



বাংলাদেশ ফুটবল ফেডারেশন

BANGLADESH FOOTBALL FEDERATION



Ref: 3161/BFF-Admin/2021

Date: 05-09-2021

Invitation to Tender of Media Equipments

The Bangladesh Football Federation (BFF) hereby invites Expression of Interest (EOI) along with financial offers from the reputed Business Houses/ Companies/ Parties/ Agencies / Consortiums for **Media Equipments**.

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.
- Reputed Business Houses/ Companies/ Parties/ Agencies / Consortiums must have at least 03 (Three) 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.

Specification:

SL.	Equipment Name	QTY
01	Camera (Sony Z190)	3
02	Zoom/ Focus/ Iris controller (Libec)	3
03	Tripod LX7 (Libec)	3
04	Camera Monitor	3
05	Camera Card 128GB (SanDisk)	6
06	Card Reader (Transcend)	2
07	Camera Battery (Sony)	6
08	After Market Camera carrying Case/ Box	3
09	2XAudio Mixer/ Console (Mackie/ Yamaha)	1
10	Field Microphone/ Shotgun (Ahuja)	2
11	Microphone (Shure SM58)	2
12	Speaker (Microlab)	1
13	8 Channel Talkback/ Intercom system with Belt pack, Tally, Headphone and Mic	1
14	4Ch Vision Mixer With In-Built Rec/Ply, Switch, Stream, 4Ch Overlay (GFX), Social Media Integration and More (vMix)	1
15	BNC connector (Canare), Cable (Canare), Audio Connector (Neutrik), Audio Cable (Canare) & accessories	1
16	Portable Hard drive 4TB (Transcend)	1
17	Laptop (HP/ DELL) –Core i7 , 1TB Hard Drive, 17" Monitor	1
18	Converter (Blackmagic)	1
19	CANON EOS 1DX-MARK III with Lens 70-200 f2.8 and wide 24-70 f2.8 with extra accessories	1

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The Offer needs to be accompanied with the following documents:

- Company Profile.
- Updated auditor's report on financial statements (In case of consortium, each party's auditor's report needs to be submitted individually).
- Bank Solvency Certificate along with bank Statement.
- Copy of TAX Registration
- Trade License
- In case of Consortium, notarized consortium Agreement.
- Statement of capacity outlining existing expertise and the capacity in the area asked for.
- List of Existing Clients with an engagement of work details.
- The project focal point and team set up and availability.
- Suppliers Ethical Standards Declaration (signed & stamped)
- Financial proposal (Bidder own template). The proposal must include all costs, Tax, VAT (if relevant)

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

Currencies of Bid and Payment:

- All prices shall be quoted by the Bidder in Euro. All payments will be made in Euro or Equivalent BDT. Payments will be paid exclusively through account payee cheque.
- BFF standard payments terms are 30 days from receipt of an approved invoice.
- Payments will be made through account payee cheque after delivery as per specification, installation, commissioning and proper operation at Bidder's own cost which will be certified by the Bangladesh Football federation.
- 10% Earnest money through pay order will be deposited along with the tender documents which will be retain for 6 Months .

Bid Validity:

- Bids shall remain valid for a period of minimum of 90 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 hi 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.

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- 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:

- The Service/Product 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 1800) on or before 14 September 2021 and should be in a sealed envelope to be addressed to: **General Secretary, Bangladesh Football Federation.**
- Due to COVID 19 Pandemic situation, interested participant may submit the Service/Product offer electronically via email at info@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. BFF under no obligation to award the contract or to award it to the lowest bidder.

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 goods and/or 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.
- In the event of a contract award, suppliers may be required to provide a Bank guarantee for contracted/services to the value of 10% of the total contract value from a reputed Bank.

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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.

