

Ref: AAB-CXB-OT-NY-26/26

Tender Schedule for Supply different types of Supply Materials for Nurturing of Youth Project at 31 number of different FDMN Camps

ActionAid is an International Development Organisation working over 45 countries across the world with people living in poverty since 1972. One of the main working areas of ActionAid is to response in emergency and humanitarian crisis.

Like other humanitarian response, ActionAid Bangladesh (AAB) is providing support in Host Community & FDMN Camps at Cox's Bazar. Presently we are going to procure below mentioned materials for WFP supported Nurturing of Youth Project Activity at FDMN Camp- 1E, 1W, 2E, 2W, 3, 4, 4Ext, 5, 6, 7, 8E, 8W, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 20 Ext., 21, 22, 24, 25, 26, 27 at Ukhiya, Teknaf, Cox's Bazar.

Scope of Tender:

ActionAid Bangladesh invites sealed quotation/tender for the supply materials which details are mentioned in the attached Annexure:

- i. Details of supply materials: **Annexure-A**

Language:

As determined by ActionAid Bangladesh the working language of this tender is English.

Contractor/Vendor/Supplier Contract:

Vendor/Supplier Name:	
Address:	
Contact No:	
Email:	

Financial Proposal for the Supply Materials:

Sl.	Item name	Unit	Quantity	Rate (BDT)	Total (BDT)
1	Details of supply materials: Annexure-A	Job	1		
Grand Total including VAT and all other costs: BDT					

The mentioned above rates are including VAT, TAX, transportation, and other related cost.

Require Documents/Papers:

To qualify the preliminary selection quotation must be accompanied with the following updated documents:

Name of Document	Yes/ No	Name of Document	Yes/ No
Trade License (updated)		VAT registration certificate (online)	
TIN Certificate		Income Tax Certificate (updated)	
Bank Solvency Certificate		Related Work Experience Documents	
Company profile			

Schedule of Tender:

1. **Date of Tender publication in Daily Newspaper:** 05th March 2026.
2. **Tender Schedule collection:** 05th March 2026 to 09th March 2026 from 09:00 am to 05:00 pm on all working days.
3. **Last date of Tender Dropping:** 10th March 2026 within 11:00 AM.
4. **Tender Opening:** 10th March 2026 at 12:00 pm in AAB Cox's Bazar office. One representative from each supplier/contractors /bidder will be allowed to attend the tender opening event, if interested.
5. **Tentative Date of issuing work order:** 6th April 2026
6. **Tentative Date of Starting Delivery:** 15th April 2026

Terms & Conditions:

1. The Bidder must review the specifications of the products (**as per Annexure-A**) as well as required work and fill up table (**Financial Proposal for supplying different types of materials as per attached annexure**) mentioned in the schedule properly before submitting the offer to ActionAid Bangladesh.
2. **Security deposit/earnest money 5% of the Purchase Order value** to be deposited in favour of ActionAid Bangladesh by awarded vendor before signing the Purchase Order through Bank Draft/Pay Order. This Security Deposit to be returned after satisfactorily completion of the delivery.
3. Interested vendor / Contractors / Suppliers should submit hard copy quotation using company letter head pad in the Tender Box kept at the reception room/in front of the Security Desk of AAB Cox's Bazar office, House No: 752, Block: C, Ward: 11, Jhautola Masjid Road, Cox's Bazar-4700) **on or before 10th March 2026, 11:00 AM. Technical and Financial proposals sealed in one envelope to be submitted.** "Technical proposal & Financial Proposal for the work" to be written on the Envelop for technical proposal and Financial Proposal.
4. **Tender Schedule Collection:** Tender documents to be collected from **05-09 March 2026** on all working days from 09:00 am to 5:00 pm. Hardcopy tender documents are available for collection with the Security Guard at the entrance /main gate of ActionAid Bangladesh, Cox's Bazar Office, House: 752, Block: C, Ward: 11, Jhawtola Masjid Road, Opposite to Radiant Fish World, Cox's Bazar 4700. Softcopy of tender documents may be downloaded from ActionAid Bangladesh Website.
5. Only one organization/firm can participate in the bidding process under the same proprietorship or family. If found more than one organization under above condition, then both the organizations will be termed as non-responsive.
6. Alternative offer is not acceptable. Any condition from the bidder will not be acceptable by AAB management.
7. Volume of work may maybe increase/decreased and payable amount will be fixed up according to the changes.
8. No tender will be accepted/considered after the submission deadline.
9. Carrying, loading, unloading & Packing: Offered rate will be included with the cost of carrying, loading, unloading and installation etc.

