

## SCHEDULE FOR VENDOR ENLISTMENT

### Vendor Information Sheet (VIS)

Please, reproduce this VIS in your organization's letterhead. Use additional sheets, if required.

Sl.	Name & Address of the Firm:	Mention / Attach
1	Name of firm /company	
2	Firm/ Company Address & Phone Number:	
3	Proprietor Name	
4	Cell phone No	
	Email ID	
	Name of the Contact person(s):	
	Phone no	
	Fax No (if any)	
	Contact Address / Office address	
	Website Address (if any)	
5	State name of the Category (as per Enlistment Notice)	
6	Specify the name of goods or services	
7	Presently working with (a list of client/customer to be provided)	
8	Experience in the applied product of service (at least 2 years)	
9	Attach any three of Work Order/Purchase Order copies of related category.	
10	Details of recognition/awards (if any)	
11	Trade License / RJSC Certificate (Updated)	
11.a	Line of business mentioned in trade license	
12	Other certificate i.e. ISO, BSTI etc. (if any)	
13	VAT registration / BIN (Online)	
14	TIN / E-TIN Certificate	
14	Income Tax return submission Certificate/acknowledgement (Updated)	
15	Bank Information	Account Name: Account No: Name of Bank: Branch and Routing Number:
16	Bank Solvency certificate	

I/we certify that all the details above and in attached documents are true to the best of my knowledge. If any false/forged paper/document is found, AAB has the right to terminate the request. I/we also certify that my/our organization is not blacklisted by any Govt.

I/We will abide by all existing rules and regulation of ActionAid Bangladesh Procurement Policy, NGOAB and The Government.

Signature of Company with seal

Date:

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STATE NAME OF THE CATEGORY (AS PER ENLISTMENT NOTICE)

Service Category	Subcategory	Description of Service	Pre-requisites	
1. Advertising and Communication	<input type="checkbox"/> Print Media	➤ Newspaper advertisement	<ul style="list-style-type: none"> <li>➤ Having at least 2 years' relevant business experiences</li> <li>➤ Having good relationship with different govt and private news broadcast agency</li> </ul>	
	<input type="checkbox"/> Electronic Media	➤ TVC, Audio and Video		
	<input type="checkbox"/> Communications	➤ On Air and all other communication related works.		
	<input type="checkbox"/> Others <i>(Please specify)</i>			
2. Promotional/Visibility Items	<input type="checkbox"/> Visibility Materials	<ul style="list-style-type: none"> <li>➤ T-Shirt</li> <li>➤ Cap</li> <li>➤ Pen</li> <li>➤ Notebook</li> <li>➤ Ceramics Mug</li> </ul>	<ul style="list-style-type: none"> <li>➤ Campaign material.</li> <li>➤ Gift item.</li> <li>➤ Office / training bags</li> <li>➤ Others <i>(please specify)</i></li> </ul>	<ul style="list-style-type: none"> <li>➤ Having at least 2 years' relevant business experiences</li> <li>➤ Having trained/skilled staff for quality printing including designing</li> <li>➤ Committed to supply bulk quality production within short timeframe /emergency basis</li> </ul>
3. Campaign and Event Management	<input type="checkbox"/> Campaign	<ul style="list-style-type: none"> <li>➤ Campaign design.</li> <li>➤ Approach and communication with AAB concern</li> </ul>	<ul style="list-style-type: none"> <li>➤ Having at least 2 years' relevant business experiences</li> <li>➤ Having trained/skilled staff for quality delivery of event/campaign</li> </ul>	
	<input type="checkbox"/> Event Management	<ul style="list-style-type: none"> <li>➤ Venue</li> <li>➤ Food</li> <li>➤ Accommodation</li> <li>➤ Logistics support</li> </ul>		<ul style="list-style-type: none"> <li>➤ Invitation Card</li> <li>➤ Others <i>(please specify)</i></li> </ul>
4. Stationeries & Office Supplies	<input type="checkbox"/> All types of office stationeries	<ul style="list-style-type: none"> <li>➤ A1, A2, A3, A4 Paper</li> <li>➤ Ball &amp; Gel Pen</li> <li>➤ Markers</li> <li>➤ Files</li> <li>➤ Folder</li> <li>➤ Report Cover</li> <li>➤ Stapler</li> <li>➤ Punch Machine</li> <li>➤ Notebooks</li> </ul>	<ul style="list-style-type: none"> <li>➤ Card Holder</li> <li>➤ Flip Chart</li> <li>➤ VIPP card</li> <li>➤ Poster paper</li> <li>➤ Training bags</li> <li>➤ Souvenir Items</li> <li>➤ Desk Calendar</li> <li>➤ Others <i>(please specify)</i></li> </ul>	<ul style="list-style-type: none"> <li>➤ Having at least 2 years relevant business experiences</li> <li>➤ Having showroom/outlet preferably in Gulshan area</li> </ul>

