



SCHEDULE
FOR
VENDOR ENLISTMENT
At Leda Field Office

For the period of March, 2024 to March, 2026

Invited by:	Gana Unnayan Kendra (GUK) Leda, Hnila, Teknaf, Cox's Bazar, Bangladesh
Issued By:	Procurement and Logistics Specialist

Ref no: GUK/LED/VE/2024/001

Issued on: March 12, 2024



Terms of Reference (ToR) and Guideline for Enlistment

Gana Unnayan Kendra (GUK) Bangladesh Office has opened a new Impact Area as well as a Field Office in Leda, Hnila, Teknaf, Cox's Bazar district started from February 11, 2024. WFP funded Natural Resources Management (NRM) Project which partnership with Christian Aid (CAID) and GUK has been implemented since February 11, 2024 of this field office.

We are happy to inform that Gana Unnayan Kendra (GUK), Field Office, Leda, Hnila, Teknaf, Cox's Bazar is inviting for Vendor Enlistment for next two years which will be effective from March, 2024 and valid till March, 2026.

Duration of Vendor Enlistment: 2 years (From March, 2024 and valid till March, 2026) or from the date of notification.

Vendor Enlistment Fee: Totally free of cost

CONTENTS

- I. List of Category**
- II. Attachment Check list**
- III. Vendor Information Sheet**
- IV. Terms & Conditions**



I. List of the Category for Enlistment

SL No	Name of Category	Sub-Category
1	Information and Communication technology (ICT)	i) Computer, Printer, Photocopier, Scanner & Toner ii) ICT Accessories (Keyboard, Mouse, Modem, Router, Network Cable & other accessories) iii) Projector , Toner Cartridge iv) Digital Camera etc.
2	Office Stationery and Office Supplies	i) Office Stationery ii) Office Consumables iii) Grocery
3	Printing and Designing	i) Offset/General Printing ii) Digital Printing iii) Design Illustration
4	Hotel & Accommodation Service	i) Accommodation ii) Food and Beverage iii) Venue
	Food & Beverage (Restaurant)	i) Food and Beverage Supply ii) Fast Food, Snacks etc
6	Equipment's Supply (Electric & Electronics items)	i) Electric & Electronics Appliances ii) Office Equipment's iii) Electrical Supply & Accessories iv) AC, Refrigerator, TV etc.
7	General Supplies	i) Training Materials Supplies ii) Office/School/Training Bags iii) Promotional Items (Mug/Souvenir/T-shirt/ Umbrella etc.) iv) Crockeries v) Others supplies
8	Civil and Construction Works (supply materials and services)	i) Construction materials Supplies ii) Construction Works iii) Construction Services iv) Renovation v) Water / Sanitation /Wash
9	Power Equipment Supplies	i) Supplies of Solar items ii) Backup power supply (UPS, IPS, Battery, Generator Etc) iii) Other power Equipment's
10	Training/Education Materials/Promotional Items	i) Play & Learning Materials ii) Teaching Training Materials iii) Education supplementary Materials iv) Publisher/ Publication/Story Books v) Bag
11	Medical Supplies	i) Medical Consumable ii) Health Product iii) Surgical Items iv) Other Instruments & Equipment's
12	Emergency and Relief Goods	i) Hygiene Items ii) Kitchen Items