10. **Specification / Details of Items:** Bidder need to mention details specification based on / equivalent with the requirement with brand, sizes, thickness, materials, model, country of origin etc. that you will deliver. These detailed specifications etc to be included in the technical proposal (where applicable)
11. Bidders need to mention warranty period of the supplied items (where applicable).
12. All items must comply with the standards and measured as specified.
13. Selected Bidder (s) will submit sample of each item before issuing Work Order if required.
14. Selection criteria: The evaluation criteria for both the technical and the financial reviews will be established in the RFP (Request for Proposal) stressing the key areas of importance that will be considered in the evaluation. In addition, the ratio between technical proposal and financial proposal factors is 60/40 weighting (technical /financial). Proposals will be evaluated, ranked, and awarded based on a definition of “best value” considering both technical and financial factors.
15. **Seed and other Materials delivery location:** Materials should be supplied to **FDMN Camp- 1E, 1W, 2E, 2W, 3, 4, 4Ext, 5, 6, 7, 8E, 8W, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 20 Ext., 21, 22, 24, 25, 26, 27** at Ukhiya, Teknaf, Cox’s Bazar as per **materials delivery plan (Annexure- A)**. Detailed delivery schedule/plan will be provided with the Work order.
16. Updated Trade license, Income Tax Certificate or income tax return submission acknowledgement for income year 2025-2026, e-TIN Certificate, e-VAT registration certificate, Bank solvency certificate should be provided along with the quotation.
17. Tax & VAT will be deducted at the time of payment as per the government rules. The quoted price will be inclusive of VAT and all other costs related with this procurement.
18. Incomplete bid will be rejected on site.
19. Offer Validity: 90 days from the date of tender submission.
20. **Payment mode:** Payment will be proceeded after completion and handover of delivery challan. Payment shall be made through bank transfer (BEFTN) or A/C Payee Cheque within 04 weeks after completion acknowledgement of the above-mentioned items in good condition and receiving of relevant documents.
21. The assigned person of ActionAid Bangladesh will monitor the quality, quantity and progress of work. Based on his endorsement ActionAid will process the payment.
22. Compliance of using green materials & green manufacturing environment is highly appreciated.
23. Bidder shall agree to the core labour standard & abolition of child labour, respect legislation of country on women rights & gender equity and will not employ/engage child labour in his organization.
24. ActionAid Bangladesh is not bound to accept the lowest bidder.
25. ActionAid Bangladesh has the right to accept/cancel of any /all tenders without showing any clarification whatsoever.

Quotation/Tender Basis:

- If vendor have any additional request and conditions, this must be stipulated in a separate letter accompanying the bid.
- Bids shall be made in writing calculated in BDT only and clearly stated on the table mentioned above.
- Applicant shall attach a detailed timetable for carrying out the delivery and propose ways and means to realize the delivery. For supplying goods /materials, the final handover date should be mentioned.
- ActionAid Bangladesh is not liable for any damage to the applicant person or property in the event that something should occur.
- ActionAid Bangladesh strongly recommends that all applicants take extra precaution when visiting/delivering supplies or doing the construction work. If any legal issue is raised, the contractor/vendor will be responsible to respond and address. In such cases ActionAid Bangladesh will be not liable.

Disqualification of Applicants:

- If they are guilty of serious misinterpretation/misrepresentations of facts in supplying information.
If they are in situations of conflict of interest (with prior relationship to project or family or business relationship to parties in ActionAid Bangladesh). If contractor/vendor declared the conflict of interest with a separate note with the tender document this clause will be not applicable.
- If they have been reported for/under litigation for child abuse.
- If they will not follow the terms and conditions mentioned above.

Bid Evaluation:

The Procurement Panel will check the tenders to ensure that they contain no amendment to the terms or any other (calculation) errors. To assist in the examination, evaluation and comparison of bids, the Procurement Panel may, at its discretion, request support/clarification from the ActionAid Bangladesh staff or consultant. In addition of Require Documents/Papers mentioned in the above Procurement Panel may take into account other criteria, including, but not limited to record of past performance, integrity, community rapport etc, when assigning companies to the designated short list.

Acceptance of Successful Quotation/Tender:

Taking into consideration selection criteria, ActionAid Bangladesh will make the final decision of the awarded Contractor/supplier/vendor. ActionAid Bangladesh will then send an email of acceptance / telephone call (whichever is feasible) to the successful applicant. After submitted documentation from the selected firm has been verified (if any), the firm will then be obliged to sign the Contract/Purchase Order for the stated amount. Any amendment to the awarded tender will be documented as an “Annexure” to the contract and will be determined by ActionAid Bangladesh.

