

Tender Schedule

Subject: Tender for Hiring individual consultants/Firm/Organization to Develop AI-driven Training of Trainers (ToT) Materials for Trainers/Teachers, Career Guidance Officers and Partner Staffs under ADVANTAGE Project

Tender Circulation Date: 20th April 2026

Schedule collecting Date: 20th April 2026 to 04th May 2026 within 03.30 PM from UCEP Administration department of Head Office.

Last date of Tender submission: 05th May 2026 (within 02:00 PM) in tender box which is kept at reception of UCEP head office, Plot no: 2&3, Mirpur-2, Dhaka-1216

Tender Opening date: 05th May 2026 (At 02:30 PM) at UCEP head office in front of the available vendors present at that time.

Service Delivery Location: UCEP Bangladesh, Plot no: 2&3, Mirpur-2, Dhaka-1216 as per ToR

Documents required for tender submission:

Qualified Consulting Firms/Organizations are requested to collect schedule from Administration Department, UCEP Head office, Plot no: 2&3, Mirpur-2, Dhaka-1216. Schedule price amount is TK 2000.00 (Two Thousand Taka only) nonrefundable.

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
- Authorization certificate (if any)
- 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 per ToR.

Other terms and conditions:

- Relevant working experienced individual consultant/firms/organization will be given privilege to do the work.
- Interested consultancy firms/organization are requested to submit the technical and financial proposal separately.
- Financial proposals will be considered only for Technically qualified proposal for next step.
- UCEP Bangladesh authority reserves the rights to cancel all the proposals or accept any proposal without showing any reason.
- Mentionable that no proposal will be allowed after 02.00 PM of 05th May 2026.
- Vendor must be signed in each and every page with seal and signature of submitted tender documents.
- For any further clarification, please communicate with Mr. Md. Bapparaz, Deputy Manager-SCM, UCEP Bangladesh, Mobile: 01783733617.
- For any Technical requirement, please communicate with Engr. B. M. Mofizur Rahman Senior Specialist, Skills Promotion, UCEP Bangladesh, Mobile: 01717518730
- Please submit the Pay order in a separate envelop with the financial proposal.
- For details, please follow the attached ToR.

