



Ref: YPSA/HO/1862/2026

Date: 19/08/2026

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 CARE Bangladesh, **YPSA is implementing** a project titled “**Bangladesh Monsoon Floods & Landslides Emergency Response**” supported by: CARE Bangladesh. The project is being implemented in the flood-affected areas of Chakaria and Matamuhuri Upazilas under Cox's Bazar District.

The primary objective is to provide agricultural inputs: To flood-affected farming and agriculture-dependent households to restore livelihoods and resume productive activities.

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 **Integrated Household Assistance Kit (Dignity Kit, Hygiene kit) Inputs Items**.

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	Specifications Brand Name	Quantity Required	Brand Name	Unit Price	Total Amount (Tk.)
1	Sanitary Napkin Pad	Sanitary pad or menstrual pad (Panty System), 15 pads per packet Brand: Confidence/Joya/Senora	650			
2	Washing Laundry Bar	Washing Laundry Bar/ soap Net weight - 125 gm	650			
3	Bathing Soap Bar	Anti-Bacterial Bathing Soap Bar Net weight - 115 gm	650			
4	Panty (Undergarments for women)	Comfortable and cotton-blend fabric, Free and average size with different color	1300			
5	Gaamcha	Comfortable and cotton-blend fabric, Size Length 75-inch x width 39 inches	650			
6	Orna /Scarf	100% cotton, Super Thin, Lightweight, Comfortable, breathable and cotton-blend fabric	650			
7	Maxi (Women's' wear)	Material: Comfortable and cotton-blend fabric Fabric: Soft, non-transparent and suitable for regular use Body Size: Average/free size Length: Full-length, approximately 52–58 inches Neck: Round neck with modest design Fit: Comfortable, loose-fitting and suitable for regular movement Colour: Assorted colours/ designs	650			



8	Petticoat (Women's Wear)	Product: Women's Petticoat, Material: cotton-blend fabric Fabric Quality: Soft, comfortable, lightweight and durable Fit: Comfortable and suitable for regular use Colour: Assorted colours Design: Simple and comfortable design Stitching: Strong, neat and durable stitching Bottom: Adequate flare for comfortable movement Washability: Suitable for regular washing and use Sizes: Average	650			
9	Toothpaste	Toothpaste 100gm	650			
10	Toothbrush	Good Quality	1300			
11	Bathroom Slippers (Sandle)	Bathroom Slippers (Sandle) for women Size: 5, 6 & 7)	1300			
12	Nail Cutter	(Stainless Steel Nail Cutter & Trimmer) Medium Size, Material: Metal, Mechanism: Lever-action)	650			
13	Bucket with Grip Handle and Lid	Capacity: 25-liter, Color: Comfortable grip handle, Strong plastic body Long lasting materials, Multipurpose, usability Easy maintenance with 2 logo print.	650			
14	Plastic Mug	Capacity: 2.5L, Color: Red/Blue, Houseware, Strong plastic body Long-lasting Materials	650			
15	Water Gallon (Food grade Plastic)	Material: Plastic, Colour: White, Capacity: 10 Ltr, Dimensions: L25.8 cm. x W14.3cm x H37.2 cm. with 2 logo prints.	650			
16	Torch Light Solar Operated	Material: Plastic, Colour: White, Reachability - Micro USB Charging + Solar. 5 Hours Working Time.	650			
17	Hair Comb	(Plastic & Good Quality, Standard size)	650			
18	Anti-Bacterial Hand washing liquid	(Pumping-200 ml)	650			
19	Striker 6"x12"	Gum Striker with 2 logo prints.	650			
Grand Total (Inclusive of VAT, Income Tax, transportation costs and all other applicable costs)						
In Words Taka:						

Terms and Conditions:

1. Mode & Time of Tender Submission:

- 1.1 The interested suppliers/vendors should submit the quotations on their respective company/institution letterhead pads to the Procurement Committee at, **House:325, New Nazir hossain Building (2nd Floor) Opposite of Ganasaytha kendro hospital, Hotel Sayeman Rd, Baharchara, Cox's Bazar - 4700**
- 1.2 A pre bid meeting will be held on August 24, 2026 on at 3.30 PM through online platform.



Request to join in meeting through the link below:

<https://meet.google.com/vwr-jbwv-miw>

1.3 The last date of tender submission is **30/08/2026**.

1.4 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).

Evaluation Components	Specific Evaluation Criteria	Evaluation Scores	Evaluation Remarks
Technical Evaluation (Marks-40)	Bank Statement and Bank Solvency Certificate	10	Bidders submitting a bank statement (covering the last three months-(April2026 to June 2026)) with a closing balance of BDT 10.00 Lac or above will receive the full 10 marks. Bidders with a closing balance below BDT 10.00 Lac will be awarded marks on a proportional basis
	Company Profile with forwarding and information of witness (NID and contact number)	10	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 Tender schedule as outlined in the terms and conditions section of this Tender Schedule	10	The Tender schedule must be fully completed, signed, and submitted in accordance with the instructions and terms and conditions specified in the Tender 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-60)	Goods Quoted Prices	60	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 60 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-1: Quotation Scrutiny: Bidders who will not submit the legal/basic documents – **Updated Trade License, NID, TIN and BIN** will not be eligible for the next step of procurement.

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. Bank Statement (Last 3 Months: April 2026 to June 2026)
7. Relevant Experience Documents of the last two (2) years (Maximum 10 Work Orders/Agreements issued on or after 01/07/2024)
8. Any other supporting documents

Step-2: Technical and Financial Evaluation: 100 Marks

Step – 3: Sample Verification and Quality Assessment

3.1 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 Tender schedule 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.

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 goods. 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.

4.2. The selected bidder/vendor(s) shall be responsible for the transportation and delivery of the goods to Matamuhuri and Chakaria Upazilas, Cox's Bazar District, including Baraitali Union Parishad, Chakaria Upazila, and Dumushia



Union Parishad, Konakhali Union Parishad, Purba Boro Veola Union Parishad, and Bheola Manikchar Union Parishad under Matamuhuri Upazila.

The distribution schedule and required quantity of goods will be shared with the selected bidder/vendor(s) prior to distribution and will be specified in the respective Work Order.

4.3 The successful bidder must demonstrate the capacity to complete the supply and delivery of the required goods within **5–10 calendar days** from the date of receipt of the Work Order.

4.4 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.

4.5 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.

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. Payment Terms:

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. Conclusion:

7.1 YPSA is not bound to issue Frame work 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.

Procurement Committee,
YPSA

