



Ref: YPSA/HO/2779/2025

Date: 12-11-2025

### Tender Schedule

Young Power in Social Action (YPSA) is an organization for sustainable development implementing project of “YPSA-Education in Emergency (New Arrivals) for Rohingya Refugees, supported by “Norwegian Refugee Council (NRC)” You are requested to submit a Tender Schedule to supply of learner materials at Project Office, Ukhiya Cox’s Bazar District as per schedule date in accordance with the following descriptions and conditions;

Sl. no.	Description/Specifications	Unit/ Quantity required	Unit price (Tk.)	Total Amount (Tk.)
1	Pencil Black 2B - Faber Castell/Good luck/ Matador/Deli/Similar QualityPencil (Faber Castell or Similar Quality)	4000 Pcs		
2	Sharpener - Good luck/ Matador/Deli/Similar Quality	4000 Pcs		
3	Eraser- Good luck/ Matador/Deli/Similar Quality	4000 Pcs		
4	Note Books- (40 Sheet- 80 Page) Spiral Binding - 60gm Good Quality	1000 Pcs		
5	Diy Light Clay (12 Pcs-1 Pkt)-Super Colourful Non-Toxic, Multi Colour	1000 Pcs		
6	Plastic Jigsaw Puzzle Board ( Random) Small Size 14.5x14.5cm )	4000 Pcs		
7	Stress Ball (6.3 cm)- Material: Foam, Features: Soft, Good Quality (Positive Mode)	1000 Pcs		
8	Ball Pen Black Ink- Good Quality (Matador/Good Luck/Matador High School or Similar)	4000 Pcs		
9	Color Pencil-Product details of Classic Color Long 36 pcs-1 pkt	3000 Pcs		
10	Water Bottle-Multi Color,Plastic Food Grade, Bottle Capacity: 700ml- Good Quality	1000 Pcs		
11	Tote Bag Materials: Jute or similar natural fiber, evident from the woven, textured look of the edges and handles. Four color printed panel in the center is likely a fabric insert, possibly cotton, sewing into the jute frame Size: (16x20x6 Inch)	1000 Pcs		
12	Umbrella Foldable with black _ 10 Sticks Diameter 95cm water and sun prof	1000 Pcs		
13	Backpack with ECHO logo (Blie, waterprof materials , 2 big compartments with additional pocket in front (Length-45 and	1000 pcs		



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	width 30 Centimetre ) As per the selected sample			
14	Learners kit (Stationary ) Items list in each kit :1-Khata,160 pages,Line and cover of white colour hard board (5 pcs roll & 1 pcs Math khata)-06pcs 2. Ball pen ( Black ink)-04pcs 3.Pencil 2B-Petra/Deli-04pcs 4.-Pencil sharpner-03Pcs 5. Eraser for Pencil-03pcs	1000 Kit		
Total amount (including vat, tax and all other subsidiary costs)				
In word:				

Therefore, YPSA is inviting for Tender from reputed, experienced suppliers/vendors to supply the above-mentioned stationery & supplies 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 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-1**) 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 **19/11/2025 by 3:00 p.m.** and on the same date **3:30 pm** tender box will be opened.
  2. Vendor (s) must submit Tender Schedule as per specifications along with attached company details (**Annexure-1**).
  3. Selected supplier must be delivery the leaner materials within **after 10 days of getting work order** as per providing guidance/instructions from YPSA. **Selected vendor (s) must ensure the delivery of goods at YPSA-NRC EiE project office as per required quality and quantity.**
  4. **Primarily selected suppliers will agree to supply/show product samples as needed before confirmation of the final work order.**
  5. Vendor (s) should submit tender as per specifications.
  6. The vendor should **mention price validity days.**
  7. Vendor's given rate should be considered along with VAT & Tax (**As per Update Govt. rules**), transportation and other relevant costs.
  8. 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 quantity and correct bills delivery notes signed duly submitted by the vendor.
  9. YPSA will not be liable for any damage and accident during carrying of goods/items to the location of supply mentioned above.
  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. The vendors should send all legal documents like Valid Trade License, TIN certificate, Tax return submission proof (PSR), BIN Certificate, NID/Smart Card copy and updated Bank Solvency Certificate with bank details and Bank account statement (Last 3 months, Aug-2025 to October 2025). Relevant Workorder and is required along with above mentioned documents.
- Instruction to attached documents sequentially as follows:

1. Forwarding Letter



*Signature*  
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2. Price quotation/Bid Proposal
  3. Company Profile (as per attached Annexure -I)
  4. NID card Copy
  5. Legal Documents (Trade license, Tax papers, VAT, etc.
  6. Bank Statement and solvency
  7. Relevant experience documents last 2 years.
  8. Any other additional documents
12. 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.
13. 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.
14. 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.
15. After issuing a Work Order every time, if the vendor fails to deliver any of the 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.
16. YPSA is not bound to issue work Order to the lowest bidder.
17. YPSA reserves the right to correct, modify or reject any clause or all Tender documents/Quotation/Work Order without showing any clarification.

**Procurement Committee.**

YPSA

