**Export Promotion Bureau**

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**Request for Expression of Interest (REOI)**

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| **EOI is invited from Event Management Company for event management of Showcase Bangladesh (Virtual Edition) – 2021 to be organized during March01-17, 2021.** |
| 1. | Ministry/Division | Ministry of Commerce |
| 2. | Agency | Bangladesh Export Promotion Bureau (EPB) |
| 3. | Name of Procuring Entity | Director ( Fair and Display) , EPB |
| 4. | Procuring Entity Code | Not used at present |
| 5. | Procuring Entity District | Dhaka. |
| 6. | Expression of Interest for Selection of firm for | Showcasing Bangladesh ( Virtual Edition) 2021 **( 01-17, March ,2021)**  |
| 7. | EOI Ref. No. | 26.02.0000.031.59.517.20 |
| 8. | EOI Publishing Date  | 23.11. 2020 |
| **KEY INFORMATION** |
| 9. | Procurement Method | Quality Cost of Based Selection (QCBS) |
| **FUNDING INFORMATION** |
| 10. | Budget and Source of funds | Market Development Fund of Export Promotion Bureau (EPB)  |
| **PARTICULAR INFORMATION** |
| 11. | Project/Program Code (if applicable) | N/A |
| 12.  | Development Partner | N/A |
| 13. | Project/Program Name (iapplicable) | Showcase Bangladesh (Virtual Edition) 2021, **( 01-17, March ,2021)** |
| 14. | EOI Closing Date and Time | 20 December 2020 at 12:00 PM |
| 15.  | Standard Request for Proposal (RFP) documents collection and closing date  | 20 December 2020 at 12:00 PM, SRFP documents to be collected from EPB’s **website: http://www.epb.gov.bd;** **Tk.10,000/- (non-refundable)** in the form of pay order addressing **“Export Promotion Bureau (EPB)”** to be deposited as fee of SRFP. |
| **INFORMATION FOR APPLICANT** |
| 14. | Brief Description of the Assignment | Export Promotion Bureau (EPB) is organizing first ever Sourcing Bangladesh Virtual Fair 2021 as executing agency on behalf of Ministry of commerce. The event may be mixed mode. Largely digital technology-enabled virtual platform will be used alongside physical modes. The show will showcase major Bangladeshi export products and services inform of our existing export market alongside with our potential markets to enhance our future export. The event will host a number of conferences and seminar/workshops. Extensive international media coverage, PR activities and other promotional activities will be carried out for enabling the event a grand success. |
| 15. | Experience, Resources & Delivery Capacity Required | 1. The firms must have minimum 12 years of overall experience in providing event and online platform related services and supply of related goods;
2. The firm has experience with 2 Virtual Fairs in two (02) different countries.
3. The firm must have sufficient technical resources and facilities available to materialize the virtual platform alongside the traditional physical infrastructures for the mega virtual event.
4. The firm must have expertise to host International virtual expo or events.
5. The firm must have digital marketing experience like Google, Facebook YouTube and other Digital media platform affiliation.
6. No JV Allowed and No Sub contract allowed
7. The firm must have 5 crore amounts of liquid assets, i.e., or credit line(s)
8. The firm needs to all legal Documents with currently updated.
9. The firm must submit updated audit-reports of previous 5 years.
10. The firm must have fulltime Event Manager, Media Manager, Creative Manager, Interactive AR and VR specialists, Software and Website developer and other relevant Managers, in relevant filed of expertise.
11. The Firm must have a minimum experience of arranging 5 (five) national/ international events.
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| 16. | Other Details | The EOI would be evaluated on the Basis of the following:1. Reputation and Experience of the firm(s) in Event Management (both Physical & Virtual)
2. CV of Key professionals
3. Turnover of the Consulting Firm
4. Other submitted document of the firm
5. The technical capacity to execute the technical works involved in the event
6. The Firm must have Own Office Space
7. The Firm must have National and International buyer database
8. The Firm Must be Affiliated with International Organizations
9. The firm must submit **“Technical Proposal”** and **“Financial Proposal”** in separate envelopes.
10. TOR can be found in SRFP document.
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| 17. | No. | Phasing of Services | Location | Indicative Start Date | Indicative Completion Date |
|  | 1 | N/A | Bangladesh | 2nd week of February, 2021 | March, 2021  |
| Procuring Entity Details |
| **Mr. Mahmudul Hasan** Director ( Fair and Display) Export Promotion Bureau, Address: TCB Building, 1 Kawran Bazar, DhakaTel : +88055013942Fax: + 8802-9119531Email : dir-fair@epb.gov.bd  |
| The Procuring Entity reserves the right to accept or reject any/all EOls without assigning any reason whatsoever |

 (Mahmudul Hasan )

**Director (Fair and Display)**

Export Promotion Bureau