



BANGLADESH RED CRESCENT SOCIETY (BDRCS)
National Headquarters, 684-686 Red Crescent Sarak, Bara
Moghbar, Dhaka-1217

REQUEST FOR PROPOSAL (RFP)

Development of a Souvenir Sales Management Software Application for the Bangladesh Red Crescent Society

Bangladesh Red Crescent Society (BDRCS) invites sealed proposals from qualified software development firms to design, develop, test, deploy and support a cloud-hosted, web-based Souvenir Sales Management Software Application (SaaS architecture) to digitize product, inventory, sales, vendor and financial management operations.

BRIEF SCOPE OF ASSIGNMENT

- Develop a fully mobile-responsive cloud-hosted web application covering product, inventory, vendor/supplier, sales and financial management, reporting and analytics, role-based user access, alerts and notifications.
- Implement QR code-based product tracking (primary), barcode compatibility, real-time stock monitoring, invoicing and dues management, audit trails, security, backup/disaster recovery and required system integrations.
- Deliver full source code ownership to BDRCS, user/technical/API documentation, staff training and 12 months post-deployment support. Expected implementation period: sixteen (16) weeks.

ELIGIBILITY / CAPABILITY

- Demonstrated experience in developing and implementing similar web-based/SaaS business management applications and system integrations.
- Adequate organizational and technical capacity to deliver a secure, scalable, mobile-responsive cloud solution, including QR/barcode and API/payment/notification integrations.
- Submit company profile, proposed team structure and CVs, relevant project references, and required legal/financial documents (Trade Licence, TIN, VAT/BIN and Bank Solvency Certificate). BASIS membership evidence, if available, may also be submitted.

PROPOSAL SUBMISSION

Technical Proposal	Detailed work plan, methodology/implementation approach, proposed timeline, evidence of similar experience, firm capacity, references, company profile, proposed team structure and CVs, together with the required legal/financial documents.
Financial Proposal	Total proposed cost with a detailed/itemized cost breakdown, including all applicable taxes, VAT, fees and other charges; submitted separately in a sealed envelope.
Submission Method	Technical and Financial Proposals in two separate sealed envelopes marked "Technical Proposal" and "Financial Proposal", placed together in one outer sealed envelope marked: "Proposal for Development of a Souvenir Sales Management Software Application". Only hard-copy proposals received within the stipulated time will be accepted.
Online Pre-Bid Meeting	At 11:30 AM on 05 October 2026 via Microsoft Teams Meeting Link: https://teams.microsoft.com/meet/339832590746128?p=vUP9NXnREufRnUnx7a Meeting ID: 339 832 590 746 128 Passcode: St3V4JP9
Deadline	Before 12:00 PM, 11 October 2026.
Submission Address	Director, Logistics, BDRCS, National Headquarters, Bhaban-1 (1st Floor), 684-686 Red Crescent Sarak, Bara Moghbar, Dhaka-1217, Bangladesh.
Evaluation / Financial Opening	Financial Proposals will remain sealed and will be opened only for firms that qualify in the technical evaluation, in accordance with the applicable evaluation criteria.
Selection Basis	Technical Evaluation: 75%; Financial Evaluation (Cost): 25%. Minimum technical qualifying score: 70% of the technical score. Technically shortlisted applicants will be invited to an interview and demonstration of their proposed solution/software system.
Performance Security	3% of Contract Price, to be submitted by the successful consultant/firm within seven (07) calendar days of issuance of NOA.

Applicants are requested to submit their best proposal. BDRCS reserves the right to accept or reject any or all proposals, seek clarification, cancel or reprocess the procurement, in accordance with applicable BDRCS procedures.

Submission Deadline: 11 October 2026 before 12:00 PM

Detailed ToR: Please refer to the Terms of Reference published with this RFP notice.