Contact: For any of related information contractor/vendor/supplier may communicate with ActionAid Bangladesh through email ID: aab.mail@actionaid.org.

Read, Understood and Signed By:

Name of Authorized Person :

Name of Firm/Company :

Signature :

Date :

Company Seal :

ActionAid Bangladesh
Supply Materials Nurturing of Youth Project
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Annexure-A

SL#	Items	Specifications	Sample Picture	Total Quantity	Unit	Unit Price	Total Amount
1	Chair	RFL or equivalent Slim Chair (Stick Flower) - Popular Chair ArmLess PVC		86	Pcs		
2	Knife	Kleen Stainless Steel Chef Knife 6" Weight: 100 gm Handle Materia: PP Meterial		31	Pcs		
3	Lizol Floor cleaner	Citrus Disinfectant Surface Fragrance: Lemon		155	Litter		
4	Floor Dust Cleaner	Easy to Use Easy to Clean. Hair Material: Plastic. Handle Colour:Multicolor. Handle Material:plastic.		62	Pcs		
5	Stock register	Total Page: 300 Inner: 80 GSM Hard Cover with book binding		34	Pcs		
6	Multi-plug	Number Of Ports:4 Ports Brand: Click or equivalent Cable: 5 miter cable		26	Pcs		
7	Hand Wash liquid 200ml bottle	Hand Wash liquid Size: 200ml bottle Brand: Sepnil or equivalent		115	Pcs		
8	Mug	Dimension: 450 ML High-quality product Color: As given picture. Brand: RFL or r equivalent		182	Pcs		
9	Floor Mop	Kleen Elegant or equivalent, good quality with steel handle		65	Pcs		
10	Curtain	42"X80", thick & deep color		36	Pcs		
11	Pillow Cover	10" x 13"		53	Pcs		
12	Rexin	5'X7', Good Quality		31	pcs		
13	Bedsheets	4'X6', Good quality		62	Pcs		
14	Pillow With Cover	10" x 13"		53	Pcs		
15	Fresh Air Freshener	Angelic or equivalent, Citrus Burst		186	Pcs		
16	Plastic Shoes rack			33	Pcs		
17	Top Security Lock key	Strong door lock 50 mm		129	Pcs		
18	Toilet Mug	2L, PVC		58	Pcs		
19	Toilet sandal	Best quality,		118	Pair		
20	Toilet Tissue Paper -	White -12 PCS		248	Pack		
21	Toilet vessel	PVC,		48	Pcs		
22	Water Purifier filter kit	3000 litter		48	Pcs		
23	Water Purifier filter	Stand 3 Step		20	Pcs		
24	Water Purifier Water Filter	Pureit or equivalent Classic Device, 23L - Blue		27	Pcs		
25	Multi-function Solar LED Flashlight	Outdoor Long Range Torch, Emergency Power Bank LED Solar Flashlight olight torch		28	Pcs		

Sl.#	Items	Specifications	Sample Picture	Total Quantity	Unit	Unit Price	Total Amount
26	Flower Tree Broom			62	Pcs		
27	Cocount Doormat	24" x 18" Materilas: Cocount		75	Pcs		
28	AA Battery	1.5 Volt, Sunlite		217	Pair		
29	Rubber Door mat	24" x 18", Materilas: Rubber		121	Pcs		
30	Paper Basket: Round paper bin	10L		77	Pcs		
31	Toilet Brush	PVC, 51 Cm		87	Pcs		
32	Vim or equivalent Liquid Bottle	500 ml		31	Pcs		
33	Vim Dishwashing liquid refill	500 ml		87	Pcs		
34	Melamine glass set	6 pcs per set		31	Set		
35	dish wash foam	Premium Quality, 4 pcs set		31	Set		
36	Tea bag	50 Pcs, Weight: 100 gram		93	Box		
37	Harpic Toilet Cleaner Liquid	1L		186	Pcs		
38	Odonil Natural Air Freshener	50g		620	Pcs		
39	Hand Wash Refil liquid	1000ml		93	Litters		
40	Ceiling Cleaning Broom	Adjustable handle and extends upto 170 cm		52	Pcs		
41	Screwdriver	100mm, PVC Handle		6	Pcs		
42	Mirror	As per sample picture		23	Pcs		
43	Single Wardrobe	RFL or equivalent 5D KD Elegant Single Wardrobe		41	Pcs		
44	File Organizer	Good Luck 1 Layer		66	Pcs		
45	Pen Holder	Deli, 73x73x115mm Mesh Steel Barrel 908 Black		59	Pcs		
46	Trash Garbage & Recycle Bin Dustbin Ghor Dustbin	80 Liter, Big Size		19	Pcs		
47	Fevicol Glue	100 gm, Squeezy		156	Pcs		
48	Cargo Box	80L		31	Pcs		
49	Prayer Mat	Regular size		19	Pcs		
50	Insect Killer Spray	475ml, Aerosol or equivalent		248	Pcs		
51	Sugar	1 Packet , ACI		31	Kg		
52	Washing (Detergent) Powder	1Kg pack		62	Kg		
53	Hot Met Glue gun with Stick			9	Set		