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5. Office Equipment, Electric and Electronic	<input type="checkbox"/> Electric and Electronic Equipment.	<ul style="list-style-type: none"> <li>➤ Air Condition</li> <li>➤ Generator</li> <li>➤ Photocopier</li> <li>➤ Telephone and PABX System</li> <li>➤ Multimedia and Projector</li> </ul>	<ul style="list-style-type: none"> <li>➤ Security Device / Equipment</li> <li>➤ Solar System</li> <li>➤ Others (please specify)</li> </ul>	<ul style="list-style-type: none"> <li>➤ Having at least 2 years relevant business experiences</li> <li>➤ Having Office/showroom/outlet</li> </ul>
6. ICT Equipment	<input type="checkbox"/> IT Accessories	<ul style="list-style-type: none"> <li>➤ Server, Computer, and laptop</li> <li>➤ Multifunction Printer</li> <li>➤ Toner and cartridge</li> <li>➤ Power equipment's</li> </ul>	<ul style="list-style-type: none"> <li>➤ ICT Accessories</li> <li>➤ Camera</li> <li>➤ Others (please specify)</li> </ul>	<ul style="list-style-type: none"> <li>➤ Having at least 2 years relevant business experiences</li> <li>➤ Having Office/showroom/outlet</li> </ul>
	<input type="checkbox"/> Software Development	<ul style="list-style-type: none"> <li>➤ ERP Development</li> <li>➤ Website development</li> </ul>	<ul style="list-style-type: none"> <li>➤ Others (please specify)</li> </ul>	
	<input type="checkbox"/> ICT Service/Maintenance	<ul style="list-style-type: none"> <li>➤ Internet Service Provider (ISP)</li> <li>➤ IT Equipment's Servicing</li> </ul>	<ul style="list-style-type: none"> <li>➤ Others (please specify)</li> </ul>	
	<input type="checkbox"/> Smart Devices	<ul style="list-style-type: none"> <li>➤ Mobile</li> <li>➤ TAB and Accessories</li> </ul>	<ul style="list-style-type: none"> <li>➤ Others (please specify)</li> </ul>	
7. Printing and publication	<input type="checkbox"/> Printing	<ul style="list-style-type: none"> <li>➤ Leaflet printing.</li> <li>➤ Hand note printing</li> <li>➤ Booklet Printing</li> <li>➤ Book Printing and Publications</li> <li>➤ Booklet Printing</li> <li>➤ Report printing and publications</li> </ul>	<ul style="list-style-type: none"> <li>➤ Others (please specify)</li> </ul>	<p>Printing houses with adequate capacity fulfilling the following pre-requisites:</p> <ul style="list-style-type: none"> <li>➤ Having standard set-up (machineries/equipment etc.)</li> <li>➤ Having at least 2 years relevant business experience.</li> <li>➤ Having trained/skilled staff for quality printing including graphic designing</li> <li>➤ Committed to supply bulk quality production within short timeframe /emergency basis</li> </ul>

