ASHIKA
Development Associates

"We Believe In Information, Empowerment & Development"

Ref: ASHIKA/GENERAL/RFQ/009/2026

Date: 14 October 2026

# Request For Quotation (RFQ)

**ASHIKA Development Associates** hereby invited from genuine and legally registered suppliers'/service providers holding valid trade licenses for the procurement of venue rental, printing materials, various food items, and decoration services for organizing the "Rural Women's Day Campaign on Equality through Dignity" event under the CREA project at Rangamati Hill district.

The project is being implemented by ASHIKA Development Associates, with technical assistance from the Manusher Jonno Foundation (MJF) and financial support from the Embassy of Sweden. The procurement shall be carried out in accordance with the following specifications and terms and conditions.

| SL. No. | Item | Specification | Unit of Measure | Quantity | Unit Price | Total Price | Remarks |
|---|---|---|---|---|---|---|---|
| **1. Category-01 Venue Rent** | | | | | | | |
| 1.1 | Venue | Conference Hall and stage, lighting and air conditioning, sound system, presentation facilities, safety and access arrangements, and separate toilet for men and women. Seating capacity of approximately 80–100 people. | Per Day | 01 | | | |
| **2. Category-02 Printing Materials** | | | | | | | |
| 2.1 | Banner | (4X8 ft) Digital | Pcs | 1 | | | |
| 2.2 | Festoon | 2x5 ft | Pcs | 15 | | | |
| 2.3 | Certificates | Best Women Group Award (Certificates Printing, binding with Standard Crest) | Pcs | 4 | | | |
| **3. Category-03 Food Items (Snacks)** | | | | | | | |
| 3.1 | Banana | Sagor Banana-Local | Pcs | 80 | | | |
| 3.2 | Pitha | Local Kola Pitha | Pcs | 80 | | | |
| 3.3 | Pitha | Local Sanni Pitha | Pcs | 80 | | | |
| 3.4 | Tea | Lemon with Ginger | Per Cup | 80 | | | |



Head Office: Kambhe House, K.K. Roy Road, Rangamati - 4500, Rangamati Hill District, Bangladesh
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| SL. No. | Item | Specification | Unit of Measurement | Quantity | Unit Price | Total Price | Remarks |
|---|---|---|---|---|---|---|---|
| 3.1 Category-03 Food Items (Lunch) | | | | | | | |
| 3.1.1 | Plain Rice | Atop | Per Person | 80 | | | |
| 3.1.2 | Chicken | Deshi/Local Chicken Curry | Per Person | 80 | | | |
| 3.1.3 | Fish | Rui Fish Curry | Per Person | 80 | | | |
| 3.1.4 | Vegetable | Mix Vegetable Curry | Per Person | 80 | | | |
| 3.1.5 | Dal/Lentil | Masur Dal | Per Person | 80 | | | |
| 3.1.6 | Yogurt | 100gm | Pcs | 80 | | | |
| | | | | | Total: | | |
| In words: | | | | | | | |

**Terms & Conditions:**

1. Please quote your price within three **(03) working days** with sealed envelope; **To the Convener, Procurement Committee, ASHIKA Development Associates, Kambhe House, 1st Floor, K.K Roy Road, Rangamati.**
2. The quotation must be submitted on the official letterhead of the bidder's own shop or establishment, clearly indicating the unit price and total price.
3. Interested suppliers/vendors are requested to submit their complete Quotation along with all required supporting documents, **before 04:00pm on 19 October, 2026. (If Needed) Phone: 01898856178.**
4. At the time of submission their quotation/quote, the vendor must submit an **updated valid Trade License, TIN and BIN Certificate** and others related documents.
5. No delivery charge or transport cost will be applicable for the delivery.
6. Tax & Vat will be deducted (if applicable) as per Gov't rules. The quoted price must be inclusive of VAT and Tax. If failure to include VAT and Tax in the quoted price shall result in the rejection of the bid.
   Payment shall be made through **Account Payee cheque within 05 working days.**
7. Payment of bills shall be made after deduction of applicable VAT and taxes, in accordance with the prevailing Government rules and regulations.
8. ASHIKA Management reserves the right to accept or reject all the RFQ without assigning any reason whatsoever.

Therefore, you are requested to quote the items for our need.

Very Sincerely

Convener
(Subrata Khisa)
Procurement Committee
ASHIKA-CRLIWM-CHT Project



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