%

4.2 Important Conditions:

Financial Proposals will be opened only if the Technical Proposal is found satisfactory. Bangladesh Football Federation reserves the right to accept the best overall proposal, considering technical superiority alongside financial competitiveness.

Failure to achieve minimum technical standards **will result in disqualification, and the Financial Proposal will not be considered.**



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5. Documents:

The Offer needs to be accompanied with the following documents:

- Company Profile/Background.
- Copy of TAX Registration
- Trade License
- BIN
- List of Existing Clients with an engagement of work details/ Work Experience.
- 3 Month Bank Statement.
- The project focal point and team set up and availability.
- Financial proposal
- Technical Proposal.

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

6. Currencies of Bid and Payment:

- All prices quoted in BDT. (Clearly itemized Including applicable VAT and TAX)
- BFF standard payments terms are 30 days from receipt of an approved invoice
- Payment will be paid in phase after mutual discussion and pattern of the delivery of work.

7. Bid Validity:

- a. Bids shall remain valid for a period of minimum of 30 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.
- b. 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 hi acceptance of the extension. In case extension, modification of the bid is not permitted.

8. Language of Bid:

All Bids must be submitted in English.

9. Confidentiality:

- a. 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.
- b. 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.



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- c. 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.

10. Submission Procedure& Deadline:

- The Service offer must be submitted at the BFF Office at BFF House, 14/B Toyenbee Circular Road, Motijheel C/A, Dhaka-1000, Bangladesh during office hours (between BST 1000 to BST 1400) on or before **22 January 2025** and should be in a sealed envelope to be addressed to: **General Secretary, Bangladesh Football Federation**

11. Evaluation of Bid:

- a. 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.
- b. Bangladesh Football Federation reserves the right to reject all bids, and re-tender if no satisfactory bids are submitted. BFF under no obligation to award the contract or to award it to the lowest bidder.

12. Award Procedure:

- a. 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.
- b. 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.

13. Notification of Award:

- a. 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 goods and/or services as prescribed in the Invitation to Tender and in accordance with their bid.
- b. Bidder is thereafter required to reply to email, confirming their wish to proceed the with a contract.

14. Signing of Contract:

- a. The Bangladesh Football Federation shall call the successful Bidder(s) to sign the contract(s) and term of Reference once finalised.
- b. 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.