		<ul style="list-style-type: none">iii) Shelter Materialsiv) Wash/ Nutrition Materialsv) Child Protection Supplies/ CFS kitsvi) Winter Kitsvii) Dry and baby Foodviii) Dignity Kitsix) Other Emergency materials
13	Vehicle Workshop	<ul style="list-style-type: none">i) Workshop for Vehicle repair and Maintenanceii) Supplies of Spare Parts for Vehiclesiii) Tire, Tube, Vehicle Battery & Accessories
14	Repair and Maintenance	<ul style="list-style-type: none">i) Office Maintenanceii) Electrical, AC, Plumbing etciii) Generator Maintenanceiv) Other equipment and furniture repairv) Other maintenance
15	Courier Service (National)	<ul style="list-style-type: none">i) Local Courier Service (documents and parcel)
16	Rent A Car Service	<ul style="list-style-type: none">i) Vehicle Rental Service (Sedan Car, Microbus, Pick-up, Jeep, Carry boy, Ambulance, Dead body Carrier etc. ii) Minibus,
17	Goods Transportation	<ul style="list-style-type: none">i) Truck, Lory (Big, Medium & Small)ii) Covered Van, Dumper, VAN/Pick upiii) Other vehicles for goods transport
18	Safety and Security items & Services	<ul style="list-style-type: none">i) Safety Security Materialsii) Safety & Security Services
19	Furniture & Fixture	<ul style="list-style-type: none">i) Office furnitureii) Guesthouse/household furnitureiii) Hospital Furniture
20	Human Resource Service	<ul style="list-style-type: none">i) Cleaning Servicesii) Contractual/Causal hiringiii) Support Service outsourcingiv) Training Providerv) Counseling Servicevi) Other services
21	Other Services	<ul style="list-style-type: none">i) Media /Advertising Agency (Newspaper/Online)ii) Event Management /Tour Organizeriii) Photocopy/Binding etc.iv) Pest Controlv) Clearing and forwardingvi) Survey Evaluation/consultancyvii) Inspection /Testingviii) Other Services



II. Attachment Check List [Required documents]

- 1. Application/ forwarding letter**
- 2. Company profile (Optional)**
- 3. Copy of Updated Trade License**
- 4. TIN Certificate (Updated)**
- 5. Business Identification Number (BIN)/ VAT**
- 6. Bank Details (Bank Account Certificate)**
- 7. At least copy of one number of Purchase Order (PO)/Work Order (WO)/Contract/Agreement of related category as experience document.**
- 8. Other document (please mention)**
- 9. Copy of NID and Copy of Bank Cheque Leaf**



III. Vendor Information Sheet

Name of Organization	
Type of Business	
Nature of Business	
Address of Organization	
1 st Contact Person Name	
1 st Designation of Contact Person	
2 nd Contact Person Name	
2 nd Designation of Contact Person	
E-mail Address (1 st Contact person)	
E-mail Address (2 nd Contact person)	
Phone Number	
Mobile Number (1 st Contact person)	
Mobile Number (2 nd Contact person)	
Emergency Contact	
Year of Establishment	
Yearly Turnover	For Last One Year: BDT
Website (if any)	
Any other information	



Information of Business Owner/Key Personnel

Owners	
Name of Owner (as per NID/ Passport)	
Date of Birth (as per NID/ Passport)	
Mailing Address	

Bank Details	
Account Title	
Name of Bank	
Name of Branch	
Router Number	
Address of Bank	



Applied Category for Enlistment:

SL NO	Name of Category	Please Tike Mark
1	Information and Communication technology (ICT)	
2	Office Stationery and Office Supplies	
3	Printing and designing	
4	Hotel & Accommodation Service	
	Food & Beverage (Restaurant)	
6	Equipment's Supply (Electric & Electronics items)	
7	General Supplies	
8	Civil and Construction Works (supply materials and services)	
9	Power Equipment Supplies	
10	Training/Education Materials/Promotional Items	
11	Medical Supplies	
12	Emergency and Relief Goods	
13	Vehicle Workshop	
14	Repair and Maintenance	
15	Courier Service (National)	
16	Rent A Car Service	
17	Goods Transportation	
18	Safety and Security items & Services	
19	Furniture & Fixture	
20	Human Resource Service	
21	Other Services (Please insert Name of Services)	



Supplier declaration/compliance form for Gana Unnayan Kendra (GUK)'s policies

Interested vendors hereby confirm compliance with:

SL No	General Terms & Organizational Policy	Agreed / Compliance (Yes / No)
I	Gana Unnayan Kendra (GUK)'s all Terms and Conditions of Vendor Enlistment	

VENDOR ENLISTMENT EVALUATION PROCESS: The vendors who applied for enlistment 2024-2026 will be evaluate based on the following steps:

- Preliminary Examination of Eligibility Criteria
- Technical Evaluation (Capability Criteria)
- Combined Evaluation and shortlisting
- Due Diligence check/ vetting
- Notification of Enlistment

a) Preliminary Examination/ Eligibility Criteria: Firstly, Save the Children assess the applied application of Primary examination/ check Eligibility Criteria based on the following information which consist of four criteria.

