

Foodpanda Bangladesh

OPEN TENDER NOTICE: VENDOR ONBOARDING & EMPANELMENT

Ref: FPBD/PROC/2026/OT-009 | Deadline: Aug 29, 2026 @ 5:00 PM | Email: procurement@foodpanda.com.bd

1. INVITATION OVERVIEW

Foodpanda Bangladesh Ltd invites qualified manufacturers, importers, authorized distributors, and service agencies for vendor empanelment across our Top 10 High-Spend Procurement Categories. Vendors may onboard for single or multiple categories based on capacity.

2. INVITATION & CATEGORY SPECIFICATIONS

Category Name	Scope Overview & Layman Specifications	Yearly Scope
1. Tablets & Handheld Devices	Import from nominated supplier, BTRC NOC/approvals, custom clearance, nationwide POS tablet supply, MDM staging & 12-mo warranty.	BDT 220M
2. Packaging & Delivery Supplies	Supply of Eco Non-Woven Bags (Pink 232C), Tamper-Evident Bags, Paper & Plastic Egg Boxes, Net Bags & packaging materials like zip lock.	BDT 80M
3. Easy Delivery & Warehouse Setup	Product storage, Pandamart store/hub setup, order sorting, inventory movement, rider fleet operations & 3PL delivery, heavy duty multi-layer steel rack (selves)	BDT 70M
4. Space Setup, Renovation & Interior Works	Complete office/hub interior setup, partitioning, acoustic work, floor hardening, electrical wiring, painting & civil works.	BDT 150M
5. Electricity & Cooling Supply & Maintenance	Power infrastructure, generator supply & repair, maintenance for walk-in chillers, deep freezers, commercial fridges & HVAC supply.	BDT 55M+
6. HR & Staffing Support Services	Third-party manpower staffing, executive search/recruitment, payroll management & corporate HR support services.	BDT 80M
7. Corporate Mobility & Fleet	Rider corporate mobility solutions, vehicle fleet leasing, staff shuttle transport & logistics dispatch services.	BDT 50M
8. IT Hardware & Tech Support	Supply of laptops, desktops, office servers, routers, network cabling, tech hardware maintenance & software licensing.	BDT 60M
9. Office & Facilities Maintenance	Day-to-day office & pandamart store maintenance, plumbing, carpentry, painting, door/lock repairs & general maintenance, security service, cleaning & pest control service.	BDT 30M
10. Corporate Gifts & Promo Items supply	Custom branded merchandise, giveaways, promo kits, corporate t-shirts, caps, bags, water bottles & gift hampers.	BDT 35M
11. Courier & Express Logistics	Nationwide document dispatch, parcel transport, inter-city express courier services & local delivery networks.	BDT 5M
12. Marketing & Creative Agency	Creative campaign conceptualization, digital marketing, BTL activation strategies, PR services & brand creative execution and event management.	BDT 20M
13. Combined Media Buying (TV & Offline)	Strategic planning & ad placement across TV channels (TRP/GRP spots), OOH Billboards, transit ads & print media.	BDT 250M

2. MANDATORY ELIGIBILITY

- Statutory Docs:** (1) Valid Trade License (2) e-TIN (3) BIN (NBR) (4) Tax Return Receipt (5) Certificate of Incorporation (if any) (6) NID of MD/Owners (7) Copy of Cheque (8) Bank Details (9) Client list with contacts
- Financials:** Min. BDT 50M avg. turnover in last 3 fiscal years.
- Company Profile:** Detailed profile with client list & contacts.
- Undertaking:** BDT 300 stamp paper affidavit (no blacklisting).
- Code of Conduct:** Full compliance with Foodpanda Ethics.

3. SUBMISSION GUIDELINES

- Online Submission:** Submit details & documents via official Smartsheet Tender Portal link. [Submission link](#). Vendors are encouraged to apply for the enlistment through the **smartsheet link here** <https://surl.li/qaukwI>
- Email Copy:** Interested vendors can submit their details on email also: To: procurement@foodpanda.com.bd, CC: md.solaiman@foodpanda.com.bd, aurangazeb.hossen@foodpanda.com.bd
- Deadline:** August 29, 2026 @ 5:00 PM (Strict).