



Bangladesh Red Crescent Society

Standard Tender Document (For Procurement of Goods and Related Service) Open Tendering Method (OTM)

Project: Measles Operation under Disaster Response Department

Tender ID:41/2026

Name of Package: LOT-A: Supply of Hygiene Kits – 05 Items, LOT-B: Supply of Hygiene Parcels – 860 Boxes

Ref. No.: Pro.(Log.)/292/2026, **date:** 05/07/2026

Tender Schedule Purchase detailed (bKash Transition reference):

Name of the Tenderer	
Tender Schedule Price	
bKash Transaction number	
Date and time	
Mobile Number	

Bangladesh Red Crescent

National Headquarters

684-686 Red Crescent Sarak, Bara Moghbazar, Dhaka-1217

PABX: +88-02-48310188-9, Ext: 222, 258, Web: www.bdrres.org

Email: logistics@bdrres.org



Guidance Notes on the Use of the Tender Document

These guidance notes have been prepared by the BDRCS to assist the Procuring Entity in the preparation, using the Standard Tender Document (STD), for the procurement of Goods and Related Services. This Document may be used for both Open Tendering Method (OTM) and Limited Tendering Method (LTM) as described in the BDRCS Procurement Manual. Moreover, the STD is suitable of framework contract. The STD is based upon internationally acceptable model formats which have been adapted to suit the particular needs of procurement within BDRCS. STD has 5 Sections, of which **Section 1: Instruction to Tenderer** and **Section 3: General Conditions of Contract** must not be altered or modified under any circumstances. The Procuring Entity addresses its specific needs through the information provided in the **Tender Data Sheet (TDS)** and the **Particular Conditions of Contract (PCC)** as well as in the detailed requirements of the procurement in the **Price and Delivery schedule of Goods & Related Services**, the **Technical Specifications & Compliance Sheet**. STD provides all the information that a Tenderer needs in order to prepare and submit a Tender. This should provide a sound basis on which the Procuring Entity can fairly, transparently and accurately carry out a Tender evaluation process on the Tenders submitted by the Tenderers.

The following briefly describes the Sections of the STD and how a Procuring Entity should use these when preparing a particular Tender Document.

Section 1. Instructions to Tenderers (ITT)

The Instruction to Tenderer (ITT) specifies the instructions and procedures that govern the tendering process. This Section also contains the criteria to be used by the Procuring Entity to determine the lowest evaluated Tender and the qualifications of the Tenderer to perform the Contract. The Instructions to Tenderer (ITT) are therefore not a part of the Contract. **The text of the clauses in this Section shall not be modified.**

Section 2. Tender Data Sheet (TDS)

The Procuring Entity shall specify in the TDS only the information that the ITT instructs to be specified in the TDS. To facilitate the preparation of the TDS, its Clause Numbers are numbered with the same numbers of the corresponding ITT Clauses.

Section 3. General Conditions of Contract (GCC)

This Section provides the General Conditions of Agreement (GCA) that shall apply to the Contract for which this Tender Document is issued. The provisions contained in this Section shall not be modified. The GCA identifies the general terms and conditions governing the Framework Agreement. However, the Contractor/Supplier shall perform the supply of Goods and related Services only upon issuance of a Requisition Slip or Call-off Order by the Procuring Entity (PE) under the Framework Agreement. No supply or contractual obligation shall arise unless such Call-off Order is issued by the PE.

Section 4. Particular Conditions of Contract (PCC)

This Section provides clauses specific to the particular Contract that modify or supplement **Section 3: General Conditions of Contract**. The Procuring Entity should include at the time of issuing the Tender Documents all possible information that the GCC indicate, shall be provided in the PCC. Its Clause Numbers are numbered with the same numbers of the corresponding GCC Clauses.

Section 5. Tender & Contract Forms

Tender Forms

These following tender forms along with required documents mentioned in the ITT will constitute the Tender, to be submitted by the Tenderers.

- a) Tender Submission Letter (Form STD3-1);
- b) Price Schedule (Form STD3-2);
- c) Technical Specifications and Compliance Sheet (Form STD3-3);
- d) Bank Guarantee for Tender Security, (Form STD3-4) when applicable;
- e) Bank's Letter of Commitment for Line of Credit (Form STD3-5) if required.

Contract Forms

- a) Notification of Award (Form STD3-6), *[issued by PE]*
- b) Contract Agreement for framework agreement (Form STD3-7)
- c) Bank Guarantee for Performance Security (Form STD3-8) *[furnished by the successful Tenderer, when required].*



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Section 1. Instructions to Tenderers

1. Scope of Tender	1.1 The Procuring Entity, as indicated in the Tender Data Sheet (TDS) issues this Tender Document for the supply of Goods, and related services as specified in the TDS . Tenders are invited for an estimated quantity of Supplies, as specified in the TDS, under a Framework Arrangement.
2. Source of Fund	2.1 The Purchaser has been allocated funds as indicated in the TDS and intends to apply a portion of the funds to eligible payments under the contract for which this Tender Document is issued. 2.2 For the purpose of this provision, “funds” means any monetary resources appropriated to BDRCS, or revenues generated by BDRCS and its entities or aid grants and donations by PNSs and the development partners through the Government or directly through bilateral agreement/ understanding. 2.3 Payments by the donor, if indicated in the TDS, will be processed at the request of the Bangladesh Red Crescent Society (BDRCS) and subject to the donor's approval in accordance with the terms and conditions specified in the relevant aid grants and donation or Grant Agreement. All disbursements will strictly adhere to the provisions outlined in the Agreement between BDRCS and the donor
3. Corrupt, Fraudulent, Collusive or Coercive Practices	3.1 The BDRCS requires that the Procuring Entity as well as the Tenderers shall, observe the highest standard of ethics during implementation of the Procurement proceedings and the execution of Contracts. 3.2 If corrupt, fraudulent, collusive or coercive practices of any kind determined by the Procuring Entity against any Tenderer or Supplier, Procuring Entity shall – a) exclude the concerned Tenderer from further participation in the particular Procurement proceeding; or b) reject any recommendation for award that had been proposed for that concerned Tenderer or; c) declare, at its discretion, the Tenderer concerned to be ineligible to participate in further Procurement proceedings, either indefinitely or for a specific period of time.
4. Eligible Tenderers	4.1 This Invitation for Tenders is open/limited to Tenderers as specified in the TDS. 4.2 Tenderers shall have the legal capacity to enter into the Contract under the Applicable Law. 4.3 Tenderers shall be enrolled in the relevant professional or trade organizations registered in Bangladesh. 4.4 Tenderers shall have fulfilled its obligations to pay taxes under the provisions of laws and regulations of Bangladesh. 4.5 Tenderers and all parties constituting the Tenderer shall not have a conflict of interest.

