

ActionAid Bangladesh

Tender Schedule for the Procurement of Blankets

ActionAid is a global movement of people working together to further human rights for all and defeat poverty. We believe everyone has the power within them to create change for themselves, their families, and their communities. ActionAid is a catalyst for that change and has been working in over 45 countries across the world since 1972. ActionAid Bangladesh (AAB) is a country programme of ActionAid International, working in Bangladesh since 1983.

ActionAid Bangladesh (AAB) invites proposals in sealed envelopes from bona fide Importers/ Suppliers/ Manufacturers to supply Blankets for ActionAid Bangladesh.

Invitation For Open Tender

1	Procuring Entity (PE)	ActionAid Bangladesh (AAB)
2	Head of Procuring Entity (HOPE)	Country Director
3	Procurement Method	Open Tendering Method (OTM)
4	Source of Fund	Own fund of ActionAid Bangladesh
5	Implementing Unit	Tender Committee (TC) under the supervision of the Head of Finance & Administration
6	Requisitioner (Programme/Project/Unit)	Humanitarian Programme Unit of ActionAid Bangladesh.
7	Project Name / Target People	Cold Wave Response of AAB for the working area at Shyamnagar, Satkhira and Pakua - Cox's Bazar.
8	Brief Description of supply /work / Service	Procurement of 3,000 pieces of blankets for Cold Wave Response of AAB for the working area at Satkhira, Cox's Bazar and Naogaon.
9	Eligibility of Tenderer	All bona fide importers/suppliers/manufacturers having valid business papers for the relevant business with experience.
10	Price of Tender Document	Free of cost
11	Tender security amount	Not required
12	Tender notice published/announced	1) BD Jobs (EOI/Tender Section); link: https://bdjobs.com/ 2) https://actionaidbd.org/tender-notice
13	Collection of Tender Schedule	a) Can be downloaded from the link mentioned in the tender notice of the EOI/Tender section of BD Jobs. link: https://bdjobs.com/ OR, https://actionaidbd.org/tendernotice OR, b) Hard copy from the Reception Desk / Administration unit of the AAB Country Office.
14	Process of Tender Dropping	Only hard copy tenders using the bidders' letterhead pad in a sealed envelope should be dropped in the "Tender Box" placed at the AAB Country Office.
15	Address where the Tender Box is placed	ActionAid Bangladesh (AAB) Country Office: House: SE (C) 5/B-1, Road 36, Gulshan -1, Dhaka - 1212
	Schedule	



16	Date of Tender Notice Published	28.10.2026
17	Date of Tender Document Collection	28.10.2026 – 09.11.2026
18	Last Date and Time of Tender Submission:	2:00 pm on 10.11.2026
19	Date & Time of Tender Box Opening	2:30 pm on 10.11.2026
20	Validity of Proposal	Minimum 60 days after submission.

21	Bid for partial items/lot/consignments	The bidder should quote for all items; no partial bid will be allowed.
22	Multiple Bids & Options	More than one bid by a single bidder will not be acceptable. The bidder should quote for a single specification of goods; no options will be acceptable.
23	Delivery Lead Time	The tentative /targeted timeline to complete the delivery is within 10 days after the selection/issuing of the work order.
	Storing the Goods	The selected bidder may be required to store the goods for approximately 30 days at their own cost and responsibility.

24	Selection Criterion	a) Primarily, bidders will be shortlisted based on the financial proposal, updated business document & related experience. So, please attach the document accordingly. b) The shortlisted bidders will be asked for a physical sample, which will be evaluated as the technical score. c) Based on the Technical evaluation (specification, sample/product quality) and financial proposal, a 60/40 (technical 60/financial-40) weightage will be calculated. Proposals will be assessed, ranked, and awarded based on the concept of "best value," taking into account both technical and financial factors.
25	Document Submission	a) Signed Tender Document b) Financial Proposal on the bidder's letterhead pad. c) Valid business document - as below * Copy of updated trade license/related document. * BIN Certificate * TIN Certificate * Updated Tax Return Slip * Bank Account Information (A/C Name, A/C Title, Bank Name, Branch Name, Routing Number) * Bank Solvency Certificate d) Client list (with name, address/contact details, Cell number, Email ID, etc.) e) Experience document (at least 3 certifications/ PO/related document)



26	Contact person(s) for any queries	a) For Technical issues: Md. Jahangir Hossain Deputy Manager – Humanitarian Response Mob: +88 (0) 1752080022 Email: jahangir.hossain@actionaid.org b) For Tendering Issues: Mizanur Rahaman, Senior Officer – Administration (Procurement & Maintenance) Cell: 0171787 3880 Email: mizanur.rahaman@actionaid.org
27	Weekend & Office Hours	Holidays: Friday, Saturday, & govt. Holidays. Office hours: 8:30 am to 4:30 pm
28	Special Information	a. Only one from the bidder's office is encouraged to attend the tender opening meeting. b. ActionAid Bangladesh has the right to accept/cancel any /all bids without showing any clarification whatsoever. ActionAid Bangladesh is not bound to complete the procurement for announcing this IFT/Tender.

