



Ref: YPSA/HO/2179/2026

Date: 23/09/2026

Subject: Invitation for Tender

1. Background:

Young Power in Social Action (YPSA) <www.ypsa.org> is an organization for sustainable development implementing the project "Building Links for Upstream downstream Engagement – reducing Plastic litter in Rivers and promoting Integrated & Sustainable Management. A South-South Initiative (BLUE-PRISM)" Funded by Bauhaus-Universität Weimar and supported by the Federal Ministry for the Environment, Climate Action, Nature Conservation and Nuclear Safety (BMUKN).

The project is implemented in different geographical locations such as Chattogram City Corporation and Cox's Bazar Municipality. The project aim is to reduce plastic discharge into waterways, establish an integrated and sustainable plastic waste management system, strengthen the circular economy, enhance capacity for science-based decision-making, and foster effective partnerships across government, private, and community sectors. All project activities will be executed according to the established operational plan, involving various institutions from both the public and private sectors. Furthermore, the project will be implemented in a manner that avoids any duplication of effort.

The procurement under this tender is intended to ensure the supply of IT equipment that meets the required technical specifications, provides value for money, demonstrates durability, and has adequate after-sales service. YPSA invites eligible and experienced suppliers/vendors to submit bids for the supply of IT Accessories (laptops, printer, camera, and scanner) in accordance with the specifications, terms, and conditions set out in this Tender Schedule.

2. Schedule of Required IT Accessories

Sl. No.	Particular Items with Description/Specifications	Brand Name	Unit	Unit Price	Total Amount (Tk.)	Remarks
1	Asus Zenbook 14 Um3406ga-Ws76t Amd RyzenA i 7 445 Processor 2.0ghz (14mb Cache, Up To 4.6ghz, 6 Cores, 12 Threads) 16gb Lpddr5x Ram on Board I 1tb M.2 NvmePcie® 4.0 Ssd I Amd Radeon Graphics I Windows 11 Home I 14" Wuxga (1920 X 1200) Oled 75wh, 4-Cell Li-Ion Battery with Up To 17 Hours Battery Backup & Fast Charging I 68w Usb Type-C Ac Adapter I Us Mil Std 810h Military-Grade Standard I Jade Black Color/silver/etc. (Noted: Original windows)		01			
2	ASUS vivo book 14 F1407CA Core Ultra 5 225H 1 TB SSD, 14" FHD Laptop, Processor: Intel Core Ultra5 225H (18M Cache, up to 4.90 GHz), RAM:		01			

Page 1 of 5



Sl. No.	Particular Items with Description/Specifications	Brand Name	Unit	Unit Price	Total Amount (Tk.)	Remarks
	16 GB DDR5, Storage: 1TB SSD, Display: 14.0" IPS FHD, (1920 X1080), 400 nits' brightness, Features: Backlits Keyboard, Type-C (Noted: Original windows)					
03	Asus Vivobook 15 X1504VA Core 5 120U 15.6", FHD Laptop, Processor Intel Core 5 120 U (12MCache, up to 5.0 GHz), RAM: 8 GB, DDRA, Storage: 512 GB, M.2 NVMe PCIe 4.0 SSD, Display: 15.6" FHD (1920 X1080), 60Hz, 250 nits' brightness, Features: Chiclet Keyboard, Privacy Shutter, Sonic Master. (Noted: Original windows)		07			
04	Pantum M6700DW Multifunction Mono Laser Printer, MULTIFUNCTION, DUPLEX & WIFI PRINTER		02			
05	Digital SLR Camera (Black) Mega Pixels (MP) - 24.1, Sensor Type CMOS, Shutter Speed - 30-1/4000sec, Built-in Flash Yes, HDMI Port - Yes (HDMI mini), Body Color - Black		01			
06	Flatbed Color Scanner Scan Size Max. - A4, ADF No, Sheet Capacity (ADF) No,		01			
	Grand Total (Including VAT, Income Tax, and all other applicable costs					
	In Words (Taka):					

3. Tender Submission Information:

The Bidder shall submit the Tender Schedule in accordance with the required specifications together with the completed Vendor Information Form (Annexure-1). Vendor Information form (VIF) in YPSA prescribed Annexure -1

Submission Deadline: 11 October 2026 at 3:00 PM.

Bid Opening: 11 October 2026 at 3:30 PM.

Submission Address: Procurement Committee, YPSA Head Office, House # F-10 (P), Road # 13, Block # B, Chandgaon R/A, Chattogram.

The Bidder shall submit its proposal on the company/organization letterhead, with the required company details and supporting documents.

4. Terms and Conditions:

4.1 Clarification and Bid Submission:

- 1 The deadline for submission of bids is 11 October 2026 at 3:00 PM. The Tender Box will be opened on the same date at 3:30 PM.



- 2 The Bidder shall submit the completed Tender Schedule in accordance with the required specifications together with the completed Vendor Information Form (Annexure-1).