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	4.6 Tenderers in its own name or its other names or also in the case of its Persons in different names, shall not be under a declaration of ineligibility for corrupt, fraudulent, collusive or coercive practices as stated under ITT Clause 3.
	4.7 Tenderers are not restrained or barred from participating in Public Procurement on grounds of poor performance in the past under any Contract.
	4.8 Tenderers shall not be insolvent, be in receivership, be bankrupt, be in the process of bankruptcy, be not temporarily barred from undertaking business and it shall not be the subject of legal proceedings for any of the foregoing.
	4.9 Tenderers shall provide such evidence of their continued eligibility satisfactory to the Procuring Entity, as the Procuring Entity will reasonably request.
5. Eligible Goods & Related Services	5.1 All Goods and Related services to be supplied under the contract are eligible unless their origin is from a country specified in TDS; 5.2 'Origin' means the place where the goods are mined, grown, produced or the place from which the services are supplied
B. Tender Document	
6. Tender Document	6.1 All the Sections provided in this Document shall comprise the Tender Document and shall be read in conjunction with any addendum issued under ITT Clause 8.
7. Clarification of Tender Documents	7.1 A prospective Tenderer requiring any clarification of the Tender Document shall contact the Procuring Entity in writing at the Procuring Entity's address and within time as indicated in the TDS .
8. Addendum to Tender Documents	8.1 At any time prior to the deadline for submission of Tenders, the Procuring Entity for any reason, on its own initiative or in response to a clarification request in writing from a Tenderer, may revise the Tender Document by issuing an Addendum.
	8.2 Any Addendum issued shall become an integral part of the Tender Document and shall have communicated in writing to all those who have purchased the Tender Documents.
	8.3 If an Addendum is issued when time remaining is less than one-third of the time allowed for the preparation of Tenders, the Procuring Entity shall extend the deadline by an appropriate number of days for the submission of Tenders.
C. Qualification Criteria	
9. General Criteria	9.1 Tenderers shall possess the necessary qualifications and competence, which entails setting pass/fail criteria, which if not met by the Tenderers, will result in consideration of its Tender as non-responsive.

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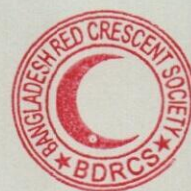
	9.2 In addition to meeting the eligibility criteria, as stated under ITT Clause 4, the Tenderer must satisfy the other criteria stated under ITT Clause 10 to 12 inclusive. 9.3 To qualify for multiple number of lots in a package for which Tenders are invited in the Invitation for Tenders, the Tenderer shall demonstrate having resources sufficient to meet the aggregate of the qualifying criteria for the individual lot.
10. Experience Criteria	10.1 Tenderers shall have the following minimum level of supply experience to qualify for supplying the Goods and related Services under the contract: a) Minimum experience of satisfactory completion of supply of Goods similar to the proposed goods in at least one contract with a minimum value, over the period, as specified in TDS, if required.
11. Financial Criteria	11.1 Tenderers shall have the availability of minimum liquid assets, net of other contractual commitments, of the amount as specified in the TDS, if required.
D. Tender Preparation	
12. Only One Tender	12.1 A Tenderer shall submit only one Tender for the total requirement. A Tenderer who submits or participates in more than one Tender will cause all the Tenders with that Tenderer's participation to be rejected.
13. Issuance, Sale and Language of Tender Document	13.1 The Procuring Entity shall make Tender Documents available immediately to the potential Tenderers without any pre-condition at the corresponding price by the date the advertisement has been published in the newspaper or such other invitation, as applicable. Tenders shall be written in English and correspondences and documents relating to Tender may be in English or Bangla.
14. Contents of Tender Submission	14.1 The Tender prepared by the Tenderer shall comprise of the following: (a) Completed Tender Submission Letter (Form STD3-1); (b) Completed priced Schedule for Goods and related services (Form STD3-2); (c) Completed Specifications Submission and Compliance Sheet (Form STD3-3); (d) Tender Security; (e) Valid Trade License; (f) documentary evidence of Tax Identification Number (TIN) and VAT as a proof of fulfilment of taxation obligations; documentary evidence as stated in TDS establishing the Tenderer's eligibility and minimum qualifications required to be met for due performance of the Goods and related services under the Contract; and (g) any other document as specified in the TDS.

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15. Tender Prices	15.1 Tenderers shall fill in unit rates for the items of the Goods both in figures and in words as described in the Price and Delivery Schedule of Goods and Related services (Form STD3-2).
	15.2 Tenders being invited either for one or more items on an 'item-by- item' basis or for a single lot/package or. for a number of lots on 'lot- by-lot' basis, as specified in the TDS , the price quoted for an item shall correspond to full quantity under that particular item; otherwise, the Tenders shall be considered non-responsive.
	15.3 All applicable taxes, custom duties, VAT and other levies payable by the Contractor under the Contract shall be included in the unit rates and the Total price submitted by the Tenderers.
16. Tender Currency	16.1 Tenderers shall quote all prices in the Tender Submission Letter and in the Price Schedule in Bangladesh Taka (BDT) currency.
17. Documents Establishing the Conformity of the Goods	17.1 To establish the conformity of the Goods and related services to the Tender Documents, the Tenderer shall furnish as part of its Tender the documentary evidence that the Goods and related services conform to the technical specifications and standards in Section 7: Technical Specifications.
18. Validity Period of Tender and its Extension	18.1 Tenders shall remain valid for the period specified in the TDS after the date of Tender submission deadline prescribed by the Procuring Entity.
	18.2 In exceptional situations, before the expiry of the Tender validity period, the PE may seek the consent of Tenderers for an extension of the validity period for their Tenders. All related communications, including the request and responses, must be documented in writing. If a Tenderer does not respond or declines the extension request, shall not forfeit its Tender Security, but its Tender will no longer be considered in the evaluation proceedings.
19. Tender Security	19.1 Tenderers shall furnish as part of its Tender, in favour of the Procuring Entity or as otherwise directed on account of the Tenderer, a Tender Security in original form (not copy) and in the amount, as specified in the TDS .
	19.2 The Tender Security shall be at the Tenderer's option, be either in the form of Bank Draft or Pay Order or irrevocable unconditional Bank Guarantee issued by any scheduled Bank of Bangladesh, in the format (Form STD3-4).
	19.3 The authenticity of the Tender Security submitted by a Tenderer may be examined and verified by the Procuring Entity at its discretion in writing from the Bank issuing the security. A Tender not accompanied by a valid Tender Security shall be considered as non- responsive.

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	19.4 No Tender Security shall be returned to the Tenderers before contract signing.
	19.5 The Tender Security may be forfeited if a Tenderer: (a) modifies, substitutes or withdraws its Tender after Opening; or (b) fails to furnish Performance Security; or (c) refuses to sign the Contract; or (d) does not accept the correction of the Tender price following the correction of arithmetic errors,
	19.6 In the event, this Tender is invited under LTM; the ITT Clause 19 shall not be applicable, as indicated in the TDS .
E. Tender Submission	
20. Sealing & Marking of Tender	20.1 Tenders may be submitted in hard copy, as specified in the Tender Data Sheet (TDS). If submitted in hard copy, the Tenderer should place all the document in envelope and clearly labelling them tender reference number and package name.
21. Tender Submission Deadline	21.1 Tenders shall be submitted to the Procuring Entity at the address specified in the TDS and not later than the date and time specified in the TDS . No Tender shall be received by the Procuring Entity after the deadline for submission of Tenders. 21.2 Where Tenders are submitted in hard copy must be dropped in the tender box is kept at procuring Entity office.
22. Modification, Substitution or Withdrawal of Tender	22.1 A Tenderer may withdraw, modify or substitute its Tender after it has been submitted by sending a written notice, duly signed by the original authorized representative. In the case of a withdrawal, modification or substitution be submitted in a sealed envelope, clearly marked on the top of the Envelope as " WITHDRAWAL ", " MODIFICATION " or " SUBSTITUTE "

