



Bangladesh Red Crescent Society

National Headquarter

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

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Ref. Memo no. Pro. (Log.) 405/2026, Tender ID: 48/2026

Date: 20/09/2026

Tender Schedule

Tender Schedule Purchase detailed (bKash Transition reference):

Mobile Number	
Transaction number	
Date and Time	
Amount of BDT.	

The Bangladesh Red Crescent Society invites sealed tenders from the Supplier/Importer/Manufacturing Company for **"Supplying of Cyclone Shelter Hygiene Materials"** for Anticipatory Action (AA) Project under DCRM Dept. with the supported by EAP-CYCLONE- IFRC as per following terms and condition-

1. **Tender Title: Supplying of Cyclone Shelter Hygiene Materials**

2. **Scope of supply:**

Sl. No.	Name of Hygiene Materials	Details with Specification	Quantity
1	20 L plastic bucket with lid	Annexure-1	500 pcs
2	1.5 L Plastic Mug		500 pcs
3	Antibacterial original 100 gm defense bathing bar		5000 pcs
4	Cleaning agent (Toilet cleaner)		250 Pcs
5	Cleaning agent (Floor cleaner)		250 Pcs
6	Floor Mop		500 Pcs
7	Toilet cleaning brush		500 pcs
8	250 ml steel glass		10000 pcs
9	Disposable sanitary pads		500 Pack
10	Floor mat		1000 Pcs

Special Note: The final quantity may be increased or decreased with the final order. The products must be of sound, fair and marketable quality & fit for intended use. Detailed specification is attached in **Annexure-1**.

3. **Specification:** All the above materials must be packed in to Cyclone Shelter Hygiene Materials. The above items must be fit for **intended use** and meet the specification accordingly. The products must be of sound, fair and marketable quality. Detailed specification is attached in **Annexure-1**.

4. 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 2000.00 is applicable. 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 on top of the tender schedule.
- Failure to include the bKash transaction reference number may result in the disqualification of your bid.



5. **Pre-bid Meeting:** A pre-bid meeting for the contractors will be held at 11:00 AM on 24 September 2025 in the Logistics Meeting Room, NHQ, and Dhaka. **Only the interested bidder(s) who will 12: 00 pm on 05 October 2026** marking on top of envelope- *"Offer for Supplying of Hygiene Materials collect the tender documents shall attend the meeting.*
6. **Tender Submission** Sealed Quotations/Tender documents (with signed specification-annex-1 and price format-annex-2) along with sample will be received in the tender box Logistics Department, National Headquarters, BDRCS, 684-686 Red Crescent Road, Bara Maghbazar, Dhaka latest by **12:00 pm on 05 October, 2026** and must be accompanied by all the information/documents as per tender. Tenders/Quotations will be opened at **12:15 pm on 05 October 2026** at the BDRCS Logistics Meeting Room, NHQ, Dhaka in the presence of bidders if any. But if not possible to any unavoidable circumstance tender/quotation will be opened next office day at the same time & venue.
7. **Delivery Destination:** All the Hygiene Materials are to be delivered to **General Warehouse, NHQ, BDRCS Dhaka**. Supplier shall be responsible for all costs arising from forwarding and delivering of goods to actual point of delivery including loading, unloading, transportation and insurance. The BDRCS authority will inform the selected supplier of the detailed delivery plan (in written) and the supplier will be fully responsible to deliver the Supplying of Hygiene Materials as per the plan.
8. **Packaging and Marking:** All the individual items must be packed in good condition in a packet (packet/packaging as per specification). Packaging needs to be done for Bag/packets. Strong export packing, suitable for transportation by road including rough handling. Each item of the kit should be individually Bag.
9. **Delivery Period:** Goods must be delivered at the delivery destination at the soonest but within a maximum period of **15 days** from the date of signing of purchase order, as per delivery schedule mutually agreed without any reason.
10. **Price:** Price should be quoted in the given format in **annexure 2**, and as per quantity in BDT (Bangladeshi Taka) inclusive of all costs loading, unloading, transportation, packing, text, taxes, duties, levies and insurance etc. respectively for delivery at the destination mentioned above in clause -7 (**Logistics Dept., National Head Quarter, 684-686, Red Crescent Sarak, Bara Moghbazar, Dhaka-1217**). **Income Tax & VAT** will be deducted at source as per Govt. rules at the time of final payment. In case of any arithmetical discrepancy between the unit rate and the total amount quoted, then the unit rate shall prevail both for the evaluation of quotations and for the subsequent supply.
12. **Required Documents/Certificates:**
- Valid Trade License.
 - Valid TIN Certificate
 - VAT registration certificate.
 - Bank solvency Certificate.
 - Experience Certificate (if any).
 - Signed copy of all tender documents (pages)
 - Tender Schedule purchased receipt.
 - Forwarding in letter head pad.
 - Delivery Plan
13. **Samples:** Samples of the materials for the Cyclone Shelter Hygiene Materials may be required to submit By the selected vendor. After placing the contract/order, no alternative samples/items for the **Cyclone Shelter Hygiene Materials** will be acceptable. Before submitting the offer and the samples, you are requested to check and Make sure that the products you are offering is available in stock and will be supplied by you within the Offered time if the order/contract is placed to you. One/per Hygiene item as per specification must be submitted as sample together with the quotation to our office. Each sample should mention the supplier's name. The quotations not accompanied by the samples will not be considered. **Selected sample(s) are non-returnable**. Pre supply samples are only the representative samples for viewing/inspections. Supplies must be strictly according to the specifications as per annex-1. If a purchase **order/contract** agreement is placed to the selected supplier, the quality of the item will strictly follow as per the given specifications and your submitted offer & approved sample. **After placing the contract/order, no alternative sample will be acceptable. Before submitting the offer and**