Sl.#	Items	Specifications	Sample Picture	Total Quantity	Unit	Unit Price	Total Amount
54	Tulip Wall Clock Round	RFL or equivalent		31	Pcs		
55	Freezer Bottle, Water pot	Icy or equivalent, 1.5 Ltr.		155	Pcs		
56	Microfibre Cleaning Cloths roll	1 Roll of 20 Sheets Reusable Cleaning Wipe		62	Pcs		
57	4 Seated Rectangle Plastic Table	4'*3'		19	Pcs		
58	Employee Attendance Register	Page: 100 page		31	Pcs		
59	Hot Glue gum roller/Stick			50	Pcs		
60	Push Pin Notic Board	Size: 5'X4', Materilas: Aluminum Frame, Cork sheet and Blue or Red velvet fabric		18	Pcs		
61	4 Seated Rectangle Plastic Table	6'X4', Plastic Table, MS Pipe		6	Pcs		
62	Cargo Box	Midiam size, 8L		21	pcs		
63	Wall Mounted L Shaped Angle Bracket	Size-5"x6"		11	pcs		
64	Globe Jar	450 ML - Assorted, RFL or equivalent		124	Pcs		
65	Lever Arch File With Index	3 Inch		62	Pcs		
66	Economy Bright Kolosh	16 litter, Silver		36	Pcs		
67	Standard Shackle Padlock	20mm		65	Pcs		
68	Kid Corner Toy: Fish Game Set :	24 fishes, 4 players		62	Set		
69	Cooking game set	Children's Kitchen Toy Set Simulated Kitchen Cutting Cookware Simulated Fruits Cutting Toys Cooking Accessories for Kids Gift		62	Set		
70	Blocks & Building Toys			31	Pcs		
71	Play Horse for kid			25	Pcs		

Sl.#	Items	Specifications	Sample Picture	Total Quantity	Unit	Unit Price	Total Amount
72	Kids Bowling Set	6 Pins 2 Balls Plastic Ball Indoor Sport Games		31	Pcs		
73	Single Mattress (Tusak)	(4 x6)ft		17	Pcs		
74	Tent Play House Toy	With 50 Ball Set for Kids- Multicolor		30	Set		
75	Rexin	5X7, Good Quality		31	Pcs		
76	Baby Mosquito net			31	Pcs		
77	Rubber football for kids			62	Pcs		
78	Dust Bin With Paddle	10 Litter		65	Pcs		
79	Plastic Dust Pan Belcha Kleen or equivalent			245	Pcs		
80	Watering can	5 litre		223	Pcs		
81	Gumboot	PVC, Waterproof		153	Pair		
82	Surgical Disposable Vinyl Gloves	Powder Free, Latex Free, Protection Gloves, Per box 50 pair		1195	Box		
83	Broom (Sholar Jharu)	Planet 1 Pcs Large Sweeping		565	Pcs		
84	Disposable Surgical Face Mask	3 Ply/Layer Get well or equivalent, 50Pcs - (1Box)		552	Box		
85	Shovel with handle			84	Pcs		
86	Garden Hoe Spade with Wooden Handle			59	Pcs		
87	Jute Bag	Size: 1.5'X3'		1065	Pcs		
88	Garbage Poly Bag	18" x 24"		452	Pound		
89	Long handled dustpan with brush set Broom			615	Pcs		
90	Good quality Umbrella	10 stick auto open		775	Pcs		
91	Bucket With lid	20L		17	Pcs		
92	Plastic Drum with lid-	60 liter, RFL or equivalent		17	Pcs		
93	Plastic Drum with lid	30 liter, RFL or equivalent		17	Pcs		
94	Plastic Bucket	20lt		65	Pcs		
95	Hand washing Drum with Stand & Tap	20Litre Drum		14	Set		
96	Bleaching Powder	500gm Packet		60	Kg		
97	Long Plastic Broom Floor Cleaning Broom With Handle			206	Pcs		

ActionAid Bangladesh | Cox's Bazar Operations
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Cox's Bazar 4700.

