



# ইয়ং পাওয়ার ইন সোশ্যাল অ্যাকশন (ইপসা)

## Young Power in Social Action (YPSA)

স্থায়ীত্বশীল উন্নয়নের জন্য সংগঠন

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](http://www.ypsa.org)

Ref: YPSA/Cox/396/2026

Date: 13/05/2026

To,

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### Subject: Request for Quotation (RFQ) for the supply of lunch package

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 Lunch Packages 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.)
Package: Lunch in packets along with carrying net bag (not polythene)		700 Packets			
1.1	Plain Rice (300gm to 400gm)				
1.2	Sonali Chicken 1pcs (120gm to 140 gm)				
1.3	Rui Fish curry-1pcs (120gm)				
1.4	Mug dal- (100gm to 120gm)				
1.5	Water 500Ml				
Total Amount: (Including VAT, Tax & Others)					
In Word:					

### 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](mailto:ypsaspccxb@gmail.com)). Quotations submitted through email will

#### Head Office

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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](mailto:ypsaspccxb@gmail.com)) is **20/05/2026 (Wednesday).**

1.3 Vendors must submit quotations as per the RFQ specifications, including Brand Name (if needed), Unit Price, and Total Price.

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 the packages and visitation of the kitchen environment for the lunch package of the primarily selected vendors will be conducted to finalize for the framework agreement.

## 3. Quality of Goods:

3.1. There will not be any compromise on the quality of goods to be supplied. The selected supplier must ensure that the quality of all lunch items is maintained in strict conformity with the standards agreed upon and must comply with all applicable health, safety, and hygiene regulations.

3.2. The delivery of all lunch items must be completed within two (2) hours of cooking to ensure freshness and food safety.

3.3. Stale or leftover food items will not be accepted under any circumstances.

## 4. Delivery of Goods:

4.1 The selected vendor should be ready to supply goods as per the description/specification provided against the Work Order to be issued and as per the distribution plan to be provided by the YPSA Counter Trafficking Project.

4.2 Locations of Goods Delivery: 11 Rohingya camps (8E 8W, 10, 11 12. 13. 14. 15 16. 17 and 18) and five unions under Ukhiya Upazila. Cox's Bazar.

4.3 YPSA will not be liable for any damage of goods in any accident during the carrying of the goods up to the locations of supply mentioned above.

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*(Signature)*



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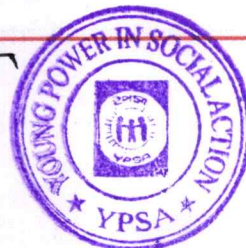
- 4.4 YPSA shall keep right to increase or decrease the quantity of procuring these items. If there is any change in the quantity of goods items. It will be coordinated with your company and reflected in the Work Order to be issued for goods supply.
- 4.5 After issuing a Work Order every time, if the vendor fails to deliver any of the items following the Work Order, the procuring entity YPSA has all right to impose a penalty, deduction of bill partly or full amount of the final bill.
- 4.6 YPSA also keeps rights to increase or decrease the quantity of goods mentioned above, if needed. In this case, the vendor will be notified accordingly.

### 5. Mandatory Documents of the Interested Bidders:

- 5.1 The vendors proposed rates in the quotations must include VAT and Tax, delivery and other costs.
- 5.2 Vendor's 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.

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## 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 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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