the samples you are requested to check and make sure that the products you are offering is available in stock and will be supplied by you within the offered time if the order/contract is placed to you.

14. **Validity:** Your offer must remain valid for **6 month** from the date of offer. If the BDRCS needs to extend/increase the **Cyclone Shelter Hygiene Materials** delivery period, the selected supplier must deliver the **Hygiene Materials Bag** as per the same price and specification.
15. **Inspection:** Supplied **Cyclone Shelter Hygiene Materials** must meet the required specifications and test (if)/inspection results must meet to our standard specifications mentioned in this tender documents. Quality and quantity inspections will be carried out at the supplier's place before the delivery (pre-deliver inspection) and at the point of delivery (buyers place, post-delivery inspection) by an independent inspection agency and/or by the BDRCS inspection team at the expenses of buyer. If the supplied **Hygiene Materials** do not meet the specification, will not be accepted by the BDCRS and in that eventuality, the supplier must replace the goods and bear the inspection cost and/or other losses/penalty, as may be fixed by the buyer.
16. **Liquidated Damages:** Arrival of goods after agreed delivery schedule must be come under damages/penalty from the invoice **per day up to maximum 0.10% of the total value** of the contract for a maximum period of 10 days. If the supplier fails to deliver the goods after 10 days of the delivery period, the contract will be null, and void and the security money will be forfeited besides other action for non-performance of the contract. *If you deny/fail to receive the work-order/agreement/purchase order within 03 working days, then your earnest money will be forfeited.*
17. **Payment:** Within 30 days from the date of submission of invoice/bill with all supporting documents i.e. commercial invoice, duly signed delivery challan, **Good Received Note (GRN)** by the in-charge warehouse/field personnel (BDRCS) and the **satisfactory inspection report from the inspection agency/team.**
18. **All price offers should clearly state the following:**
- Unit Price of the item, and total amount for the supply (including words/language)
 - Price should be net after deduction of any discount and should be inclusive of all cost, taxes, VAT and duties (Please refer to clause 8 and 9).
 - Confirm dates for starting and completion of delivery at delivery points along with the detail delivery plan/schedule.**
19. **Pertinent Information:**
- Goods are required for the emergency **DCRM Department, BDRCS, NHQ, Dhaka** for community people. Therefore, it is essential that goods are delivered as a matter of emergency.
 - The BDRCS authority may split the order among suppliers if necessary.
20. **Tender Security /Bid Amount:** Bidders must submit along with their quotation **2.5%** of the total quoted amount (BDT) as **earnest money/bid money** in the form of **Pay Order/Demand Draft** (in favour of "**Bangladesh Red Crescent Society**") from any scheduled Bank. Cheque will not be accepted. Bid amount of unsuccessful bidders will be returned after expiry of the quotation validity period.
21. **Security Money /Performance Bond:** The successful bidder(s) must deposit **7.5%** of the total value of the order as performance security in the form of a **Demand Draft/Pay Order** from the schedule Bank in favour of **Bangladesh Red Crescent Society** at the time of signing the purchase agreement/order. This security money/performance bond will be refunded after **one-month** defect liability period/or satisfactory completion of the total supply. If the contract is partially cancelled due to the non-performance by the supplier, all rights of refund of security money will be forfeited. If the supplier failed to supply the goods as per the contract due to non-availability of the products or any other reasons in the market, the security money will be forfeited.
22. **All or None Clause :** BDRCS reserves the right to accept or reject any or all offers and the lowest bid need not be accepted without assigning any reason. Failure to comply with any of the above requirements will justify rejection of the quotation.

