



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 its
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

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]

Ref: YPSA/Cox/582/2026

Date: 29/07/2026

To,

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.....

Subject: Request for Quotation (RFQ) for Supply of Micro Nutrition Gardening (Seeds) Materials.

Young Power in Social Action (YPSA) is an organization for sustainable development implementing a project titled “**Assistance to Vulnerable Migrants and Counter Trafficking (CT)**” supported by “International Organization for Migration (IOM)”. YPSA is requesting quotations from the reputed and experienced suppliers/vendors for the supply of the below-mentioned Input Support for Micro Nutrition Gardening in accordance with the following specification, and terms & conditions.

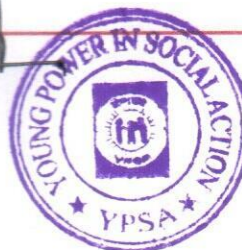
Detailed Information of Assignment

Sl. No.	Item Description/Specifications	Quantity Required	Brand Name	Unit Price (Tk.)	Total Amount (Tk.)
1	Seeds: Bottle Gourd (Each packet 10 gm) per person 1 packet (Lal teer/ BRAC seed or similar) Hybrid Seeds (51 x 1=51)	51 Pkt			
2	Seeds: Pumpkin (Each packet 10 gm) per person 1 packet (Lal teer/ BRAC seed or similar) Hybrid Seeds (51 x 1=51)	51 Pkt			
3	Seeds: Bitter Gourd (Each packet 10 gm) per person 1 packet (Lal teer/ BRAC seed or similar) Hybrid Seeds (51 x 1=51)	51 Pkt			
4	Seeds: Yard long Beans (Each packet 10 gm) Per person 2 packets; Lal teer/ BRAC seed or similar Hybrid Seeds (51 x 2=102)	102 Pkt			
5	Seeds: Brinjal (All-Season) (Each packet 10 gm) per person 1 packet (Lal	51 Pkt			

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	teer/ BRAC seed or similar) Hybrid Seeds (51 x 1=51)				
6	Seeds: Ridge Gourd (Each packet 10 gm) per person 1 packet (Lal teer/ BRAC seed or similar) Hybrid Seeds (51x 1=51)	51 Pkt			
7	Seeds: Malabar Spinach (Each packet 10 gm) Per person 1 packets; Lal teer/ BRAC seed or similar) Hybrid Seeds (51x 1=51)	51 Pkt			
9	Sack Bag- Geo bag, 300 GSM 2.5 mm thick 7 Gallon, Per person 6 pcs (51 Persons x 6 Pcs = 306 Pcs); Good quality	306 Pcs			
10	Muli Bamboo, Minimum 2-inch dia and 15 feet long, Per person 10 pcs- 1 Bundle (51 Persons x 10 Pcs = 510 Pcs); Good quality	510 Pcs			
11	Yellow Sticky Trap, (22 cm X 28 cm), Per person 3 pcs (51 Persons x 3 = 153 Pcs); Ispahani/ACI/Garden or similar	153 Pcs			
12	Garden Fencing Net (each blog 2-inch Gap), good quality, Materials: 100% Virgin Plastic, Color: Green Color. Size- (5.5 x 16 feet), per person 2 pcs (51 x 2=102)	102 Pcs			
13	Jute Rope-1.5 mm for tightening bamboo, Per person 1/2 kg- 1 Bundle (51 Persons x 1/2 Kg = 25.50 Kg); Good quality	25.5 kg			
14	Gardening Jar 4 Liter, Material: HDPE material, Color: Blue, per person 1 pcs; RFL/ACI/Bangle or similar (51x 1=51)	51 Pcs			
15	Organic Fertilizer (Each packet 5 kg), Per person 7 packets (51 Persons x 7 Pkt = 357 Pkt); ACI/ Ispahani or similar	357 Pkt			
Total Amount (Including VAT, Tax & Others):					
In Word:					



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Terms and Conditions:

1. Mode & Time of RFQ Submission:

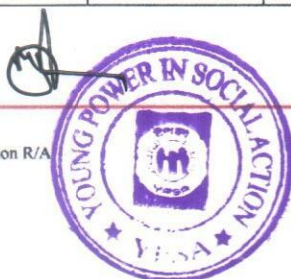
- 1.1 The interested suppliers/vendors should submit the quotations on their respective company/institution letterhead pads to the Sub-Procurement Committee through email (ypsaspccxb@gmail.com). Quotations submitted through email will only be considered for the next step of procurement process; hard copies 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 **05/08/2026 (Wednesday)**.
- 1.3 Information, including **Brand Name, Unit Cost and Total Cost** asked for on the above table should mandatorily be provided.

2. Process of Bidder Evaluation: The bidder evaluation process will be conducted in **four (4) stages**, commencing with the receipt of quotations and concluding with the final selection of the successful bidder(s).

Step-1: Quotation Scrutiny: Bidders who will not submit the legal/basic documents - **Trade License, NID, TIN and BIN** will not be eligible for the next step of procurement.

