


**Request for Information (RFI) &
Request for Quotation (RFQ)
for
Child Daycare Center**

August 06, 2025



 Page 1 of 4

RFI for Child Daycare Center

SECTION I: INTRODUCTION

A child daycare center is a dedicated facility that offers supervised care and early childhood educational services for children. These centers typically provide structured activities such as playtime, educational activities, meals, nap time etc. Establishing a daycare center in close proximity to the Head Office can significantly support employees in balancing their professional and personal responsibilities, thereby enhancing overall employee morale and promoting a healthy work-life balance.

The employees of the Bank may use the daycare center as safe and reliable place to leave their children while they are at work. By providing childcare benefits to its employees the Bank can create a family-friendly and supportive corporate culture, which can foster a sense of loyalty and commitment among employees.

SECTION II: BANK OVERVIEW

Modhumoti Bank PLC. has established itself as a leading 4th generation bank, demonstrating strong performance in key areas such as profitability, capital adequacy, asset quality, and EPS. The Bank has expanded its reach across the country through both digital and physical channels, offering sector-specific products to meet diverse customer needs. As an advocate of financial inclusion, it introduced agent banking services for rural communities. Additionally, the Bank actively supports national development and social initiatives through its CSR programs. Its continued success is built on sustainable practices and the enduring trust of its customers.

Modhumoti Bank is also known for being employee-friendly, promoting teamwork, ensuring work-life balance, and supporting employee mental health and overall well-being. At present, the Bank has more than 748 employees dedicated for providing Banking services to its customers.

SECTION III: TIMELINE FOR RFI RESPONSE

- Daycare centers intending to respond should email their proposal along with responses to questions and contact information to the Bank (according to section iv) no later than **4:00 pm, August 14, 2025 (Thursday)**.

SECTION IV: SUBMISSION FORMAT REQUIREMENTS

The Response must include the following components:

- Cover Letter
- Response to RFI QUESTIONS
- Response to RFQ

Responses must be addressed to the RFI Administrator and delivered to:

Chairman, Purchase Committee, Modhumoti Bank PLC.

94, Khandker Tower (Level 7 & 8)

Gulshan Avenue, Dhaka: 1212.

SECTION V: REQUEST FOR INFORMATION - QUESTIONS

Respond by cutting and pasting the questions into a Word document and provide answers to each question under the corresponding question so that the question and the answer are listed together.

1. Provide a brief history and description of your organization/firm, including general information regarding establishment, size, capabilities, and areas of specialization.
2. Provide the **Banks list** availing the daycare center services from your organization with specific details regarding the services you deliver.
3. Provide the **clients list except the Banks** availing the daycare center services from your organization with specific details regarding the services you deliver.
4. What are the designated locations where the daycare services will be offered?
5. What is the age range of children that the daycare center accepts?
6. What are the operating hours of the daycare center?
7. What is the maximum number of children that the daycare center can accommodate at any given time?
8. What is the ratio of supervisors, caregivers and maintenance personnel to children at the daycare center?
9. What qualifications are required for staff members to work at the daycare center? Are there any specific procedures in place for handling medical emergencies? If any please describe.
10. Are there any certified medical officer and first aid available in the daycare center? If any please describe.
11. Are there any policies in place for sick children?
12. What is the operational standard followed in the daycare center?
13. What is the curriculum or program offered at the daycare center? Are there any educational or developmental goals?
14. What is the policy for snacks and meals?
15. How are the children's personal belongings stored and secured, such as backpacks, jackets, and lunch boxes?
16. What are the cleanliness process followed in the daycare center premises?
17. What are the emergency procedures in case of a fire, natural disaster, or other emergency situation?
18. Does the daycare center have security cameras installed, and if so, where are they located? What is the purpose of the security cameras, and who has access to the footage?
19. Is there any ranking or certification provided to the daycare center by the government approved agencies? If so, please describe your ranking or certification.
20. Please outline the information you require from Bank employee to avail the child daycare facility.



SECTION VI: REQUEST FOR QUOTATION

Particulars	Amount (including AIT & VAT)
Day Care Services fee per month	
Admission / Enrollment fee	
Assessment Fee (screening)	
Yearly re-enrolment fee (if any)	
Late Fees (if any)	
Admission form Fee (if any)	
Any Other Fees for signing the agreement (if any):	

Note: AIT and VAT will be deducted as per law of the country.