



Vendor Enlistment: 2025 - 2026

Founded in 2000 on the belief that World Change Starts with Educated Children®, Room to Read is creating a world free from illiteracy and gender inequality through education. We are achieving this goal by helping children in historically low-income communities develop literacy skills and a habit of reading, and by supporting girls as they build life skills to succeed in school and negotiate key life decisions. We collaborate with government and other partner organizations to deliver positive outcomes for children at scale. Room to Read has benefited more than 39 million children and has worked in 24 countries and in more than 192,000 communities, providing additional support through remote solutions that facilitate learning beyond the classroom. Room to Read aims to benefit 40 million children by 2025. Learn more at www.roomtoread.org. In Bangladesh since 2009, Room to Read now works in Cox's Bazar, Dhaka, Natore, Narail and Moulvibazar.

In Bangladesh, we are registered with NGO Affairs Bureau under the Prime Minister's office. We started our operations in 2009 and are currently working in Dhaka, Cox's Bazar, Natore, Narail and Moulvibazar districts. We would like to invite "enlistment offers" from reputed firms/ suppliers/ manufacturers/ sole agent/ distributors/ wholesalers/ contractors/ procurement providers to support our Program for the following categories:

<ol style="list-style-type: none">1. Advertisement2. Animator and editing panel.3. Audit and accounting services4. Pest control services5. Courier and carriers of goods6. Customs Clearing & Forwarding Agent7. Children Books and Other education material8. Content writer and material developer9. Data analyzer/visualizer10. DTP (desktop publishing - layout, template, manual etc.)11. Electric & Electronic items12. English language course/training provider13. Furniture and furnishing14. Furniture repair – maintenance15. Hotels/resorts/restaurants16. Illustrators for storybooks, workbooks etc.17. Internet service provider (ISP)	<ol style="list-style-type: none">18. IT equipment and accessories19. IT Hardware (Laptop/Printer/Copier)20. Insurance Service (Group Life Insurance)21. Language editor (Bangla and English)22. Legal services23. Mass media tracker/analyzer24. Office supplies (stationery, cleaning materials)25. Promotional and gift items26. Printing and designing27. Photography & Videography28. Repair and maintenance (electronic items)29. Research and report writing/editing.30. Security Service Provider31. Social media booster32. Translator & interpreter (Bangla, English, Burmese)33. Travel agencies34. Vehicle rental services
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This is an electronic enlistment process; interested vendor/services providers MUST register here: <https://103.30.30.174/ve/reg.php>. Application submits from Monday 04 November 2024 and closes on 20 November 2024 (4:30 PM). All enquiries to be directed to 'Manager – Administration' by email to mojibur.rahman@roomtoread.org.

Those who have enlisted with us in 2024 and are receiving our RFQ & RFP regularly do not require to apply now. Your enlistment is valid and will automatically renew in 2025.

Only for new interested vendors/service providers, to complete the application process, please follow these steps:

1. Go to <https://103.30.30.174/ve/reg.php> for the registration or if you already registered then login through <https://103.30.30.174/ve/index.php>
2. Fill out with **Your Name** (if you are opening an account as an organization, provide the name of your organization) and your active **E-mail ID**. Then click **Create a New Account**. The system will send the login details to your email. This step will send an email with a temporary password.
3. Therefore, check email to find a temporary **password** given in the email (if you don't see our email in your inbox, make sure to check your Spam /Junk / Other folders). Go to the link <https://103.30.30.174/ve/index.php> and fill

- out empty spaces with the same **E-mail ID** and the temporary **Password** and click **LOGIN**.
4. After successful login, click Profile and fill up with your company information and click Save. You are now required to fill in **Part B, Part C, Part D, Part E** and **Part F** one by one, and **save** to complete profile creation.
 5. Click the **Apply** tab. Select your appropriate **Category/s** of business (the kind of service you wish to extend to Room to Read) and then click Apply.
 6. If you want to apply to more category or remove any category, please repeat step 5.
 7. Go to **Applied history** and click **Print/Download** to download pdf file. Take a print. This is your vendor enlistment form.
 8. Now enclose all required documents with this printed vendor enlistment form and submit them in a closed envelope (mentioning category of business on the top of the envelope) **no later than 4:30 PM on Wednesday on 20 November 2024**.

Please submit the following documents with the application:

- Organization Profile along with required information's related to Evaluation
- Copy of Updated Trade License/ Registration Certificate
- Copy of the updated TIN certificate (E-Tin)
- Copy of last Tax return certificate and acknowledgement copy
- Copy of VAT Registration Certificate or BIN Certificate
- Copy of the financial statements audited for the last two years
- Bank Account Certificate (a letter from the bank stating the a/c number)
- Copy of the procurement client list with addresses and phone numbers for reference check.
- Copy of Experience Documents/ Purchase Order against applied Category or subcategory (if any)

Applications can be submitted to multiple categories (Maximum 3 categories); **each category requires a separate, full application** in an A4 size report file in a sealed envelope. Please label the envelope with the specific category and send it to:

**Manager Administration
Room to Read Bangladesh,
House 31 (4-6 floors), Road 4
Block F, Banani, Dhaka 1213**

Room to Read Bangladesh management reserves the right to accept or reject part/whole of any or all of the applications without disclosing any reason whatsoever.