



Ref: YPSA/HO/ 1419/2025  
Tender Ref. No. 17/2024-25  
Date:03/07/2025

**Subject: Invitation for Tender**

Young Power in Social Action (YPSA) [www.ypsa.org](http://www.ypsa.org) is an organization for sustainable development implementing the project titled, **BGD AHP Rohingya Response Phase-4 (2023-2025), BGD DANIDA SPA (2023-2025) Lot Hum and BGD NRK Telethon- Protecting Children in War and Conflict (2023-2027) Under the "Education in Emergency (EiE)"** supported by "Save The Children". Under this project we will provide Juice, Biscuit and Cake (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 YPSA-EiE Project Office, Ukhiya in Cox's Bazar District.

Sl. No.	Description/Specifications	Brand Name	Unit Measurement	No of Unit	Unit Price (Tk.)	Total Amount (Tk.)
01	Mango Fruit Drink 250 ml Pet Bottle; Pran/Akij/Shezan or Similar Brand (Approximate Quantity-42000)		Bottle	1		
02	Chocolate Cream Cake 25-30 gm Pkt; Pran/Olympic/Fresh or Similar Brand (Approximate Quantity-42000)		Pkt	1		
03	Cookies Biscuit 70-75 gm Pkt; Pran/Olympic/Fresh or Similar Brand (Approximate Quantity-42000)		Pkt	1		
04	Dry Cake Biscuit 22-25 gm Pkt; Pran/Olympic/Fresh or Similar Brand (Approximate Quantity-42000)		Pkt	1		
	<b>Total Price (Including VAT-Tax and Transportation)</b>					
	<b>In Words:</b>					

Therefore, YPSA is inviting for Tender bid from reputed, experienced suppliers/vendors to supply the above-mentioned Dry 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 **13/07/2025 by 3:00 p.m.** and on the same date 3:30 pm tender box will be opened.
2. Vendor (s) should submit Tender Schedule as per specifications along with attached company details (Annexure-1).
3. YPSA will go through a **Framework Agreement** with the selected vendor for **One Year (Possibility with extension)**.
4. Vendor (s) should submit Quotation as per specifications with **brand name mandatorily**.
5. The vendor should **mention price validity days clearly**.
6. Selected vendor (s) should ensure the transportation of goods to the **YPSA-EiE Project Office, Sharmin Mahol, Bottholi Road, Rajapalong, Ukhiya** in Cox's Bazar district.
7. Vendor will **deliver the snacks (Dry Food) items twice or two times (after 15days) in a month** as per guidance/instructions provided from the YPSA Project Team requirement.
8. 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.
9. Each of the goods to be provided must have a maximum **Expiry date** from the date of delivery.
10. Vendor's given rate should be considered along with VAT & Tax (**As per Update Govt. rules**), transportation and other relevant costs.
11. Account payee cheque will be given after deduction of Govt. VAT/Tax and other relevant costs after successful completion of the supply of goods/items in a month. Notably, the payment will be made against the Work Order and actual and correct bills delivery notes signed duly submitted by the vendor.
12. 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.
13. YPSA will not be liable for any damage and accident during carrying of goods to the location of supply mentioned above.
14. **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 (3 months) bank account statement is required along with above mentioned documents.**
15. Child labor will not be allowed in making, carrying, loading, unloading and transportation, etc. Child labor should also be avoided at your office. In this regard, the **"YPSA Child Safeguarding Policy"** must be followed properly during work with YPSA. In this regard, in the tenure of the agreement, if any complain on child labor/child abuse against you and your company come to YPSA, immediately the management of YPSA will stop the agreement until completion of the investigation as per the YPSA Child Safeguarding Policy guidelines as well as that of the national laws and procedures. No payment will be made before the investigation report comes up and the issue is officially settled.
16. You and your company must abide by YPSA Policy of Prevention from Sexual, Exploitation, Abuse and Harassment of Adult (PSEAH) during the tenure of the agreement. Breaching of the policy will nullify the agreement between YPSA and your company.
17. 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.
18. After issuing a Work Order every time, if the vendor fails to deliver any of the food items following 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.



19. YPSA is not bound to issue work Order to the lowest bidder.
20. YPSA reserves the right to correct, modify or reject any clause or all Tender documents/Quotation/Work Order without showing any clarification.

**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

