

Tender Schedule

Subject: Tender for Hiring a Potential vendor/firm/producer for making short video documentary for UCEP Bangladesh.

Tender Circulation Date: 20th November 2025

Schedule collecting Date: 20th November 2025 to 30th November 2025 within 02.00PM from UCEP Head Office.

Last date of Tender submission: 30th November 2025 (within 03:30 PM).

Tender Opening date: 30th November 2025 (At 03:45 PM) at UCEP head office in front of the available vendors present at that time.

Product Delivery Location: UCEP Bangladesh.

Note: Product Specification and technical support criteria which is mentioned in the ToR.

You are requested to collect schedule from Administration Department, UCEP Head office, Plot no: 2&3, Mirpur-2, Dhaka-1216. Schedule price amount is TK 500.00 (Five Hundred Taka Only). A pay order is essential in favor of "UCEP Bangladesh" @ 2.5% of the quoted price as earnest money for the work. (Earnest Money Refundable)

Documents required for tender submission:

Qualified professional video producer/firm are requested to submit below mentioned documents along with the technical and financial proposal separately in sealed envelope and drop it to our tender box which is kept at the 1st floor, UCEP Bangladesh, Plot no: 2&3, Mirpur-2, Dhaka-1216

Required Documents are as follows:

- Copy of updated Trade License
- Copy of updated VAT Registration/BIN Registration Certificate
- Copy of Updated TIN Certificate and Last tax return submission documents
- Latest Company Profile
- Bank Solvency certificate
- Quoted Price-BDT
- Quotation must be submitted in the vendor's official letter head pad
- Technical and Financial Proposal must be submitted in separated sealed envelope.
- Relevant working experience certificates and work order
- And others relevant documents as require.

Other terms and conditions:

- Interested professional video producer/firm are requested to collect schedule from UCEP Bangladesh, Administration Department, Plot no: 2&3, Mirpur-2, Dhaka-1216
- Financial proposal will be considered only for Technically qualified vendors for the next step.
- UCEP Bangladesh authority reserves the rights to cancel all the proposals or accept any proposal without showing any reason.
- Mentionable that no tender will be allowed after 03.30 PM, on 30th November 2025
- Vendor must be signed in each and every page with seal of submitted tender documents.
- For any further clarification, please communicate with Mr. Md. Bapparaz, Deputy Manager, Supply Chain Management, UCEP Bangladesh, Mobile: 01783733617.
- For Technical support, please communicate with Hasib Al Raj, Manager, Communication, Phone: (01847313299)