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F. Tender Opening and Evaluation	
23. Tender Opening	23.1 Tenders shall be publicly opened immediately after the deadline for submission of Tenders at the place as specified in the TDS but not later than ONE HOUR after expiry of the submission date line. Tenderers or their authorized representatives shall be allowed to attend and witness the opening of Tenders and shall sign a Tender Opening Sheet evidencing their attendance. 23.2 Tender Opening Committee (TOC) shall prepare a Tender Opening Report (TOR) in a prescribed form duly signed by the committee.
24. Evaluation process	24.1 Tender Evaluation Committee (TEC) may consider a Tender as responsive in the Evaluation, only if it is submitted in compliance with the mandatory requirements set out in the Tender Document. The evaluation process should begin immediately after Tender opening following three steps: (a) Technical Examinations and Responsiveness; (b) Financial evaluation and price comparison; (c) Post-qualification of the lowest evaluated responsive Tenders. (if required)
25. Technical Examinations & Responsiveness	25.1 If a Tender is not responsive to the mandatory requirements set out in the Tender Document as prescribed form (Form No. TER-1), shall not subsequently be made responsive by the Tenderer by correction of the material deviation, reservation, or omission.
	25.2 There shall be no requirement as to the minimum number of responsive Tenders.
	25.3 TEC may examine the adequacy and authenticity of the submitted documentary evidence which meets each of the qualification criterion specified in the TDS
26. Clarification on Tender	26.1 TEC may ask Tenderers for clarifications of their Tenders, including breakdowns of unit rates, in order to facilitate the examination and evaluation of the Tenders.
	26.2 Any request for clarifications by the TEC shall not be directed towards making an apparently non-responsive Tender responsive and reciprocally the response from the concerned Tenderer shall not be articulated towards any addition, alteration or modification to its Tender.
	26.3 If a Tenderer does not provide clarifications of its Tender by the date and time set in the TEC's written request for clarification, its Tender shall not be considered in the evaluation.

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27. Correction of Arithmetical Errors	27.1 TEC shall correct any arithmetic errors that are discovered during the examination of Tenders, and shall promptly notify the concerned Tenderer(s) of any such correction(s) for due acceptance by the Tenderer. If the Tenderer that does not accept the correction of the Tender amount following correction of arithmetic errors its Tender shall be considered non-responsive.
	27.2 In case of discrepancy between words and figures, the rate quoted in word in the completed Price Schedule shall prevail.
28. Financial Evaluation	28.1 TEC will evaluate each Tender that has been determined, up to this stage of the evaluation, to be responsive to the requirements set out in the Tender Document.
	28.2 To evaluate a Tender, TEC will consider the following: a) Tender price for Item(s) or Lot b) adjustment for correction of arithmetical errors;
29. Price Comparison	29.1 TEC will compare all responsive Tenders to determine the lowest-evaluated Tender, as prescribed form (Form No. TER-2).
	29.2 In case of tie, successful Tenderer shall not be selected through lottery under any circumstances Tie tenderer shall be selected by measuring the following factors- a) proven track record with BDRCS; b) good record with other humanitarian organizations; c) experience in the market and proven financial capacity.
30. Negotiation	30.1 No negotiations shall be held during the Tender evaluation or award with the lowest or any other Tenderer.
31. Post-qualification	31.1 The determination on post-qualification shall be based upon an examination of the documentary evidence of the Tenderer's eligibility and qualifications submitted by the Lowest responsive Tenderer , if required.
	31.2 An affirmative determination shall be a prerequisite for award of the Contract to the Tenderer. A negative determination shall result in non-responsiveness of the Tenderer's Tender, in which event the Procuring Entity shall proceed to the next lowest evaluated Tender to make a similar determination of that Tenderer's capabilities to perform the Contract satisfactorily, if awarded.
32. Procuring Entity's Right to Accept any or to Reject Any or All Tenders	32.1 The Procuring Entity reserves the right to accept any Tender or to reject any or all the Tenders any time prior to contract award and, to annul the Procurement proceedings with prior approval of the Chairman or Approving Authority.

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G. Contract Award	
33. Award Criteria	33.1 The Procuring Entity shall award the Contract to the Tenderer whose Tender is responsive to all the requirements of the Tender Document and that has been determined to be the successful lowest evaluated Tender, provided further that the Tenderer is determined to be post-qualified.
34. Issue of Notification of Award (NOA)	34.1 Prior to the expiry of the Tender Validity period and within one (1) week of receipt of the approval of the award by the Approving Authority, the Procuring Entity shall issue the Notification of Award (NOA) to the successful Tenderer.
	34.2 The NOA, attaching the contract as per the sample (Form STD3-6) to be signed, shall state: a) The price at which the contract is awarded; b) the amount of the Performance Security and its format; c) the date and time within which the Performance Security shall be furnished; and d) the date and time within which the contract shall be signed, if required.
	34.3 Until a formal contract is signed, the NOA shall constitute a Contract, which shall become binding upon the furnishing of a Performance Security and the signing of the Contract by both parties.
35. Performance Security	35.1 Performance Security shall be furnished by the successful Tenderer in BDT currency, of the amount as specified in the TDS , in the form of a Bank Draft, Pay Order or an irrevocable unconditional Bank Guarantee within Seven (07) calendar days from the date of issuance of the NOA.
	35.2 Performance Security shall be required to be valid until a date twenty-eight (28) days beyond the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations.
	35.3 The Procuring Entity shall verify the authenticity of the Performance Security submitted by the successful Tenderer by sending a written request to the branch of the bank issuing the Pay Order, Bank Draft or irrevocable unconditional Bank Guarantee, if required.
36. Contract Signing	36.1 If required, Procuring Entity shall sign the contract with successful tenderer within ten (10) days of the issuance of NOA.
	36.2 Failure to contract sign with the successful Tenderer, the Procuring Entity may award the Contract to the next lowest evaluated responsive Tenderer(s), who is determined by the TEC to be qualified to perform the Contract satisfactorily.
37. Debriefing of Tenderers	37.1 Debriefing of Tenderers by the Procuring Entity shall outline the relative status and weakness only of his or her Tender requesting to be informed of the grounds for not accepting the Tender submitted by him or her, without disclosing information about any other Tenderer.
38. Right to Complain	38.1 Tenderer has the right to complain in accordance with the BDRCS procurement Manual, 2025.

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Section 2. Tender Data Sheet

Instructions for completing the Tender Data Sheet are provided, as needed, in the notes in italics and under lined mentioned for the relevant Clauses.

ITT Clause	Amendments of, and Supplements to, Clauses in the Instruction to Tenderers
A. General	
ITT 1.1	The Procuring Entity is Secretary General, BDRCS The Name of the Tender is: LOT-A: Supply of Hygiene Kits – 05 Items, LOT-B: Supply of Hygiene Parcels – 860 Boxes Tender ID No: 41/2026 Tender Ref: Pro. (Log.)/292/2026, date: 09/08/2026
ITT 2.1	The source of funds is: Measles DREF/IFRC
ITT 4.1	- All potential Tenderers from Bangladesh are eligible to participate in the procurement process. - Manufacturing Company/ Importer/ Experience Supplier are encouraged to participate. - Tenderers possessing a valid and updated enlistment with BDRCS are eligible to participate in the procurement process.
ITT 5.1	Goods and related Services from the following countries are not eligible: <i>Israel</i>
B. Tender Document	
ITT 7.1	Availability of Tender Documents/Schedule: Tender documents and schedules with detailed information are available at the Bangladesh Red Crescent Society (BDRCS) website: www.bdracs.org. Tender Schedule Download Link: https://bdracs.org/tender/ Important Details: Interested bidders are requested to collect the tender documents within the stipulated timeframe from the mentioned link/BDRCS website. A Tender Schedule purchase fee of BDT 2,000.00. This fee is non-refundable. The purchase fee should be paid through Bkash number 01894806393 (BDRCS Merchant Account). Please mention the Bkash transaction reference number (Pro.(Log.)/292/2026) on top of the tender schedule. Failure to include the Bkash transaction reference number may result in the disqualification of your bid. For clarification of Tender Document purposes only, the Procuring Entity's address is: Secretary General, National Headquarters, Bangladesh Red Crescent Society (BDRCS), 684-686 Red Crescent Road, Bara Maghbazar, Dhaka-1217. Attention: Director Logistics Address: Logistics Department Room, National Headquarters, BDRCS, 684-686 Red Crescent Road, Bara Maghbazar, Dhaka-1217. Telephone: PABX: +88-02-48310188-9, Ext: 222, 258, Direct: +88-02-48316602 e-mail address: logistics@bdracs.org and contact Procuring Entity within: Director Logistics



C. Qualification Criteria

ITT 10.1(a)	• The minimum specific experience as a Manufacturer/Supplier in the supply of similar items at least three (3) years. • The Manufacturer/Supplier must have successfully completed at least two (2) contracts for the supply of similar items during the last three (3) years.
ITT 11.1	The minimum amount of liquid assets i.e working capital or credit line(s) of the Tenderer shall be Tk 15 lac.

