Ref: YPSA/HO/ 2753/2026
Date:12/11/2026

Subject: Invitation for Tender Learners' Materials (Backpack and Steel water bottle)

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, and Tangail locations. YPSA is committed to advancing sustainable development and providing humanitarian response.

2. **Scope of Supplies:**
With financial support from implementing the ***TCCF Plastic Circularity Project*, funded by the Coca-Cola Foundation and supported by UNDP**

The project is being implemented in Chattogram, Cox's Bazar District & Tangail, Bangladesh.

3. **Invitation to Tender:**
To facilitate the effective implementation of the ***TCCF Plastic Circularity Project's*** activities, Young Power in Social Action (YPSA) hereby invites sealed tenders from qualified and experienced suppliers for the supply of **Learners' Materials (Backpack and Steel water bottle)** under the ***TCCF Plastic Circularity 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	12 November, 2026,
Pre-Bid Meeting	17 November 2026, 11:00 AM-11:30 AM (Online).
Bid Submission Deadline	29 November 2026, 04:00 PM
Bid Opening	30 November 2026,11:00 AM
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 17 November 2026, 11:00 AM–11:30 AM. Interested bidders may seek clarification during the meeting.

Pre-Bid Meeting link: Pre-Bid Meeting | Microsoft Teams | Meetup-Join

Meeting ID: 937 852 196 366 Passcode: RJ9hY6

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 **Learners' Materials (Backpack and Steel water bottle) and Tender Reference No. YPSA/HO/2753/2026.** The bid must be received by YPSA no later than **29 November 2026, 04:00 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 Chattogram, Cox's Bazar & Tangail project area as per required quality and quantity.

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 **05–07 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:

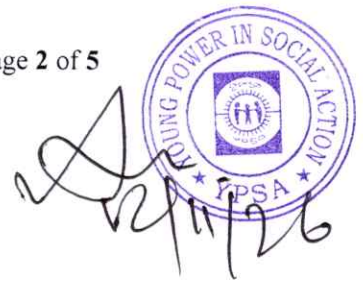
The vendor should attach documents in the following sequence with the tender:

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)*

** 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 5.00 Lac** or above will be **awarded the full 5 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 10 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: .....



Specification and Price Schedule for Backpack & Steel water bottle
Tender Ref. No. – YPSA/HO/ 2753/2026
(Specifications revised and updated following the pre-bid meeting)
Submission Deadline: Extended until 29 October Time: 2026 4.00 pm

Sl. No.	Name of Item	Specifications	Unit	Quantity Required	Unit Price (Tk.)	Total Amount (Tk.)
1	Backpack	(1. Size: Height: 17.5 Inches, Width: 12 Inches, Depth: 6 Inches 2. Fabric & Materials (Main Fabric: 600D Polyester (PVC/PU Coated), Inner Lining: 190T Polyester, Back Padding: 3–5mm PE Foam, Shoulder Strap Padding: 5–6mm PE Foam, Zipper: No. 5 Nylon Coil Zipper, Zipper Puller: Standard Metal Puller (No Hanging Rope) 3. Compartments: 1 Large Main Compartment (Back Side), 2 Small Front Zipper Compartments, 1 Side Mesh Water Bottle Pocket, Total: 3 Zipper Compartments 4. Shoulder Straps & Handle (Adjustable Padded Shoulder Straps, Reinforced Shoulder Strap Stitching, Strong Polyester Webbing Carry Handle, Padded Back Panel) 5. Design & Branding: (Color Options: Royal Blue or Black, Plain Design, No Logo, No Print, No Branding, No Decorative Zipper Ropes, Matching Color Zippers & Stitching 6. Stitching & Finishing: Reinforced Stitching at Stress Points, Clean Stitching & Finishing, Strong Bottom Construction, Standard Quality Control) **with Logo: 5"*5"**	Pcs.	2050 Pcs.		
2	**Steel water bottle** (Suppliers shall quote two pricing options. YPSA Procurement Authority reserves the right to select either option based on project requirements and budget availability).	Option -1 (Stainless Steel Smart Water Bottle Temperature Display Travel Mug Smart Cup LED Digital Smart Vacuum Cup Hot Water Bottle Travel Cup Intelligent Temperature **Measuring Cup 500ml with logo: Logo: 5"*5" (Attached picture)**	Pcs.	2050 Pcs.		
		Option -2 (Stainless Steel Smart Water Bottle Temperature Display Travel Mug Smart Cup LED Digital Smart Vacuum Cup Hot Water Bottle Travel Cup Intelligent Temperature **Measuring Cup 1000ml with logo: Logo: 5"*5" (Attached picture)**	Pcs.	2050 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.

YOUNG POWER IN SOCIAL ACTION YPSA

12/11/26