Ref: YPSA/HO/2461/2026
Date:12/10/2026

Subject: Invitation for Tender (Dignity kit Support)

1. **About YPSA:**
   Young Power in Social Action (YPSA) <www.ypsa.org> is a non-governmental organization for sustainable development, implementing diverse projects including Chattogram, Cox's Bazar, Feni, Noakhali, Cumilla, Brahmanbaria, and other locations. YPSA is committed to advancing sustainable development and providing humanitarian response.

2. **Scope of Supplies:**
   With financial support from Embassy of Switzerland in Bangladesh. YPSA is implementing a project titled "**Bangladesh Monsoon Floods & Landslides Emergency Response**" supported by: **Embassy of Switzerland in Bangladesh.** The project is being implemented in the flood-affected areas of Ukhaia, Cox's Bazar Sadar, Chakaria and Pekua Upazilas under Cox's Bazar District.

3. **Invitation to Tender:**
   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 dignity kits.**
   Interested and eligible vendors are requested to submit their tender proposals in accordance with the specifications, terms, and conditions outlined in this tender document.

4. **Tender Information:**

Tender Issue Date	11 October 2026,
Pre-Bid Meeting	15 October 2026, 11:00 AM-11:30 AM (online).
Bid Submission Deadline	20 October 2026, 03:00 PM
Bid Opening	20 October 2026, 3:30 PM
Bid Submission and Bid Opening Place	**Address:** YPSA # House-F-10 (P), Road-13, Block-B, Chandgaon R/A, Chattogram
Evaluation & Primary Selection (Tentative)	25 October 2026
Supplier Visit/Due Diligence (if applicable)	26 October 2026
Final Award (Tentative)	27 October 2026

Terms & Conditions:

5. **Clarification of bid:**

5.1 A pre-bid meeting will be held online on 15 October 2026, 11:00 AM–11:30 AM. Interested bidders may seek clarification during the meeting.
Meeting link: https://teams.live.com/meet/937852196366?p=bvcKECTYUu2BphVIwb
Meeting ID: 937 852 196 366 Passcode: RJ9hY6

5.2 Required item samples will be displayed at the YPSA Office, House F-10 (P), Road-13, Block-B, Chandgaon R/A, Chattogram (From 10 .00 am to 4.00 pm).

6. **Bid Pricing:**
   a. **VAT, Tax and Transportation:** Prices shall be inclusive of VAT, tax, packing, loading/unloading, transportation and all other admissible applicable costs.
   b. **Price Adjustment:** No price increase shall be permitted during the validity period, except for demonstrable and unavoidable market fluctuations, subject to documentary evidence and the Procuring entity (YPSA's) prior written approval.
   c. **Alternate Pricing:** No alternate or multiple prices shall be quoted for the same item.

7. **Bid Submission:**

The Bidder shall submit a sealed envelope clearly marked "Tender for **Dignity kits" and Tender Reference No. YPSA/HO/2461/2026.** The bid must be received by YPSA no later than **03:00 PM on 20 October 2026**. No later submission of bid proposal shall not be considered.

8. **Price validity:**

Bid shall remain valid for six (06) months from the date of bid opening. YPSA may request an extension in writing where necessary; a bidder agreeing to an extension shall not modify its bid.

9. **Signing and Authentication:**

The bid shall be signed by the Bidder or duly authorized representative. Financial proposal pages shall be initialed and stamped with the Bidder's seal. Submitted documents shall be signed/initialed and sealed where applicable.

10. **Bid Security:**

For the Purpose of this Tender Process, Bid Security is not applicable.

11. **Delivery, Inspection and Acceptance:**

11.1 The Supplier shall deliver goods at its own cost, risk and responsibility, ensuring required quality and quantity.

11.2 The selected bidder/vendor(s) shall be responsible for the transportation and delivery of the goods to **Cox's Bazar Sadar (Nizirartek, Chowfoldondi), Chokoria (koiyarbil, Pohor chanda/boroitoli) and Pekua (Sadar,Mehernama) upazila.**

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

11.4 The successful bidder must demonstrate the capacity to complete the supply and delivery of the required goods within **10–15 calendar days** from the date of receipt the Work Order.

11.5 YPSA may inspect, measure, test and verify goods at any stage, including during packing or delivery of goods.

11.6 Defective, damaged or non-conforming goods may be rejected and shall be replaced by the Supplier at its own cost.

11.7 If there is required 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.

11.8 The Supplier shall be responsible for loss or damage during transportation or delivery.

11.9 Failure to meet quality or delivery requirements may result in remedies or penalties under the applicable Purchase Order/ Agreement.

11.10 In the event of any emergency or unforeseen circumstances, the Vendor shall remain prepared to accept a delay in payment as an exceptional case, without raising any claim or imposing penalty.

12. Tender Proposal required documents:

The vendor should attach documents in the following sequence with the tender:

a. Forwarding Letter/Bid Proposal (Mandatory)
b. Signed tender documents/Schedule (Mandatory)
c. Valid Trade License (Mandatory)
d. BIN/VAT Registration Certificate (Mandatory)
e. Updated Tax Return Submission Proof/PSR or Tax Clearance Certificate (Mandatory)
f. NID/Smart Card of authorized signatory
g. Vendor Information (VIF) in YPSA prescribed Annexure- 1
h. Relevant experience certificates/contracts/Purchase Orders
i. Recent Bank Solvency Certificate and bank statement for July 2026 - September 2026
j. Organization Profile and other relevant supporting documents, if applicable.

