



Request for Proposal for Hiring Training Center Facilities (Accommodation, Venue and Food)

1. About SKS Foundation

SKS Foundation is a national non-government organization working for reducing the vulnerability of pro-poor people. SKS facilitates multi-faceted development programs covering the poor & marginalized focusing women & children. The Organization has gradually emerged in supporting the poor & oppressed segments of the society to fight deprivation and injustice with multi-sectoral development interventions. The SKS Foundation office is located at Uttar Horinsingha, College Road, Gaibandha-5700.

2. Purpose and Objectives

SKS Foundation seeks to procure accommodation, venue, food services for SKS staff, Program Participants and visitors in Bangladesh, as well as secure suitable event venues for meetings and workshops. To ensure the selection of training center facilities like accommodations, venue and event spaces, a competitive bidding process is necessary

3. Duration

The agreement will be **for 2 year** and with the possibility of extension based on mutual agreement and satisfactory service delivery

4. Payment Term

Payments will be made within 15 days of receipt of accurate invoices and supporting documents, via bank transfer or cheque, upon approval by SKS Foundations authority. VAT and AIT will be deducted at source as per government rules.

5. Location

Preference Locations: Rangpur District, Gaibandha District and Bogura District.

6. Evaluation Criteria

Sl	Criteria	Score
Eligibility Criteria:		
	Bidder's ability to demonstrate that they have: Updated valid business registration/Trade Licenses, eTIN Certificate, TAX Submission Documents (Updated), VAT Registration Certificate, Minimum 3 Years of Similar experience, working experience with UN, INGO, NGO, GO and Corporate. Bidder who will submit all mandatory documents, those are only qualify for next level of evaluation.	Pass/Fail
Technical Evaluation Criteria:		50
1	Past Experience: Bidder's ability to demonstrate relevant experience of the services with UN, INGO, NGO, or GO. Only valid proof (Minimum 2 POs/contracts/Agreements/service completion Certificates copy) of Hotel Accommodation, Food, Training Venue facilities, services and other complimentary and payable services for last one year will be considered for evaluation scoring.	30
2	Section 8: Security Checklist	20
Financial Evaluation Score		50
Total Technical & Financial Score		100

7. Application Form/Scope of Work Services

The Service Provider must use their own letterhead for submitting financial proposal by using following table:

Requirements	Qty	Unit of Measure	Total Amount inclusive Service Charge, VAT & TAX (BDT)
I). Types of Room per Night:			
a) Single AC Deluxe (or similar single rooms)	1	Night	
d) Twin Bed AC Deluxe (Twin bed, or similar facilities)	1	Night	
e). Single Standard AC room (or similar single rooms)	1	Night	
f). Twin Bed Standard AC room (Twin bed, or similar facilities)	1	Night	
g). Non-AC Single Standard room (Or similar single rooms)	1	Night	
f). Non-AC Twin Bed Standard room (Or similar facilities)	1	Night	
Dormitory (Non-AC 3-5 person in a room)	1	Night	
Specifications: The accommodation service should have all basic amenities like below: <ul style="list-style-type: none"> • Attached bathroom including facilities hand washing basin with clean water for both hot and normal water. • Complementary soap, shampoo, toothpaste and toilet tissue in the washroom for AC rooms • Complementary soap and toilet tissue in the washroom for non-AC rooms and Dormitory. • Accommodation and washrooms are clean, dry, insect-free, mice and bad odor-free. • Accommodation's bed, bedsheet, pillow and towels are clean with each day changing. • Air-conditioned room and AC is in good working condition without noise. • Complimentary mineral water in the room per day 2 bottles (500 ML each with good brand) at least. • Complimentary use of high-speed internet facilities in Room and Public areas (Wi-Fi) • Television with Cable/Dish connection. • Multi-Plugs/Socket for distant power supply. • Safe & Secure Premises. • Uninterrupted electricity and clean water supply, with backup systems, (generator/inverter, water tanks) • Any other value-added services 			
Notes: Interested parties are encouraged to submit various room rates according to their respective room categories.			