- Submit the application
- Submit the Updated Legal Documents (Copy of Updated Trade License, TIN Certificate and VAT Registration Certificate/BIN and Certificate of Incorporation for Limited company Only)
- Suppliers are not any prohibited parties or on Government debar/ Blacklisting

IV) Compliance with our standard policies with the attached annexure

Those who are primarily Eligible and comply with the above four criteria then they will go for next evaluation steps - Technical Evaluation (Capability)

b) Technical Evaluation (Capability): The preliminary shortlisted vendors will be technically (Capability) evaluating as per the following criteria and weight. Technical evaluation score will be based on following criteria & weight:

Capability Evaluation Criteria: The details Capability criteria weights are furnished below:
Capability criteria



SI No.	Criteria
I	Experience of applied category: Need to submit at least copy of one number of Purchase Order (PO)/Work Order (WO)/Contract/Agreement of related category as related experience document.

c) Physical Verification (Optional): Physical verification may be conducted based on the Vendor Enlistment Committees decision for the shortlisted vendors based on the technical evaluation. Physical verification is not mandatory for newly shortlisted vendor or those are already enlisted.

d) Combined Evaluation and shortlisting:

Final Shortlisting will be prepare based on the following score

- i) Technical Evaluation

Based on the combined score Vendor Enlistment Committee will shortlist and recommended vendor for Enlistment 2024-2026 for respective categories.

e) Due diligence: Vendor Enlistment process will be complete after due diligence check if any vendor(s) disqualify /unclear from the due diligence check then they will be enlisted vendor for 2024-2026. Based on Due Diligence clearance Gana Unnayan Kendra (GUK)'s will issue Notification of Award (NOA) and finally enlisted in our data base.

Gana Unnayan Kendra (GUK)'s may be conducted the Vendor Orientation Session where we share our Policy, Procedure, Compliance, and necessary guidelines so that enlisted vendor or their representative can align with Gana Unnayan Kendra (GUK)'s systems and compliance.



Terms and Conditions for Vendor Enlistment 2024-2026:

- All the Potential vendor(s) need to be applied through Hardcopy.
- Interested Vendors will fill up required information and submit all the relevant documents (hardcopies) at GUK Office along with necessary documents.
- One Vendor may participate in multiple categories based on their capacity, scope and nature of business.
- Validity of Vendor Enlistment will be two years which will be effective from February, 2024 or date of approval.
- All the vendors must comply with our policy and procedure including due diligence.
- Physical verification may be conducted based on the Vendor Enlistment Committees decision for the shortlisted vendors based on the technical evaluation. Physical verification is not mandatory for newly shortlisted vendor or those are already enlisted.

REQUIRED DOCUMENTS VENDOR ENLISTMENT SUBMISSION:

- i) Application Form with Signed Copy
- ii) Copy of Updated Trade License/ Registration Certificate (for Development Org)
- iii) Copy of TIN Certificate (eTIN) or Last return submission copy
- iv) Copy of VAT Registration Certificate or BIN Certificate
- v) Copy of Certificate of Incorporation (for Limited Company)
- vi) Bank Account Certificate
- vii) Copy of Experience Documents/ Purchase Order against applied Category or sub-Category.
- xii) Other documents related to Vendor Enlistment need to be mentioned.
- xiii) Copy of NID and Copy of Bank Cheque Leaf.