** (Please ensure initial/sign on enclosed all documents with seal)*

** If any vendor fails to submit the required mandatory documents or omits even a single one, their bid will not be considered for evaluation.*

13. Payment terms:

a. Payment shall normally be made by account payee bank transfer or cheque tentative within 30 (thirty) days after the end of the month in which the valid invoice is received, subject to satisfactory delivery/acceptance of goods, compliance with contractual requirements and required approvals.
b. Applicable VAT, tax and statutory deductions shall be made as required complied with Govt. rules.
c. Advance payment requests shall not be permitted at the time of issuing the Purchase Order or during the delivery of services. Payment will be made only upon satisfactory completion and delivery of the contracted services

14. Compliance & Ethical Standards:

a. Compliance with YPSA Child Safeguarding and Gender Policies; child labour shall not be used in any related activity.
b. Compliance with YPSA PSEAH requirements throughout the contract period.
c. Compliance with YPSA Anti-Terrorism, Anti-Money Laundering, Anti-Fraud and Anti-Bribery/ABC requirements and applicable Bangladesh laws.
d. Corrupt, fraudulent, collusive or coercive practices may result in disqualification, termination and/or applicable contractual remedies.

15. 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 the specified period **July 26 to September 2026** with a month end **closing balance of BDT 10.00 Lac** or above will be **awarded the full 10 marks.** Balances below this threshold will be scored proportionately.	**15**

	- An average monthly credit transaction volume of **up to BDT 10.00 lakh will be awarded 5 marks,** scored **proportionately.**	
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 5 marks; one qualifying PO shall be scored proportionately.	**15**
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**

Sample Checking for Materials:
Bidders qualifying the above steps will be requested to provide sample materials for demonstration. Those submitting goods that meet the specifications outlined in the tender schedule will proceed to the final stage of evaluation. All demonstration samples will be returned to the bidders. Suppliers must collect their samples from the YPSA Office at their own responsibility and cost.

16. Bid Modification, Acceptance and Cancellation:
Changes to scope or quantity shall be made through formal written instruction or amendment, as applicable. YPSA is not obligated to award a Purchase Order to the lowest-priced bidder and reserves the right to accept, reject, amend or cancel the Tender or any part of the procurement process in accordance with its applicable procedures.

17. Annexes:
Annexure-1: Vendor Information Form
Annexure-2: Detailed Specification and Price Schedule
Annexure-3: Vendor Declaration / Code of Conduct

18. Bidder Declaration:
We confirm that the information and documents submitted are true and complete and that we have read, understood and agree to comply with this Tender Schedule and the applicable Framework Agreement and Purchase Orders.

Name of Bidder: .....

Authorized Signatory: .....

Signature & Company Seal: .....

Date: .....

Annexure - 2

Detailed Specification and Price Schedule (Dignity kit Support)
Tender Ref. No. – YPSA/HO/2461/2026
(Specifications revised and updated following the pre-bid meeting)
Submission Deadline: Extended until 27 October Time: 2026 3.00 pm

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/ other similar medium size	650 Packet			
2	Washing Laundry Bar	Washing Laundry Bar/ soap 125 gm	650 Pcs			
3	Bathing Soap Bar	Anti-Bacterial Bathing Soap Bar 120 gm	650 Pcs.			
4	Panty (Undergarments for women)	Comfortable and cotton-blend fabric, medium size (Good Quality)	1300 Pcs.			
5	Gaamcha	Length Size: -58 Inch, Weight Size: -27 Inch, Fabric: 100% cotton	650 Pcs.			
6	Scarf	Colorfull Cherry (90 × 30 inches) (Good Quality)	650 Pcs.			
7	Maxi (Women's' wear)	100% cotton, Super Thin, Lightweight, Comfortable, breathable and cotton-blend fabric, Adult Size	650 Pcs.			
8	Petticoat (Women's' Wear)	"Material: Comfortable and cotton-blend fabric, Adult Size	650 Pcs.			
9	Toothpaste	100gm, suitable for regular use	650 Pcs.			
10	Toothbrush	Fabric: Soft, non-transparent and suitable for regular use	1300 Pcs.			
11	Bathroom Slippers (Sandle)	Neck: Round neck with modest design	1300 Pair			
12	Nail Cutter	high-quality stainless steel with a sharp precision-cutting blade, corrosion-resistant finish, durable lever mechanism, smooth edges, and medium size (approximately 60–70 mm), suitable for regular personal hygiene and nail care.	650 Pcs.			
13	Bucket with Grip Handle	Color: Assorted colours/ designs, Capacity 20 liter, with handle and lid.	650 Pcs.			
14	Plastic Mug	Wash ability: Colorfast and suitable for regular washing Capacity Size- 2 ltr, Best Quality	650 Pcs.			
15	Water Galon (Food grade Plastic)	Size: Average/free size" Capacity Size- 10 ltr with Led, Best Quality Recycled plastic product/Tel not allow-	650 Pcs.			
16	Rechargeable Torch Light	Rechargeable torch light with high-brightness LED, built-in rechargeable	650 Pcs.			

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18/10/26

		battery, USB charging facility, durable body, long battery backup, adjustable light focus, and easy-to-use on/off switch, suitable for regular use during power outages and emergencies. Battery Capacity: 350mAh, AC 220V~240V/50-60 Hz, Backup 2 hours.				
17	Hair Comb	(Plastic & Good Quality, Standard size)	650 Pcs.			
18	Anti-Bacterial Hand washing liquid	(Pumping-200 ml)	650 Pcs.			
19	Towel	Fabric Quality: Soft, comfortable, lightweight and durable, Size: 27x54 inch	650 Pcs.			
Grand Total (Inclusive of VAT, Income Tax, and all other applicable costs)						
In Words Taka:						

Note:

1. Alternate pricing or specification changes will not be accepted, as all bids must remain competitive and strictly aligned with the prescribed requirements.
2. 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.

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18/10/26