



Ref: YPSA/HO/2953/2025

Date: 30-11-2025

Tender Schedule

Young Power in Social Action (YPSA) <www.ypsa.org> is an organization for sustainable development implementing the project “**TCCF Plastic Circularity Project**” supported by **UNDP**. are requested to submit a Tender Schedule to supply of safety materials at Chattogram, Cox’s Bazar and Tangail district’s project implemented area 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	Gloves, Safety Rubber Gloves for waste management, Acid proof, good quality, different Size	1000Pcs		
2	Footwear, Gumboot Size (38-44),Acid proof, good quality	1000Pcs		
3	Long sleeved sun protective jacket, Adjustable cuffs, breathable, quick-dry,Closure Type-Zipper and Velcro,Protection Level-UPF 50plus, UV-resistant fabric	1000Pcs		
4	Mask, Cloth Marks,A cloth face mask made out of 2-ply construction with layers .	1000 Pcs		
5	Reusable Face Mask, Pair of Safety Gloves (rubber or cotton), Masks: 3 layer Anti-Fog & Antimicrobial fabric,Anti-Fog,Inner layer is soft and smooth, comfortable to wear,LOCAL MADE Safety golves: Cloth gloves with reusable	2000 Pcs		
6	100ml Hand Sanitizer, ACI, Sepsil or equivalent	2000 Pcs		
7	Small First Aid Kit (10 pcs onetime bandaids,1pc santiseptic wipes, medium size gauze,) Waterproof and wear resistance,	2000 Kits		
8	Reflective Safety Vest, 100% polyester with mesh options available for breathability, Waterproofing,Flame Resistance BD COMFORT or Equivalent	2000 Pcs		
9	Basic Eye Protection Goggles, Polycarbonate (PC),Anti-fog, Scratch-resistant	2000 Pcs		
10	Disposable pads/ Sanitary napkin (16 pads) Senora Confidence or equivalent	1400 Pcs		
11	Underwear (cotton, comfortable-1 packet of 4 pcs) , 100% cotton, open size,total-5600pcs	1400 packet		



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12	Hot water bag (2000ml/2ltr), High-quality Rubber, Leak-proof, Durable, Long-lasting heat retention, heating time 1-2 hours,	1400 Pcs		
13	Mild soap, 125gm, 1 pcs Lifebouy or equivalent	1400 Pcs		
14	Small hand towel, 100% cotton, Size-30 cm*30 cm	1400 Pcs		
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, relevant experiences 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 **9/12/2025 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. **Vendor/supplier must have relevant work experiences/work order.**
4. 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 Chattogram, Cox's Bazar and Tangail project area as per required quality and quantity.**
5. **Primarily selected suppliers will agree to supply/show product samples as needed before confirmation of the final work order.**
6. Vendor (s) should submit tender as per specifications.
7. The vendor should **mention price validity days.**
8. Vendor's given rate should be considered along with VAT & Tax (**As per Update Govt. rules**), transportation and other relevant costs.
9. 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.
10. YPSA will not be liable for any damage and accident during carrying of goods/items to the location of supply mentioned above.
11. 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.
12. 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
2. Price quotation/Bid Proposal



3. Company Profile (as per attached Annexure -1)
 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
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13. 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.
 14. 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.
 15. 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 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.
 17. YPSA is not bound to issue work Order to the lowest bidder.
 18. 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