D. Preparation of Tender

ITT 14.1(j)	The Tenderer shall submit with its Tender the following additional documents: a) Valid Trade License b) Valid TIN Certificate. c) VAT registration certificate. d) Bank solvency Certificate. e) Manufacturer's Authorization Letter a) Supply Experience Certificate b) Singed & sealed all tender documents (pages). c) Tender documents purchased receipt Acknowledgement d) Forwarding in letterhead pad of the firm. e) Delivery Schedule Plan.
ITT 15.3	Tenders being invited for a single lot.
ITT 18.1	The Tender Validity period shall be 90 <i>days</i> .
ITT 19.1	The amount of Tender Security shall be 2.5 % of the total value of the item(s) quoted by the Tenderer in favour of <u>Bangladesh Red Crescent Society</u> .

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E. Submission of Tender

ITT 21.1	For Tender submission purposes only, the Procuring Entity's address is: Secretary General, National Headquarters, BDRCS, 684-686 Red Crescent Road, Bara Maghbazar, Dhaka-1217. Attention: Director Logistics. Address: Logistics Department Room, National Headquarters, BDRCS, 684-686 Red Crescent Road, Bara Maghbazar, Dhaka-1217. The deadline for submission of Tenders is: 19/8/ 2026 at 12:00 PM
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F. Opening and Evaluation of Tenders

ITT 23.1	The Tender opening shall take place at: Address: Logistics Department Room, National Headquarters, BDRCS, 684-686 Red Crescent Road, Bara Maghbazar, Dhaka-1217 Time & Date: 19/08/2026 at 12:15 PM
ITT 24-31	Tender Evaluation Committee (TEC) Shall evaluate the Tender considering the criteria as stated in ITT clause 24-32.

G. Contract Award

ITT 35.1	The amount of Performance Security shall be 7.5% (Seven-point five percent) of the Contract Price and, no Retention Money shall be deducted from the successful Tenderer's payable invoices during Contract implementation, if awarded the Contract.
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Section 3. General Conditions of Contract

1. Definitions

1.1 The following words and expressions shall have the meaning hereby assigned to them. Boldface type is used to identify the defined term:

- (a) **Completion Schedule** means the fulfilment of the Related Services by the Supplier in accordance with the terms and conditions set forth in the Contract;
- (b) **Contract Agreement** means the Agreement entered into between the Procuring Entity and the Supplier, together with the Contract Documents referred to therein, including all attachments, appendices, and all documents incorporated by reference therein;
- (c) **Contract Documents** means the documents listed in the Contract Agreement, including any amendments thereto;
- (d) **"The Framework Agreement"** is the agreement with suppliers, the purpose of which is to establish the terms governing contracts to be awarded during a given period, in particular with regard to price and quantity; this agreement sets out terms and conditions under which specific purchases (call –offs) can be made throughout the term of the Agreement.
- (e) **"Call-Off Order"** is a particular order within a Framework Agreement indicating the quantity and timing of supplies to be supplied by the Supplier to the Purchaser.
- (f) **"Standing Offer"** means the Supplier agrees to provide the Goods from time to time and when authorized by the Purchaser by the issue of Call – off order. The Supplier agrees that the Purchaser is not obliged to order a specific number of, or any, Goods during the term of the Contract.
- (g) **Contract Price** means the price stated in the Notification of Award and thereafter as adjusted in accordance with the provisions of the Contract; ;
- (h) **Day** means calendar days unless otherwise specified as working days;
- (i) **Delivery** means the transfer of ownership of the Goods from the Supplier to the Procuring Entity in accordance with the terms and conditions set forth in the Contract;
- (j) **Goods** means raw materials, products and equipment and objects in solid, liquid or gaseous form, electricity, and related Services if the value of such Services does not exceed that of the Goods themselves ;
- (k) **Government** means the Government of the People's Republic of Bangladesh;
- (l) **Procuring Entity** means a Entity having administrative and financial powers to undertake Procurement of Goods, Works or Services using BDRCS fund; also funded by PNSs and other donor agencies, as specified in the PCC;
- (m) **Related Services** means Services linked to the supply of Goods contracts;
- (n) **Supplier** means a Person under contract with a Procuring Entity for the supply of Goods and related Services;
- (o) **Writing** means communication written by hand or machine duly signed and includes properly authenticated messages by facsimile or electronic mail.



2. Supplier's Responsibilities

- 2.1 Delivery of the Goods and completion of the Related Services shall be in accordance with the Delivery and Completion Schedule specified in the Price and Delivery Schedule of Goods & Related services (**Form: STD3-2**) of Section 5. The documents to be furnished by the Supplier shall be specified in the PCC.
- 2.2 **In case of Framework contract:** The supplier shall supply all the Goods and related services as per call-off order basis in accordance with the Delivery and Completion Schedule specified in the Price and Delivery Schedule of Goods & Related services (Form: STD3-2) of Section 5. The period of Contract is stated in the PCC. The Contract may commence from the specified date stated in the PCC.

3. Procuring Entity's Responsibilities

- 1.1 The Procuring Entity shall pay the Supplier, in consideration of the provision of Goods and Related Services, the Contract Price under the provisions of the Contract at the times and manner prescribed in the NOA and if applicable in Contract Agreement.
- 1.2 **In case of Framework contract:** The Procuring Entity shall pay the supplier in accordance to call order consideration of the provision of rate of Goods and related services prescribed in the Contract Agreement.

4. Acceptance

- 4.1 Acceptance by the Procuring Entity shall be completed in the form of an Acceptance Certificate, unless any defects in the supply, any damage during transportation or any failure to meet the required performance criteria of the supply are identified and reported to the Supplier.
- 4.2 Procuring Entity shall commence the inspection and acceptance process within short-time hours from delivery of the goods, and shall complete the same as soon as practicable.

5. Transportation

- 5.1 The Supplier is required under the Contract to transport the Goods to a specified place of destination as specified in the Price and Delivery Schedule of Goods & Related services (**Form: STD3-2**) of Section 5.

6. Terms of Payment

- 6.1 The method and conditions of payment to be made to the Supplier under this Contract shall be as follows:

On Delivery and Acceptance: Hundred (100) percent of the Contract Price of the Goods delivered shall be paid after submission of documents specified in GCC Clause 2, supported by the Acceptance Certificate issued by the Procuring Entity pursuant to GCC Clause 4.

7. Performance Security

- 7.1 The proceeds of the Performance Security shall be payable to the Procuring Entity as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract and, the Procuring Entity shall not make any claim under the security, except for amounts to which the Procuring Entity is entitled under the Contract.
- 7.2 The Performance Security shall be discharged by the Procuring Entity and returned to the Supplier not later than twenty-eight (28) days following the date of Completion of the Supplier's performance obligations under the Contract, including any warranty obligations as stated under GCC Clause 9, provided that there are no claims filed against the Supplier.