Requirements	Qty	Unit of Measure	Total Amount inclusive Service Charge, VAT & TAX (BDT)
II). Meeting/Workshop Venue			
a). AC Hall/Conference room for 25-30 persons capacity	1	Day	
b). AC Hall/Conference room for 30-50 persons capacity	1	Day	
c). AC Hall/Conference room for 100 persons capacity	1	Day	
d). Non-AC Hall/Conference room for 25-30 persons capacity	1	Day	
e). Non-AC Hall/Conference room for 30-50 persons capacity	1	Day	
f). Non-AC Hall/Conference room for 100 persons capacity	1	Day	
For two times snacks (Morning and Afternoon) and Lunch & Dinner, the Training Center/Vendor shall be offered a dining hall at free of cost.			
Notes: Interested parties are encouraged to submit various hall room rates according to their respective hall room categories.			
Meeting Facility Requirements: The following services must be provided as complimentary for the meeting: <ul style="list-style-type: none"> • Comfortable seating arrangements for all participants. • Multimedia projector with screen and backup power (UPS). • Multi-plugs or power strips for device charging. • Sound system with at least 3 microphones. • Separate clean washrooms for male and female, with hand-washing basins and running water. • One box of facial tissue on each table. • Toilet and facial tissues are available in the washrooms. • The venue and washrooms must be clean, dry, and free from insects, rodents, and unpleasant odors. • Emergency lighting in case of sudden power outages or delays during power switching. • High-speed, uninterrupted internet/Wi-Fi. • Continuous power supply without disruption. • Mandatory flip charts board and whiteboard. 			

Requirements	Qty	Unit of Measure	Total Amount inclusive Service Charge, VAT & TAX (BDT)
III). Food Menu (Breakfast)			
Menu-1: Plain Khichuri, Egg fry/Bhuna, Vorta/Brinjal Fry, Salad, Red tea, Water 500ml	1	Package	
Menu-2: Plain Rice, Egg fry/Bhuna, Dal, Vegetable, Red tea, Water 500ml	1	Package	
Menu-3: Ruti-3pcs, Egg fry, Vegetable, Sweet/Banana, Red tea, Water 500ml	1	Package	
Menu-4: Porota-2pcs, Egg fry, Mixed Vegetable, Sweet/Apple, Red tea, Water 500ml	1	Package	
Menu-5: Luchi-3pcs, Egg fry, Mixed Vegetable, Sweet/Apple, Red tea, Water 500ml	1	Package	
Note: Interested parties are encouraged to submit their own set menu for morning and afternoon snacks in addition to the above food package.			

Requirements	Qty	Unit of Measure	Total Amount inclusive Service Charge, VAT & TAX (BDT)
IV). Food Menu (Morning & Afternoon Snacks)			
Menu-1: Sweet/Sandesh, Siggara/ Vegetable Role, Red tea, Water 330ml	1	Package	
Menu-2: Slice plain Cake-1 pc, Biscuit, Banana, Red tea, Water 330ml	1	Package	
Menu-3: Pakora/Vegetable Role, Apple/Orange, Red tea, Water 330ml	1	Package	
Menu-4: Slice plain Cake-1 pc., Vegetable Pakora, Tea/Coffee, Water 330ml	1	Package	
Menu-5: Vegetable Pakora, Apple-1pcs. Tea/Coffee, Water 330ml	1	Package	
Note: Interested parties are encouraged to submit their own set menu for morning and afternoon snacks in addition to the above food package.			

Requirements	Qty	Unit of Measure	Total Amount inclusive Service Charge, VAT & TAX (BDT)
IV). Food Menu (Lunch & Dinner)			
Menu-1: Plain Rice, Big Fish Bhuna (Rui/katol), Mixed Vegetable, Dal & Salad, Water 500ml	1	Package	
Menu-2: Plain Rice, Chicken Curry (1/4-1 pcs), Vorta-1, Mixed Vegetable, Salad & Water 500ml	1	Package	
Menu-3: Plain Rice, Mutton Curry (2 pcs), Mixed Vegetable, Vorta-1, Dal, Salad & water 500ml.	1	Package	
Menu-4: Plain Polao, Chicken Curry (1/4-1 pcs), Boot Dal, Salad, Soft Drinks-250ml, Water 500ml.	1	Package	
Menu-5: Plain Polao, Mutton Curry (2 pcs), Boot Dal, Salad Yogurt-Cup, Water 500ml	1	Package	
Menu-6: Plain Polao, Mutton Curry (2 pcs), Fish Fry (Rui -1), Boot Dal, Salad, Yogurt-Cup, Water 500ml	1	Package	
<i>Note: Interested parties are encouraged to submit their own set menu/buffet menu for lunch and dinner in addition to the above food package.</i>			

Security Checklist

Name of Hotel/Resort:

Address:

Subject	Target Area	Yes	NO	Remarks
Emergency Exit/ Evacuation	Provision for Emergency Exit?			
	Proper Exit signs & directions?			
Staircase	Staircase width & bends?			
	Obstacles in staircases?			
Electrical Hazards	Labels in Electrical Appliances?			
	Damaged/Faulty switch or Outlets?			
	Usage of adaptor/power strip?			
	Central switch for power shutdown?			
Housekeeping & Storage	Storage of Combustible Materials?			
	Backup Generator room?			
	Combustibles near the power DB Board?			
	Dispose of combustibles?			
	Instructions for safe housekeeping?			
Fire Detection & Alarm System	Availability of FDS unit?			
	Standard smoke detector setup?			
	Auto generation of Fire Alarm?			
Fire Extinguishing System	Availability of Fire Extinguisher?			
	Type of Fire Extinguisher?			
	Blanket?			
	Availability of Fire Escape Mask?			
	Availability of Fire Extinguisher?			
General Security Issues, mention in remain column	Is the building easily accessible by outsiders?			
	Is there security guard deployed round the clock?			
	Is there any provision for vehicle parking?			
Facilities & Amenities	Are essential facilities (Wi-Fi, AC, TV, toiletries) available and functional?			
	Are additional amenities are available and in good condition?			
Meeting & Program Facilities	Does the TC have suitable space? and technical support for sessions, workshops, and gatherings?			
Environment & Safety	Is the location safe, peaceful? surrounded by nature, and equipped with basic safety measures?			
Safety & Security Measures	Are safety systems (CCTV, fire alarm, extinguishers) in place and functional?			
	Are there clear emergency exits and proper room security (locks, safes)?			
	Have any security guards checking? 24/7?			
	Have any parking areas?			

General Terms & Conditions

- The framework agreement will be initially for **TWO (02)** year with the possibility of renewal based on the satisfactory performance of the Supplier and mutual understanding of both parties.
- The offer shall remain valid for **2 (Two) year** from the date of agreement signing.
- Negotiation might be conducted with qualified suppliers only.
- Payment for services shall be made 15 days after completed delivery of service. The payment will be made through bank transfer after completion of the entire work satisfactorily and submission of Invoice with necessary documents. No advance payment will be entertained.
- SKS Foundation reserves the right to accept the lowest or whole or part of your offer. SKS Foundation authority reserves the right to impose penalty or cancel the entire or partial purchase order if vendor fails to maintain the quality, specification, and delivery date.
- SKS Foundation authority reserves the right to accept or reject any or all the RFQ/Bid in part or full or alter any of the provisions as deemed necessary, without showing any reason whatsoever at any time and acceptance of any liability. SKS Foundation reserves the right to accept the whole or part of your offer.
- Your financial offer should indicate final price, which includes all costs for raw materials, making, packaging, discount, Income Tax, VAT, Service Charge, Labor, delivery and all others relevant costs of final product at SKS Foundation. All kinds of charges including applicable Taxes and VAT will be deducted at source from the total bill as per Govt. Rules & Regulations.
- SKS Foundation may select and award single/multiple suppliers for framework agreement who meet the requirements as per the required criteria. Any offer that does not meet the requirements shall be rejected. Under no circumstances SKS Foundation is bound to award the contract to the lowest bidder. Qualified vendors shall be selected based on eligible, technical and financial evaluation.
- SKS Foundation is not bound to accept the lowest quoted rate and reserves the right to accept or reject any or all the Tenders without showing any reason and acceptance of any liability
- SKS Foundation will not be held liable for any third-party claim/s due to non-payment or under payment of labors and/or workers and other liabilities of the contractor/bidder that may arise during and after the performance of the awarded contract.
- Purchase Order will be issued as and require basis. SKS Foundation is not bound to give the purchase order if we don't have any requirement during the agreement period
- The work shall be completed in all respects within the completion date mentioned in the purchase order.
- **Terrorists:** SKS Foundation will not do any business with any known terrorist group or company involved in any way with terrorists. SKS Foundation shall therefore not knowingly purchase goods or services from companies that are involved with terrorist groups in any form. If you submit a bid based on this request, it shall constitute a guarantee that neither your company nor any affiliate or any subsidiaries controlled by your company are not involved with any known terrorist group. A contract clause confirming this will be included in an eventual purchase order based on this request.
- In all cases, the decision of the SKS Foundation Management will be final.
- The terms and conditions of this tender is a part of the Purchase Order and vice versa.

Application Process

Interested bidders are requested to submit their Proposal electronically with the subject line **“Proposal for Hiring Training Center facilities for Accommodation, Venue and Food”** to the following email address: procurement@sk-sbd.org on or before 28 August 2025

With tha nks and regards,

Md. Jahidul Islam
Convener, Central Procumbent Committee