

Export Competitiveness for Jobs Project
Ministry of Commerce, Dhaka
Invitation for Tenders

No: 26.00.0000.010.11.004.17

Date: 31.12.2017

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH					
1	Ministry/Division		Ministry of Commerce		V
2	Agency		N/A		V
3	Procuring Entity Name		Export Competitiveness for Jobs (EC4J) Project		
4	Procuring Entity Code		Not used at present		
5	Procuring Entity District		Dhaka	V	
6	Invitation for		Procurement of Non Consulting Services: "Selection of Outsourcing Contractor for Providing Support Services for Project Implementation Unit (PIU)"		
7	Invitation Ref No		26.00.0000.010.11.004.17		
8	Date		31, December 2017	V	
KEY INFORMATION					
9	Procurement Method		Open Tendering Method (OTM)(National) /NCT		
FUNDING INFORMATION					
10	Budget and Source of Funds		GoB	V	
11	Development Partners (if applicable)		World Bank		
PARTICULAR INFORMATION					
12	Project / Program Code (if applicable)				
13	Project Name (if applicable)		Export Competitiveness for Jobs (EC4J) Project		
14	Tender Package No.		SD-0021		
15	Tender Package Name		Selection of Outsourcing Contractor for Providing Support Services for Project Implementation Unit (PIU)		
16	Tender Publication Date		31/12/2017		
			Date	Time	
17	Tender Last Selling Date and Time		24/01/2018	4.00PM	
18	Tender Closing Date and Time		25/01/2018	3.00PM	
19	Tender Opening Date and Time		25/01/2018	3.30PM	
20	Name & Address of the office(s)		Address		
	- Selling Tender Document (Principal)		Office of the Project Director, Export Competitiveness for Jobs (EC4J) Project, Ministry of Commerce, Room No.123, Building No. 03, Bangladesh Secretariat, Dhaka-1000.		
	- Selling Tender Document (Others)		N/A		
NO CONDITIONS APPLY FOR SALE ,PURCHASE OR DISTRIBUTION OF TENDER DOCUMENTS					
	- Receiving Tender Document		Office of the Project Director, Export Competitiveness for Jobs (EC4J) Project, Ministry of Commerce, Room No.123, Building No. 03, Bangladesh Secretariat, Dhaka-1000.		
	- Opening Tender Document		Office of the Project Director, Export Competitiveness for Jobs (EC4J) Project, Ministry of Commerce, Room No.123, Building No. 03, Bangladesh Secretariat, Dhaka-1000.(in presence of the bidders or their authorized agents who would wish to be present.)		
INFORMATION FOR TENDERER					
22	Eligibility of Tenderer		As per Tender Document		
23	Brief Description of Services		To run efficiently the PIU office in Dhaka, services of the following staffs- Four(4) Office Assistant-cum-Computer Operator; Two (2) Office Supporting Staff; Two(2) Security Guard and One (1) Cleaner are required as outsourced service.		
25	Price of Tender Document		Tk. 1000.00(Taka One Thousand) only per Set (Non-refundable)		
	Package No	Identification of Package	Location	Tender Security Amount (Tk)	Completion Time in Weeks / Months
	SD0021	Out Sourcing of Project Staff (EC4J).	Dhaka	90,000.00 (Tk. Ninety Thousand only)	24 Months
PROCURING ENTITY DETAILS					
30	Name of Official Inviting Tender		Md. Obaidul Azam		
31	Designation of Official Inviting Tender		Project Director (Additional Secretary)		
32	Address of Official Inviting Tender		Office of the Project Director, Export Competitiveness for Jobs (EC4J) Project, Ministry of Commerce, Room No.123, Building No. 03, Bangladesh Secretariat, Dhaka-1000.		
33	Contact details of Official Inviting Tender		obaidulazam@gmail.com Phone:02-9540679; mob:01550151246		
34	The Procuring Entity reserves the right to reject all the Tenders or annul the Tender proceedings.				

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(Md. Obaidul Azam)

Project Director (Additional Secretary)
Export Competitiveness for Jobs (EC4J)
Ministry of Commerce, Dhaka.