

Government of the People's Republic of Bangladesh  
Prime Minister's Office  
Bangladesh Investment Development Authority  
Investment Promotion Wing  
Biniyog Bhaban  
Plot: E-6/B, Agargaon, Sher-E-Banglanagar, Dhaka-1207  
www.bida.gov.bd

Memo No: 03.08.2680.212.99.018.26-67

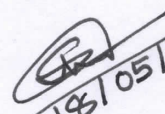
Date: 18.05.2026

## Request for Expression of Interest (REOI)

01.	Ministry/Division	:	Prime Minister's Office
02.	Agency	:	Bangladesh Investment Development Authority (BIDA).
03.	Procuring Entity Name	:	Bangladesh Investment Development Authority (BIDA).
04.	Procuring Entity Code	:	-
05.	Procuring Entity District	:	Dhaka
06.	Expression of Interest for Selection of	:	Consulting Firm (National)
07.	Title of Service	:	Hiring a National Consulting Firm to design and set up BIDA Overseas Office and to Recruit Consultants in Guangzhou, China
08.	EOI Ref. (Package) No.	:	03.08.2680.212.99.018.26-67
09.	EOI Publication Date	:	19th May 2026
10.	<b>KEY INFORMATION</b>		
11.	Procurement method	:	Fixed Budget Selection (FBS)
12.	<b>FUNDING INFORMATION</b>		
13.	Budget and Source of Fund	:	GOB (Revenue)
14.	Development Partners	:	N/A
15.	<b>PARTICULAR INFORMATION</b>		
16.	<b>Project/Profile Name</b>	:	Consulting Firm for Establishment of BIDA Overseas Office and Recruitment of Consultants in Guangzhou, China
17.	EOI Closing Date and Time	:	4 <sup>th</sup> June 2026; Time: 02:00 PM
18.	Publication Date	:	19 <sup>th</sup> May 2026
19.	<b>INFORMATION FOR APPLICANT</b>		
20.	Brief Description of the Assignment	:	The Bangladesh Investment Development Authority (BIDA), under the Prime Minister's Office, is the principal agency for promoting and facilitating private investment in Bangladesh. As part of this global outreach strategy, BIDA intends to establish an overseas representative office in Guangzhou, China. This office will serve as a strategic hub for lead generation, investor relationship management, and market intelligence gathering within the People's Republic of China. To execute this, BIDA requires the services of a

		highly experienced National Consulting Firm to manage the end-to-end setup and to hire professional and experienced consultants without involving any foreign currency outflow from the government. The assignment will be implemented in accordance with the Public Procurement Act 2006 and Public Procurement Rules 2025. <b>All payments under the contract shall be made in Bangladeshi Taka (BDT)</b>
21.	Experience, Resources and Delivery Capacity Required	: The consulting firm: <ol style="list-style-type: none"> <li>1. Must have a minimum of 05 (five) years of proven experience in international recruitment, overseas staffing, business consultancy, or related services, preferably in China, with strong knowledge of the Chinese labor and regulatory framework and established networks within Chinese business communities, chambers, or industry associations.</li> <li>2. Must submit documentary evidence of business operations, assignments, or project experience in overseas (preferably China).</li> <li>3. Must have experience in conducting similar assignments including recruitment or engagement of overseas consultants/experts.</li> <li>4. Shall submit audited financial statements for the last 03 (three) years demonstrating an average annual turnover of at least BDT 5.00 (Five) crore.</li> <li>5. The firm must have minimum liquid assets of BDT 1.25 (One Crore and Twenty Five lakh Taka). Supporting documents must be issued within 03 (three) months prior to the EOI submission date.</li> <li>6. The firm shall possess adequate institutional capacity and qualified human resources including overseas staff and consultants to manage international recruitment and related procurement activities.</li> <li>7. Must submit a brochure of the company outlining the activities &amp; experience.</li> <li>8. Must submit updated Legal Trade license, VAT Registration Certificate, Valid TIN Certificate, Voter ID Card of authorized person</li> </ol>
22.	Others Details (if applicable)	: N/A
23.	Association with Foreign firm	: N/A
24.	The assignment will have to be completed in a single phase. The tentative start and completion deadline, reporting obligation will be specified in the TOR.	

25.	<b>EoI Detail Information</b>	:	<b>Ref No</b>	<b>Phasing of Services</b>	<b>Start Date</b>	<b>Completion Date</b>
				12 months (single phase)	August' 26 (tentative)	July'27 (tentative)
26.	<b>Procuring Entity Details</b>					
27.	Name of Official Inviting EOI	:	Shah Nusrat Jahan			
28.	Designation of Official Inviting EOI	:	Director (Deputy Secretary)			
29.	Address of Official Inviting EOI	:	Level 05, Room: 506 Biniyog Bhaban Plot# E-6/B, Agargaon Sher-e-Bangla Nagar Dhaka-1207, Bangladesh			
30.	Contact details of Official Inviting EOI	:	Cell: +8801711-992999			
			E-mail: dir.cl2@bida.gov.bd			
31.	<b>The procuring entity reserves the right to accept or reject all EOI/ Proposals</b>					

  
18/05/2026

**Shah Nusrat Jahan**

Director (Deputy Secretary)- Country Liason 2&4  
Investment Promotion Wing  
Bangladesh Investment Development Authority  
Biniyog Bhaban, Agargaon, Sher-e-Bangla Nagar, Dhaka  
E-mail: dir.cl2@bida.gov.bd