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	<input type="checkbox"/> Designing and Editing	<ul style="list-style-type: none"> <li>➤ Designing</li> <li>➤ Illustration</li> <li>➤ Plate making</li> </ul>	<ul style="list-style-type: none"> <li>➤ Binding</li> <li>➤ Others (please specify)</li> </ul>	
8. Audio Visual Production • Individual • Firm	<input type="checkbox"/> Audio visual production	<ul style="list-style-type: none"> <li>➤ Documentary/feature (process documentation, awareness raising/change stories)</li> <li>➤ Animation</li> <li>➤ Others (<i>please specify</i>)</li> </ul>		<p><b>Audio-visual Agency:</b></p> <ul style="list-style-type: none"> <li>➤ Having standard pre-production, shooting and post-production facilities (Camera, lighting equipment, studio and editing panel) for pre and postproduction</li> <li>➤ Having trained/skilled staff for quality production including dubbing, subtitle and voice over etc.</li> <li>➤ Committed to work during disaster/ emergency.</li> <li>➤ The agency should preferably have 2 years of experience in the development/NGO sector.</li> <li>➤ Capacity to conduct production research and script writing.</li> </ul> <p><b>Individual:</b></p> <ul style="list-style-type: none"> <li>➤ Individuals should have 2 years' experience including development/NGO experience as to production of documentary film, training video.</li> <li>➤ Skill would entail experience in all stage of production (pre-production, shooting and post-production) especially with regard to production research, script and subtitle writing (English and Bangla), production planning and execution.</li> <li>➤ The individual should also be able to receive other relevant support as required</li> </ul>
9. Travel Agent & Visa Services	<input type="checkbox"/> Local Agency	<ul style="list-style-type: none"> <li>➤ Air ticket booking (Within country)</li> <li>➤ Train, Bus, etc booking service</li> <li>➤ Visa services</li> <li>➤ Ticket/travel related documents delivery services.</li> <li>➤ Others (<i>please specify</i>)</li> </ul>		<ul style="list-style-type: none"> <li>➤ Travel agent having at least 2 years' relevant business experiences.</li> <li>➤ The travel agent must be an IATA Member for international and ATAB &amp; CAB for domestic</li> <li>➤ Financially solvent and able to allow 2-3 weeks credit facilities.</li> <li>➤ Equipped with all necessary facilities</li> </ul>
	<input type="checkbox"/> International Agency	<ul style="list-style-type: none"> <li>➤ Air ticket booking center</li> <li>➤ Visa processing center</li> <li>➤ Hotel and Accommodation service</li> </ul>		

