



Young Power in Social Action (YPSA)

An Organization for Sustainable Development

Open Tender

For Procuring Stationery Supplies under a long-term Framework Agreement

Date: 05/10/2026

Ref. No. YPSA/2407/2026

1. About YPSA:

Young Power in Social Action (YPSA) is a sustainable development organization implementing projects across Bangladesh, including Chattogram, Cox's Bazar, Feni, Noakhali, Cumilla, Brahmanbaria and other locations.

2. Scope of Supplies:

YPSA intends to establish a **Long-Term Framework Agreement (LTA)** with qualified and capable suppliers for the supply of **Stationery supplies**. Supplies may be required for YPSA's offices, project locations, Rohingya camps, host communities, and other operational areas, primarily within Chattogram Division and the CHT, as required.

3. Invitation to Tender:

YPSA invites experienced, eligible, and qualified suppliers to submit bids for the supply of **Stationery supplies** in accordance with the specifications, terms, and conditions set out in this Tender Schedule. Bids will be evaluated against the stated eligibility, technical, and financial requirements, and qualified suppliers may be selected for inclusion under the Long-Term Framework Agreement for future procurement requirements.

4. Tender Information:

Tender Issue Date	05 October 2026,
Pre-Bid Meeting	12 October 2026, 11:00 AM-11:30 AM (online).
Bid Submission Deadline	26 October 2026, 03:00 PM
Bid Opening	27 October 2026, 2:30 PM
Bid Opening Place	Address 1 – YPSA Head Office House-F-10 (P), Road-13, Block-B, Chandgaon R/A, Chattogram Address 2 – YPSA Cox's Bazar Office 325, Sayeman Road, Ayesha villa (2nd floor)/Nazir Hossain new building, Baharchara, Cox's Bazar
Evaluation & Primary Selection (Tentative)	05 November 2026
Supplier Visit/Due Diligence (if applicable)	10 November 2026
Framework Agreement Award (Tentative)	15 November 2026

5. Place of Bid Submission:

Bids may be submitted at any one of the following designated YPSA offices:

Address 1 – YPSA Head Office

House-F-10 (P), Road-13, Block-B, Chandgaon R/A, Chattogram, Bangladesh

Address 2 – YPSA Cox's Bazar Office

Regional Office, 325, Sayeman Road, Ayesha villa (2nd floor)/Nazir Hossain new building, Baharchara, Cox's Bazar, Bangladesh





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Address 3 – YPSA Ukhia Office

Nurul Absar Villa (New Building), Adalot Para (3rd Floor), Beside Green Bud School, Ukhia, Cox's Bazar, Ukhia, Cox's Bazar, Bangladesh

Terms & Conditions:

6. Clarification of bid:

A pre-bid meeting will be held online on 12 October 2026, 11:00 AM–11:30 AM. Interested bidders may seek clarification during the meeting.

Meeting link: <https://teams.microsoft.com/meet/493463679122757?p=6yDExCxzV3OcxrF5Wd>

7. Bid Pricing:

- Price Validity:** Unit prices shall remain firm and valid for a minimum of one (01) year from execution of the Framework Agreement.
- 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.
- Currency:** Prices shall be quoted in BDT and include applicable VAT, taxes, packing, loading/unloading, transportation and all other related costs.

8. Bid Submission:

The Bidder shall submit a sealed envelope clearly marked "Tender for **Stationery Supplies**" and Tender Reference No. YPSA/HO/2407/2026. The bid must be received by YPSA no later than **03:00 PM on 26 October 2026** and deposited in the designated Bid Box at any one of the addresses in Section 5. The bid shall comprise separate sealed Technical and Financial Proposals. Late bids or bids not deposited in the designated Bid Box shall not be considered.

9. 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.

10. Signing and Authentication:

The original 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.

11. Bid Security:

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

12. Delivery, Inspection and Acceptance:

- 12.1 The Supplier shall deliver goods at its own cost, risk and responsibility, ensuring required quality and quantity.
- 12.2 Delivery locations may include YPSA offices, project sites and other working areas in Chattogram, Cox's Bazar, Feni, Noakhali, Cumilla, Chandpur, Brahmanbaria, Sylhet, CHT and other locations specified in the Purchase Order.





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- 12.3 YPSA may inspect, measure, test and verify goods at any stage, including during packing or delivery.
- 12.4 Defective, damaged or non-conforming goods may be rejected and shall be replaced by the Supplier at its own cost.
- 12.5 The Supplier shall be responsible for loss or damage during transportation or delivery.
- 12.6 Failure to meet quality or delivery requirements may result in remedies or penalties under the applicable Purchase Order/Framework Agreement.

13. Technical Proposal required documents:

Documents should be attached in the following sequence with the technical proposal:

- 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.*

14. Financial proposal:

- 14.1 Submit in a separate sealed envelope and quote in BDT.
- 14.2 Prices shall be inclusive of VAT, tax, packing, loading/unloading, transportation and all other applicable costs.
- 14.3 No alternate or multiple prices shall be quoted for the same item.

15. Payment terms:

- a. Payment shall normally be made by account payee bank transfer or cheque 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.
- c. Advance payment shall not be allowed.

16. 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.





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- d. Corrupt, fraudulent, collusive or coercive practices may result in disqualification, termination and/or applicable contractual remedies.

17. 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. - 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

18. Framework Agreement and purchase order:

Selection does not guarantee any minimum purchase quantity or value. YPSA may issue Purchase Orders based on actual project requirements. Quantities may increase or decrease, and supplies shall be made in accordance with the applicable Purchase Order and agreed framework prices.

19. 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





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accept, reject, amend or cancel the Tender or any part of the procurement process in accordance with its applicable procedures.

20. Annexes:

Annexure-1: Vendor Information Form

Annexure-2: Detailed Specification and Price Schedule

Annexure-3: Vendor Declaration / Code of Conduct

21. 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:

