

DCCI/IT/2026/563

14 July, 2026

Request for Quotation (RFQ)

Dhaka Chamber of Commerce & Industry (DCCI) invites sealed quotations from bonafide Event Management Firms/Agencies for arranging the **Bangladesh AI Business Summit 2026** to be held on 15 August, 2026 organized by DCCI. Detailed Specifications are as follows.

SL	Scope of Work	Description
01	One day event, two sessions and day-long exhibition	A one-day event featuring two conference sessions and a day-long exhibition to facilitate knowledge sharing, networking, and the showcase of AI innovations. Venues: Harmony, Carnival & Milky Way.
02	Event Planning & Management	Overall event planning, coordination, execution, and on-site management, Master of the ceremony
03	Stage & Venue Setup	Stage fabrication, backdrop, podium branding, VIP seating, and venue decoration. Venue is Bangladesh-China Friendship Conference Center
04	Audio-Visual (AV) Support	LED, sound system, lighting, multimedia, presentation support, and live streaming, venue branding
05	Branding & Printing Invitation Card, Folder, Note Pad, Pen	Event branding, backdrop, standees, banners, direction signage, registration booth, photo booth & Roman Banner
06	Exhibition Setup	Design and setup of sponsor and exhibition branded booths/stalls including electrical power and TV screen.
07	Photography & Videography	Professional photography, videography, highlight video, and full event documentation
08	Digital Promotion	Social Media Boosting and Marketing
09	Post-Event Deliverables	Event report, photographs, edited videos, and all digital deliverables

Terms & Conditions:

1. Vendor needs to submit sealed quotation to the undersigned by 20 July, 2026.
2. Please attach TIN, BIN Certificate, Trade License and Company Business Profile along with the Quotation.
3. VAT and TAX will be deducted from the bill as per Govt. Rules.
4. DCCI authority reserves the right to accept or cancel any/all quotations without showing any reason whatsoever.
5. For any queries, please contact Mr. Md. Akramul Haque, Additional Executive Secretary (Event & Administration), Mob: 01911717049

Dr. AKM Asaduzzaman Patwary
Secretary General (Acting)