



বাংলাদেশ ফুটবল ফেডারেশন

BANGLADESH FOOTBALL FEDERATION

Ref: 2016

/BFF-Project/2025

Date: 21-06-2025

Invitation to Tender for Appointment of Consultant for BFF House Renovation

Bangladesh Football Federation (BFF) hereby invites financial offer from the reputed interior firm and Bangladesh Football Federation (BFF) invites sealed tenders from eligible, experienced, and reputed consulting firms/companies for architectural, structural, electrical, mechanical, and interior design consultancy services for the Renovation and Development of BFF House, Dhaka. The selected consultant will be responsible for preparation of detailed drawings, designs, specifications, cost estimates, and Bill of Quantities (BOQ) along with supervision support as required.

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 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.

Scope of Work:

The detailed scope of work is outlined as follows:

Ground Floor

1. Replacement of footpath tiles and renovation of the walkway from both main gates; replacement of the two main gates.
2. Renovation and Interior Design of the reception area, including installation of 2 sofa sets (3x3), reception chair, and table.
3. Replacement or deep polishing of tiles from ground to 4th floor.
4. Painting of the entire building interior and exterior.
5. Elevation and painting of the southern boundary wall, including fencing.
6. Beautification in front of the building (e.g., flower garden along the walkway).



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7. Conversion of the existing store room into a media lounge with an attached washroom (approx. 800 sq. ft.).

8. One Podcast Studio in Media Lounge. (Equipment: Required Video Setup, Carpet and Decoration)

Media Lounge Equipment:

21 VIP Chairs, 100 University Classroom Chair for Journalist, One 65' Television, Projector With Stand, Air Conditioning as required, Workstation With Chair and Tables, 2 Desktop computer with Electrical Works.

9. Construction of a 100 sq. ft. driver's room behind the building with Necessary Furniture (including electrical works).

2nd Floor

1. Renovation of the guest room and a separate Smoking zone.

Guest Room Equipment: 3 soft sofas (3x3), Air conditioning, 2 tea tables

2. Renovation of the 2nd floor lobby (ceiling and tiles).

3. Installation of a showcase outside the elevator for trophy display.

4. Conversion of the competition department room into a workstation room with:

10 workstations with Cassette Type AC , 1 separate workstation, 1 Glass cabin room for competition manager with attach washroom and Airconditioning System.

5. Conversion of office room into a workstation with 10 setups.

6. Interior renovation of the waiting room outside the President's office.

Equipment: AC, 4 soft sofas (3x3), Carpet

7. Interior renovation of the President's office with Proper Furniture and Carpet.

8. Renovation of the 2nd floor kitchen room.

9. Renovation of the boardroom with zoom setup and Necessary Furniture.

10. Meeting Room.

3rd Floor

1. Development of a ExCo Lounge with necessary Furniture and Air Conditioning System.

2. Meeting Room



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3. Renovation of the conference room.

Equipment: Carpet, 50 new chairs, Tables with wheels, Air conditioning as required, Lighting setup

4. Renovation of the 3rd floor lobby (ceiling and tiles).

5. Conversion of the marketing department room into a workstation (6 workstations and 1 individual workstation for Head of Marketing).

6. Conversion of the women's football room into a workstation (4 workstations).

4th Floor

1. Renovation of the 4th floor lobby (ceiling and tiles).

2. Installation of AC and Furniture in Every Room.

3. Dining Room renovation with supply of necessary furniture, AC etc.

Miscellaneous

1. Installation of all outdoor AC units on the rooftop.

Scope of Consultancy Services:

The consultant shall provide:

1. Detailed architectural design for all interior and exterior renovations.
2. Structural assessment (if needed) and retrofitting advice.
3. Complete interior layout with modern design concepts and furniture arrangement.
4. Electrical, air-conditioning, and lighting design, including media lounge and studio.
5. Design of podcast studio, media lounge, guest areas, ExCo Lounge, workstations, etc.
6. Drawing and planning of new constructions (e.g., driver's room, washrooms, trophy showcase).
7. BOQ preparation and detailed cost estimation.
8. Support in tender document preparation and technical evaluation of contractors.
9. Site supervision during implementation. Need a team during the project start to end.

Documents:

The Offer needs to be accompanied with the following documents:

- Company Profile/Background.
- Copy of TAX Registration
- Trade License
- BIN
- Statement of capacity outlining existing expertise and the capacity in the area asked for.
- List of Existing Clients with an engagement of work details/ Work Experience.



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- 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.

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.

Bid Validity:

- Bids shall remain valid for a period of minimum of 120 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:

- 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 **05 July 2025** and should be in a sealed envelope to be addressed to: **General Secretary, Bangladesh Football Federation**



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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 its 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.
- Bidder is thereafter required to reply to email, confirming their wish to proceed the 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.

