



ইয়ং পাওয়ার ইন সোশ্যাল একশন (ইপসা)

স্থায়ীত্বশীল উন্নয়নের জন্য সংগঠন

Young Power in Social Action (YPSA)

An Organization for Sustainable Development

[Organization in Special Consultative Status with the United Nations Economic and Social Council ECOSOC]

YPSA

is a non-governmental voluntary non Profit non Political Organization for Sustainable Development registered with various departments of Bangladesh Government. YPSA established in 1985 being inspired by the spirit of International Youth Year declared by the UN. YPSA works in close co-operation with Government, INGOs & UN agencies. YPSA awarded International Youth Peace Prize 1999 for it's outstanding social development Programmes.

Vision

YPSA envisions a society without poverty where everyone's basic needs and rights are ensured.

Mission

YPSA exists to participate with the poor and vulnerable population with all commitments to bring about their own and society's sustainable development

Core Values

- Patriotism and commitment to national interest, sovereignty and national pride
- Justice, transparency and accountability
- Mutual respect and gender friendliness
- Quality and excellence
- Humility and confidence
- Respect for diversity
- Support for environment and ecology



web site:

www.ypsa.org

Ref: YPSA/Cox/395/2026

Date: 13/05/2026

To,

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Subject: Request for Quotation (RFQ) for Supply of Dry Food (UHT Milk & Dry Cake)

Young Power in Social Action (YPSA) is an organization for sustainable development implementing a project titled "Prevention and Response Activities Implementation on Counter Trafficking Issues" supported by "International Organization for Migration (IOM)". YPSA is requesting quotations (RFQ) from the reputed and experienced suppliers/vendors for the supply of the below-mentioned Dry Food (UHT Milk & Dry Cake) in accordance with the following specification, and terms & conditions.

Detailed Information Of Assignment:

S/N	Item Descriptions/Specifications	Quantity Required	Brand Name	Unit Price	Total Amount (Tk.)
1	UHT Milk 200ml Product Descriptions: <ol style="list-style-type: none"> Size: 200ml Ingredients: 100% pure cow's milk Processing: UHT (Ultra-Heat Treatment) for pathogen elimination and extended shelf life Packaging: Hygienically packaged in a compact, easy-to-carry carton 	5,000			
2	Dry Cake 30gm Product Descriptions: <ol style="list-style-type: none"> Ingredients: wheat flour, sugar, edible vegetable oil/fats, milk powder, eggs, baking powder, and salt Packaging size: 30gm Taste: Mildly sweet, fresh, and pleasant 	5,000			
Total Amount: (Including VAT, Tax & Others)					
In Word:					

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Chittagong-4212, Bangladesh
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Terms and Conditions:

1. Mode & Time of RFQ Submission:

- 1.1 The interested suppliers/vendors should submit the quotations on their respective company/institution letterhead pads to the Sub-Procurement Committee through email (ypsaspccxb@gmail.com). Quotations submitted through email will only be considered for the next step of procurement process; hardcopies of quotations are totally discouraged and will not be accepted.
- 1.2 The last date for submission of RFQ through email(ypsaspccxb@gmail.com) is **20/05/2026 (Wednesday)**.
- 1.3 Information, including **Brand Name, Unit Cost** and **Total Cost** asked for on the above table should mandatorily be provided.
- 1.4 **The interested bidders who do not have the legal/basic documents, including Trade License, TIN and BIN are discouraged to submit quotations.**

2 Process of Primary Selection:

- 2.1 YPSA will primarily evaluate the RFQ process through two separate evaluation methods: i) Technical Evaluation (including submission of eligibility documents, previous experience, delivery capacity, and financial capacity), and ii) Financial Proposal. Each evaluation method will carry 50 marks.
- 2.2 No Samples are required with the quotation but primarily selected suppliers should agree to supply/ show product samples as needed before confirmation of the final Framework Agreement.
- 2.3 Goods' sample test of **both the products of 1. Dry Cake and 2. UHT Milk** of the primarily selected vendors will be conducted to finalize for the award/assignment.

