



ইয়ং পাওয়ার ইন সোশ্যাল একশন (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

Ref: YPSA/HO/1511/2026

Date: 13/07/2026

Subject: Invitation for Tender

Young Power in Social Action (YPSA) <www.ypsa.org> is an organization for sustainable development implementing the project "YPSA- Shikha Project" Funded by European Union (EU) and supported by BRAC. The SHIKHA project is working to Creating public and private spaces free from gender-based violence, bullying and sexual harassment through strengthening prevention and response mechanisms.

The project is implementing the different Upazila (Patiya, Banshkhali, Sitakund) And Chattogram City Corporation of Chattogram District. Interested vendors are requested to submit Tender proposal to supply food (Snacks) items for the project under the following descriptions and conditions;

Sl. No.	Description/Specifications	Unit Measure ment	No of Unit	Unit Price (Tk.)	Total Amount (Tk.)
	Snacks Item:				
01	Chicken Sandwich Two layer-Regular 90-100 gm	Pcs	1		
02	Maoa Laddu 50-70 gm	Pcs	1		
03	Plane Chocolate Cake Regular 80-100 gm	Pcs	1		
04	Box/Package	Pcs	1		
	Taka Total (Including VAT, Tax, transportation etc. all relevant costs)				
	In Words:				

Therefore, YPSA is inviting for Tender bid from reputed, experienced suppliers/vendors to supply the above-mentioned **food 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/up to 10 Workorder/agreement as the proof of similar work experience which will carry marks for supplier in technical evaluation.**), Bank statement (**last 3 months, April'26 to June'26**) 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 **Procurement Committee, YPSA Head Office, House # F 10 (P), Road # 13, Block # B, Chandgaon R/A, Chattogram.**

Terms and Conditions:

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Head Office

House # F10(P), Road # 13, Block-B Chandgaon R/A
Chittagong-4212, Bangladesh
Tel: +88-02334471690, 02334470257
Mobile : +88-01819-321432, 01711-825068
E-mail: info@ypsa.org

Dhaka Office

Prantik, House # 12/Uma/1 (Ground Floor)
Road # 02, Shamoly, Dhaka-1207, Bangladesh.
Tel: 02-8142351, 02-48112219
Cell: +88-01818-578790
E-mail: info@ypsa.org

web site:

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1. The last date for dropping the Tender on **20/07/2026 by 3:00 p.m.** and on the same date 3:30 pm tender box will be opened.
2. Vendor (s) should submit Tender Schedule as per specifications along with attached company details (Annexure-1).
3. YPSA will go through a **Framework Agreement** with the selected vendor for **One Year (Possibility with extension)**.
4. The vendor should **mention price validity days**.
5. The vendor should be agreed to delivery of goods and services with short noticed which will be informed to supplier by YPSA respective project team approximate 24- 48 hours before.
6. Selected vendor (s) should ensure the delivery of mention foods (snacks) item to the respective **Project Area (Patiya, Banshkali, Sitakund) And Chattogram City Corporation in Chattogram** district as per guidance/instructions to be provided from the YPSA Project Team requirement.
7. The vendor should be ready to supply goods for the above-mentioned time frame based on a framework agreement. The Supply item quantity which is not fixed. It may increase or decrease based on demand and other situations. If there is any change in the quantity of goods items, the vendor will be notified by the logical time.
8. Vendor's given rate should be quoted including VAT & Tax (**As per Update Govt. rules**), transportation and other relevant costs.
9. 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.
10. The selected vendor will supply goods (food items) as per mentioned description/specifications provided. There is no compromise on the quality of the mentioned food items to be supplied.
11. YPSA will not be liable for any damage and accident during carrying of goods to the location of supply mentioned above.
12. The vendors should send all legal documents like Valid Trade License, TIN certificate, Tax return submission proof (PSR), BIN Certificate, NID/Smart Card copy and updated Bank Solvency Certificate with bank details/ Bank account statement (Last 3 months, April'26 to June'26). Relevant Workorder and is required along with above mentioned documents.
Instruction to attached documents sequentially as follows:

- Forwarding Letter
- Price quotation/Bid Proposal
- Company Profile (as per attached Annexure -1)
- NID card Copy
- Legal Documents (Trade license, Tax papers, VAT, etc.)
- Bank Statement or solvency
- Relevant experience documents last 2 years (PO/Agreement; due date not more 30/06/2024)
- Any other additional documents



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web site:

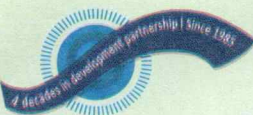
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13. Child labor will not be allowed in making, carrying, loading, unloading and transportation, etc. Child labor should also be avoided at your office. In this regard, the “YPSA Child Safeguarding Policy” must be followed properly during work with 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.
14. You and your company must adhere to YPSA Policy of Prevention from Sexual, Exploitation, Abuse and Harassment of Adult (PSEAH) during the tenure of the agreement. Breaching of the policy will nullify the agreement between YPSA and your company.
15. **Anti-Terrorism/Anti-Money Laundering/Anti-Fraud and Anti-Bribery:** Supplier shall comply with the Anti-Money Laundering, Anti-Fraud, Anti-Bribery and Corruption (ABC) policy of YPSA and besides same Anti Money laundering policy, anti-terrorism policy of Govt. If found any violation in complying with YPSA's Anti-Fraud, Anti-Bribery, and Corruption policy will result in the termination of the contracts without notice.
16. YPSA also keeps rights to increase or decrease the quantity of goods mentioned above, if needed. In this case, the vendor will be noticed accordingly.
17. After issuing a Work Order any/every time, if the vendor fails to deliver any of the food 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 reserves the right to correct, modify or reject any clause or all Tender documents/Quotation/Work Order without showing any clarification.

Restriction:

1. The quality of all the items must be maintained. Unhealthy/unhygienic, stale or un-fresh food supply will be strongly restricted.
2. All items must be packaged in a single packet (food grade) including a carry bag (Not polythene).

Note: Evaluation and Comparison of Bids.

YPSA will evaluate the tender process in two distinct steps. The first step is the Technical Evaluation, which will assess eligibility document submission, previous experience, delivery capacity, financial capacity, and sample analysis (if required). The second step is the Financial Evaluation, where marks will be allocated separately for the technical and financial proposals. Based on the overall consolidated analysis of both evaluations, the qualified vendor will be selected as the final awarded for work order. YPSA is not bound to issue work Order to the lowest bidder.

Procurement Committee,
YPSA

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