



বাংলাদেশ ফুটবল ফেডারেশন

BANGLADESH FOOTBALL FEDERATION

Ref: 300

/BFF-Tender/2026

Date: 17-01-2026

Invitation to Tender for Appointment of Event Management Firm for Women's Football League 2025-2026

Bangladesh Football Federation (BFF) invites sealed tenders from reputed, experienced, and financially sound Event Management Firms for organizing and managing the Women's Football League 2025–26.

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.

1. Scope of Work

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

1.1 Stadium Branding

- External and internal stadium branding
- Perimeter boards
- 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.

Closing Ceremony

- Stage design and setup
- Professional sound system
- Confetti arrangements
- Presenter/host
- Ceremony coordination

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 8,50,000 (Eight Lac Fifty Thousand Taka only). Along with the quality of work, the financial offer will also be taken into consideration.

1.2 Television Broadcasting

- Live broadcast arrangement
- Minimum six (6) professional cameras
- Coordination with broadcasters and production crew

Note: For the said line item, the estimated cost by Bangladesh Football Federation (BFF) is a maximum of BDT 23,00,000 (Twenty Three Lac Taka only). Along with the quality of work, the financial offer will also be taken into consideration.



বাংলাদেশ ফুটবল ফেডারেশন

BANGLADESH FOOTBALL FEDERATION

1.3 Host & Social Media Campaign

The Event Management Firm shall provide a professional Digital Host for the Women's Football League 2025–26 and execute an official social media campaign for the league. This shall include match-day digital hosting, live updates, short match clips, player features, results posting, and fan engagement content across BFF's designated social media platforms. All content must comply with BFF branding guidelines and be detailed in the Technical Proposal. The Event Management firm shall provide the service of Photo and video support for digital media.

Note: For the said line item, the estimated cost by Bangladesh Football Federation (BFF) is a maximum of BDT 2,50,000 (Two Lac Fifty Thousand Taka only). Along with the quality of work, the financial offer will also be taken into consideration.

1.4 Trophy Unveiling Program

- Concept development
- Event execution
- Media-friendly setup
- The Trophy Unveiling Program shall be organized at a minimum four-star (4★) standard hotel, including complete event setup and ceremonial arrangements in accordance with BFF guidelines. A detailed event arrangement plan Graphical presentation and visual layout designs (printed format) covering stage setup, branding, program flow, and ceremonial arrangements shall be subject to prior approval of Bangladesh Football Federation.

Note: The matter is subject to management approval. Bangladesh Football Federation (BFF) encourages interested parties to submit their financial offers.

1.5 Prize Money Distribution Program.

The Event Management Firm shall arrange and manage a Prize Money Distribution Program at a minimum four-star (4★) standard hotel. As part of the Technical Proposal, the bidder must submit:

- A detailed event arrangement plan, Graphical presentation and visual layout designs (printed format) covering stage setup, branding, program flow, and ceremonial arrangements. All arrangements shall be subject to prior approval of Bangladesh Football Federation.

Note: The matter is subject to management approval. Bangladesh Football Federation (BFF) encourages interested parties to submit their financial offers.

1.6 Trophy and Medals

Supply and management of trophies and medals:

SL	Description	Qty
01	Champion Trophy- 24" Materials: Brass (Golden Color)	1
02	Most Valuable Player Crest	1
03	Highest Goal Scorer Crest	1
04	Best Goalkeeper Crest	1
05	Champion Medal (Golden Color)	45
06	Runner Up Medal (Silver Color)	45
07	Match Official Medal (Golden Color)	5



বাংলাদেশ ফুটবল ফেডারেশন

BANGLADESH FOOTBALL FEDERATION

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 5,00,000 (Five Lac Taka only). Along with the quality of work, the financial offer will also be taken into consideration.

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. Event Overview:

Tournament: Women's Football League 2025–26

Total Matches: 20

Venue: Birsrestha Shaheed Shipahi Mostafa Kamal Stadium, Kamalapur, Dhaka

SL	Match Date	Number of Matches
1	24-01-2026	5
2	27-01-2026	5
3	30-01-2026	3
4	31-01-2026	2
5	02-02-2026	2
6	03-02-2026	3

Note: The Match Fixture is attached with this Tender Schedule and shall be considered an integral part of the tender document.

4.1 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.



বাংলাদেশ ফুটবল ফেডারেশন

BANGLADESH FOOTBALL FEDERATION

4.2 Evaluation Methodology:

Technical Evaluation: 60%

Financial Evaluation: 40%

4.3 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.**

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:

7.1 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.

7.2 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.

8. Language of Bid:

All Bids must be submitted in English.



বাংলাদেশ ফুটবল ফেডারেশন

BANGLADESH FOOTBALL FEDERATION

9. Confidentiality:

- 9.1 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.
- 9.2 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.
- 9.3 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 2026** and should be in a sealed envelope to be addressed to: **General Secretary, Bangladesh Football Federation**

11. Evaluation of Bid:

- 11.1 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.
- 11.2 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:

- 12.1 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.
- 12.2 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:

- 13.1 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.
- 13.2 Bidder is thereafter required to reply to email, confirming their wish to proceed the with a contract.



বাংলাদেশ ফুটবল ফেডারেশন

BANGLADESH FOOTBALL FEDERATION

14. Signing of Contract:

- 14.1 The Bangladesh Football Federation shall call the successful Bidder(s) to sign the contract(s) and term of Reference once finalised.
- 14.2 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.