4.2 Bid Price:

1. The Bidder shall clearly state the validity period of the quoted prices.
2. Prices shall be quoted in BDT and include applicable VAT, taxes, packing, loading/unloading, transportation and all other related costs.

4.3 Signing and Authentication:

The bid shall be signed by the Bidder or duly authorized representative.

4.4 Delivery and inspection terms:

1. The Supplier shall deliver goods at its own cost, risk and responsibility, ensuring required quality and quantity.
2. The Bidder shall quote strictly in accordance with the specified requirements and shall clearly state the brand name/model, where applicable.
3. Alternative or substitute products shall not be considered unless expressly permitted by YPSA.
4. The selected Supplier shall deliver the IT Accessories to the YPSA-BLUE PRISM Project at YPSA Head Office, Chattogram.
5. YPSA shall not be liable for any damage, loss, or accident occurring during transportation and delivery of the goods to the designated delivery location.
6. The selected supplier shall supply the goods strictly according to the specifications provided. No compromise in the quality of the supplied items will be accepted.

4.5 Warranty and After sales Service:

The Bidder shall clearly state the applicable product warranty and available after-sales service for each quoted item.

4.6 Payment terms:

1. The quoted rates shall be inclusive of all applicable VAT, tax, transportation, loading, unloading, and other relevant costs.
2. Payment shall be made by Account Payee Cheque or Bank Transfer, after deduction of applicable government VAT, tax, and other statutory deductions, upon satisfactory delivery and acceptance of the IT Accessories/items.
3. Payment shall be made against the approved Work Order and submission of the original invoice, delivery note, and other required supporting documents duly signed by the Supplier.

4.7 Comprising Documents:

The vendor must submit the following legal and supporting documents with the tender in the following sequence:

1. Forwarding Letter/Bid Proposal/ Price Quotation (Mandatory)
2. Vendor Information form (VIF) in YPSA prescribed Annexure -1 form (Mandatory)
3. Signed tender documents/Schedule (Mandatory)
4. Valid Trade License (Mandatory)
5. BIN/VAT Registration Certificate (Mandatory)
6. Updated Tax Return Submission Proof/PSR or Tax Clearance Certificate (Mandatory)



7. Copy of NID/Smart Card/ NID/Smart Card of authorized signatory
8. Relevant experience certificates/contracts/Purchase Orders
9. Recent Bank Solvency Certificate and bank statement for June 2026 - August 2026
10. Organization Profile and other relevant supporting documents, if applicable.

*(*All submitted documents shall be duly signed/initialed and sealed by the Bidder.*

** If any Bidder fails to submit any mandatory document, the bid shall be considered non-responsive and shall not proceed to further evaluation.)*

4.8 Compliance & Ethical Standards:

1. 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.
2. 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.
3. 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.
4. Corrupt, fraudulent, collusive or coercive practices may result in disqualification, termination and/or applicable contractual remedies.

4.9 Bid Modification, Acceptance and Cancellation:

1. YPSA reserves the right to increase or decrease the quantity of the required IT Accessories based on project requirements. The selected vendor will be informed accordingly.
2. 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.
3. YPSA is not obligated to award the Work Order to the lowest price offeror bidder.
4. 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.



4.9 Bid Evaluation Process:

YPSA will verify completeness, signatures, computations and compliance. Only technically responsive bidders meeting the minimum technical threshold will proceed to financial evaluation.

Evaluation Criteria	Basis	Marks
1. Company/vendor Information	Company/vendor information as per attached (Annexure -1) and authorized signatory details	5
2. Completed Tender Schedule	Fully completed, signed and compliant schedule following of instructions and terms and conditions specified in the Tender document.	5
3. Financial Capacity	Bidders submitting a bank statement covering June 26 to August 2026 with a month end closing balance of BDT 10.00 Lac or above will receive the full 10 marks. Balances below this threshold will be scored proportionately.	10
4. Past Experience	Bidders shall demonstrate relevant experience with NGO, private, government, or semi-government organizations, supported by valid experience certificates, contracts, or Purchase Orders (POs) issued within the last one (1) year . Scoring: - Up to five (5) eligible POs may be submitted, carrying 2 marks each, for a maximum of 10 marks. No more than three (3) POs from the same organization shall be considered. - For similar supplies/works valued above BDT 10.00 lakh, two (2) or more eligible POs shall receive the full 10 marks; one qualifying PO shall be scored proportionately.	20
Total Mark on Technical proposal	Minimum Qualification: A bidder must obtain at least 20 out of 40 marks in the technical evaluation to qualify for the next stage of evaluation.	40
5. Financial Proposal	The Lowest evaluated responsive price gets 60; others proportionate; abnormally low bid may be rejected as non-responsive if unrealistic.	60
Total	Technical + Financial	100


Procurement Committee,
YPSA
23/09/26