Ref: YPSA/COX/ 1009 /2026
Date:18/11/2026

Subject: Invitation to Tender for the Supply of Materials for Shelter Upgradation and WASH Activities in Rohingya Camps

1. About YPSA:

Young Power in Social Action (YPSA) <www.ypsa.org> is a non-governmental organization for sustainable development. At present, YPSA's direct program interventions reach in the Greater Chattogram Division (including the Chattogram Hill Tracts) and part of the Dhaka and Sylhet division. YPSA is committed to advancing sustainable development and providing humanitarian response.

2. Scope of Supplies:

With financial support from the Bangladesh Humanitarian Fund (BHF) and under the consortium led by CARE Bangladesh, YPSA is implementing a project titled **"Locally led Humanitarian Assistance to prioritised multi-sectoral Needs of Distressed Rohingya community"**. The project is being implemented in Rohingya camps under Ukhiya Upazila, Cox's Bazar District, Bangladesh.

3. Invitation to Tender:

To facilitate the effective implementation of the Shelter & WASH Activity, Young Power in Social Action (YPSA) hereby invites sealed tenders from qualified and experienced suppliers for the supply of **Materials for Shelter Upgradation and WASH Activities in Rohingya Camps** under the aforementioned project.

Competent and Interested 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 Schedule and Key Procurement Dates:

Particulars	Date and Time / Details
Tender Issue Date	19 November 2026
Pre-Bid Meeting	24 November 2026, 4:00 PM–5:30 PM (Online) Meeting Link: https://meet.google.com/snf-zpuk-ydp
Bid Submission Deadline	02 December 2026, by 3:00 PM
Bid Opening Date and Time	02 December 2026, by 3:30 PM
Bid Submission and Opening Venue	**YPSA Head Office** House # F-10 (P), Road # 13, Block-B, Chandgaon R/A, Chattogram
Bid Evaluation and Preliminary Selection (Tentative)	8 December 2026
Sample Checking	10 December 2026
Supplier Visit / Due Diligence	13-15 December 2026
Final Contract Award (Tentative)	22 December 2026

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Terms & Conditions:

5. Mode of Bid Submission:

a. The interested suppliers/vendors should submit the quotations on their respective company/institution letterhead pads and hardcopies of all the required updated documents duly signed mentioned in the Tender Schedule to the **Procurement Committee**; Address; **YPSA Head Office, House # F-10 (P), Road # 13, Block-B, Chandgaon R/A, Chattogram.**

b. The bidder shall submit a sealed envelope clearly marked **"Tender for Supply of Materials for Shelter Upgradation and WASH Activities in Rohingya Camps and Tender Reference No. YPSA/COX/ 1009 /2026".** YPSA will not receive any bids no later than **02 December 2026, by 3:00 PM**. No later submission of bid proposal shall not be considered.

c. Interested bidders may submit quotations for both categories listed in the attached **Annexure-2 (Schedule – A Shelter and Schedule – B WASH)** or for either category individually **(Schedule – A Shelter only or Schedule – B WASH only).**

6. Bid Pricing:

a. **VAT, Tax and Transportation:** Prices shall be inclusive of VAT, Tax, packaging, loading/unloading, transportation and all other related costs.

b. **Price Adjustment:** The quoted prices shall remain fixed throughout the validity period of the contract, and any appeal of price increase shall not be considered **(up to 6 (six) months of Price Validity),** except for demonstrable and unavoidable market fluctuations, updated government rules, subject to documentary evidence, market verification, negotiation, mutual understanding, and the procuring entity's (YPSA's) prior written approval.

7. 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.

8. Supply of Goods under the Contract Agreement:

YPSA will enter into a **Framework Agreement** with the selected bidder(s)/vendor(s) for one year. Under the Framework Agreement, YPSA will issue **Work Order(s)** for the supply of goods on an as-needed basis during the contract period.

9. Brand Name:

As per the attached (**Annexure-2**) **Schedule – A Shelter** and **Schedule – B WASH**, bidders must mention the brand name of each product in the **Specification** column while preparing their quotations.

Please follow the instruction to mention brand and non-brand;

- For branded products, please clearly specify the respective "**Brand Name**".
- For locally available or non-branded products, please mention **"Local"**.

10. Bamboo Treatment Plant Requirement & Priority:

Bidders possessing their own or formally contracted Bamboo Treatment Plant will be given priority during bid evaluation. Supporting written documentation (e.g., ownership deed or valid lease/agreement) must be enclosed with the bid. Physical verification of the facility may be conducted by the Technical Committee.

11. 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.

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12. Security Deposit:

The selected contractor/supplier shall be required to deposit an amount equivalent to **20% (twenty percent) of the total estimated contract value** as security for the due and satisfactory performance of the contractual obligations under the Framework Agreement. The security deposit shall be submitted in the form of an **Account Payee Cheque**, issued in favour of Young Power in Social Action (YPSA), before signing the Framework Agreement.

The security deposit shall remain valid and retained by YPSA throughout the entire validity period of the Framework Agreement, including any approved extension, if applicable. YPSA reserves the right to encash or forfeit the security deposit, either partially or fully, in the event of any breach of contractual obligations, failure to deliver goods or services as agreed, or other contractual non-compliance by the contractor/supplier, subject to the terms and conditions of the Framework Agreement.

Upon satisfactory completion of all contractual obligations and expiry or termination of the Framework Agreement, the security deposit shall be released or returned to the contractor/supplier without interest, subject to the settlement of all outstanding liabilities and claims, if any.

