Ref: YPSA/HO/2593/2026
Date:28/10/2026

Subject: Invitation for Tender (Learners' materials / Kits (Stationery items, Backpack and Umbrella)

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 the **Norwegian Refugee Council (NRC)**, Bangladesh, YPSA is implementing a project titled **"Education in Emergency (MC) for Rohingya Refugees,"** supported by the Foreign, Commonwealth & Development Office (FCDO) and the European Civil Protection and Humanitarian Aid Operations (ECHO).
The project is being implemented in Ukhiya Upazila, Cox's Bazar District, Bangladesh.

3. **Invitation to Tender:**
To facilitate the effective implementation of the Education in Emergency (MC) activities, Young Power in Social Action (YPSA) hereby invites sealed tenders from qualified and experienced suppliers for the supply of **Learners' Materials/Kits (Stationery items, Backpack and Umbrella)** under the **Education in Emergency (MC)** for Rohingya Refugees Project.

Interested and eligible suppliers are requested to submit their tender proposals in accordance with the specifications, eligibility requirements, terms, and conditions outlined in this tender document.

4. **Tender Information:**

Tender Issue Date	28 October 2026,
Pre-Bid Meeting	03 November 2026, 11:00 AM-11:30 AM (Online).
Bid Submission Deadline	09 November 2026, 03:00 PM
Bid Opening	09 November 2026, 3:30 PM
Bid Submission and Bid Opening Place	**Address:** YPSA Head Office # House-F-10 (P), Road-13, Block-B, Chandgaon R/A, Chattogram

Terms & Conditions:

5. **Clarification of bid:**

5.1 A pre-bid meeting will be held online on 03 November 2026, 11:00 AM–11:30 AM. Interested bidders may seek clarification during the meeting.
Meeting link: https://teams.live.com/meet/9352379863482?p=JGKhGzZtTdxw4otRmC

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.

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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 **Learners' materials / Kits (Stationery items, Backpack and Umbrella)" and Tender Reference No. YPSA/HO/2593/2026.** The bid must be received by YPSA no later than **09 November 2026, 03:00 PM**. 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 **YPSA NRC Education Project Office, Ukhiya , Cox's Bazar**
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 **5–10 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 **(August 2026 - October 2026)**
j. Organization Profile and other relevant supporting documents, if applicable.

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

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** 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 **August 2026 - October 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. - An average monthly credit transaction volume of **up to BDT 10.00 lakh will be awarded 5 marks,** scored **proportionately.**	**15**
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
Learners' materials / Kits (Supplies and Stationery Items)

Sl. No.	Name of Item	Specifications Brand Name	Brand Name	Quantity Required	Unit Price	Total Amount (Tk.)
1	Backpack	Color: Blue / Black, 2 Big compartments with additional pocket in front, Length 45 W-30 centimeters), All zipper 10 no handle. shoulder slab/runner. As per Sample.		1,708		
2	Umbrella	Color: Black/Blue, Fabric Material: Polyester, Number of Ribs :10, Handle Grip Material: Plastic, Handle Material: Aluminum Alloy + Steel, Foldable: Yes, Auto Open, High quality fabric		1,708		
3	Bangla / Burmese Exercise Book/Khata	Height: 11 inches & Length 8.5 inches, - 120 pages (55-60 gsm) of both, Cover 300gm. There must be no Bengali text on the front or back covers.		3,416		
4	English Exercise Book/Khata	Height: 11 inches & Length 8.5 inches, - 120 pages (55-60 gsm) of both, Cover 300gm. There must be no Bengali text on the front or back covers.		3,416		
5	Math Exercise Book/Khata	Height: 11 inches & Length 8.5 inches, - 120 pages (55-60 gsm) of both, Cover 300gm. There must be no Bengali text on the front or back covers.		8,540		
6	Ballpen	(6 pcs X 1708) learners0.7mm; Matador/ All-time / Good luck/Fresh or similar categories		10,248		
7	Pencil- 2B	(6 pcs X 1708) 2B (12 Pcs Pkt), Petra/Deli /Fresh or Similar Categories		10,248		
8	Shapner	(6 pcs X 1708) Petra/Deli/Matador or Similar Categories		10,248		
9	Eraser	(6 pcs X 1708) Petra/Deli/Matador or Similar Categories		10,248		
10	Drawing Book	H: 8.5-inch X 11.5-inch, 40 sheet/50 pages, 120 gsm offset paper white, Cover paper 300 gsm, art card, 4 color (one side), Glue binding, Standard Packaging with cartoon. There must be no Bengali text on the front or back covers.		1,708		
11	Oil pastel Color	Pencil (Multi-Color) (12 pencil in a box (Small Size) original oil pastel) Brand: TiTi, Faber Castell or similar Brand		1,708		
12	Pencil and Pen Net Bag	Size: L-9" W-4.5", Material: Plastic, Color: Multicolor, Lock Type: Zipper-Good Quality		1,708		
13	Packaging Bag	Tissue Bag- Packing bag with chain/zipper and handle Color: White; Size -18 inch/ 16 inch Minimum 70-80 gsm (As required to accommodate the kit items)		1,708		
	Grand Total (Inclusive of VAT, 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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