8. Tests

- 8.1 The Procuring Entity shall have the right to test the Goods to confirm their conformity to the Contract specifications. The Supplier shall at its own expense and at no cost to the Procuring Entity, carry out all such tests of the Goods and related services as required under the Contract.



9. Warranty

9.1 Warranty shall be required from the Supplier for a minimum period as specified in the PCC. The Warranty Period of the Supplies shall start from the date of completion of delivery in the form of, submission by the Supplier and acceptance by the Procuring Entity, of the Delivery Chalan/Invoice.

10. Delays in Delivery and Extensions of Time

10.1 The Supplier shall deliver the Goods or perform the services within the period, as specified in the Delivery and Completion Schedule.

10.2 The Procuring Entity may extend the Delivery and Completion time on reasonably acceptable grounds subjected to the approval of the Chairman of BDRCS or Approving authority.

11. Liquidated Damages

11.1 If the Supplier fails to complete the delivery of Goods and related services within the Delivery and Completion Schedule specified in the contract or as extended, the Procuring Entity shall as Liquidated Damages, deduct from the Contract Price, a sum at the percent-rate per day of delay as specified in the PCC, of the contract value of the undelivered Goods and related services or part thereof delivered after the Delivery and Completion Schedule or as extended. The total amount of Liquidated Damages shall not exceed the amount specified in the PCC.

12. Consequences of Force Majeure	12.1 The Supplier shall not be liable for forfeiture of its security, liquidated damages, or termination for default if and to the extent that it's delays in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
	12.2 The Procuring Entity may suspend the delivery or contract implementation, wholly or partly, by written order for a certain period of time, as it deems necessary due to Force Majeure as defined in the Contract
	12.3 Delivery shall be made either upon the lifting or the expiration of the suspension order. However, if the Procuring Entity terminates the contract as stated under GCC Clause 13, resumption of delivery cannot be done.
	12.4 If a Party is or will be prevented from performing its substantial obligations under the Contract by Force Majeure, then it shall give notice within fourteen (14) days after the party became aware, to the other Party of the event or circumstances constituting the Force Majeure and shall specify the obligations, the performance of which is or will be prevented.
	12.5 After receiving notice under GCC Sub Clause 12.4, the Procuring Entity shall proceed to determine these matters under the provisions of the Contract.
	12.6 Notwithstanding any other provision of this Clause, Force Majeure shall not apply to obligations of either Party to make payments to the other Party under the Contract.
13. Termination	13.1 Termination for Default: The Procuring Entity without prejudice to any other remedy for breach of Contract, by giving 7 (Seven) days written notice of default sent to the Supplier, may terminate the Contract in whole or in part, if:



	a. the Supplier fails to deliver any or all of the Goods within the period specified in the Contract, or within any extension thereof granted by the Procuring Entity pursuant to GCC Clause 10.2; or b. the Supplier fails to perform any other obligation under the Contract; or c. the Supplier, in the judgment of the Procuring Entity has engaged in corrupt, fraudulent, collusive or coercive practices, as stated under ITT Clause 3, in competing for or in executing the Contract; or d. when the deductible amount due to Liquidated Damage reaches its maximum as stated under GCC Clause 11.
	13.2 In the event the Procuring Entity terminates the Contract in whole or in part, as stated under GCC Clause 13.1(a), the Procuring Entity may procure, upon such terms and in such manner as it deems appropriate, Goods or related services similar to those undelivered or not performed, and the Supplier shall be liable to the Procuring Entity for any additional costs for such similar Goods or related services. However, the Supplier shall continue performance of the Contract to the extent not terminated.
	13.3 Termination for Convenience: The Procuring Entity, by giving twenty-eight (28) days written notice sent to the Supplier, may terminate this Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that the termination is for the procuring Entity's convenience, the extent to which performance of the Supplier under the contract is terminated, and the date upon which such termination becomes effective.
	13.4 The Goods that have been delivered and/or performed or are ready for delivery or performance within twenty-eight (28) days after the Supplier's receipt of Notice to Terminate shall be accepted by the Procuring Entity at the contract terms and prices.
14. Contract Amendment	14.1 The Procuring Entity shall amend the Contract, incorporating the changes approved by the Chairman of BDRCS or Approving Authority and, introduced to the original Terms and Conditions of the Contract.
15. Settlement of Disputes	15.1 Amicable Settlement: The Procuring Entity and the Supplier shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.
	15.2 Arbitration a. If the Parties are unable to reach a settlement under GCC Clause 15.1 within Fourteen (14) days of the first written correspondence on the matter of disagreement, then either Party may give notice to the other party of its intention to commence arbitration in accordance with GCC Sub Clause 15.2 (b); b. The arbitration shall be conducted in accordance with the Arbitration Act (Act No 1 of 2001) of Bangladesh as at present in force and in the place shown in the PCC.

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Section 4. Particular Conditions of Contract

Instructions for completing the Particular Conditions of Contract are provided, as needed, in the notes in italics mentioned for the relevant GCC Clauses

GCC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
GCC 1.1 (I)	The Procuring Entity is the Secretary General, BDRCS
GCC 9.1	The Warranty Period shall be: 7.5% Performance Security money will be realized after 3 (Three) months after satisfactory completion of the total supply
GCC 11.1	The amount of Liquidated Damages is Zero point two Zero (0.20%) percent of the contract value of the undelivered Goods or any part thereof delivered after expiry of the Delivery and Completion Schedule or extended Delivery and Completion Schedule, as applicable, per day of delay.
	The maximum amount of Liquidated Damages for the undelivered Goods or any part thereof is Ten (10%) percent of the final Contract Price of the whole of the Goods and related services.
GCC 15.2(b)	Arbitration shall take place in: Moghbazar, Dhaka

Dr. Kabir M. Ashraf Alam ndc
Secretary General

Date:



Section 5. Tender & Contract Forms

Form	Title
Tender Forms	
STD3 – 1	Tender Submission Letter
STD3 – 2	Price and Delivery Schedule for Goods & related services
STD3 – 3	Specifications Submission and Compliance Sheet
STD3 – 4	Bank Guarantee for Tender Security (<i>if applicable and, when this option is chosen</i>)
STD3 - 5	Bank's Letter of Commitment for Line of Credit (<i>when this option is chosen</i>)
Contract Forms	
STD3 – 6	Notification of Award
STD3 – 7	Contract Agreement
STD3 – 8	Bank Guarantee for Performance Security (<i>when this option is chosen</i>)

Forms STD3-1 to STD3-5 comprises part of the Tender.

And

Forms STD3-6 to STD3-8 comprises part of the Contract.

✓



Tender Submission Letter (Form STD 3-1)

[This letter shall be completed and signed by the Tenderer on the Letter-Head pad].

To:

Date:

[Name and Address of the Procuring Entity]

.....

.....

Subject: Tender submission Letter for *[Package Description.....]*

Tender ID No: *[state Tender ID, if applicable]*

Tender Ref: *[state official memo No. or other references which applicable]*

Lot No(s): *[state Lot No. in case of lot-by-lot tender, if applicable]*

We, the undersigned, offer to supply in conformity with the Tender Document for the above subject mentioned Goods and Related Services and also offering the following prices including VAT & applicable Tax in accordance with ITT Clauses 15 and 16.

