BANGLADESH
FOOTBALL FEDERATION

Ref: 536/BFF-Tender/2026 Date: 03 November 2026

Invitation to Tender for Security & Cleaning Services for BFF House, Kamalapur Stadium, Dhaka National Stadium, Sylhet District Stadium.

Bangladesh Football Federation (BFF) intends to engage a reputed and experienced Security & Cleaning service provider to supply Security Guard & Cleaner for the BFF House, Kamalapur Stadium, Dhaka National Stadium, Sylhet District Stadium.

The selected company will responsible for Security & Cleaning as detailed in this document.

1. **Scope Of Work**

The selected company shall be responsible for the following (but not limited to):

Security Guard Services Total: 38 Personnel.

Male Guards: 36.

Female Guards: 2.

Security requirement: Age: 22 to 40 years

Education: Minimum class 8 pass.

Height: Minimum 5 Feet 6 inch.

Experience: Minimum 6-month job done with training.

Duty Hour: 12 hours duty per day. **Shift:** Day and Night shift.

Dress: Dress and other equipment provide by security company.

Festival Bonus: Bonus provide by security company.

Leave: Leave arrange by security company.

Detailed Deployment Schedule: BFF House (Main Office/Facility): 12 Security Guards (Covering Day and Night shifts). **Women's Dormitory:** 2 Female Security Guards (Covering Day and Night shifts, Dedicated for safety and privacy). **Kamalapur Stadium:** 12 Security Guards (Covering Day and Night shifts). **National Stadium Dhaka** (BFF Metropolis Football League Committee office): 2 Security Guards. **Sylhet District Stadium:** 10 Security Guards (Covering Day and Night shifts).

Cleaner:

12 Personnel for routine maintenance and hygiene maintenance across BFF facilities.

BFF House (Main Office/Facility): 07 Cleaners, 05 are male & 02 are female (Covering BFF House & Turf Field & Women's Dormitory)

Kamalapur Stadium: 02 Cleaners

National Stadium Dhaka (BFF Metropolis Football League Committee): 01 Cleaners

Sylhet District Stadium: 02 Cleaners.

Cleaner requirement: Age: 20 to 40 years

Education: Minimum class 8 pass

Job Experience: Minimum 6-month job done with training.

Duty Hour: 08 hours duty per day.

Dress: Dress provide by security company.

Festival Bonus: Bonus provide by cleaning company.

Leave: Leave arrange by cleaning company.

The proposed tender will aim to onboard a reputable company capable of meeting the following criteria:

- ✓ Proven track record in providing high-performing, well-trained security and housekeeping personnel.
- ✓ Full compliance with local labor laws, minimum wage regulations, and background verification standards.
- ✓ Ability to provide continuous supervision, rapid replacement, and emergency response capabilities.

2. Eligibility Criteria

2.1 Any person(s) or entities with an existing un resolved dispute (i.e., Financial, Disciplinary and any other) with BFF or AFC on a point of law or fact shall be ineligible to acquire the aforementioned rights or to participate in the Bidding Process.

2.2 Interested companies must have at least 5 (one) years of experience in providing this kind of services. For organizations that have previously worked with BFF, the experience requirement may be relaxed.

3. Cost Of the Bidding:

The bidder shall bear all costs associated with the preparation and submission of his or her bid, and the Bangladesh Football Federation shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

4. Documents:

The Offer needs to be accompanied with the following documents:

- Copy of TAX Registration
- Trade License
- BIN List of Existing Clints with an engagement of work details/ work experience
- 3 months Bank Statement Financial proposal

Note: The Bidder bears all costs incurred in the preparation and submission of tender responses.

5. Currencies of Bid and Payment:

• All prices quoted in BDT. (Clearly itemized including applicable VAT & TAX)

• BFF standard payment terms are 30 days from receipt of an approved invoice

• Payment will be paid in phase after mutual discussion or pattern of the delivery of work.

6. Bid Validity:

a. Bids shall remain valid for a period of minimum 30 days after the date of the submission deadline as prescribed by Bangladesh Football Federation. If a bid is valid for a shorter the Bangladesh Football Federation is entitled to reject the bid.

b. In exceptional circumstances, prior to the expiration of the bid validity period, the Bangladesh Football Federation may request Bidders in writing to extend the period of validity of their bids. A bidder must confirm in writing his or her acceptance of the extension. In case extension, modification of the bid is not permitted.

7. language of Bid:

All Bids must be submitted in English.

8.Confidentiality:

a. Information relating to the examination, evaluation, comparison of bids, and recommendation of contract award will not be to bidders or any other persons no officially concerned with such process until the Contact has been awarded.

b. Any effort by a bidder to influence the Bangladesh Football Federation in the examination, evaluation, comparison of the bids or contract award decisions may result in the rejection of its bid.

c. From the time of bid opening to the time of Contract award, if any bidder wishes to contact the Bangladesh Football Federation on any matter related to the bidding process, this must be done in writing

9. Submission Procedure & Deadline:

• Ther service Offer must be submitted at the BFF House, 14/B Toyenbee Circular Road, Motijheel C/A, Bangladesh during Office hours (between BST 10:00 to BST 14:00) on or before 20 November 2026 and should in a sealed envelope to be addressed to: General Secretary, Bangladesh Football Federation.

10.Evaluation of Bid:

a. The Bangladesh Football Federation shall examine all documentation and other information submitted by Bidders to verify eligibility, and then will review and score bids according to the defined criteria for this tender.

b. Bangladesh federation reserves the right to reject all bids, and re-tender if no satisfactory bids are submitted. BFF under no obligation to award the contract or to award it to the lowest bidder.

11.Award Procedure:

a. The Bangladesh Football Federation (BFF) may, unless the bidder expressly stipulates to the contrary in the tender, accept whatever part of a tender that BFF so wishes.

b. The Bangladesh Football Federation shall award the Contract in writing, by email, to the Bidder(s) whose Offer(s) has been determined to the best, before the end of the bid validity period.

12.Notification of Award:

a. The email from BFF to the Bidder(s) alerting them of the fact that they have been successful will State the Sum that the Bangladesh Football Federation will pay the Provider in consideration

of the provision of goods and/or services s prescribed in the Invitation to tender and in accordance with their bid.

b. Bidder in thereafter required to reply to email, confirming their wish to proceed the with a contract.

13.Signing Of Contract:

a. The Bangladesh Football Federation shall call the successful Bidder(s) to sign the contract(s) and term of Reference once finalized.

b. Within an agreed timeframe, the successful Bidder(s) shall sign, date and return the contract(s) to the Bangladesh Football Federation.

General Secretary
Bangladesh Football Federation
BFF house, 14/B Toyenbee Circular Road
Motijheel C/A, Dhaka-1000