



Ref: VIS/B-82/Jan'22/3011

Date: January 19, 2022

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Subject: Request for Quotation (RFQ) of Decoration Service for Urban Primary Health Care Service Delivery Project of Behavior Change Communication & Marketing (BCC&M), Package # SD-3.

Dear All,

Greetings from VISCOM!

Visual Communication Ltd. is going to purchase Decoration Supply Service. As an enlisted vendor with VISCOM, you are requested to submit a quotation & a forwarding Letter in your letterhead pad on or before **January 22, 2022 at 12:30pm.**

Specifications are below:

SL	Particulars	Description	Qty	Rate	Total (BDT)
1	Main Stage	Size- 18ft × 08ft (agency will provide)			
2	Backdrop Design and print	Digital LED Panel [18ft×10ft] (Size depends on the size of venue stage)			
3	X-banner design and print	UPHCSDP activities Quantity- 8 pcs			
4	Venue Branding	Entry gate, standee, rooftop banner & festoon			
5	Event Photography	By professional photographer (2 person)			
6	Event videography & online video panel	By professional videographer with 3 camera			
7	Event Live on Facebook	Live panel, two cameras for live, switcher, internet connection etc			
8	Podium	With front branding			
9	Two LED projection & Online panel for live projection	LED 8ft×6ft with 10 ft×10 ft base & frame, switcher, pointer, 02 laptops [rental], and other necessary accessories			

Visual Communication Ltd.

Flat B3, House 4, Road 24, Block K, Banani, Dhaka-1213
Tel: (88 02) 9862141, 9861921, E-mail: info@viscombd.com
Web: www.viscombd.com





10	Sound system	wireless microphone, JBL full range 2 pairs, wireless mic- 08 nos, lavalier wireless mic- 021 nos			
11	Lighting system	LED parkan, parkan, focus light, with digital console and light engineer			
12	Registration Desk	Management			

Terms and Conditions:

1.	Time of limit for supply	:	Event will be held on 26 th January, 2022
2.	Name of Project	:	Urban Primary Health Care Service Delivery Project of Behavior Change Communication & Marketing (BCC&M), Package # SD-3
3.	Communication	:	Please send your quotation through email or send all hard copies to the below office address at January 22, 2022 at 12:30pm.
4.	Delivery Place	:	Visual Communication Ltd., Head Office (level 3), House 04, Road 24, Banana, Dhaka
5.	Deduction Vat and Income tax	:	The quoted price must be included VAT, Income Tax (if applicable) and any other charges as per GoB Policy.
6.	Contract persons	:	If you have any confusion or queries, please do call Shanta Akter at: 01720375280 during office hour.
7.	Mode of payment	:	Payment will be made after completion of work and submitting bills/Invoice through Cash or A/C payee cheque.
8.	Extra work	:	If the volume of work increase or decrease then rate will be further negotiated between both parties.
9.	Cancellation	:	All the quotations will be scrutinized according to VISCOM & BCC&M Package SD-3 purchase policy.
10.	Evaluation Criteria	:	After Sales Service, Quality product, Price & Organization Experience

Thanking you, with best re



Golam Mamunur Rashid
Visual Communication Ltd.