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10. Transportation /Vehicle Rent Company	<input type="checkbox"/> Transport for Monthly basis <input type="checkbox"/> Transport for Adhoc/Daily basis	<ul style="list-style-type: none"> <li>➤ All types of passenger vehicle (Bus, Micro Bus, Minin Bus, Coster, Jeep, Sedan Car, diverse types of Trucks etc.)</li> <li>➤ Rent-A-Car (Within Cox's Bazar, Bandarban Chittagong and Noakhali district, including all camps under Ukhiya and Teknaf Upazila)</li> <li>➤ Rent-A-Car (Outside of Cox's Bazar and Bandarban)</li> <li>➤ Ticket/travel related documents delivery services.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Genuine Vehicle rent company with good number of own vehicles.</li> <li>➤ At least 2 years of experience in relevant area</li> <li>➤ Vehicle rent company of other major cities (Cox's Bazar, Bandarban, Chittagong, Dhaka, Khulna, Rangpur, Sylhet, Barisal, Rajshahi, etc.) can apply</li> <li>➤ Should have safety and security equipment's (first aid box, fire extinguisher, vehicle tracker etc.) to ensure standard compliance</li> </ul>
11. Furniture, Fixtures & Home Appliances	<input type="checkbox"/> Brand Furniture and Fixtures company i.e., Otobi, Navana, Regal, Brothers, and others.	<ul style="list-style-type: none"> <li>➤ Supply of all type of office furniture (brand) like Table, workstation items, chair, cabinet file cabinet etc.</li> </ul>	<ul style="list-style-type: none"> <li>➤ At least 2 years of relevant business experience</li> <li>➤ Should have own showroom</li> <li>➤ Have own workshop/ manufacturing unit</li> <li>➤ Capable of supply of bulk volume under time constraint</li> </ul>
	<input type="checkbox"/> Non-Branded (Local) Furniture and Fixtures	<ul style="list-style-type: none"> <li>➤ Supply of all type of office furniture (local) like Table, workstation items, chair, cabinet file cabinet etc.</li> </ul>	
12. Automobile Workshops	<input type="checkbox"/> Automobile	<ul style="list-style-type: none"> <li>➤ Vehicle sales center</li> </ul>	<ul style="list-style-type: none"> <li>➤ At least 2 years of relevant business experience</li> <li>➤ Have service workshop with required equipment.</li> <li>➤ Have sufficient skilled technicians/ staffs.</li> <li>➤ Workshop nearby Cox's Bazar Sadar will get preference.</li> </ul>
	<input type="checkbox"/> Workshop	<ul style="list-style-type: none"> <li>➤ Vehicle Repair and relevant maintenance including routine servicing.</li> <li>➤ Motor Bike Repair Services.</li> <li>➤ Battery, Tyre, Spare parts supplier of Vehicle and Motor Bike.</li> <li>➤ Automobile related service provider</li> </ul>	
13. General Supplier	<input type="checkbox"/> General Suppliers	<ul style="list-style-type: none"> <li>➤ Different items relevant to development/emergency projects on regular/ad-hoc basis</li> <li>➤ Any items not covered under above categories</li> </ul>	<ul style="list-style-type: none"> <li>➤ At least 2 years of relevant experience as general suppliers to government or non-government organization</li> <li>➤ Firms/company applied in any of above categories is not eligible to apply as General suppliers</li> </ul>
14. Accommodation; Venue (conference/training, etc.)	<input type="checkbox"/> Venue (conference/training venue in Cox's Bazar, Bandarban, Chittagong and Noakhali)	<ul style="list-style-type: none"> <li>➤ Venue (AC) facilities for at least 30 persons</li> <li>➤ Accommodation and Fooding facilities</li> <li>➤ Necessary equipment's and support facilities for training venue</li> <li>➤ Having capacity to supply electricity for full time.</li> </ul>	Training/meeting <ul style="list-style-type: none"> <li>➤ Venue (AC) facilities for at least 30 persons</li> <li>➤ Accommodation and Flooding facilities</li> <li>➤ Necessary equipment's and support facilities for training venue</li> <li>➤ Having capacity to supply electricity full time.</li> </ul>

