

Tender Schedule for Supply of Solar Radio Speaker.

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

Like other humanitarian response, ActionAid Bangladesh (AAB) is providing support in Host Community & FDMN Camps at Cox's Bazar. Presently we are going to procure below mentioned materials for Sustainable Solutions and Protection for the Rohingya Refugee Community in Camps.

Scope of Tender:

ActionAid Bangladesh invites sealed quotation/tender for the Supply of Solar Radio Speaker which details are mentioned in following list.

Language:

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

Contractor/Vendor/Supplier Contract:

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

Financial Proposal for the Supply of Solar Radio Speaker:

Sl.	Item name	Unit	Quantity	Rate (BDT)	Total (BDT)
	Solar Radio Speaker: Hand Crank Radio Multifunctional AM/FM/NOAA Portable Weather Radio Power Bank Solar Charging with LED Flashlight • Micro and Standard USB ports for conventional charging. • Solar Panel for when you're stuck in the sun with no outlets in sight. • Built in 2000mAh lithium-ion battery for power bank • LED Flashlight, 3 LED • 40mm 8-ohm 1W speaker • FM/AM/NOAA Weather Multiband Receiver Radio • Frequency band reception range --AM: 520-1710KHz, --FM: 87-108Hz --NOAA: 162.450 ~ 162.550MHz • Working Voltage: 2.7V to 4.2V	Pcs	700		
Total Cost (Including All)					

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

Require Documents/Papers:

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

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

Schedule of Tender:

1. **Date of Tender publication in BDJOBS, Dainik Cox's Bazar, The Daily Prothom Alo: 13th July 2026.**
2. **Tender Schedule collection: 13th July 2026 to 19th July 2026** from 09:00 AM to 05:00 PM on all working days.
3. **Last date of Tender Dropping: 20th July 2026 within 11:00 AM.**
4. **Tender Opening: 20th July 2026 at 12:00 PM** in AAB Cox's Bazar office. One representative from each supplier/contractors /bidder will be allowed to attend the tender opening event, if interested.
5. **Tentative Date of issuing work order: 5th August 2026.**
6. **Tentative Date of Starting Delivery: 9th August 2026.**

Terms & Conditions:

1. The Bidder must review the specifications of the **Solar Radio Speaker** as well as required work and fill up table **Financial Proposal for supplying Solar Radio Speaker** mentioned in the schedule properly before submitting the offer to ActionAid Bangladesh.
2. **Security deposit/earnest money 5% of the Purchase Order value** to be deposited in favour of ActionAid Bangladesh by awarded vendor before signing the Purchase Order through Bank Draft/Pay Order. This Security Deposit to be returned after satisfactorily completion of the delivery.
3. Interested vendor / Contractors / Suppliers should submit hard copy quotation using company letter head pad in the Tender Box kept at the reception room/in front of the Security Desk of AAB Cox's Bazar office, House No: 752, Block: C, Ward: 11, Jhautola Masjid Road, Cox's Bazar-4700) **on or before 20th July 2026, 11:00 AM. Technical and Financial proposals sealed in one envelope to be submitted.** "Technical proposal & Financial Proposal for Supply Solar Radio Speaker" to be written on the Envelop for technical proposal and Financial Proposal.
4. **Tender Schedule Collection:** Tender documents to be collected from **13th July- 19th July 2026 on all working days from 09:00 AM to 5:00 PM.** Hardcopy tender documents are available for collection with the Security Guard at the entrance /main gate of ActionAid Bangladesh, Cox's Bazar Office, House: 752, Block: C, Ward: 11, Jhawtola Masjid Road, Opposite to Radiant Fish World, Cox's Bazar 4700. Softcopy of tender documents may be downloaded from ActionAid Bangladesh Website.
5. Only one organization/firm can participate in the bidding process under the same proprietorship or family. If found more than one organization under above condition, then both the organizations will be termed as non-responsive.
6. Alternative offer is not acceptable. Any condition from the bidder will not be acceptable by AAB management.