The Tender Price is: (ITT Clause 15)	<i>Taka [insert amount, in figures]</i> <i>and</i> <i>Taka [insert amount, in words]</i>
---	--

In signing this letter, and in submitting our Tender, we also confirm that:

- our Tender shall be valid for the period stated in the Tender Document (ITT Sub-Clause 18.1) and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- we have examined and have no reservations to the Tender Document, issued by you including Addendum, if any.
- a Tender Security is attached in the form of a *[Pay Order / Bank Draft / Bank Guarantee]* in the amount stated in the Tender Document (ITT Clause 19.1) in case of Open Tendering Method. (Not applicable for LTM).
- we, declare that we are eligible to participate in this Tender and meet the eligibility criteria specified in the Tender Document (ITT Clause 4);
- furthermore, we are aware of ITT Clause 3.2 concerning such practices and pledge not to indulge in such practices in competing for or in executing the Contract;
- we are not participating as Tenderers in more than one Tender in this Tendering process. We understand that your written issued Notification of Award (NOA), shall become a binding Contract between us, although no formal Contract is signed later on.

Signature:	<i>[insert signature of the Tenderer]</i>
Name:	<i>[insert full name of signatory with National ID]</i>
In the capacity of:	<i>[insert full name of signatory]</i>

[Handwritten signature]



Bangladesh Red Crescent Society (BDRCS)

National Headquarters (NHQ)

Annexure-1

Price and Delivery Schedule of Goods & Related services

Tender ID No:	41/2026
Package Description	LOT-A: Supply of Hygiene Kits – 05 Items, LOT-B: Supply of Hygiene Parcels – 860 Boxes
Tender Ref:	Pro.(Log.)/292/2026, date: 09/08/2026

A: PRICE OF GOODS (LOT-A: SUPPLY OF HYGIENE KITS – 05 ITEMS) AND DELIVERY SCHEDULE:-

No	Item description	Quantity	Unit	Unit Price- BDT	Total Price in BDT.	Brand	Country of origin	Expiry date	Sample Submission	Point of Deliver	Delivery Period
1	Bathing soap	9600	Pcs						Mandatory	NHQ, Dhaka	07 Days
2	Laundry soap	6400	Pcs						Mandatory	NHQ, Dhaka	07 Days
3	Toothbrush (Soft & Medium)	6,400	Pcs						Mandatory	NHQ, Dhaka	07 Days
4	Toothpaste	3,200	Pcs						Mandatory	NHQ, Dhaka	07 Days
5	Toilet paper	6,400	Pcs						Mandatory	NHQ, Dhaka	07 Days
Total In BDT.:											

Total (in words) =

Farah



LOT-B: Supply of Hygiene Parcels – 860 Boxes

SL No	Description	Quantity	Unit Price	Total Price in BDT.	Brand	Country of origin	Expiry date	Sample Submission	Point of Deliver	Delivery Period
1	Bathing soap (12 pieces for per households)	10320 Pcs	—					Mandatory	NHQ, Dhaka	07 Days
2	Laundry soap (8 pieces for per households)	6880 Pcs	—							
3	Sanitary pads (1 Packet for per households)	860 Packets	—							
4	Toilet paper (Virgin-White Color Roll) 5 Roll for per households	4300 Pcs	—							
5	Toilet brush (with long handle) for 1 piece for per households	860 Pcs	—							
6	Nail cutter 1 piece for per households	860 Pcs	—							
7	Toothpaste 2 tubes for per households	1720 Pcs	—							
8	Toothbrush (Soft & Medium) 5 pieces for per households	4300 Pcs	—							
9	Hand washing liquid soap with dispenser (Press button) 1 piece for per households	860 Pcs	—							
10	Hand washing liquid soap refill pack 2 packets for per households	1720 Packets	—							
11	Hair Coconut oil 1 bottle for per households	860 Pcs	—							
12	Hair Comb 1 piece for per households	860 Pcs	—							
13	Cotton towel 1 piece for per house holds	860 Pcs	—							
14	Carton Box 1 piece for per households	860 Boxes	—							
Total in BDT:										



At Govan

Price Summary:

LOTS	Total Price In BDT.
A	
B	
Grand Total in BDT.:	

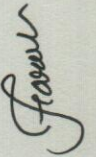
Inwords (BDT.):

Note 1: All unit rates and prices quoted by the Tenderers against each basic item or activity shall include the Tenderer's profit, overheads, VAT and all other charges including corresponding incidental service charges for banking and, shall be the delivered price in final destination or at point of delivery and, thus forth the total Tender Price quoted by the Tenderers.

Bidder's Signature & date:

Signature:	
Name:	
In the capacity of:	



for 

Bangladesh Red Crescent Society (BDRCS)

National Headquarters (NHQ)

Annexure-2

Technical Specifications and Compliance Sheet

Tender ID No:	41/2026
Package Description	LOT-A: Supply of Hygiene Kits – 05 Items, LOT-B: Supply of Hygiene Parcels – 860 Boxes
Tender Ref:	Pro.(Log.)/292/2026, date: 09/08/2026

Details Package/Items Specifications for Hygiene Kits Box/goods:

Hygiene Parcel						
SL	Items	Specification	Per Households Quantity	Brand	Country of Origin	Country of manufacturing
1	Bathing soap	Body soap in bar, not harmful to the skin. Product must be fit for human utilization and be of sound, fait and marketable quality, of homogeneous color and aspect, without any disagreeable odors and flavors. Should be approved by the BSTI (BSTI -BDS-13) and marked accordingly. • Weight: Bar of 100g each • Manufacturing date: Maximum manufacturing date of 3 months, when goods are delivered. • Expiry date Minimum 18 months from manufacturing date printed on each wrapper and on marking label. • Packing and marking: Bar individually packed in usual product packing (wrapper) and marked with Name and address or manufacturer. It should be clearly stated on wrapper "body / toilet soap". The net mass in grams	12 pieces			
2	Laundry soap	Laundry soap or hand washing clothes, not harmful to the skin. Product must be fit for human utilization and be of sound, fair and marketable quality, of homogeneous color and aspect, without any disagreeable odors and flavors. • Expiration date at least 18 months from date of quotation submission. Should be approved by the BSTI (BSTI -BDS-12) and marked accordingly. • Weight: bar of 125 gm each. • Manufacturing date: Maximum manufacturing date of 3 months, when goods are delivered. Expiry date Minimum 18 months from manufacturing date printed on each	8 pieces			

Signature



		wrapper and on marking label. • Packing and marking: Bar individually packed in usual product packing (wrapper) and marked with Name and address or manufacturer. The net mass in grams.				
3	Sanitary pads	Sanitary pads with belt system. Minimum size: Length = 19cm, width = 6 cm, Maximum absorption, Air-laid paper, Sterilized pulp, non-woven with adhesive tape, latex-free, lotion-free and fragrance-free and Disposable. • Expiration date at least 18 months from date of quotation submission. Should be approved by the ISO 9001 and marked accordingly. • Total weight: 10.8 gr +/- 5% Packing and marking: Usual product packing of 10 pieces any should be packed in good quality polyethylene, or any other water resistance material or bags having similar water resistance properties and marked as follows, name and address of manufacturer, country of origin, production date Manufacturing date: Maximum manufacturing date of 3 months, when goods are delivered. Expiry date Minimum 18 months from manufacturing date printed on each wrapper and on marking label.	1 packet (10 pcs in one packet)			
4	Toilet paper (Virgin-White Color Roll)	Absorbent, soft and hygienic toilet tissue Product must be fit for human utilization and be of sound, fair and marketable quality. • Type: 100% recycled paper, 2 layers, clean and free from foreign matter, stains and holes. • Weight: 20 g/m2 each layer, 40g/m2 at total. Size: 300 sheets/ roll, with clean separation at the perforations. Width x Length: 100 mm x 135 mm (each sheet) minimum. • Toilet paper should also comply with international regulations for bursting, tensile and absorption	5 rolls			
5	Toilet brush (with long handle)	Length: 38 cm minimum total brush length; Hardness bristle: Medium; Height bristle: 5.5 mm +/- 5.5 mm minimum; Color: Multi Color;	1 piece			
6	Toothpaste	Fluoride toothpaste must be fit for human utilization and be of sound, fair and marketable quality. Tube in plastic of 85gm - net weight with non-corrosive screwcap which fit the neck externally. Each toothpaste shall carry the information of: net mass in grams,	2 tubes			



