



Ref: YPSA/HO/042/2025

Date: 8-01-2025

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### Subject: Request for Quotation

Young Power in Social Action (YPSA) is an organization for sustainable development implementing the project of “**Activating Village Courts in Bangladesh Phase-III Project**” supported by “**UNDP**” You are requested to submit request for quotation in accordance with the following descriptions and conditions:

SL No.	Particulars with Specifications	Unit measured	Quantity required	Unit price (BDT)	Total Amount (BDT)
1	A4 size Ofset Paper -80 gram (rim)	Rim	400		
2	A4 size Ofset Paper -65 gram (rim)	Rim	100		
3	Legal size Ofset Paper-80 gram (rim)	Rim	01		
4	3' Plastic Ring file (Pcs)	Pcs	800		
5	2' Plastic Ring file (Pcs)	Pcs	400		
6	Plastic Transparent File (Pcs)	Pcs	1200		
7	3' Plastic Box File (Pcs)	Pcs	260		
8	Flip Chart (Pcs)	Pcs	200		
09	Permanent Marker (Color-Black, Blue, Green, Red) Pcs	Pcs	400		
10	White Board Marker (Color-Black, Blue, Green, Red) Pcs	Pcs	400		
11	Ball Pen (Pcs)	Pcs	2000		
12	Pencil (Pcs)	Pcs	1000		
13	Eraser (Pcs)	Pcs	260		
14	Sharpner (Pcs)	Pcs	260		
15	Stapler Machine (size-medium) (Pcs)	Pcs	100		
16	Stapler Pin (Box)	Box	400		
17	Stapler Pin Remover	Pcs	100		
18	Punch Machine	Pcs	100		
19	Calculator (size- Medium) (Pcs)	Pcs	50		
20	Binder Clip (Size-small) (Box)	Box	100		



SL No.	Particulars with Specifications	Unit measured	Quantity required	Unit price (BDT)	Total Amount (BDT)
21	Binder Clip (Size-Medium) (Box)	Box	100		
22	Binder Clip (Size-Big) (Box)	Box	100		
23	Board Pin (size-mini) (Box)	Box	150		
24	Highlighter (Pcs)	Pcs	150		
25	Stamp Pad (Pcs)	Pcs	100		
26	Scissor (size-Medium) (Pcs)	Pcs	100		
27	Maskin Tape (Pcs)	Pcs	100		
28	Poster Paper (Pcs)	Pcs	500		
29	Sticky note (Pkt)	Pkt	100		
30	Anti Cutter (Pcs)	Pcs	100		
31	Scale (Pcs)	Pcs	100		
32	Fevicol Gum 50 gm (Pcs)	Pcs	260		
33	Scotch Tape (size-Medium) (Pcs)	Pcs	100		
34	Rexin Tape (size-Medium) Pcs	Pcs	100		
35	Envelop A4 size (Pcs)	Pcs	500		
36	Envelop Letter size (Pcs)	Pcs	500		
37	Brown Paper (Pcs)	Pcs	200		
38	Tissue (Hand Towel 150 pcs) (Pkt)	Pkt	260		
39	Facial Tissue (Box)	Box	200		
40	Case Record File (Pcs)	Pcs	400		
41	Air Fresher -300 ml (Pcs)	Pcs	130		
42	Hand Wash (Bottle)	Btl	260		
43	Hand Wash (Poly)	Poly	260		
44	Harpic-500ml (Bottle)	Btl	260		
45	Toilet Tissue (roll)	roll	400		
46	Multiplug (Pcs)	Pcs	100		
47	Gems Clip (box)	Box	100		
48	Paper weight (Pcs)	Pcs	100		
	<b>Total Price (Including VAT, Tax and Transportation)</b>				

**Total In Word:**



Therefore, YPSA is requesting for quotation from reputed, experienced suppliers/vendors to supply the above-mentioned items. Supplier would be submitted spot quotation in company/organization letter head pad to to **Procurement Committee, YPSA Head office, House: F10, Road- 13, Chadgaon Residential Area, Chattogram** or email to [ypsaprocmnt.org@gmail.com](mailto:ypsaprocmnt.org@gmail.com).

### **Terms and Conditions:**

1. The last date of receiving the Quotation on date **15<sup>th</sup> January,2025**.
2. Vendor (s) should submit RFQ as per specifications along with all legal documents.
3. The quotation validity date must be 6 months.
4. Supplier should mention delivery lead time.
5. The item's prices will be reviewed after six months from the start of supplies if needed.
6. 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.
7. Supplier will be finally selected after **sample analysis and financial analysis** of the mentioned items as per given specifications. Evaluation will be considered based on price, relevant experience, financial capacity, etc.
8. **YPSA will do Framework Agreement with the winner bidder for Six months (a possibility with extension)**
9. The selected vendor will deliver the stationery & supplier items as per work order (WO) & schedule basis to the **YPSA Head office, House: F10, Road- 13, Chadgaon Residential Area, Chattogram** as per Program Team requirements.
10. **YPSA shall keep right to increased or decreased the quantity of procuring these items.**
11. Vendors given rate should be considered along with vat, tax and transportation, and other costs.
12. Account payee cheque will be given after deduction of Govt. vat/tax and others after successfully compilation the supply of goods/items.
13. Child labor will not be allowed in carrying, loading, unloading, transportation, etc. and Child labor also abide in your office, and home also. In this regard "YPSA Safeguarding Policy" will follow 100% during work with YPSA.
14. There is no negotiation on the quality of goods/items.
15. YPSA will not be liable for any damage and accident during the carrying of goods.
16. YPSA deserves the right to correct, modify or reject any clause or all tender documents/work orders without showing any clarification. YPSA also keeps the right to increase or decrease the number of goods mentioned in the work order if needed. In this case, the supplier will be notified accordingly.
17. After issuing of work order if the supplier fails to deliver any of the goods/supplies/items following of work order, procuring entity YPSA has all right to impose a penalty, deduction of bill partial or full amount of the final bill.



**Procurement Committee**

**YPSA**