



Young Power in Social Action (YPSA)
An Organization for Sustainable Development

Open Tender
for procuring goods through long term Agreement

Date: 01/12/2025

Ref. No. YPSA/HO/2998/25

Subject: Long Term Agreement of General Office supplies Service delivery location at Cox's Bazar & Teknaf region specially Rohingya camp, host community and broader Chittagong including CHT.

RFQ Launched Date	01 st December '2025
Quotation Submission Deadline	15 th December '2025
Quotation Submitted to:	Location Address 1: YPSA Head Office # House- F-10 (P), Road-13 # Block-B Chandgaon R/A, Chattogram Address - 2: YPSA Cox's Bazar Office 325, Sayeman Road, Ayesha Villa (2 nd Floor) Nazir Hossain New Building, Baharchara, Cox's Bazar, Bangladesh
Email for FAQ and any communication	ypsaprocurement.org@gmail.com
Pre-Bid Meeting link	Meeting link : Pre-bid meeting সোমবার ৮ ডিসেম্বর · ১১:৩০ AM – ১২:৩০ PM টাইম জোন: Asia/Dhaka Google Meet-এ জয়েন করার তথ্য ভিডিও কলের লিঙ্ক: https://meet.google.com/vbm-ywxg-idf Meeting Date : 8/12/2025

Young Power in Social Action (YPSA) www.ypsa.org is a sustainable development organization implementing various projects in Chattogram, Cox's Bazar, Feni, Noakhali, Comilla, Brahmanbaria, and other areas of Bangladesh. YPSA invites interested and eligible applicants or suppliers to submit quotations in accordance with the requirements of the Open Tender under the Long-Term Framework Agreement. Quotations must be submitted to either the YPSA Head Office or the YPSA Cox's Bazar Office, where submission boxes will be available and opened on the specified date and time. All quotations must be received no later than the deadline stated above, and experienced and qualified companies or suppliers will be given preference during the final enlistment process.





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Section -1: Specification of goods and services

SL	Name of Item	Specification	Unit Measured	Qty.	Unit Price (BDT)
Categories : Stationary					
1.	Air Freshner	300 ml, ACI/odonil or similar, Different flaver	Piece	1	
2.	Aerosol	475 ml ACI/Mortein//Similar Quality	Piece	1	
3.	Facial Tissue	(60 sheet,210mm*200mm) (100 pcs 2 ply) (Bashundhara, Fresh or similar)	Piece	1	
4.	Flower Broom	Large Size	Piece	1	
5.	Furniture Cleaner	500 ml, Good quality	Piece	1	
6.	Facial Mask	(50Pcs)/2 Layer	Piece	1	
7.	Glass Cleaner	(Spray)-350 ml	Piece	1	
8.	Hand Towel Tissue	Fresh-200 Ply	Piece	1	
9.	Hand Wash Refill	Lifebuoy, Dattol, Savlon or similar quality -170 ml	Piece	1	
10.	Harpic-Toilet Cleaner	500 ml	Piece	1	
11.	Harpic-Toilet Cleaner	1 liter	Piece	1	
12.	Hand Sanitizer	Sepnil 200ml	Piece	1	
13.	Hand Towel	(250 fly), Bashundhara/Fresh or Similar Brand	Piece	1	
14.	Hand wash	200ml Liquid battle (Lifebouy, Dettol, Puracy or similar quality)	Piece	1	
15.	Hand sanitizer	250ml	Piece	1	
16.	Knife	China	Piece	1	
17.	Lock with 3 key	60-65 mm(Mobaj Premium /Link /HMBR or Similar Brand)	Piece	1	
18.	Lock with 3 key	Size 55-60 mm	Piece	1	
19.	Light-Energy	15 w	Piece	1	
20.	Light-Energy	20 w	Piece	1	
21.	Milk Powder-500gm	Good Brand	Packet	1	
22.	Milk Powder-250gm	Good Brand	Packet	1	
23.	Mask	2 layer without nose bar	Box	1	
24.	Mask	3 layer with nose bar	Box	1	
25.	Mug	(RFL, Bengle or similar Brand)	Piece	1	
26.	Mini Soap	30-40 gm (Lux, Dettle, Sevlon or similar)	Piece	1	
27.	Multi Plug	Heavy Duty (4 Sockets) Click/Super star/Walton/Similar Quality	Piece	1	
28.	Multi Plug	5 Socket, Transtec / Superstar /Click or similar categories	Piece	1	
29.	Mop	RFL/Matador/Similar Quality	Piece	1	
30.	Napkin tissue	Bashundhra, Partex, Fresh similar /Similar Quality	Box	1	
31.	Odonil	50g	Piece	1	
32.	Plastic file bag	With tough carry handle with twelve Pocket/Similar Quality	Piece	1	
33.	Plastic file bag,	2 pockets with handle/Similar Quality	Piece	1	
34.	Paphus	(Size-18/24) palstic	Piece	1	