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	<input type="checkbox"/> Accommodation at 4 and 5 Star standard hotel in Cox's Bazar, Bandarban, Chittagong and Noakhali) <input type="checkbox"/> Accommodation at 2- & 3-star Hotel in Cox's Bazar, Bandarban, Chittagong and Noakhali)	<ul style="list-style-type: none"> <li>➤ Room with good condition in terms of neat and clean; free from insects.</li> <li>➤ AC would be preferable.</li> <li>➤ Safe and secured environment</li> <li>➤ Having capacity to supply electricity.</li> <li>➤ Other major cities (Chittagong, Khulna, Rangpur, Sylhet, Barisal, Rajshahi etc.) can apply</li> </ul>	<ul style="list-style-type: none"> <li>➤ Other areas (Ukhiya, Teknaf Moheshkhali, Kutubdia in Cox's Bazar) encourage to apply.</li> <li>Accommodation:               <ul style="list-style-type: none"> <li>➤ Room with good condition in terms of neat and clean; free from insects.</li> <li>➤ AC would be preferable.</li> <li>➤ Safe and secured environment</li> <li>➤ Having capacity to supply electricity.</li> <li>➤ Available support facilities</li> <li>➤ Other areas (Ukhiya, Teknaf Moheshkhali, Kutubdia in Cox's Bazar) encourage to apply</li> </ul> </li> </ul>
15. Construction & Renovation Works	<input type="checkbox"/> Renovation	<ul style="list-style-type: none"> <li>➤ Interior, Exterior</li> <li>➤ Structural work and extensions</li> <li>➤ Decorating</li> <li>➤ Renovation of Building (Shelter / Office/ Clinic etc. at camp level and other areas)</li> <li>➤ Designing, Interior, Exterior, etc.</li> </ul>	<ul style="list-style-type: none"> <li>➤ At least 2 years of relevant business experience</li> <li>➤ Experience to work at Ukhiya and Teknaf Camp</li> <li>➤ All relevant valid documents for business.</li> <li>➤ Capable of completing a high volume of work under time constraint.</li> <li>➤ Financially solvent for timebound service delivery.</li> </ul>
	<input type="checkbox"/> Construction Works	<ul style="list-style-type: none"> <li>➤ Civil Construction Works</li> <li>➤ Construction of Building (Shelter / Office/ Clinic etc.)</li> <li>➤ Designing, Interior, Exterior etc.</li> </ul>	
16. Construction & Renovation supply Item/Materials	<input type="checkbox"/> Construction Item/materials	<ul style="list-style-type: none"> <li>➤ Cement</li> <li>➤ Brick/Brick-chips</li> <li>➤ Sand</li> <li>➤ Paint</li> </ul>	<ul style="list-style-type: none"> <li>➤ At least 2 years of relevant business experience</li> <li>➤ All relevant valid documents for business.</li> </ul>
	<input type="checkbox"/> Renovation Item/materials	<ul style="list-style-type: none"> <li>➤ Bamboo</li> <li>➤ Rope</li> <li>➤ any other construction materials.</li> </ul>	
17. Service Provider	<input type="checkbox"/> Service provider	<ul style="list-style-type: none"> <li>➤ Pest control &amp; Fumigation</li> <li>➤ Security service</li> <li>➤ Cleaning service</li> <li>➤ Courier Service</li> <li>➤ Others</li> </ul>	<ul style="list-style-type: none"> <li>➤ At least 2 years of relevant business experience</li> <li>➤ All relevant valid documents for business.</li> </ul>
18. Food/ Catering Service	<input type="checkbox"/> Dry food supply <input type="checkbox"/> Cooked food supply <input type="checkbox"/> Source from others	<ul style="list-style-type: none"> <li>➤ Biscuits, Cake, Drinks, etc. any other packed foods</li> <li>➤ Bangla, Indian, Thai &amp; Chinesse cusine</li> <li>➤ Source from different Hotel &amp; Restaurant</li> </ul>	<ul style="list-style-type: none"> <li>➤ Having at least 2 years relevant business experience.</li> <li>➤ Having office/showroom/ outlet preferably in Cox's Bazar Districts.</li> <li>➤ Should have sufficient skilled cooks/staff for services.</li> <li>➤ Ability to supply food anywhere of Cox's Bazar area.</li> <li>➤ Financially solvent for timebound service delivery.</li> </ul>

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19. Tailoring & Clothing	<input type="checkbox"/> Cloth /Fabric	<ul style="list-style-type: none"> <li>➤ Cloth /Fabric/Tailoring materilas</li> <li>➤ Readymade clothing's</li> <li>➤ Other tailoring &amp; cloth item</li> </ul>	<ul style="list-style-type: none"> <li>➤ At least 2 years of relevant business experience</li> <li>➤ All relevant valid documents for business.</li> </ul>
20. Health & Hygiene Item	<input type="checkbox"/> Health & Hygiene Item	<ul style="list-style-type: none"> <li>➤ Medicine Supply</li> <li>➤ Medical equipment</li> <li>➤ Medical supplies</li> </ul>	<ul style="list-style-type: none"> <li>➤ At least 2 years of relevant business experience</li> <li>➤ All relevant valid documents for business.</li> </ul>
21. Health Service	<input type="checkbox"/> Health Service	<ul style="list-style-type: none"> <li>➤ Psychosocial support</li> <li>➤ Health Service provider</li> </ul>	<ul style="list-style-type: none"> <li>➤ At least 2 years of relevant business experience</li> <li>➤ All relevant valid documents for business.</li> </ul>
22. Training Institute	<input type="checkbox"/> Training Institute	<ul style="list-style-type: none"> <li>➤ Training Institute</li> <li>➤ Individual Trainer / Facilitator</li> </ul>	<ul style="list-style-type: none"> <li>➤ At least 2 years of relevant business experience</li> <li>➤ All relevant valid documents for business.</li> </ul>
23. Maintenance item/works	<input type="checkbox"/> Maintenance Works <input type="checkbox"/> Maintenance item	<ul style="list-style-type: none"> <li>➤ AC Maintenance work</li> <li>➤ Photocopier Maintenance work</li> <li>➤ Mechanical Maintenance work</li> <li>➤ Generator Maintenance work</li> <li>➤ Sub-Station Maintenance work</li> <li>➤ Lift Maintenance work</li> <li>➤ Fire Fighting Maintenance work</li> <li>➤ Water Filter Maintenance work</li> <li>➤ Water Treatment Plant Maintenance work</li> <li>➤ PABX System Maintenance work</li> <li>➤ Air- Cooler Maintenance work</li> <li>➤ Washing Machine Maintenance work</li> <li>➤ Photocopier Maintenance work</li> <li>➤ IVS Maintenance work</li> <li>➤ Water Purifier Maintenance work</li> <li>➤ Electric Maintenance work</li> <li>➤ Sanitation Maintenance work</li> <li>➤ Furniture (Brand/Non-Brand) Maintenance work</li> <li>➤ Others, Please mention</li> </ul>	<ul style="list-style-type: none"> <li>➤ Having at least 2 years relevant business experience.</li> <li>➤ Having office/showroom/outlet preferably in Gulshan area. Should have sufficient skilled technicians / staff for services.</li> </ul>
24. Consultancy Service	<input type="checkbox"/> Agency <input type="checkbox"/> Individual	<ul style="list-style-type: none"> <li>➤ Audit</li> <li>➤ Stategy consultant</li> <li>➤ Management / Operation consultant</li> <li>➤ Financial / HR/IT Consultant</li> </ul>	<ul style="list-style-type: none"> <li>➤ At least 2 years of relevant business experience</li> <li>➤ All relevant valid documents for business.</li> </ul>