Technical Specification of Blanket

(Bidder should use a letterhead pad):

item	Specifications
Blanket	Size: 7 Feet x 5 Feet (Minimum) Weight: 1,000 Grams (Minimum) Color: Multicolor Layer: Double Layer (Different color for both layers) Piping: Piping with Ribbon Branding: Oven Sticker with AAB Logo (4-color) Packing: Single Poly for each Blanket Quality – 100% export-quality garment fabric (The production house of the selected bidder will be inspected/visited to ensure quality if required).

Language:

The working language of this tender is English.

Contractor/Vendor/Supplier Contact:

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



Format for Financial Proposal Submission

(Bidder should use a letterhead pad):

Subject: Financial Proposal for the Supply of Blankets.

Sl.	Specifications/Work/Supply Details	Unit	Qty.	Rate/Unit	Total Price (BDT)
01.	Supply of Blankets as per the Specifications below: Size: 7 Feet x 5 Feet (Minimum) Weight: 1,000 Grams (Minimum) Color: Multicolor Layer: Double Layer (Different color for both layers) Piping: Piping with Ribbon Branding: Oven Sticker with AAB Logo (4-color) Packing: Single Poly for each Blanket Quality – 100% export-quality garment fabric (The production house of the selected bidder will be inspected/visited to ensure quality if required).	Pcs	3,000		
Sub -Total: BDT					
Add: VAT @ 10% (bidder can attach VAT exemption document if available)					
Add: Delivery Cost: Physical Delivery: a) 1000 units will be sent to the AAB office in Shyamnagar, Satkhira. b) 1000 Units will be sent to the AAB office in Pekua, Cox's Bazar. c) 1000 Units will be sent to DASCOH/LRP office, Porsha, Naogaon.					
Add: VAT @ 15% (On Transportation/Delivery/ Carrying Charge only)					
Total: BDT (VAT & Tax will be deducted as per the government rule/if applicable; the selected bidder should attach Mushok -6.3 with the bill)					

In words:

General Terms & Conditions:

- Packaging & Transportation:** The goods must be packed securely to ensure protection during transportation/delivery. The proposal should clearly state the costs for packaging and transportation. The supplier must ensure that all items are delivered to the receiver's point without any defects/damage. In case of defective items, the supplier must replace them immediately at their own cost and responsibility.



2. **Delivery Location: Physical Delivery:**
1000 units will be sent to the AAB office in Shyamnagar, Satkhira.
1000 Units will be sent to the AAB office in Pekua, Cox's Bazar.
1000 Units will be sent to DASCOH/LRP office, Porsha, Naogaon.
3. **The document needs to be submitted with the tender/proposal:** Financial proposal, all valid business documents (updated trade license, e-TIN Certificate, updated income tax return submission certificate, 13-digit BIN Certificate, Bank Solvency certificate, Experience certificates (at least 3 certificates of similar work /supply), other certifications (if any) that signify expertise/experience of relevant supply.
4. **Multiple proposals/options (Financial/Technical/Sample):** Bidder should not provide more than one proposal or more than one sample of any item. If multiple options are provided, the management reserves the right to reject proposals and samples.
5. **Submission of partial bid/Lot/Consignment:** The bidder should quote for all items. No partial bid is acceptable.
6. **Selecting more than one bidder:** Management can select more than one bidder based on the unit rate/line item/Lot if necessary.
7. **Notification of Award:** Only the selected bidder(s) will be notified of any sample submission (if any) requirements and for the issuance of orders or awarding of the contract.
8. **Miscalculation:** In case of a major miscalculation, the offer may be ignored/rejected. However, the offer can be accepted if minor error, and in that case AAB may make the necessary corrections based on the unit rate proposed by bidders. If the bidder agrees to the correction made by AAB, then the offer can be accepted to be considered for the next evaluation.
9. **Sample Submission, Inspection, and Sample Return (where applicable):** AAB will request samples from the shortlisted bidder(s) if deemed necessary. The sample is refundable within 7 days after submission. Vendors are responsible for collecting the samples within this specified timeline; otherwise, the samples will be disposed of.
10. **Changes in service requirement/quantity of materials:** The service requirement/quantity of materials may vary. The selected bidder(s) must accommodate these changes accordingly, and payment will be made on actual consumption/delivery/supply.
11. **Payment mode:** ActionAid will not provide advance or partial payment. The selected bidder will receive a formal work order. Payment will be made within 3 weeks after the completion of work or service, according to the organization's policy.
12. **Business Papers / Documents:** Bidders are required to submit all valid and updated business documents, including but not limited to the following: Trade license, TIN, AIT Return certificate, 13-digit BIN Certificate, and relevant certification of works/supply, etc.
13. **Bank Information for Online Payment:** The bidder must include bank account information (account title, account number, bank name, branch name, routing number) in the proposal. This information is necessary as the payment will be made online.



