



Government of the People's Republic of Bangladesh
Ministry of Foreign Affairs
Dhaka
www.mofa.gov.bd

Invitation for Tender

Memo No. 19.00.0000.000.625.04.0001.22/170

Date: 07.10.2026

1	Ministry, Procuring Entity & District	:	Ministry of Foreign Affairs, Public Diplomacy Wing, Segunbagicha, Dhaka
2	Invitation for	:	Procurement of Diary, Desk Calendar and Wall Calendar
3	Invitation Ref No. & Date	:	19.00.0000.000.625.04.0001.22/170 Date: 07.10.2026
4	Procurement Method	:	OTM (Open Tendering Method)
5	Budget and Source of Funds	:	Revenue Budget for MOFA
6	Tender Publication Date	:	08 October, 2026
7	Tender Last Selling Date and Time	:	17 October, 2026, Time-05.00 PM
8	Tender Closing Date and Time	:	18 October, 2026, Time-12.00 PM
9	Tender Opening Date and Time	:	18 October, 2026, Time-12.30 PM
10	Selling Tender Document- Place & Address of the Office	:	Senior Assistant Secretary, Room No. A-220, Public Diplomacy Wing, Ministry of Foreign Affairs, Segunbagicha, Dhaka
11	Receiving Tender Document- Place & Address of the Office	:	Senior Assistant Secretary, Room no. A-220, Public Diplomacy Wing, Ministry of Foreign Affairs, Segunbagicha, Dhaka
12	Opening Tender Document Place & Address of the Office	:	Office of the Additional Foreign Secretary, Public Diplomacy and Other Priority Matters, Ministry of Foreign Affairs, Segunbagicha, Dhaka
13	Price of Tender Document	:	Each set Tk. 1000/- (Non-refundable)
14	Brief Description of Goods	:	Printing of Diary, Desk Calendar and Wall Calendar as per schedule with technical specification and supplied design.
15	Brief Eligibility and Qualification of Tenderer	:	1. Minimum 05 years of general experience in printing said products of the best quality. 2. Tenderer should have latest Trade Licence, 13-digit VAT Certificate, Income Tax Pay Certificate, TIN Certificate, along with other conditions described in the tender documents. 3. Other specific qualification criteria mention in ITT and GCC of the Tender Document.
16	Special Instruction for the Tenderer	:	1. The procuring entity reserves the right to reject all tenders or annul the tender proceedings. 2. Tender details are mentioned in Tender Document. 3. If tender cannot be received in due time for unavoidable circumstances, tender will be received in following working day.
17	Tender Security	:	Tk. 1,97,100 (One lac Ninety Seven Thousand and one hundred)
18	Completion Time	:	Four Weeks
19	Name & Designation of Official Inviting Tender	:	A.K.M. Shahidul Karim, Additional Foreign Secretary, Public Diplomacy and Other Priority Matters, Ministry of Foreign Affairs, Dhaka
20	Address of Official Inviting Tender	:	Room No. A-202, Annex Building, Public Diplomacy Wing, Ministry of Foreign Affairs, Segunbagicha, Dhaka
21	Contact details of Official Inviting Tender	:	Telephone : 02-223357088 E-mail: afspd@mofa.gov.bd
22	The Procurement Entity reserves the right to reject any/all the tenders.		

(A.K.M. Shahidul Karim)
Additional Foreign Secretary
Public Diplomacy and Other Priority Matters