Should your offer be accepted, you will be required to sign, stamp and return our formal Purchase Contract(s) confirming your acceptance of the agreed terms and conditions as per this tender documents.



23. **Conditions/Last Date for submitting offers:** Your quotation/offer and the samples must be submitted in the 'Tender Box' located in the following address latest by **05 October 2026 at 12:00pm. To (address):**

Bangladesh Red Crescent Society
National Headquarters
Bhavan-1 (1st Floor)
684-686 Red Crescent Sarak, Bara Moghbazar
Dhaka-1217, Bangladesh.

Please send your documents with marking on the envelop **'Quotation for Supply of Cyclone Shelter Hygiene Materials. Please acknowledge this request and indicate your intention to bid.'**

24. **Tender opening:** On **05 October 2026 at 12:15pm** in the BDRCS Logistics Meeting room, 684-686 Red Crescent Sarak, Bara Moghbazar, Dhaka 1217 in presence of one representative of each bidder, if any.

25. **Principles of Conduct Clause:** The Contractor seeking to work with the BDRCS shall respect the following principles:

- a. **Anti-Corruption Clause:** "No offer, payment, consideration, or benefit of any kind which could be regarded as an illegal or corrupt practice shall be made – neither directly nor indirectly – as an inducement or reward in relation to tendering award of the contract or execution of the contract. Any such practice will be grounds for the immediate cancellation of this contract and for such additional action civil and/or criminal as may be appropriate. (At the discretion of the **BDRCS**, a further consequence of any such practice can be the definite exclusion from any tendering for projects funded by the **BDRCS**).
- b. **Business Ethics:** The Contractor is expected to maintain the highest degree of business ethics when working with the **BDRCS**.
- c. **Transparency of information provision:** Contractor shall not be involved in any fraudulent activities, misrepresent information or facts for the purpose of influencing the selection and contract awarding process in its favour.
- d. **Fair competition:** Contractor shall not be involved in any corrupt, collusive or coercive practices.
- e. **Officials not to benefit:** The Contractor represents and warrants that no official of the BDRCS has been, or shall be, admitted by the Contractor to any direct or indirect benefit arising from this Request for Quotation, Work Order/Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Work Order/Contract.

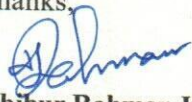
If at any time during the supply process the BDRCS determines that the Contractor/supplier is in violation of the above-mentioned principles, that Contractor's request for registration or bid may be rejected as ineligible. In such case, all costs in relation to the cancellation of contracts shall be borne by the Contractor.

26. **Confirmation:** Please acknowledge your acceptance to bid by signing on the Tender Documents/Schedule along with the terms and conditions and attach it with your quotation.

27. **General condition:** BDRCS reserves the right to accept proper quality and increase or reduce the quality of goods and cancel the order in any violation of the terms and condition.

N.B. Kindly submit your best firm offers as negotiation will not be entered into.

With Thanks,


Md. Habibur Rahman Khan
Secretary General

Annexure-1 – Specification
Annexure-2 – Bill of Quantity (BoQ)



Bangladesh Red Crescent Society (BDRCS)

National Headquarters (NHQ)