		batch number in code, information of the contents, production and expiry date. Should be approved by the BSTI (BSTI -BDS-1216) and marked accordingly. • Manufacturing date: Maximum manufacturing date of 3 months, when goods are delivered. • Expiry date Minimum 18 months from manufacturing date printed on each wrapper and on marking label. • Packing and marking: Tube individually packed in usual product packing.				
7	Toothbrush (Soft & Medium)	Good quality, product must be fit for human utilization and be of sound, fair and marketable quality. • Length: 18-20 cm; Hardness bristle: (2) Medium + (3) Soft • Height bristle: 11mm +/- 1mm • Color: Various.	5 pieces			
8	Nail cutter	Good quality, Size: 80mm long (+/- 5mm) x 14mm wide (+/-2mm). Suitable for everyone: The clipper can be used for both adult family members and babies nail clip.	1 pieces			
9	Hand washing liquid soap with dispenser (Press button)	500 ml Hand washing liquids soap, not harmful to the skin. Product must be fit for human utilization and be of sound, fair and marketable quality, of homogeneous color and aspect, without any disagreeable odors and flavors. Raw materials combination: S.L.E.S, Cocody ethanol amides, betaine, tricosene, benzophenone 3, Manufacturing date: Maximum manufacturing date of 3 months, when goods are purchased. Expiry date Minimum 18 months from manufacturing date printed on each wrapper and on marking label.	1 piece			
10	Hand washing liquid soap refill pack	Refill packet of hand wash liquid soap. Expiration date at least 18 months from date of quotation submission. Raw materials combination: S.L.E.S, Cocody ethanol amides, betaine, tricosene, benzophenone 3. Hand washing liquids soap, not harmful to the skin. Product must be fit for human utilization. Weight: 170 ml pack Manufacturing date: Maximum manufacturing date of 3 months, when goods are purchased. Expiry date Minimum 18 months from manufacturing date printed on each wrapper and on marking label.	2 packets			

[Handwritten signature]

[Handwritten signature]



11	Hair Coconut oil	100% coconut oil, 200 ml bottle with sealed cap. Expiration date at least 12 months from Hair coconut oil not harmful to the skin. Product must be fit for human utilization and be of sound, Weight: 200 ml. Manufacturing date: Maximum manufacturing date of 3 months, when goods are purchased. Expiry date Minimum 12 months from manufacturing date printed on each wrapper and on marking label.	1 bottle			
12	Hair Comb	Eco friendly. Product must be fit for human utilization and be of sound, fair and marketable quality. 30 to 35 dents (on a 10cm dented area) (+/-0.5cm). Length of the Handle - 10cm (+/- 0.5 cm), total width - 5cm (+/-0.5cm)	1 piece			
13	Cotton towel	Product must be fit for human utilization and be sound, fair and marketable quality. Type: 100% cotton; Length: 30" minimum; Width: 18" minimum; Color: Assorted color; Weight: 133 grams (+/- 5 grams)	1 piece			
14	Carton Box	WHITE COLOR 5 PLY CARTON BOX: The outer carton box dimension L 10-inch x W 10-inch x H 10-inch	1 piece			
Packing, Marking and Logo		Strong export packing, suitable for transportation by road including rough handling. Each item of the kit should be individually packed and further packed as a kit in a strong 5 ply WHITE carton box. Empty spaces have to be avoided or filled up as this would result in crushing of the cartons during transport. Carton boxes must withstand stacking 6m high for 48 hours without deterioration, closure must withstand minimum 10 strong manual handling, exposure to the rain and must withstand the weight of the items in the kit. List of items along with quantity and appropriate logo (four color) will be printed as per design provided by the BDRCS and IFRC/Others PNSs.				

Note: Goods having BSTI mark may be considered fit for human use/ utilization and goods should have use validity or expiry deadline minimum 4/6 months ahead after quotation date for fit for consumption.

Signature:	
Name:	
In the capacity of:	

[Handwritten signature]



Bank Guarantee for Tender Security (Form STD3-4)

[this is the format for the Tender Security to be issued by a scheduled Bank of Bangladesh]

Tender ID No:	41/2026
Package Description	LOT-A: Supply of Hygiene Kits – 05 Items, LOT-B: Supply of Hygiene Parcels – 860 Boxes
Tender Ref:	Pro.(Log.)/292/2026, date: 09/08/2026

TENDER GUARANTEE No: [insert number]

We have been informed that [insert name of Tenderer] (hereinafter called “the Tenderer”) intends to submit to you its Tender dated [insert date of Tender] (hereinafter called “the Tender”) for the supply of [description of goods and related services] under the above Invitation for Tenders (hereinafter called “the IFT”).

Furthermore, we understand that, according to your conditions, Tenders must be supported by a Bank Guarantee for Tender Security.

At the request of the Tenderer, we [insert name of Bank] hereby irrevocably undertake to pay you, without cavil or argument, any sum or sums not exceeding in total an amount of Tk [insert amount in figures and in words] upon receipt by us of your first written demand accompanied by a written statement that the Tenderer is in breach of its obligation(s) under the Tender conditions, because the Tenderer:

- has withdrawn its Tender after opening of Tenders but within the validity of the Tender Security ; or
- failed to furnish Performance Security within the period as stipulated in the NOA; or
- refused to sign the Contract Agreement by the time specified in the NOA; or
- did not accept the correction of the Tender price following the correction of the arithmetic errors in accordance with the ITT; or

This guarantee will expire:

- if the Tenderer is the successful Tenderer, upon our receipt of a copies of the contract signed by the Tenderer and the Performance Security issued to you in accordance with the ITT; or
- if the Tenderer is not the successful Tenderer, twenty-eight (28) days after the expiration of the Tenderer’s Tender Validity period, being [date of expiration of the Tender Validity plus twenty-eight (28) days]

Consequently, we must receive at the above-mentioned office any demand for payment under this guarantee on or before that date.

Signature	Seal
-----------	------

[Handwritten Signature]



Letter of Commitment for Bank's Undertaking for Line of Credit (Form STD 3-5)

[This is the format for the Credit Line to be issued by any scheduled Bank of Bangladesh in accordance with ITT Clause 17.1(d)]

Invitation for Tender No: -----
Tender Package No: -----

Date:

To:

[Name and address of the Procuring Entity]

COMMITMENT No:

We have been informed that *[name of Tenderer]* (hereinafter called "the Tenderer") intends to submit to you its Tender (hereinafter called "the Tender") for the supply of Goods of *[description of Goods and related services]* under the above Invitation for Tenders (hereinafter called "the IFT").

Furthermore, we understand that, according to your conditions, the Tenderer's Financial Capacity i.e. Liquid Asset must be substantiated by a Letter of Commitment of Bank's Undertaking for Line of Credit.

At the request of, and arrangement with, the Tenderer, we *[name and address of the Bank]* do hereby agree and undertake that *[name and address of the Tenderer]* will be provided by us with a revolving line of credit, in case awarded the Contract, for delivery of Goods and related services *[insert name of supply]*, for an amount not less than BDT*[in figure]* (*in words*) for the sole purpose of the supply of Goods and related services under the above Contract. This Revolving Line of Credit will be maintained by us until issuance of "Acceptance Certificate" by the Procuring Entity.

In witness whereof, authorized representative of the Bank has hereunto signed and sealed this Letter of Commitment.

