



বাংলাদেশ ফুটবল ফেডারেশন

BANGLADESH FOOTBALL FEDERATION

Ref: 533

/BFF-Tender/2026

Date: 10-02-2026

Invitation to Tender for Appointment of Event Management Firm for United Healthcare Bangladesh Football League and Federation Cup 25-26

Bangladesh Football Federation (BFF) invites sealed tenders from experienced, eligible and reputed Event Management Firms for the appointment of an Event Management Partner for the United Health Care Bangladesh Football League (BFL) and Federation Cup 2025–2026.

The selected firm will be responsible for media production, broadcasting coordination, digital content, promotional activities, and ceremonial events related to the league.

Event Overview:

Tournament: United Healthcare Bangladesh Football League 2025–26

Total Matches: 45

Tournament: United Healthcare Federation Cup 2025–26

Total Matches: 14

Venue: 5

1. Scope of Work

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

1.1 Broadcasting & Match Media Production:

- Match video production (full match)- Minimum 4 HD Cameras
- Coordination with broadcasters / digital platforms
- Archival storage of all match footage

Note: For the said line item, the estimated cost by Bangladesh Football Federation (BFF) is a maximum of BDT 30,00,000. Along with the quality of work, the financial offer will also be taken into consideration.

1.2 Podcast

- Minimum 10 (Ten) Podcasts with minimum 3 hosts

Note: For the said line item, the estimated cost by Bangladesh Football Federation (BFF) is a maximum of BDT 10,00,000. Along with the quality of work, the financial offer will also be taken into consideration.

1.3 Match Updates

- Minimum 23 (Twenty-Three) Match Update Reels with Anchor and High Quality



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Note: For the said line item, the estimated cost by Bangladesh Football Federation (BFF) is a maximum of BDT 12,00,000. Along with the quality of work, the financial offer will also be taken into consideration.

1.4 Photography and Interviews

a) Photos of Match Actions and Interviews of Players/Coach/Officials (Pre and/or Post Match)

Note: For the said line item, the estimated cost by Bangladesh Football Federation (BFF) is a maximum of BDT 3,00,000. Along with the quality of work, the financial offer will also be taken into consideration.

1.5 Event & Ceremony Management

Trophy Unveiling Programme:

- Event execution
- Media-friendly setup
- The Trophy Unveiling Program shall be organized at a minimum Five-star (5★) 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: BFF expects a high-quality and creative proposal for the Trophy Unveiling Ceremony. For the said line item, the estimated cost by Bangladesh Football Federation (BFF) is a maximum of BDT 7,00,000 (Seven Lac Taka only). Along with the quality of work, the financial offer will also be taken into consideration.

2. Eligibility Criteria

- 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.
- 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.
- 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)



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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.**

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.



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8. Language of Bid:

All Bids must be submitted in English.

9. 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.

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 **16 February 2026** and should be in a sealed envelope to be addressed to: **General Secretary, Bangladesh Football Federation**

11. 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. BFF under no obligation to award the contract or to award it to the lowest bidder.

12. 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.

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



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14. 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.