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35.	Plastik Shoe Rack (3 part)	RFL/N Mohammad/Akij or similar Brand	Piece	1	
36.	Plastic water Jug	(RFL, Bengle or similar)	Piece	1	
37.	Printer ink Tonner (HP)	HP	Piece	1	
38.	Printer ink-	Brothers T 420W/Similar Quality	Piece	1	
39.	Printer ink-	Brothers T 220/Similar Quality	Piece	1	
40.	Sanitary Pad (Heavy Flow)	Good Quality	Piece	1	
41.	Savlon Liquid-	5 Liter Jar	Jar	1	
42.	Savlon Liquid-	1 Liter Jar	Jar	1	
43.	Steel Scrubber (Mazony)	Cina	Pieces	1	
44.	Surf Excel	500 Gram	Packet	1	
45.	Sandle	Pair size 7/Similar Quality	Pair	1	
46.	Shoulder bag-	size:15.75/19.25", colour black, 5 padded shoulder , water pot holder , light weight /Similar Quality	Piece	1	
47.	Suger	500 gm	Packet	1	
48.	Tea Bag 50 Pieces chamber	Taza/ Ispahani	Box	1	
49.	Tissue Box	Basundhara/ Fresh	Box	1	
50.	Toilet Tissue	(60 sheet, 210mm*200mm) (Bashundhara, Fresh or similar)	Packet	1	
51.	Toilet Air Freshener	50-60gm (Odonil/Aer/Febreze or Similar Brand)	Piece	1	
52.	Toilet Cleaner-	500ml (Harpic/Shakti/Pinpic or similar brand)	Piece	1	
53.	Toilet Brush	Good Quality	Piece	1	
54.	Tonner	4003 dn	Piece	1	
55.	Tonner -	Canon 6030 A	Piece	1	
56.	Umbrella	Wood handle /Similar Quality	Piece	1	
57.	Umbrella:	BMW/Sanker size 8 sheek/Similar Quality	Piece	1	
58.	Vim Bar Big (gram)	Large Size	Piece	1	
59.	Vim Bar Dish Washer-	Large Size	Piece	1	
60.	Vim liquid	500 gm	Piece	1	
61.	Vessel (Badna)	RFL/N Mohammad/Akij or similar Brand	Piece	1	
62.	Water Glu	500gm	Piece	1	
63.	Water Jar	40 ltr	Piece	1	
64.	Water Kit -3000 Litter	300 gm	Piece	1	
65.	Window Screen		Piece	1	

Section 2: General terms & conditions

1. These Terms and Conditions are binding upon both YPSA and the Supplier.
2. Delivery extension may be granted only in cases of **Force Majeure** or justified written reasons approved by YPSA.
3. All goods are subject to **inspection, measurement, testing, and verification** by YPSA.
4. Any defective, damaged, or non-conforming goods may be rejected; the Supplier must replace such items at their own cost.
5. The Supplier is responsible for payment of all applicable **Tax and Vat**.
6. Quoted prices must be **inclusive of transportation, loading, unloading**, and all related charges.





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7. Payment will be made **100% after successful delivery**, inspection, acceptance, and submission of:
 - o Invoice
 - o Mushok 6.3
 - o Delivery challan
8. The Supplier is solely responsible for any claims, damages, or losses during transportation or delivery.
9. The Supplier must replace any defective goods during the **warranty period** at their own cost.
10. The Supplier must fully comply with YPSA's **Child Safeguarding Policy** and **Gender Policy**.
11. **No child labor** shall be used in any part of the supply chain. Any complaint will result in immediate suspension pending investigation.
12. YPSA may terminate the Work Order for:
 - o Failure to deliver as per schedule,
 - o Failure to meet specifications, or
 - o Breach of obligations.
13. Any corrupt, fraudulent, collusive, or coercive behavior will result in termination of the Work Order.
14. Modification of scope or quantity may be made only through a formal written amendment.
15. YPSA reserves the right to **cancel the Work Order at any time** without providing reasons

Section 3: Previous experience records/evidence of Goods or service for Contracts, Completion Certificates, etc.

Sl. No	Type of work/service has been provided	The Name of the Organization/ Company	Work experience duration (Period of performed works ----)	Approximate value/cost of contracts completed (BDT)	Contact Person name & mobile No.
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

*Please attach the contracts/PO. But not affix more 10 contracts.

Section 4: Certification:

I/we therefore certify that all the details above and in the attached documents are accurate to the best of my knowledge.

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Signature with Seal and Designation





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The following procedure and document need to be submitted:

1. Forwarding letter
 2. Updated Trade License
 3. BIN/VAT Registration Certificate
 4. Income Tax clearance Certificate (updated tax clearance/acknowledge slip as PSR)
 6. Work experience certificate/Copy of work order/Performance (last 2 years date ended on Dec'24, not more back)
 7. Organization Profile (if available)
- (Please ensure initial/sign on enclosed all documents with seal)

Instruction Notes for Applicants:

- Participation in this selection process does not constitute confirmation of issuing any work order or agreement.
- YPSA reserves the right to reject the process, either in part or in full, without assigning any reason.
- If any applicants/suppliers are interested to bid for more than one or multiple categories, they could apply separately for each category. In this case, they must have a separate legal identity for each business/service.
- Applicants/suppliers interested in bidding for more than one category must submit separate proposals for each category. In this case each proposal must be supported by a distinct legal identity for the respective business/service.
- Experienced and qualified companies/suppliers will be given preference during the final enlistment process.



Procurement Committee

YPSA