



Ref: YPSA/HO/1624/2026

Date: 29/07/2026

Subject: Invitation for Tender

Young Power in Social Action (YPSA) <www.ypsa.org> is a non-governmental organization committed to sustainable development and humanitarian response. With financial support from **Community Partners International (CPI)**, YPSA is implementing the "**YPSA Flood Response Project, Chakaria, Cox's Bazar.**" The project is being implemented in the flood-affected areas of Chakaria and Matamuhuri Upazilas under Cox's Bazar District.

The primary objective of this project is to address the urgent humanitarian needs of communities affected by the recent floods by ensuring access to essential food assistance, safe drinking water, and hygiene support.

To facilitate the effective implementation of these emergency response activities, **Young Power in Social Action (YPSA)** hereby invites sealed tenders from qualified and experienced suppliers for the supply of emergency relief items, including dry food, safe drinking water, and other essential emergency supplies.

Interested and eligible vendors are requested to submit their tender proposals for the supply of the required items in accordance with the specifications, terms, and conditions outlined in this tender document. Tender submissions must be delivered to YPSA within the stipulated deadline.

Sl. No	Name of Item	Particular Items with Description/Specifications	Brand Name	Unit	No of Unit required	Unit Price	Total Amount (Tk.)
1	Rice	Type : Miniket Rice, Weight : 5 kg Packet	Good Quality	Kg	6000		
2	Red Lentil-1kg (মসুর ডাল- ছোট দানা)	Fine Red Lentils (ছোট দানা লাল মসুর ডাল) (Soplit & Skinned) (ভাঙা ও খোসা ছাড়ানো)	Good Quality	Kg	1200		
3	Packet Sugar 1Kg	1 Kg food-grade packaged refined white sugar, packed in sealed packaging and compliant with applicable food safety standards.	Fresh/ Teer/Pran or Similar Brand	Kg	1200		
4	Anti-Bacterial Hand and Body Bar Soap	Size: 100-110 gm	Dettol/Lifebuoy /Savlon or Similar	Pcs	1200		
5	Soybean Oil	Plastic Bottle Size: 1 Liter bottle	Teer/Fresh/ Rupchanda or Similar Brand	1 Liter bottle	1200		
6	Onion	Standard Size -2 Kg Per packet	Good Quality	Kg	2,400		



7	Potato	Type- Lolita potato Standard Size - 2 Kg Per packet	Good Quality	Kg	2,400		
8	ORS packet for each HH	5 Pcs Per Packet	SMC/Beximco/Re nata or Similar	Packet	6,000		
9	Salt- 1 kg Packet	Weight: 1,000 grams	Fresh/ACI/PRAN or Similar Brand	Kg	1,200		
10	Packet		Good Quality	Bag	1,200		
Grand Total (Inclusive of VAT, Income Tax, and all other applicable costs)							
In Words Taka :							

Therefore, YPSA is inviting for Tender bid from reputed, experienced suppliers/vendors to supply the above-mentioned Items. Interested suppliers/vendors who have their agency's/company's updated Trade license, updated return submission certificate/slip, VAT registration certificate, experience certificates/Relevant work order (**Please attach maximum 5 Work order/agreement as the proof of similar work experience which will carry marks for supplier in technical evaluation.**) are sufficient they can submit a Tender with an application in the company/organization letterhead pad with company details as per specific format (Annexure-I) to **Sub Procurement Committee, YPSA, House # 325, New Hossain Building (2nd Floor), Opposite of Ganasasthya Hospital, Hotel Simon road , Baharchara, Cox'sBazar.**

Terms and Conditions:

1. The last date and time for submitting the Tender is **03/08/2026 by 3:00 p.m.** The Tender Box will be opened on the same date at **3:00 p.m.**
2. Vendor (s) should submit Tender Schedule as per the required specifications along with the completed company information form (**Annexure-1**).
3. Vendor (s) should submit tender as per specifications with **brand name mandatorily in applicable items.**
4. The vendor should clearly mention the validity period of the quoted prices.
5. **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 work order.**
6. The selected vendor(s) shall ensure the delivery of the goods to the YPSA Flood Response Project implementation locations in **Matamuhuri and Chakaria Upazilas, Cox's Bazar District.** In addition, all items shall be packed into **YPSA logo-branded bags** and prepared as complete relief packages for **1,200 beneficiary families** before delivery.
7. The quoted rates must be inclusive of all applicable VAT, Tax (as per the latest Government rules), transportation, loading, unloading, and any other relevant costs.
8. Payment will be made by Account Payee Cheque after deduction of applicable Government VAT/Tax and other relevant deductions, upon successful completion of the supply of goods/items. Payment will be made against the approved Work Order and submission of the original invoice, delivery notes, and other supporting documents duly signed by the vendor.
9. YPSA shall not be liable for any damage, loss, or accident occurring during the transportation and delivery of the goods/items to the designated supply locations.
10. The selected vendor shall supply the goods strictly according to the specifications provided. No compromise in the quality of the supplied items will be accepted.



11. The vendor must submit the following legal and supporting documents with the Tender:

1. Valid Trade License
2. TIN Certificate
3. Proof of Income Tax Return Submission (PSR)
4. BIN/VAT Registration Certificate
5. NID/Smart Card Copy
6. Bank Account Statement for the last three (3) months (April 2026 to June 2026)
7. Relevant Work Orders/Agreements

Documents should be attached in the following sequence:

1. Forwarding Letter
 2. Price Quotation/Bid Proposal
 3. Company Information (Annexure-1)
 4. Copy of NID/Smart Card
 5. Legal Documents (Trade License, TIN, BIN/VAT, Tax Documents, etc.)
 6. Relevant Experience Documents of the last two (2) years (Maximum 10 Work Orders/Agreements issued on or after 01/07/2024)
 7. Any other relevant supporting documents if available
12. Child labour shall not be engaged in the production, carrying, loading, unloading, transportation, or any other activities related to this assignment. Child labour should also be prohibited within the vendor's organization. The selected vendor must comply with the **YPSA Child Safeguarding Policy** throughout the contract period. If any complaint regarding child labour or child abuse is received against the vendor or the vendor's company, YPSA reserves the right to suspend the agreement immediately until the investigation is completed in accordance with the YPSA Child Safeguarding Policy and applicable national laws. No payment shall be made until the investigation is completed and the matter is officially resolved.
13. The vendor and its personnel must comply with YPSA's **Policy on Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH)** throughout the contract period. Any violation of this policy shall result in immediate termination of the agreement.
14. The supplier shall comply with YPSA's **Anti-Terrorism, Anti-Money Laundering, Anti-Fraud and Anti-Bribery (ABC) Policy**, as well as the applicable Anti-Money Laundering and Anti-Terrorism laws and regulations and the Government of Bangladesh. Any violation of these policies may result in immediate termination of the contract without prior notice.
15. YPSA reserves the right to increase or decrease the quantity of the required goods based on project requirements. The selected vendor will be informed accordingly.
16. If the quality of the supplied products is found satisfactory and additional quantities are required, YPSA may, with the vendor's prior written consent, procure the same products at the same unit price for a maximum period of one (1) year from the date of the initial supply. Such procurement shall be made on an as needed basis.
17. After issuing a Work Order, 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.
18. YPSA is not obligated to award the Work Order to the lowest price offer or bidder.
19. YPSA reserves the right to amend, modify, accept, reject, or cancel any clause or the entire Tender, Quotation, or Work Order process at any stage without assigning any reason.



20. **Quantity Variation:** The quantities stated in this tender are estimated based on the current project plan and are subject to change according to project requirements. The Procuring Entity reserves the right to increase or decrease the quantity of required items at the time of purchase and contract award without changing the unit price and other terms and conditions of the contract. The actual quantity to be supplied will be determined based on the final number of beneficiaries and training batches approved under the project.
21. The successful bidder must demonstrate the capacity to complete the supply and delivery of the required goods within three (3) to five (5) calendar days' short notice from the date of receipt of the official confirmation or Work Order.

Note: Evaluation and Comparison of Bids

YPSA will evaluate the Tender in two consecutive stages. The **Technical Evaluation will carry 40 marks** and will assess eligibility documents, previous experience, delivery capacity, financial capacity, product samples (if required), and other relevant criteria. The **Financial Evaluation will carry 60 marks** and will be conducted only for bidders who successfully qualify in the Technical Evaluation.

Procurement Committee,
YPSA



29/01/2026