13. Delivery, Inspection and Acceptance:

a. The selected supplier shall deliver goods at its own cost, risk, and responsibility, ensuring required quality and quantity endorsed by the YPSA Technical Team.
b. The selected supplier shall be responsible for the transportation and delivery of the goods to **Rohingya Camps under Ukhiya Upazila in Cox's Bazar to be mentioned in the respective Work Orders**.
c. The selected supplier will deliver goods against the Work Order issued by the designated official of YPSA under the Framework Agreement.
d. The bidders must demonstrate the capacity to complete the supply and delivery of the required goods within **7–10 calendar days** from the date of receipt the Work Order.
e. The materials are urgently required. Therefore, only those suppliers who are capable of delivering the goods within **7–10 days** are requested to participate in the quotation process.
f. YPSA may inspect, measure, test and verify goods at any stage, including during packing or delivery of goods.
g. Defective, damaged, or non-conforming goods shall be rejected, and shall be replaced by the selected supplier at its own cost within 5 to 7 days.
h. If any variation in the required quantity of goods is necessary, YPSA shall consult and coordinate with the selected bidder/vendor(s) accordingly. Such variation shall be formally communicated through either a revised Work Order or a separate new Work Order, specifying the revised or additional quantities of goods to be supplied. All other terms and conditions of the original Work Order shall remain unchanged unless otherwise agreed in writing by both parties.
i. Failure to meet quality or delivery requirements may result in remedies or penalties under the applicable Purchase Order/ Agreement (as mentioned in **14. Penalty for Delay in Delivery or Performance** of the Tender Schedule**)**.

14.Penalty for Delay in Delivery or Performance:

If the selected supplier fails to provide the agreed-upon supply/services or fulfils any or all obligations within the timeline specified in the Work Order under the Framework Agreement, YPSA reserves the right, without prejudice to its other remedies under the Framework Agreement, to impose penalties by deducting a percentage of the WO amount as outlined below:

Total Delay Penalty (% of Work Order Value)

Period of Delay	Applicable Penalty (% of the Value of the Delayed/Undelivered Portion)
1–5 calendar days	2%

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6–10 calendar days	4%
11–15 calendar days	6%
16–20 calendar days	8%
More than 20 calendar days	10%

Note: **Deduction of the penalty amount will not be applicable in case if any extended completion time/period is officially agreed and accepted by YPSA after the completion date mentioned in WO.

15. Tender Proposal required documents:

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

a. Forwarding Letter/Bid Proposal **(Mandatory)**
b. Signed tender Schedule and All Annexures **(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. Organization Profile and other relevant supporting documents, if applicable.
i. Relevant experience certificates/contracts/Purchase Orders/Work Orders
j. Recent Bank Solvency Certificate and bank statement **for last 6 months**

*** Any bidders fail to submit documents under **c, d, e, f, g and h of the above list** will not be eligible to enter the **18 Bid Evaluation Process:***

**(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.*

16. 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/entertained at the time of issuing the Work Order or during the delivery of services. Payment will be made only upon satisfactory completion and delivery of the contracted services.
d. In the event of any emergency or unforeseen circumstances, the supply shall remain prepared to accept a delay in payment as an exceptional case, without raising any claim or imposing penalty.
e. **Deduction and Recovery of Penalties:** Any penalty imposed in accordance with the terms and conditions of the Framework Agreement shall be deducted from the payments due to the selected Supplier against the relevant invoice(s) or bill(s). If the outstanding payment is insufficient to recover the penalty amount, YPSA reserves the right to recover the remaining amount from the Supplier's security deposit or through any other lawful means, as applicable.

17. Child Safeguarding, PSEAH Policies and National Laws:

a. Child labor is strictly prohibited in any part of the production, carrying, loading, unloading, transportation, or related work. Child labor must also be avoided within your office and home. The YPSA Child Safeguarding

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Policy must be strictly followed during the agreement period. If YPSA receives any complaint related to child labor or child abuse involving you or your company, the agreement will be suspended immediately until an investigation is completed in accordance with YPSA's Child Safeguarding Policy and national laws. No payment will be made until the investigation report is finalized and the issue is officially resolved.

b. You and your company must comply with YPSA's Policy on Prevention of Sexual Exploitation, Abuse, and Harassment (PSEAH) of adults throughout the agreement period. Any breach of this policy will render the agreement void.

c. Compliance with National Laws: Vendors must comply with the Money Laundering Prevention Act and the Anti-Terrorist Financing Act enacted by the Government of Bangladesh.

18. 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 of Evaluation	Marks	Remarks
A-Technical Proposal			
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 **June-November 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. Relevant 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 ten (10) relevant POs may be submitted, carrying 1 mark each, for a maximum of 10 marks. No more than three (3) Pos/WOs from the same organization shall be considered. - For similar supplies/works valued above BDT 10.00 lakh, two (2) or more relevant POs/WOs shall receive the full 5 marks; one	15	

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	qualifying PO/WO shall be scored proportionately.		
Sub-Total		40	**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.
B. Financial Proposal	The Lowest evaluated responsive price gets 60; others proportionate; abnormally low bid may be rejected as non-responsive if unrealistic.	60	
Grand Total (A-Technical + B-Financial)		**100**	

19. Sample Checking for Materials:

The bidders who will qualify the above steps will be eligible for this step of evaluation. They will be requested to provide sample materials for demonstration. The bidders who will submit goods meeting specifications outlined in the Tender Schedule will be eligible to proceed to the final stage of the procurement evaluation. Notably, goods submitted for demonstration will be returned to the bidders.

20. 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 select or select 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.

21. Annexes:

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

22. Bidder Declaration:

We hereby 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 Work Orders.

Name of Bidder: .....

Authorized Signatory: .....

Signature & Company Seal: .....

Date: .....