



## ADD International Bangladesh Programme Office

### **NOTICE FOR VENDOR ENLISTMENT**

ADD has been working in Bangladesh since 1995. ADD International is a participatory grant-maker for disability justice. Our Vision is for a world in which ableism no longer exists, and disabled people can fully participate in society. Our Mission is to strengthen disability rights activists and organisations through resourcing, and leadership skills.

ADD invites applications from potential firms/individuals/ business entities/ vendors to get enlisted for the next 2 years i.e. (2024-25) with required documents and papers.

**Interested vendor/firms are requested to send an Expression of Interest (EOI) for Vendor Enlistment on or before 29 February 2024 to following address in a sealed envelope:**

ADD International,  
Bangladesh Programme Office  
Green AR Tower, House 39, Floor 6th, Road 4,  
Block F, Banani, Dhaka-1213

## Areas of services:

Sl.	Category	Description
1.	Financial service	Audit, Taxation, Management Consulting, Actuary, PF (Provident/gratuity Fund)
2	Internet Service Providers	Internet/Broadband Service
3.	Computer and IT Accessories Suppliers	IT Equipment and accessories
4.	IT maintenance	Networking, IT support and Maintenance (both hardware and software).
5.	Suppliers	Production and/or supply of leather bags, jute bags, clothing, masks, T-shirts, caps, and other promotional materials, etc.
6.	Graphic design	Designing of different texts/ booklets/ flyers/ brochures/advertisement, book cover design etc.
7.	Transportation	Transport and Vehicle Rental Company
8.	Stationery and Office Supplies	Office Stationeries and any office supplies
9.	Printing & Publication	Printing (including digital & Screen) and Publication, cover design and illustration, make up of documents, printed office letterheads/envelops etc.
10.	Editorial service and translation	Text editing, Bangla and English proof reading and translation of documents from Bangla to English and English to Bangla.
11.	Electrical work and maintenance	General electrical works, maintenance of air-conditioning systems/ACs, multimedia, electrical equipment etc.
12	Assistive devices for persons with disabilities	All types of assistive devices- wheel chair, tri-cycle, hearing aids, elbow crutch, eye-glasses etc.
13.	Event Management	Any event relating learning dissemination, workshop, trainings etc.
14	Print and Electronic Media/Media houses	Daily Newspapers, Radio Stations, TV stations, Production houses for documentaries, TV spots, etc.
15.	Professional cleaning services	Office cleaning (office rooms, washroom basins, commodes, kitchen areas, lift area, cleaning/dusting of fans, ACs, furniture, sofa, windows, verandah and electrical equipment) with required medicines
16	Knowledge management services	Socio economic research/learning paper production/policy brief preparation, Project evaluation/baseline study etc.
17	Motor Garage	Vehicle Maintenance/ repair and motor parts suppliers.
18	Training Centers/Venue	Training Centers/convention centers or different venues for arranging meetings, seminars, training, etc. (for suppliers of food venues and accommodation)
19	Hotels	Accommodations of staffs/guests/partners
20	Travel Agencies	Travel services for domestic and international travel, including all types of air tickets, rail, bus, water vehicles, etc., along with visa processing and ticketing for both Bangladeshi and foreign nationals.

## Vendor Information

Please provide the following information in the left column of the form below with your signature and seal of your company in every page. If needed you may use separate sheet for any additional information.

AREA of SERVICES (as requested by ADD)		
Name of the proprietor & Address of the Firm/ name of lead consultant individuals		
Cell phone No:		
Email ID:		
Name of the Contact person in your firms/in case of your absence:		Cell Phone: Email ID:
State name of the Category (as per Enlistment Notice) applied for enlistment		
Specify your services you are interested to provide		
Name of present customers/clients/companies/ NGO/INGOs		
Number of years of experience in providing this service		

If the vendor has prior experience of working with ADD, please specify.		
BIN registration number (Please attach a copy of BIN registration), if applicable		
Tax identification number ( Please attach a copy update certificate)		
Bank Information	Account Name:	
	Account No:	
	Name of Bank:	
	Branch:	
	Account type:	
	Routing number:	
Bank Statement and Solvency Certificate of last 6 months: (Please attach a copy update certificate)		
Details of various certifications such as ISO-9001, 15044001 certifications etc. (copy of all relevant certificate must be enclosed), if applicable		
Details of recognition/ awards if any you/your company won		

## Necessary Instructions:

The interested vendors shall comply with the following terms and conditions:

1. Completed Information Sheet with a forwarding/expression of Interest letter should be submitted to .
2. Enlistment period is for Two years. Vendors, who will be selected through enlistment process, will be evaluated periodically. ADD reserves the right to cancel the enlistment of any poor performing vendor/party/consultants.
3. All relevant documents/certificate and should be stamped and signed on each page by authorized person of the vendor.
4. ADD may require physical verification of place of business and authentication of provided documents/certificates etc.
5. Enlistment will make vendors eligible to receive request for quotation-RFQ or proposal in the respective category.
6. Enlisted firm(s)/supplier(s) must follow the legal laws, labor laws and child labor laws of the country.
7. All Vendors are to strictly follow and sign ADD's Safeguarding/code of conduct policy, if awarded.
8. Any wrong declaration, misconduct, and involvement in fraud/corruption will result in immediate cancellation of enlistment.
9. The selected vendors will be bound to submit every financial year their updated legal documents (Trade license, Tin certificate and income tax return acknowledgement copy.)
10. If any vendor disagrees to delivery products/services as per work order ADD reserves the rights to cancellation of enlistment and as a result may be blacklisted.
11. ADD reserves the rights to the extension/cancelation of the enlistment process.

I/ we have read and understand the above terms and condition and agree to abide by them. Violation of any terms and condition might result in cancellation of enlistment.

Name of vendor/business: .....

Address: .....

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

## Check List of documents

Documents attached	Yes or No	Remarks
Expression of Intyerest letter/ forwarding letter		
Trade License Updated		
Proprietor or Representative NID copy		
Tax Identification No (TIN) Certificate		
Income Tax Return acknowledgement slip		
BIN Registration Certificate		
Mushak 6.3 with BIN number		
List of Present customers		
Copy of similar purchase/work order		
Service Completion/ Experience Certificates/Ref (from 3 organizations)		
Bank Solvency Certificate		
Press Declaration Certificate for Printing		
Other document, if any (please mention)		