3 Quality of Goods:

- 3.1 There will not be any compromise on the quality of goods to be supplied.
- 3.2 Each of the goods to be provided by the finally selected vendor must have a maximum life span from the date of delivery.
- 3.3 However, if any items are found damaged or date expired, the selected bidder/vendor(s) must change the items within 7 days of delivery/discovery by YPSA.

4 Delivery of Goods:

- 4.1 YPSA will enter into a Framework Agreement with the selected bidder/vendor(s), under which YPSA will issue Work Order(s) for the supply of goods as required.
- 4.2 The selected bidder/vendor(s) should ensure the transportation of goods to the **YPSA Counter Trafficking Project Office, 1st Floor (in front of Ukhiya Girls' High School) at Rajapalong, Ukhiya, Cox's Bazar**. YPSA will not be liable for any damage of goods in any accident during the carrying of the goods up to the location of delivery.
- 4.3 If there is any change in the quantity of goods items, it will be coordinated with the selected bidder/vendor(s) and reflected in the Work Order to be issued for goods supply.

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5 Mandatory Documents to be Attached by the Interested Bidders to the Quotation:

- 5.1 The bidders' proposed rates in the quotations must include VAT and Tax, delivery and other costs.
- 5.2 The bidders' given rate should be considered along with VAT & Tax (as per latest Govt. rules), transportation and other relevant costs.
- 5.3 Account payee cheque will be given after deduction of Govt. VAT, Tax and other relevant costs after successful completion of the supply of goods/items in a month. Notably, the payment will be made against the Work Order and actual and correct bills delivery notes signed duly submitted by the vendor.
- 5.4 The vendors should send all legal documents like Valid Trade License, TIN Certificate, Tax return submission proof (PSR), BIN Certificate with Mushak 6.3, NID/Smart Card copy and updated Bank Solvency Certificate with bank details/Bank account statement (Last 3 months). Relevant Workorder and is required along with the above-mentioned documents.
- 5.5 Instructions to attached documents sequentially as follows:
 - 5.5.1 Forwarding Letter.
 - 5.5.2 Price quotation/Bid Proposal.
 - 5.5.3 Company Profile
 - 5.5.4 NID card copy
 - 5.5.5 TIN, BIN with Mushak 6.3
 - 5.5.6 Sign copy of Conflict of Interest (attached).
 - 5.5.7 Legal documents (Trade License, Tax papers, VAT, etc.)
 - 5.5.8 Bank statement (Last 3 months) and solvency (Most recent within last 3 months).
 - 5.5.9 Relevant experience document last 2 years (Please attach maximum/up to 10 Workorder/agreement; due date not more 31/03/2026).
 - 5.5.10 Any others additional documents.

6 Legal Obligations of your company on Protection Issues:

6.1 Child labor will not be allowed in making, carrying, loading, unloading and transportation, etc. Child labor should also be avoided at your office. In this regard, the "YPSA Child Safeguarding Policy" must be followed properly during work with YPSA. In this regard, in the tenure of the agreement, if any complain on child labor/child abuse against you and your company come to YPSA, immediately the management of YPSA will stop the agreement until completion of the investigation as per the YPSA Child Safeguarding Policy guidelines as well as that of the national laws

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and procedures. No payment will be made before the investigation report comes up and the issue is officially settled.

7 Mode of Payment:

- 7.1 Payment shall be made to your company through an Account Payee Cheque upon successful delivery of the goods and submission of the original and correct invoice along with Mushak 6.3 and duly signed Challan. Applicable VAT and Tax will be deducted from the total payable amount in accordance with Government of Bangladesh rules and regulations.
- 7.2 YPSA shall provide the respective VAT and Tax Challan to your company within a reasonable time after settlement of the bill.
- 7.3 In case of any emergency or unforeseen circumstances, your company shall accept any delay in payment without claim or penalty.

8 General Condition:

- 8.1 YPSA is not bound to issue Farmwork Agreement to the lowest bidder meeting all the compliances.
- 8.2 If the quality of the product supplied by the selected vendor is satisfactory, then with the consent of the vendor, we can purchase the same product from the vendor's company at the same price in the future if necessary.
- 8.3 YPSA reserves the right to correct, modify or reject any clause or all Tender documents/Quotation/Work Order without showing any clarification.

Sub-Procurement Committee,
YPSA, Cox's Bazar.



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