[Signature]



Notification of Award (Form STD 4-7)

Contract No:

Date:

To:

[Name & address of Supplier/Contractor]

This is to notify you that your Tender dated *[insert date of tender opening]* for the execution of Works for *[name of contract]* for the Contract Price of Tk *[state amount in figures and in words]* as corrected and modified in accordance with the Instructions to Tenderers, has been approved after evaluation.

You are thus requested to:

- i. furnish a Performance Security in the specified format and in the amount of Tk *[insert amount in figures and words]*, within 7 (seven) working days of issuance of this Notification of Award but not later than *(specify date)*.
- ii. sign the Contract within 10 (ten) working days of issuance of this NOA but not later than *(specify date)*, if required.

You may proceed with the execution of Works only upon completion of the above tasks. You may also please note that this Notification of Award shall constitute the formation of this Contract, which shall become binding upon you.

We attach the draft Contract and all other documents for your perusal and signature.

Signed/-

Name & Designation of the Issuing Authority Date:

[Signature]



Contract Agreement (Form STD3-7)

THIS AGREEMENT is made on: [date of contract agreement] between

1. Name of the Procuring Entity

Address:

And

2. Name of the Supplier

Address:

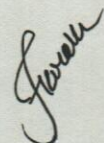
WHEREAS the Procuring Entity invited Tenders for certain Goods and related services, viz, [brief description of goods and related services] and has accepted a tender by the Supplier for the supply of those goods and related services in the sum of Taka [Contract Price in figures and in words] (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the General Conditions of Contract hereafter referred to.
2. The following documents forming the Contract shall be in the following order of precedence, namely:
 - (a) the signed Form of Contract Agreement,
 - (b) the Notification of Award,
 - (c) the completed Tender,
 - (d) conditions of Contract,
 - (e) technical Specifications,
 - (f) price and delivery Schedule of Goods,
 - (g) others document, if any.
3. In consideration of the payments to be made by the Procuring Entity to the Supplier as hereinafter mentioned, the supplier hereby covenants with the Procuring Entity to provide the Goods and related services and to remedy any defects therein in conformity in all respects with the provisions of the Contract.
4. The Procuring Entity hereby covenants to pay the supplier in consideration of the provision of the goods and related services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Bangladesh on the day, month and year first written above.

	For the Procuring Entity	The Supplier
Signature		
Print Name		
Title		
In the presence of Name	Witness	Witness
Address		



Bank Guarantee for Performance Security (Form STD3-8)

[this is the format for the Performance Security to be issued by a scheduled Bank of Bangladesh]

Contract No:

Date:

To:

[Name and address of Procuring Entity]

PERFORMANCE GUARANTEE No: *[insert Performance Guarantee number]*

We have been informed that *[name of supplier]* (hereinafter called "the Supplier") has undertaken, pursuant to Contract No *[reference number of Contract]* dated *[date of Contract]* (hereinafter called "the Contract") for the supply of *[description of goods and related services]* under the Contract.

Furthermore, we understand that, according to your conditions, Contracts must be supported by a performance guarantee.

At the request of the Supplier, we *[name of bank]* hereby irrevocably undertake to pay you, without cavil or argument, any sum or sums not exceeding in total an amount of Tk *[insert amount in figures and in words]* upon receipt by us of your first written demand accompanied by a written statement that the Supplier is in breach of its obligation(s) under the Contract conditions, without you needing to prove or show grounds or reasons for your demand of the sum specified therein.

This guarantee is valid until *[date of validity of guarantee]*, consequently, we must receive at the above-mentioned office any demand for payment under this guarantee on or before that date.

[Signatures of authorized representatives of the Bank]

Signature	Seal
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[Handwritten signatures]



সোমবার

১০ আগস্ট ২০২৬

২৬ শ্রাবণ ১৪৩৩ বঙ্গাব্দ। ২৬ সফর ১৪৪৮ হিজরি

১৬ পৃষ্ঠা। মূল্য ১২ টাকা

রেজি-ডিএ ৮৪। ৭৩তম বর্ষ। ২১৬তম সংখ্যা

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প্রতিষ্ঠাতা ড. ফারুক হোসেন মানিক শিখা

ইত্তেফাক



Bangladesh Red Crescent Society

National Head Quarter (NHQ)

684-686, Red Crescent Sarak, Bara Moghbazar, Dhaka 1217.

PABX: +88-02-48310188-9, Ext: 222, 258, Direct: +88-02-8333430, web: www.bdracs.org

INVITATION FOR TENDER

1. Invitation Reference, Tender ID No and Date	Pro. (Log.)/292/2026, Tender ID: 41/2026, date: 41/08/2026
2. Procuring Entity Name	Secretary General, BDRCS
3. Name of Requisition Department	Disaster Response Department
4. Procurement for	Measles Operation
5. Invitation for	LOT-A: Supply of Hygiene Kits – 05 Items, LOT-B: Supply of Hygiene Parcels – 860 Boxes
6. Procurement Method	Open Tendering Method (OTM)
7. Budget and Source of Funds	IFRC
8. Purchase of Tender document	Tender documents and schedules with detailed information are available at the Bangladesh Red Crescent Society (BDRCS) website: www.bdracs.org. Tender Schedule Download Link: https://bdracs.org/tender/ Tender Schedule Purchase Process: - Interested bidders are requested to collect the tender documents within the stipulated timeframe from the mentioned link/BDRCS website. - A Tender Schedule purchase fee of BDT. 2000/-, This fee is non-refundable. - To Purchase Tender Schedule, please make PAYMENT to BDRCS bKash Merchant Account No: 01894806393 - Please insert the reference number 292/2026 while making bKash Payment. - Please mention the bKash transaction reference number on top Table-1 in tender schedule. Failure to include the bKash transaction reference number may result in the disqualification of your bid.
9. Tender Schedule available from website/link	From 10-08-2026 to 19-08-2026
10. Tender Submission Date and Time	19-08-2026 at 12:00 PM
11. Tender Opening Date and Time	19-08-2026 at 12:15 PM But if not possible in any unavoidable circumstance the tender/quotation will be opened the next office day at the same time & venue.
12. Address of Tender Submission & Opening	Logistics Department, National Headquarters, BDRCS, 684-686 Red Crescent Road, Bara Maghbazar, Dhaka-1217
13. Place/Date/Time of Pre-Tender Meeting	11:00 AM on 16 August 2026 in the Logistics Department Meeting Room, NHQ, BDRCS, Dhaka
14. Eligibility of Tenderer	As per Tender documents.
15. Brief Description of works/ Related Services	LOT-A: Supply of Hygiene Kits – 05 Items (Bathing Soap – 9,600 Pcs, Laundry Soap – 6,400 Pcs, Toothbrush – 6,400 Pcs, Toothpaste – 3,200 Pcs, and Toilet Tissue Rolls – 6,400 Pcs) LOT-B: Supply of Hygiene Parcels – 860 Boxes (Bathing Soap, Laundry Soap, Sanitary Pads, Toilet Paper, Toilet Brush, Nail Cutter, Toothpaste, Hand Washing Liquid Soap with Dispenser, Hand Washing Liquid Soap Refill Pack, Coconut Hair Oil, Hair Comb, Cotton Towel, and Carton Box), as detailed in the STD.
16. Tender Evaluation Criteria	As per STD
17. Tender Security Amount	2.5 % of the Total quoted amount
18. Completion Time (In days)	As per Tender documents

The Bangladesh Red Crescent Society reserves the right to accept or reject any or all tender or split the order without assigning any reason whatsoever and will not be bound to accept the lowest bid.

Size: 3 col x 6"

Dr. Kabir M. Ashraf Alam ndc
Secretary General

