



বাংলাদেশ ইনস্টিটিউট অব গভর্নেন্স এন্ড ম্যানেজমেন্ট  
(ঢাকা বিশ্ববিদ্যালয় অধিভুক্ত)

Memo No: BIGM/Acc. Audit/16/02(2)/25-169


Date: 29/03/26

**REQUEST FOR QUOTATION (RFQ)**

Bangladesh Institute of Governance and Management (BIGM) is requesting the eligible tenderers to submit quotation along with the required documents for **Appointment of an Accounting firm for BIGM to prepare Financial Statement for the FY 2023-24 to FY 2025-26 (03 Years)**.

1	Quotation invited by	Additional Director (Managerial Service) Bangladesh Institute of Governance and Management (BIGM)
2	Details of the goods to be procured	Appointment of an Accounting firm for BIGM to prepare Financial Statement for the FY 2023-24 to FY 2025-26 (03 Years)
3	Required documents along with quotation	Valid Trade License, TIN certificate, VAT certificate, and Financial Bank Solvency Certificate
4	Place of Quotation Schedule Collection & submission	Engineer's Office Room, BIGM
5	Date and time of quotation Schedule Collection	12:00 pm & 05/04/2026
6	Last date of quotation submission date & time	2:30 pm & 05/04/2026
7	Date of quotation opening	05/04/2026 & 3:00 pm Office Room, Additional Director (Managerial Service)

8. Detailed information can be obtained from the Engineering Section of the Bangladesh Institute of Governance and Management (BIGM).

  
29.03.2026  
(Mohammad Al-Amin)  
Additional Director (Managerial Service)

**Distribution:**

1. Deputy Director (Admin & Finance), BIGM
2. Engineer, BIGM
3. IT Officer, BIGM (with a request to publish in the BIGM website)
4. PS to the Director, BIGM (for kind information of the Director, BIGM)
5. Notice Board, BIGM
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1. Executive Director, Bangladesh Computer Council, Agargaon, Dhaka-1207
2. Chief Engineer, LGED, Agargaon, Dhaka-1207.