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25. Seeds, fertilizer, and agricultural material	<input type="checkbox"/> Seeds <input type="checkbox"/> Fertilizer and Agricultural materials	<ul style="list-style-type: none"> <li>➤ Supply Different types of Seeds</li> <li>➤ Supply different types of fertilizer including varmi compose</li> <li>➤ Supply different types of agricultural materials /equipment's</li> </ul>	<ul style="list-style-type: none"> <li>➤ All relevant valid documents for business.</li> <li>➤ Ability to supply goods anywhere in Bangladesh specially Cox's Bazar, Bandarban and Noakhali District.</li> <li>➤ At least 2 years of relevant business experience</li> </ul>
26. Emergency Response Items	<input type="checkbox"/> Food and Non-Food items based on circumstances	<ul style="list-style-type: none"> <li>➤ Suppliers should be capable of supplying bulk volume emergency materials and food within short period of time.</li> <li>➤ Quality of product must be ensured.</li> <li>➤ Ability to supply goods anywhere of Bangladesh during emergency.</li> <li>➤ Dignity Kit</li> <li>➤ Shelter</li> <li>➤ Medicine</li> <li>➤ Wash/Sanitation</li> </ul>	<ul style="list-style-type: none"> <li>➤ Capable of supplying bulk volume emergency kit and food within short period of time.</li> <li>➤ Quality of product must be ensured.</li> <li>➤ Ability to supply goods anywhere of Bangladesh during emergency.</li> <li>➤ At least 2 years of relevant business experience</li> </ul>
27. Super Supplier (Vendor/supplier who provides support for petty purchases, which can be challenging for general vendors addressing compliance like legal documents)	<input type="checkbox"/> Super Supplier - Immediate Rural Support <input type="checkbox"/> Super Supplier - Immediate Office Support	<ul style="list-style-type: none"> <li>➤ Emergency Supply Delivery: Swift distribution of critical supplies, including medical equipment, food, water, and various other services, as requested by AAB. This service is particularly focused on rural areas where educated suppliers or vendors are scarce.</li> <li>➤ On-site Technical Assistance: Providing immediate technical support for infrastructure or equipment breakdowns in rural offices, ensuring minimal downtime.</li> <li>➤ Emergency Power Solutions: Supplying portable generators or solar power systems to ensure continuous power supply to rural offices during blackouts or emergencies.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Capable of supplying any required items within a short period of time.</li> <li>➤ Quality of product must be ensured.</li> <li>➤ Ability to supply goods anywhere in Bangladesh specially Cox's Bazar, Bandarban and Noakhali District.</li> <li>➤ At least 2 years of relevant business experience</li> </ul>

Seal & date:

Signature:



## SCHEDULE FOR VENDOR ENLISTMENT

### Terms and Conditions

The interested vendor must comply with the following terms and conditions.