14. **Compliance with the Terms of RFQ:** If a vendor fails to submit proposals by the RFQ or does not adhere to all the terms outlined in the RFQ, their proposals may not be considered.
15. **Selection Criteria:** The weightage between the technical proposal and the financial proposal will be 60/40 (technical/financial). Proposals will be assessed, ranked, and awarded based on the concept of "best value," taking into account both technical and financial factors.
16. **Penalty:** In the event of failure to complete the delivery by the specified date, ActionAid Management reserves the right to impose a penalty of 1% per day on the total amount of the work order.
17. **Force Majeure:** In the event of an extraordinary event or circumstance beyond the control of either party, such as a war, strike, riot, crime, epidemic, etc., that prevents one or both parties from fulfilling their obligations under the contract, no penalties will be applicable. However, in such circumstances, both parties must promptly inform each other in writing upon being informed of the situation or well in advance, if possible.
18. **Late Delivery of Goods/Services:** If the delivery of goods/services is delayed due to AAB for any reason, no penalties will be imposed on the vendor. In such a situation, the requester/program will confirm the reasons for late delivery on the challan/GRN/Bill through a note with signature and date.
19. **Extension of Delivery Date:** In case the vendor is unable to deliver the goods/services as per the delivery date/schedule as stipulated in the Work Order due to valid reasons, the vendor must provide written notification to the designated contact person at least 2 (two) working days before the original delivery date/schedule. The approval of the extension by AAB management will depend on the significance of the reasons/grounds provided for the extension.
20. **Third-Party Inspection:** The supplied goods may undergo inspection by an "Expert Third-Party Organization" based on the agreed specification or samples, and your cooperation in facilitating the inspection is expected.
21. **Quality:** The vendor is responsible for ensuring the quality of the goods/services provided. ActionAid Bangladesh will conduct a thorough check on the quality and quantity of goods as per the sample/specification upon receipt. Any deviation from the agreed quality will result in the goods being returned without any compensation.
22. **Cancellation of Order:** In case of failure to deliver the agreed and expected quality, it may result in full or partial cancellation of the order for those goods from the work order.
23. **VAT & Tax:** VAT & Tax will be deducted as per the government Rules (if applicable).
24. **Money Laundering & Terrorist Financing Activities:** Vendor shall comply with the government Rules regarding "Money Laundering & Terrorist Financing Activities" in all respects.
25. **Anti-bribery & Corruption:** Neither party shall offer or seek or accept directly for itself, its staff, or another party any gift or benefit which would or could be construed as illegal or corrupt. The vendor must immediately report any suspicion of fraud in confidence to the authority of ActionAid.
26. **Code of Conduct:** By signing this order, the vendor assures that they/their company is not blacklisted, banned, or bankrupt. The vendor is not involved with a criminal organization, fraud, corruption, or any other illegal activities.



27. **Child Labor & Women's Rights:** The vendor shall agree to the core labor standards & abolition of child labor, respect the legislation of the country on women's rights & gender equity, and will not employ/engage child labor in their organization.
28. **Green Manufacturing Environment:** The Vendor shall respect the country's environmental legislation by maintaining the best possible green environment in production activities and taking minimal actions to reduce the carbon footprint.
29. **Incident-Free Operation (IFO):** The Vendor shall take all safety & security measures in their activities (manufacturing, transportation, delivery, etc.) and should maintain health & hygiene. ActionAid Bangladesh will not be liable if any incident happens due to the lapse of proper action.
30. **Termination of Work Order:** The work order shall be terminated in breach of the terms & conditions laid down in this order.
31. Being the lowest bidder will not be the sole criterion for selection. The vendor must provide details, specifications (brand, country of origin, capacity, etc.) of items /works/services to be delivered. Selection of the bidder may be based on Individual line items/bottom line items if required /if declared.
32. Bidder's businesses must operate in compliance with the relevant rules and regulations of the Government of Bangladesh. The use of green materials and adherence to a green manufacturing environment are highly appreciated. Selected suppliers are expected to uphold ActionAid's values, code of conduct, and all related policies.
33. ActionAid Bangladesh reserves the right to amend/revise the requirement and to accept or cancel any or all bids without providing any clarification. ActionAid Bangladesh is not obligated to proceed with the procurement upon the announcement of this Tender /RFP/Requirement.

Thanks & Regards,



Md. Rafiqul Islam FCA

Head of Finance and Administration
ActionAid Bangladesh