Step-2: Technical and Financial Evaluation: 100 Marks

Evaluation Components	Specific Evaluation Criteria	Maximum Scores	Evaluation Remarks
Technical Evaluation (Marks-30)	Bank Statement and Bank Solvency Certificate	10	Bidders submitting a bank statement (covering the last three months) with a closing balance of BDT 10.00 lakh or above will receive the full 10 marks. Bidders with a closing balance below BDT 10.00 lakh will be awarded marks on a proportional basis
	Company Profile with forwarding and information of witness (NID and contact number)	5	The company profile must clearly indicate the name and designation of the authorized signatory, company address, bank account details, contact information, and witness details (including NID and contact number).
	Filled out and Signed RFQ as outlined in the terms	5	The RFQ must be fully completed, signed, and submitted in accordance with the



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	and conditions section of this RFQ		instructions and terms and conditions specified in the RFQ document.
	Similar Work Order (WO)	10	A maximum of 10 similar Work Orders will be considered. One (1) mark will be awarded for each eligible work order, up to a maximum of 10 marks .
Financial Evaluation - (Marks-70)	Goods Quoted Prices	70	Financial scores will be assigned based on the quoted prices of technically responsive bidders. The bidder offering the lowest evaluated responsive price will receive the full 70 marks , while other bidders will receive proportionately lower scores using the prescribed financial evaluation formula.
Total Marks		100	The bidder obtaining the highest combined score (Technical + Financial) and meeting all mandatory requirements will be recommended for Step-3: Sample Verification and Quality Assessment

Step – 3: Sample Verification and Quality Assessment:

3.1 Germination Test of Seeds: The bidders who will qualify for the above steps will be eligible for this step of evaluation. They will be requested to provide sample seeds to undertake the Seed Germination Test. Only those seed samples demonstrated that a minimum germination rate of 90% shall be considered technically responsive and eligible to proceed to the final stage of the procurement evaluation. Notably, cost of the seeds submitted by the bidders for demonstration will not be compensated by YPSA.

3.2 Sample Checking for Materials: The bidders who will qualify the above steps will be eligible for this step of evaluation. They will be requested to provide sample materials for demonstration. The bidders who will submit goods meeting specifications outlined in the RFQ will be eligible to proceed to the final stage of the procurement evaluation. Notably, goods submitted for demonstration will be returned to the bidders.

Step -4: Final Evaluation/Comparative: The Comparative Statement shall be prepared for all bidders who successfully pass the Seed Germination Test and Goods Sample Checking – both or single. The final evaluation and recommendation for contract award shall be based on the bidder's overall performance, taking into account the Technical Evaluation Score, Financial Evaluation Score, and Seed Germination Test Result, in accordance with the evaluation criteria specified in this solicitation. The contract shall be recommended for award to the bidder achieving the highest overall evaluation score while meeting all mandatory technical and quality requirements.

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3. Quality of Goods:

3.1 There will not be any compromise on the quality of goods to be supplied.

3.2 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.

3.4 Shelf-Life Requirement: The products supplied by the selected supplier shall have a minimum remaining **shelf life of one (1) year** from the date of delivery for seeds. Products that do not meet the required minimum remaining shelf life shall not be accepted by YPSA. The supplier shall be responsible for replacing any non-compliant products at its own cost.

4. Delivery of Goods:

4.1 YPSA will enter into a **Framework Agreement** with the selected bidder(s)/vendor(s). Under the Framework Agreement, YPSA will issue **Work Order(s)** for the supply of goods on an as-needed basis during the contract period.

4.1.1 For the procurement of **seeds**, the issuance of each Work Order shall be subject to a **Seed Germination Test** conducted on the relevant seed lot prior to delivery. The bidder/vendor shall provide representative seed samples for testing upon request free of cost. Only seed lots that achieve the **minimum germination percentage specified in the RFQ/Framework Agreement** shall be accepted for supply under the respective Work Order. Seed lots failing to meet the prescribed germination standard may be rejected, and YPSA reserves the right to request replacement samples or procure from the next eligible framework supplier, as applicable.

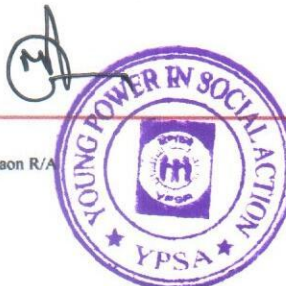
4.2. The selected bidder/vendor(s) should ensure the transportation of goods to Cox's Bazar Sadar and Ukhiya Upazila (Host and Camp areas) under Cox's Bazar District as mentioned in the Work Order.

4.3 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.

4.4 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.

5. Child Safeguarding, PSEAH Policies and National Laws:

5.1 Child labor is strictly prohibited in any part of the production, carrying, loading, unloading, transportation, or related work. Child labor must also be avoided within your office and home. The YPSA Child Safeguarding Policy must be strictly followed during the agreement period. If YPSA receives any complaint related to child labor or child abuse involving you or your company, the agreement will be suspended immediately until an investigation is completed in accordance with YPSA's Child Safeguarding Policy and national laws. No payment will be made until the investigation report is finalized and the issue is officially resolved.



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5.2 You and your company must comply with YPSA's Policy on Prevention of Sexual Exploitation, Abuse, and Harassment (PSEAH) of adults throughout the agreement period. Any breach of this policy will render the agreement void.

5.3 Compliance with National Laws: Vendors must comply with the Money Laundering Prevention Act and the Anti-Terrorist Financing Act enacted by the Government of Bangladesh.

6 Mode of Payment:

6.1 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.

6.2 YPSA shall provide the respective VAT and Tax Challan to your company within a reasonable time after settlement of the bill.

6.3 In case of any emergency or unforeseen circumstances, your company shall accept any delay in payment without claim or penalty.

7. General Condition:

7.1 YPSA is not bound to issue Farmwork Agreement to the lowest bidder meeting all the compliances.

7.2 Right of Acceptance or Rejection: YPSA reserves the right to correct, modify, or reject any clause(s) or the entire quotation documents without providing any justification.

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



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