



Request for Quotation (RFQ)

for

Venue, Conference Facilities & Catering Services

Event Title: Research Dissemination Session on Indigenous Youth and Climate Change (YAR Initiative)

RFQ Reference No.: Zabarang/RFQ/YAR-VENUE/2026/01

Date of Issue: 03 May 2026

Submission Deadline: 10 May 2026

1. Background

Zabarang Kalyan Samity (Zabarang) is organizing a one-day **Research Dissemination Session on Indigenous Youth and Climate Change** under the Youth As Researchers (YAR) initiative of UNESCO. The event is organized in collaboration with UNESCO and Maleya Foundation.

The event will be convened with Indigenous youth researchers, government representatives, UN agencies, development partners, academia, and civil society to present research findings and promote policy dialogue.

To ensure a national-standard event environment, Zabarang invites quotations from **reputed standard hotels/venues** in Chattogram capable of providing conference facilities along with catering and technical support.

2. Event Overview

- **Event Type:** Research Dissemination & Stakeholder Dialogue
- **Tentative Date:** 22 May 2026
- **Time:** 10:00 AM – 4:00 PM
- **Location:** Chattogram City
- **Participants:** Approximately 60 in-person

3. Objective of the Assignment

To select a suitable **vendor** that can provide a professional conference environment along with catering and required audio-visual facilities.

4. Scope of Services Required

The hotel/venue must provide the following:

4.1 Conference Venue

- Air-conditioned conference hall
- Capacity for 60–70 participants
- Flexible seating arrangement (theatre/classroom style)
- Stage or front presentation space
- Registration desk area

4.2 Audio-Visual Facilities

- Standard sound system with microphones (wireless & collar mic preferred)
- Multimedia projector and screen
- LED display for Banner (if available)
- Podium/lectern (if available)
- On-site technical support during the event

4.3 Catering Services

- Welcome tea/coffee (upon arrival)
- One lunch (buffet standard)
- One tea/coffee break with snacks
- Adequate drinking water throughout the event

4.4 Additional Facilities

- Backup power supply
- Clean and accessible washroom facilities
- Adequate parking space
- Security and general venue management support

5. Deliverables

- Fully arranged venue with all facilities on the event day
- Timely setup before the event starts
- Continuous technical and service support throughout the event
- Submission of invoice and required financial documents

6. Vendor Eligibility Criteria

Interested hotels/venues must meet the following criteria:

- Proven experience in hosting conferences/workshops
- Valid trade license, TIN, and VAT registration
- Proof of submission of TIN return
- Eligibility to provide VAT challan and compliant financial documents

7. Quotation Requirements

Interested vendors must submit:

- Detailed financial quotation (package or item-wise)
- Description of venue (hall capacity, facilities)
- Photos of conference hall and facilities
- Copy of trade license, TIN, VAT registration
- Proof of submission of TIN return
- Any relevant client references (if available)





Zabarang Kalyan Samity

Our vision is an educated society that is poverty-free, equal in justice, capable in activities, secure and empowered in every stage of life.

8. Payment Terms

- Payment will be made after successful completion of the event
- Applicable VAT/TAX will be deducted at source as per government rules

9. Submission Instructions

- Submit quotation via sealed envelope
Convener
Zabarang Kalyan Samity
Khagrapur, Khagrachhari
01556-510203

or email: procurement@zabarangbd.org


- Subject line: *RFQ for Venue & Catering – YAR Event*
- Deadline: 10 May 2026 (Late submissions will not be considered)

10. Terms & Conditions

- Zabarang reserves the right to accept or reject any quotation without assigning reasons
- Zabarang may request clarification or negotiate with vendors
- Selected vendor must comply with organizational financial policies

11. Contact for Clarification

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Zabarang Kalyan Samity


03/05/2026
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