

Date: 02/03/2025

## Request for Proposal: Procurement of Meteorological Instruments for Landslides.

### TERMS OF REFERENCE

YPSA is a voluntary, nongovernmental and nonprofit organization for sustainable development. Being inspired by spirit of the "International Youth Year: Participation, Development, Peace", the Founder General Secretary and Chief Executive Md. Arifur Rahman encouraged and organized the local youth community with the aim of establishing a youth development organization in Sitakund under Chattogram district of Bangladesh. In this way, on May 20, 1985, the youth organization "Young Power" was established which later transformed as social development organization "Young Power in Social Action (YPSA)" and began its course of participation in the development process. Currently, as an organization for sustainable development, YPSA is continuously moving forward with its vision, mission, and values as per its constitution and strategic plan. Currently, YPSA is implementing the "Child-Centred Anticipatory Action for better preparedness of communities and institutions in Northern and coastal areas of Bangladesh". This project is supported by Save the Children, with technical assistance from RIMES and funding from the German Federal Foreign Office (GFFO). It is being carried out in Chittagong district, a landslide-prone area. As part of the project activities, YPSA plans to procure meteorological instruments, including ordinary rain gauge to support anticipatory action for landslides. We invite qualified firms or vendors to submit proposals for the supply, delivery, and installation of these meteorological instruments at Banskhalı upazila and Chittagong city corporation area in Chittagong district.

#### **Objectives of the Work**

The primary objective of this procurement is to enhance community-led meteorological monitoring capabilities in Banskhalı upazila and Chittagong city corporation of Chittagong district by deploying high-quality conventional meteorological instruments. These instruments will support community education on weather measurement, thereby strengthening early warning systems and improving disaster preparedness in the region.

#### **Scope of Work**

The selected vendor will be responsible for the supply, delivery, and installation of the following instrument:

- a) **Ordinary Rain Gauge:** A total of six (6) ordinary rain gauge will be installed in the Banskhalı upazila and Chittagong city corporation area.

#### **Specifications:**

- Collector Area: 200cm<sup>2</sup>
- Range: 200mm
- Measuring Cylinder: measures 10 mm Rainfall
- Resolution: 0.2mm
- Material: Base & Collector-Fiber Reinforced Plastic (fiber glass)
- Collector Rim - Gun metal
- measuring cylinder capacity: 4 liters
- manufactured as per: IS: 5225:1969



## Submission Guidelines

Interested firms, consultants, or individuals must submit technical and financial proposals by **10<sup>th</sup> March 2025** addressing the **Procurement Committee, YPSA** and Email to: [ypsaprocurement.org@gmail.com](mailto:ypsaprocurement.org@gmail.com)

### Submission Requirements:

- Proposals must be submitted on the **official letterhead** of the firm, consultant, or individual.
- Proposals sent to any other email address or submitted in any other form will be disqualified.
- Applications will be shortlisted, and the **YPSA Procurement Committee** will select one or more relevant individuals, consultants, or firms based on price and quality.
- YPSA will **not provide any financial support** for the preparation or submission of proposals (both financial & technical).

*Please read the submission instructions carefully. Applications that do not comply with the submission instructions will be disqualified.*

### Preparation of Proposal

The proposal should be divided into two parts and submitted in two separate folders: Technical Proposal and Financial Proposal.

### Technical Proposal

Interested vendors must submit their proposals, which should include:

- Company Profile and Relevant Experience
- Technical Specifications of Proposed Instruments
- Warranty and After-Sales Support Details
- Delivery and Installation Timeline
- CVs of the team leader and key team members, highlighting relevant experience.
- A copy of a valid TIN certificate, VAT registration certificate and bank account details.

### Financial Proposal

The financial proposal should clearly outline an itemized cost summary for the assignment with a detailed breakdown.

- Financial Proposal (Unit Cost, Installation Cost, Total Cost)
- The budget should not include income tax as a separate category; instead, it should be integrated with other expenditures, as it will be deducted at the source.
- However, VAT can be mentioned in the budget as per government regulation
- The individual/firm is expected to provide a justified budget that aligns with the technical proposal.

### Timeline of the Assignment

Activity/Deliverables	Timeline
Delivery of Meteorological Instruments	22 March 2025
Installation at Designated Locations	25 March 2025
Testing and Calibration	28 March 2025
Final Inspection and Approval	31 March 2025



**Expected Sequence of Works:** The awarded vendor will be invited to a discussion session for providing further clarity about the job. Based on satisfaction, a work-plan and template will be approved for the work.

**Mode of Payment:** The payment will be made in Two instalments as below:

Instalments	Percentage	Timeline
First Instalment	50	Upon successful delivery of meteorological instrument to the designated locations.
Final Instalment	50	Upon successful installation and testing of the instrument.

YPSA will deduct VAT and Income Tax at source and deposit to government treasury on behalf of the vendor as per Bangladesh Government rules.

#### **Evaluation & Selection Criteria**

Proposals will be evaluated based on:

- Compliance with Technical Specifications (40%)
- Financial Proposal (30%)
- Vendor Experience and Past Performance (20%)
- Warranty and After-Sales Support (10%)

YPSA reserves the right to select one or more firms/consultants based on the best combination of quality and cost-effectiveness.

**Assignment Completion Timetable:** The assignment must be completed on or before **31 March 2025**.



Procurement Committee  
YPSA