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

Cyclone Shelter Hygiene Materials

Specification and Quantity

Annexure-1

Sl.	Item Name	Specifications	Quantity	Sample Photo
1	Plastic Bucket with lid	Capacity: 20 litres; Materials: Virgin HDPE/PP plastic; Durability: Heavy-duty with sturdy handle; Color: Red or Blue Life expectancy: minimum 3 years after delivery	500	
2	Plastic Mug	Capacity: 1.5 litres; Materials: Virgin HDPE/PP plastic; Color: Red or Blue Life expectancy: minimum 3 years after delivery	500	
3	Anti-bacterial original 100 gm germ defense bathing bar	Weight: 100 gm per bar; Grade: Antibacterial original 100gm germ defense bathing bar Life expectancy: 2.5 years after delivery	5000	
4	Cleaning agent (Toilet cleaner)	Product Type: Liquid toilet cleaner for porcelain toilet bowls and urinals Net Volume: 1 Litre (1000 ml) Performance: Removes tough stains, limescale, rust, and mineral deposits. Eliminates unpleasant odors. Safe for porcelain toilet bowls and ceramic sanitary ware Packaging: Factory-sealed HDPE or PET plastic bottle with angled neck/nozzle for under-rim application Fragrance: Fresh/Lemon/Ocean or manufacturer's standard Life expectancy: 2.5 years after delivery	250	
5	Cleaning agent (Floor cleaner)	Product Type: Multipurpose liquid floor and tile cleaner Net Volume: 1 Litre (1000 ml) Suitable Surfaces: Ceramic tiles, Vitrified tiles, Marble, Granite, Mosaic, Vinyl and other washable hard floors Performance: Effectively removes dirt, grease, dust, and stains, eliminates unpleasant odors, leaves no sticky residue after use	250	



Sl.	Item Name	Specifications	Quantity	Sample Photo
		Fragrance : Lemon, Floral, Lavender, Jasmine, or equivalent fresh fragrance Packaging: Factory-sealed HDPE /PET plastic bottle with screw cap Life expectancy: 2 years after delivery		
6	Floor Mop	Product Type: Floor Mop Material: Cotton Quality: Durable with long handles Life expectancy: 2 years after delivery	500	
7	Toilet cleaning brush	Product Type: Angle bristles for a clean sweep in tight spaces Quality: Light weight and handy, Flexible and durable bristle, Comfortable grip Life expectancy: 3 years after delivery	500	
8	250 ML Steel Glass	Capacity: 250ml Each – Ideal for water Quality: Premium food grade steel, safe and hygienic for beverages, mirror polish finish, elegant and shiny appearance, scratch resistant surface, durable & long-lasting, rust-free material, stays clean and corrosion-free, dishwasher safe for quick washing Life expectancy: 3 years after delivery	10000	
9	Disposable sanitary pads	Type: Disposable sanitary pad with wings Size: Regular, 180–220 mm length Absorbency: 15–20 ml (normal flow) Material: Soft non-woven top sheet, absorbent core, leak-proof back sheet Fragrance: Unscented Color: White Adhesive: Strong adhesive with wings; no residue after removal Safety: Skin-friendly, hypoallergenic, free from harmful chemicals and unpleasant odor Quality: Free from visible defects, dust, and foreign matter Packaging: Individually wrapped; 10 pads per sealed pack Compliance: BDS 1261:2019/ Bangladesh gynecological society approved or equivalent quality standards. Life expectancy: 3 years after delivery	500	
10	Floor mat	Product type: Support Coil Mate Size: (40'X4') Thickness: 12MM Material: Soft PVC Material Quality: Coil Mat, Anti-slippery, Anti-fouling and washable, Easy to clean, very comfortable & soft Life expectancy: 3 years after delivery	1000	



Bangladesh Red Crescent Society (BDRCS)

National Headquarters (NHQ)

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

Annexure-2

Rate/Price Quoted Form/BoQ (Bill of Quantity) for Cyclone Shelter Hygiene Materials Bag

SL No	Description	Quantity	Unit Price	Total Price
1	20 L plastic bucket with lid	500 pcs		
2	1.5 L Plastic Mug	500 pcs		
3	Antibacterial original 100 gm defens bathing bar	5000 pcs		
4	Cleaning agent (Toilet cleaner)	250 Pcs		
5	Cleaning agent (Floor cleaner)	250 Pcs		
6	Floor Mop	500 Pcs		
7	Toilet cleaning brush	500 pcs		
8	250 ml steel glass	10000 pcs		
9	Disposable sanitary pads	500 Pack		
10	Floor mat	1000 Pcs		
Grand Total in BDT:				

Total price in words:

Bidder's Signature & date:

Name :

Name of the Firm :

Address :

Cell Phone:

e-mail (if yes):

(Organization/firm stamp)



(BDRCS Seal)