1	Suppliers/vendors are invited to submit relevant information and documents online via the link <a href="https://forms.gle/gu5FFvYvXquvHPe79">https://forms.gle/gu5FFvYvXquvHPe79</a> Those in remote areas, especially Kutubdia, Moheshkhali and Teknaf in Cox's Bazar, have the option to submit the information either online or offline, according to their preference.
2	Enlistment period will be <b>2 years</b> . Vendors, who will be selected ActionAid Bangladesh management reserves the right to cancel the enlistment of any weak/poor performance.
3	<p>The applicant must submit their information and documents through online using this link <a href="https://forms.gle/gu5FFvYvXquvHPe79">https://forms.gle/gu5FFvYvXquvHPe79</a> by <b>2<sup>nd</sup> September 2024</b>. If they find any technical problems to enter the link they may communicate and update AAB to resolve it.</p> <p><u>It is notable that applicants must have a Google email account to access and complete the Google vendor information sheet.</u></p> <p>Alternatively, applicant, especially those in <b>Kutubdia, Moheshkhali, and Teknaf</b> in Cox's Bazar, who cannot submit information online should reproduce the VIS on official letterhead, with all relevant documents/certificates sealed and signed on each page by an authorized person. These documents should be sent to <b>ActionAid Bangladesh, House #752, Block C, Ward #11, Jhautola, Masjid Road, Cox's Bazar-4700</b>, and placed in the box located at the reception desk of ActionAid Bangladesh by the same date and time mentioned above.</p> <p><b>Applicant must clearly mention the names of the categories (maximum three) for enlistment on the top of the envelope.</b></p>
4	Enlistment is limited to those firms/companies/organizations that have an established business in a particular category of supplies/services/materials and have office/showroom/shop/printing press (as the case might be).
5	ActionAid Bangladesh may need to conduct physical verification of the business location and authenticate the provided documents/certificates. Vendors are expected to assist and offer the necessary support during this process.
6	Vendors applying for enlistment will undergo a three steps selection and evaluation process, which includes document examination, physical verification of infrastructure, and vetting and reference checking. Vendors or suppliers scoring below 40 will not be considered for enrollment.
7	Selected vendors will be informed and subsequently an orientation session on code of conduct, anti-terrorism, Child protection, fraud, corruption, VAT, Tax etc will be organized.
8	Enlistment of vendors will be done by an evaluation committee.
9	Enlistment will make vendors eligible to receive request for quotation or proposal in the respective category.
10	Enlistment does not mean that tender will be limited within the enlisted vendors only.
11	<b>After this enlistment is finalized, the previous list will be abandoned. Hence, all interested parties are encouraged to submit their applications.</b>
12	The applicant/supplier can apply for a maximum of three categories. Relevant documents must be submitted/uploaded during the application process.
13	AAB invites submissions from women-led or women-owned suppliers and will prioritize these applicants.
14	<p><b>All interested vendors must submit the following documents with their applications:</b></p> <ol style="list-style-type: none"> <li>I. Proof of work experience (e.g., Work Order, Challan or Completion Report)</li> <li>II. Evidence of experience in the specific category you are applying for</li> <li>III. Proof of experience in emergency response</li> <li>IV. Copy of a Bank Account check book</li> <li>V. Copy of the Trade License</li> <li>VI. Copy of the TIN Certificate</li> <li>VII. Acknowledgement of recent Tax Return submission</li> <li>VIII. Copy of the VAT Registration Certificate</li> <li>IX. Company profile</li> </ol>

## SCHEDULE FOR VENDOR ENLISTMENT

15	ActionAid Bangladesh retains the right to accept or reject any or all enlistments without clarifying any explanation.
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I/ we have read and understood the above terms & conditions and agreed. Violation of any terms and conditions might result of cancellation of enlistment.

Name of vendor/company/business: .....

Address: .....

Name and signature of authorized person: .....

Procurement Committee,  
ActionAid Bangladesh