



Ref: YPSA/HO/54/2025
Tender Ref. No. 08/2025
Date:12/01/2025

Subject: Invitation for Tender

Young Power in Social Action (YPSA) www.ypsa.org is an organization for sustainable development implementing the project titled, “YPSA-Bureau of Population, Refugees and Migration (BPRM) project for Food Security & Livelihood and Child protection sectors” supported by “Save The Children”. Under this project we will provide Biscuit, Cake, Juice, Liquid Milk & Water (Dry Food) items among the program participants in the Rohingya camp and host community. We have planned to procure the following food items as per specification and quantity as mentioned in the table below from the eligible vendor(s). Interested vendors are requested to submit tender to supply the goods in accordance with the following descriptions and conditions at Ukhiya & Teknaf Upazila, Cox's Bazar District.

S/N	Description/Specifications	Quantity (Approximate)	Brand Name	Unit Price	Total Amount (Tk.)
01	# Cookies Biscuit- 45-50gm Pkt	45760 Pkt			
02	# Cookies Biscuit- 70-80gm Pkt	7606 Pkt			
03	# Butter Cake 70-80gm	45470 Pkt			
04	# Plain Soft Cake-40-50gm	6388 Pkt			
05	# Plain Soft Cake-80-90gm	1836 Pkt			
06	# Chocolate Cream Biscuit 130g-150g Pkt	6764 Pkt			
07	# Layer Cake 15-20gm	2898 Pkt			
08	# Dry Cake Biscuit 15-20gm	1138 Pkt			
09	# Mango Milk 200ml Pkt	700 Pkt			
10	# UHT Milk-200ml	700 Pkt			
11	# Water 330ml	708 Bottle			
Total Price (Including VAT Tax and Transportation)					

Therefore, YPSA is inviting for Tender from reputed, experienced suppliers/vendors to supply the above-mentioned food items. Interested suppliers/vendors who have their agency's/company's updated Trade license, updated return submission certificate/slip, VAT registration certificate, experience certificates/work order and updated bank solvency and updated bank statement (**last 3 months**) are sufficient they can submit a Tender with



an application in the company/organization letterhead pad with company details as per specific format (Annexure-I) to Procurement Committee, YPSA Head Office, House # F 10 (P), Road # 13, Block # B, Chandgaon R/A, Chattogram.

Terms and Conditions:

1. The last date for dropping the Tender on **26/01/2025** by 3:00 p.m. and on the same date 3:30 pm tender box will be opened.
2. Vendor (s) should submit Quotation as per specifications with **brand name mandatorily**.
3. Selected vendor (s) should ensure the transportation of goods to the **Balukhali Camp 07 B(B-3)** 100 meters distances from vehicle reach places (Friendship hospital gate) materials have to carry to YPSA center by labuor, **Balukhali Camp 07 B(B-5)** Near the old CIC office, **Balukhali Camp 09 C(C-10)** 300 meters distances from vehicle reach places (NGO Forum's garbage depot) materials have to carry to YPSA center by labour, **Balukhali Camp 09 G(G-29)** 200 meters distances from vehicle reach places (Before CIC office) materials have to carry to YPSA center by labour, **Balukhali Camp-10 H (H-16)** 100 meters distances from vehicle reach places (Pacha Bazar) materials have to carry to YPSA center by labour, **Balukhali Camp- 10 H (H-25)** 500 meters distances from vehicle reach places (Pacha Bazar) materials have to carry to YPSA center by labour, **Balukhali Camp- 10 H (H-30)** 300 meters distances from vehicle reach places (Pocha Bazar) materials have to carry to YPSA center by labour, **Jamtoli Camp-15 E (E-9)** from vehicle reach places materials have to carry to YPSA center by labour, **Jamtoli Camp-15 F (F-11)** 400 meters distances from vehicle reach places materials have to carry to YPSA center by labour, **Jamtoli Camp-15 G (G-3)** 100 meters distances from vehicle reach places (Before APBN Post) materials have to carry to YPSA center by labour, **Chakmar Kul Camp-21 B(B-7)** 500 meters distances from vehicle reach places (Block-A) materials have to carry to YPSA center by labour, **Chakmar Kul Camp-21 (YPSA Field Office)** Materials have to carry to YPSA Office by labour at Ukhiya & Teknaf in Cox's Bazar district.
4. The mentioned item's delivery must be completed at the different time slots as per guidance/instructions provided by YPSA Project Team.
5. The selected vendor will **deliver the snacks items twice (after 15 days) in a month** as per YPSA Program Team requirement.
6. YPSA will go through a **Framework Agreement** with the selected vendor for One Year **(possibility with extension)**.
7. The vendor should be ready to supply goods for the above-mentioned time frame based on a framework agreement. The Supply item quantity which is not fixed. It may increase or decrease based on demand and other situations. If there is any change in the quantity of goods items, the vendor will be notified by the logical time.
8. Each of the goods to be provided must have a maximum life span from the date of delivery.
9. Vendor's given rate should be considered along with VAT & Tax **(As per Update Govt. rules)**, transportation and other relevant costs.
10. The selected vendor will supply goods/items as per mentioned description/specifications provided. There is no compromise on the quality of product items to be supplied.
11. Account payee cheque will be given after deduction of Govt. VAT/tax and other relevant cost after successful completion the supply of goods/items in a month. Notably, the payment will be made against each Work Order after check and verify.
12. YPSA will not be liable for any damage and accident during carrying of goods to the location of supply mentioned above.
13. The vendors should send all legal documents like Valid Trade License, TIN Certificate, Tax return copy, BIN Certificate, NID/Smart Card copy and updated Bank Solvency Certificate with bank details. Last three months bank account statement is required along with above mentioned documents.



14. Child labor will not be allowed in carrying, loading and unloading and transportation etc. Child labor should also be avoided at your office and home. In this regard, "YPSA Safeguarding Policy" must be followed 100% during work with YPSA.
15. YPSA deserves the right to correct, modify or reject any clause or all Tender documents/Work order without showing any clarification. YPSA also keeps rights to increase or decrease the quantity of goods mentioned above, if needed. In this case, the vendor will be noticed accordingly.
16. After issuing a Work Order every time, if the vendor fails to deliver any of the food items following of the Work Order, the procuring entity YPSA has all right to impose a penalty, deduction of bill partly or full amount of the final bill.
17. YPSA is not bound to issue the work Order to the lowest bidder.

Note: Evaluation and Comparison of Bids.

YPSA will evaluate the tender process in two separate ways. One is Technical Evaluation (Eligibility Documents submission as, Previous Experiences, Delivery Capacity and Financial Capacity, sample analysis (if needed), etc., which will carry 60 Marks and another one is Financial Proposal which will carry 40 marks.



Procurement Committee
YPSA