Bangladesh Institute of Labour Studies-BILS

Razzak Vila, 8/Ka/A, Road-13(new), Dhanmondi R/A, Dhaka-1209.

Request for Quotation

Date: 30 Sep 2024

Interested suppliers are a quotation for the requested to submit following items.

Sl. No	Description of the items	Quantity	Remarks
1.	**Poster designing and printing on decent work** **Size: 30 X 20 inches, 4 colour printing**	1000 pcs	
2.	**Polo shirt, premium quality cotton, back side colour printing on Decent work day and front side printing with colour logo**	160 pcs	
3	**Paper cap with four colour printing with rubber band**	160 pcs	

Terms and conditions:

- Quotation submission : Interested suppliers are requested to submit quotation to **Executive Director, Bangladesh Institute of Labour Studies –BILS, Razzak Villa, 8/Ka/A, Dhaka-1209** or through email: bils@citech.net with a copy to mazid1971@yahoo.com by 03 October 2024.
- Details of Job and Product Specification should be mentioned in the quotation. Unit cost and total cost should be quoted. Also please indicate the VAT/TAX included or excluded with the quoted price.
- Delivery: The complete product should be delivered by the supplier's own arrangement to the **Bangladesh Institute of Labour Studies –BILS, Razzak Villa, 8/Ka/A, Dhaka-1209** by 10 AM, 07 October 2024.
- Payment: The payment will be made by an Account payee cheque to the name of the supplier as mentioned in their quotation upon receiving of goods with satisfactorily.