



Ref: YPSA/HO/1866/2026

Date: 20-08-2026

Tender Schedule

Young Power in Social Action (YPSA) www.ypsa.org is an organization for sustainable development, currently implementing the **TCCF Plastic Circularity Project, funded by the Coca-Cola Foundation and supported by UNDP.**

Qualified and experienced suppliers are hereby invited to submit a **Tender Schedule** for the supply of **Sanitary Napkin** in the project implementation areas of Chattogram, Cox's Bazar, and Tangail districts. Submissions must be made in accordance with the schedule date and in compliance with the descriptions and conditions outlined in this document.

Sl. no.	Description/Specifications	Unit/ Quantity required	Unit price (Tk.)	Total Amount (Tk.)	Remarks
1	Sanitary Napkin: Disposable pads/ Sanitary napkin (15 Pad), Belt system, Joya or equivalent	9300 Pcs			
Total amount (including VAT, tax and all other subsidiary costs)					
In word:					

Therefore, YPSA is inviting for Tender bid from reputed, experienced suppliers/vendors to supply the above-mentioned **Sanitary Napkin**. Interested suppliers/vendors who have their agency's/company's updated Trade license, updated return submission certificate/slip, VAT registration certificate, experience certificates/Relevant work order is 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 and time for submitting the Tender is **30/08/2026 by 3:00 p.m.** The Tender Box will be opened on the same date at **3:30 p.m.**
2. Vendor (s) should submit Tender Schedule as per the required specifications along with the completed company information form (**Annexure-1**).
3. The vendor should clearly mention the validity period of the quoted prices.
4. The selected supplier should be ready to deliver the required materials within 10 (ten) days of receiving the official work order, in accordance with the guidance and instructions provided by YPSA.
5. **The Selected vendor (s) must ensure the delivery of goods at Chattogram, Cox's Bazar and Tangail project area as per required quality and quantity.**



6. The quoted rates must be inclusive of all applicable VAT, Tax (as per the latest Government rules), installation cost, transportation, loading, unloading, and any other relevant costs.
7. Payment will be made by Account Payee Cheque after deduction of applicable Government VAT/Tax and other relevant deductions, upon successful completion of the supply of goods/items. Payment will be made against the approved Work Order and submission of the original invoice, delivery notes, and other supporting documents duly signed by the vendor.
8. YPSA shall not be liable for any damage, loss, or accident occurring during the transportation and delivery of the goods/items to the designated supply locations.
9. The selected vendor shall supply the goods strictly according to the specifications provided. No compromise in the quality of the supplied items will be accepted.

10. The vendor must submit the following legal and supporting documents with the Tender:

1. Valid Trade License
2. TIN Certificate
3. Proof of Income Tax Return Submission (PSR)
4. BIN/VAT Registration Certificate
5. NID/Smart Card Copy
6. Bank Account Statement for the last three (3) months (April 2026 to June 2026)
7. Relevant Work Orders/Agreements

Bidders who will not submit the legal/basic documents – **Updated Trade License, NID, TIN and BIN** will not be eligible for the next step of procurement.

11. Documents should be attached in the following sequence:

1. Forwarding Letter
2. Price Quotation/Bid Proposal
3. Company Information (Annexure-1)
4. Copy of NID/Smart Card
5. Legal Documents (Trade License, TIN, BIN/VAT, Tax Documents, etc.)
6. Bank Statement (Last 3 Months: April 2026 to June 2026)
7. Relevant Experience Documents of the last two (2) years (Maximum 10 Work Orders/Agreements issued on or after 01/07/2024)
8. Any other supporting documents

12. Child labour shall not be engaged in the production, carrying, loading, unloading, transportation, or any other activities related to this assignment. Child labour should also be prohibited within the vendor's organization. The selected vendor must comply with the **YPSA Child Safeguarding Policy** throughout the contract period. If any complaint regarding child labour or child abuse is received against the vendor or the vendor's company, YPSA reserves the right to suspend the agreement immediately until the investigation is completed in accordance with the YPSA Child Safeguarding Policy and applicable national laws. No payment shall be made until the investigation is completed and the matter is officially resolved.

13. The vendor and its personnel must comply with YPSA's **Policy on Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH)** throughout the contract period. Any violation of this policy shall result in immediate termination of the agreement.



14. The supplier shall comply with YPSA's **Anti-Terrorism, Anti-Money Laundering, Anti-Fraud and Anti-Bribery (ABC) Policy**, as well as the applicable Anti-Money Laundering and Anti-Terrorism laws and regulations and the Government of Bangladesh. Any violation of these policies may result in immediate termination of the contract without prior notice.
15. YPSA reserves the right to increase or decrease the quantity of the required goods based on project requirements. The selected vendor will be informed accordingly.
16. If the quality of the supplied products is found satisfactory and additional quantities are required, YPSA may, with the vendor's prior written consent, procure the same products at the same unit price for a maximum period of one (1) year from the date of the initial supply. Such procurement shall be made on an as needed basis.
17. After issuing a Work Order, 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.
18. YPSA is not obligated to award the Work Order to the lowest price offeror bidder.
19. YPSA reserves the right to amend, modify, accept, reject, or cancel any clause or the entire Tender, Quotation, or Work Order process at any stage without assigning any reason.
20. **Quantity Variation:** The quantities stated in this tender are estimated based on the current project plan and are subject to change according to project requirements. The Procuring Entity reserves the right to increase or decrease the quantity of required items at the time of purchase and contract award without changing the unit price and other terms and conditions of the contract. The actual quantity to be supplied will be determined based on the final number of beneficiaries and training batches approved under the project.

Evaluation and Comparison of Bids

YPSA will evaluate the Tender in two consecutive stages. The **Technical Evaluation** will carry **50 marks** and will assess eligibility documents, previous experience, delivery capacity, financial capacity, product samples (if required), and other relevant criteria. The **Financial Evaluation** will carry **50 marks** and will be conducted only for bidders who successfully qualify in the Technical Evaluation.

Procurement Committee.
YPSA

