



বাংলাদেশ ইনস্টিটিউট অব গভর্নেন্স এন্ড ম্যানেজমেন্ট
(ঢাকা বিশ্ববিদ্যালয় অধিভুক্ত)

Memo No: BIGM/Comp./Hard. Soft/04/06/2022-210 (1)

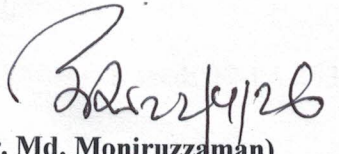
Date: 22/04/26

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 **Supply of One (01) Year Subscription to Grammarly Premium Software for 8 User IDs Accessible on 40 Individual Computers at BIGM, Dhaka.**

1	Quotation invited by	Additional Director (Managerial Service) Bangladesh Institute of Governance and Management (BIGM)
2	Details of the goods to be procured	Supply of One (01) Year Subscription to Grammarly Premium Software for 8 User IDs Accessible on 40 Individual Computers at BIGM, Dhaka
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 submission	29/04/2026
6	Last date of quotation submission date & time	29/04/2026 & 2:30 pm
7	Date of quotation opening	29/04/2026 & 3:00 pm Room No. 202, Annex Building, BIGM

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


(Dr. Md. Moniruzzaman)
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.