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7. Volume of work may increase/decreased and payable amount will be fixed up according to the changes.
8. No tender will be accepted/considered after the submission deadline.
9. Selected vendor must obtain final approval from AAB on sample/design before proceeding with bulk production.
10. **Carrying, loading, unloading & Packing:** Offered rate will be included with the cost of carrying, loading, and unloading etc.
11. **Specification / Details of Items:** Bidder need to mention details specification based on / equivalent with the requirement with brand, sizes, thickness, materials, model, country of origin etc. that you will deliver. These detailed specifications etc. to be included in the technical proposal (where applicable)
12. Bidders need to mention warranty period of the supplied items (where applicable).
13. All items must comply with the standards and measured as specified.
14. Selected Bidder (s) must need to submit sample of each item before issuing Work Order if required.
15. Selection criteria: The evaluation criteria for both the technical and the financial reviews will be established in the RFP (Request for Proposal) stressing the key areas of importance that will be considered in the evaluation. In addition, the ratio between technical proposal and financial proposal factors is 60/40 weighting (technical /financial). Proposals will be evaluated, ranked, and awarded based on a definition of "best value" considering both technical and financial factors.
16. **Materials delivery location:** Materials should be supplied to **Six different locations (FDMN Camp-1W, 4 Ex, 8W, 21, 26 and Nayapara Registered Camp at Cox's Bazar as per materials delivery plan.** Detailed delivery schedule/plan will be provided with the Work order.
17. Updated Trade license, Income Tax Certificate or income tax return submission acknowledgement for income year 2025-2026, e-TIN Certificate, e-VAT registration certificate, Bank solvency certificate should be provided along with the quotation.
18. Tax & VAT will be deducted at the time of payment as per the government rules. The quoted price will be inclusive of VAT and all other costs related with this procurement.
19. Minor typographical or clerical errors in the bid may be accepted and corrected by the Tender Evaluation Committee. In case of any arithmetic discrepancy, the corrected amount determined by the Committee shall be considered for evaluation.
20. **Payment mode:** Payment will be proceeded after completion and handover of delivery challan. Payment shall be made through bank transfer (BEFTN) or A/C Payee Cheque within 04 weeks after completion acknowledgement of the above-mentioned items in good condition and receiving of relevant documents.
21. The assigned person of ActionAid Bangladesh will monitor the quality, quantity and progress of work. Based on his endorsement ActionAid will process the payment.
22. Compliance of using green materials & green manufacturing environment is highly appreciated.
23. Bidder shall agree to the core labour standard & abolition of child labour, respect legislation of country on women rights & gender equity and will not employ/engage child labour in his organization.
24. ActionAid Bangladesh is not bound to accept the lowest bidder.
25. ActionAid Bangladesh has the right to accept/cancel of any /all tenders without showing any clarification whatsoever.

Quotation/Tender Basis:

- If vendor have any additional request and conditions, this must be stipulated in a separate letter accompanying the bid.
- Bids shall be made in writing calculated in BDT only and clearly stated on the table mentioned above.
- Applicant shall attach a detailed timetable for carrying out the delivery and propose ways and means to realize the delivery. For supplying goods /materials, the final handover date should be mentioned.
- ActionAid Bangladesh is not liable for any damage to the applicant person or property in the event that something should occur.

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- ActionAid Bangladesh strongly recommends that all applicants take extra precaution when visiting/delivering supplies or doing the construction work. If any legal issue is raised, the contractor/vendor will be responsible to respond and address. In such cases ActionAid Bangladesh will be not liable.

Disqualification of Applicants:

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

Bid Evaluation:

The Procurement Panel will review all submitted tenders to ensure compliance with the tender requirements and verify that there are no material deviations from the terms and conditions or any arithmetic errors. To facilitate the examination, evaluation, and comparison of bids, the Procurement Panel may, at its discretion, seek clarification or technical support from relevant ActionAid Bangladesh staff members or external consultants.

In addition to the required documents and information specified above, the Procurement Panel may consider other relevant criteria when evaluating bidders and preparing the shortlist. These criteria may include, but are not limited to, the bidder's past performance record, integrity and ethical standards, organizational capacity, reputation, community rapport, and overall suitability for the assignment.

Both technical and financial evaluations will be conducted using a weighted scoring ratio of 60:40. Furthermore, factors such as TIN, BIN, trade license/registration, organizational strength, sample quality, and feedback on the vendor's previous performance may also be taken into consideration during the evaluation process

Acceptance of Successful Quotation/Tender:

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

Conflict of Interest Declaration:

As a vendor/supplier participating in this bidding process, I hereby confirm that I do not have any direct or indirect financial, personal, or professional relationship with any member of the Procurement Committee or any individual associated with this procurement process.

I also confirm that I have not provided, promised, or offered any gift, favor, inducement, or other benefit to any Procurement Committee member or AAB staff to influence, or appear to influence, the outcome of this procurement process.

I acknowledge that providing false information or violating this declaration may lead to disqualification from the bidding process and may result in further action in accordance with organizational policies and donor regulations.

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Emergency Contact:

For any related information contractor/vendor/supplier may communicate with +8801550723426 (09:00 AM to 05:00 PM on all working days) for assistance. procurement.aabcxb@actionaid.org

Read, Understood and Signed By:

Name of Authorized Person :

Name of Firm/Company :

Signature :

Date :

Company Seal :