ENLISTMENT SCHEDULE:

Interested vendor are requested to submit application form and required to submit the signed printed profile generated from Enlistment portal along with required supporting documents as per enlistment Schedule/Guideline

Enlistment Registration	March, 2024 to March, 2026
Address of Enlistment Schedule dropping	Gana Unnayan Kendra (GUK), Field Office (Previous Filed Office of Cristian Aid), Leda, Hnila, Teknaf, Cox's Bazar, Bangladesh
Last Date and time for Submission of ES	March 19, 2024 at above mentioned address
Marking On Envelop	Application for VENDOR ENLISTMENT, CATEGORY NO.....or Sub category should be mentioned
Support	For any Technical support or Query, please contact

Note: GUK Management reserves the right to accept or reject part/whole of any or all the application without assigning any reason whatsoever.



The interested vendors shall comply the following terms and conditions:

1.	Application should be submitted addressing to Gana Unnayan Kendra (GUK)'s Leda Field Office in a sealed envelope.
2.	Enlistment period is March, 2024 to March, 2026 . Vendors, who will be selected through enlistment process, will be evaluated periodically. Gana Unnayan Kendra (GUK) management reserves the right to cancel the enlistment of any weak/poor performing vendor.
3.	All relevant documents/certificate and should be stamped and signed on each page by authorized person of the vendor and to be dropped into the Box marked as "Application for Vendor Enlistment....." (Category/subcategory of vendor from the list as mentioned above) at Gana Unnayan Kendra (GUK), designated office at Leda Bangladesh, before the submission deadline.
4.	Enlistment is Open for All those firms who have legal establishment (Trade License, TIN, VAT Registration & other legal documents) and established business in particular category of supplies and materials and have office/showroom/shop/printing press (as the case might be) in Chittagong city and the same nearby the Gana Unnayan Kendra (GUK) field office area and other areas outside the Cox's Bazar & Chattogram are also can apply for Enlistment (Dhaka and other division).
5.	Physical verification may be conducted based on the Vendor Enlistment Committees decision for the shortlisted vendors based on the technical evaluation. Physical verification is not mandatory for newly shortlisted vendor or those are already enlisted.
6.	Selected vendors may be informed by April 2024 and subsequently a Notification letter will be issued.
7.	Enlistment of vendors will be done based on their submitted legal and other compliance documents, or capacity and experience in multipole categories.
8.	Enlistment does not provide any guaranty or exemption from competition for award of work order
9.	All respondents of RFQ/RFP will be evaluated as per the terms and conditions mentioned in schedule of Requirement of RFQ/RFP.
10.	Enlistment will make vendors eligible to receive request (RFQ/RFP) in the respective category based on their assessed financial capacity and experience
11.	All correspondence (e.g. RFQ/RFP, Purchase Order etc.) will be carried out electronically (e.g. e-mail) or by Hand. But Vendors are expected to have an active e-mail address for smooth communication.
12.	The enlisted vendors shall have to comply with all policies of Gana Unnayan Kendra (GUK). Compliance with these will be built in the subsequent enlistment agreement. Those policies are attached herewith.
13.	Enlistment does not mean that tender will be limited within the enlisted vendors only. However, it will be ensured that whenever such tender is invited in the notice board/email/newspaper/internet, the enlisted suppliers of that particular group will be receiving the notification via e-mail.



14.	The firm (s) should have mobile or land phone and e-mail connectivity. Mobile and active email address is mandatory. Official email address and website will carry higher value.
15.	Enlisted firm(s)/supplier(s) must follow the legal laws, labor laws and child labor laws of the country.
16.	If any vendor is not clear from the diligence of Gana Unnayan Kendra (GUK), will not be
17.	All Category/ sub category includes related repair, maintenance, spare parts, re-fill and other related services
18.	In case of any dispute between the firm and the Gana Unnayan Kendra (GUK) regarding the enlistment/contract, the decision of the management of GUK will be final.
19	For Category of Food and beverage Supply the vendor have own kitchen Facilities and For Printing Vendor Should have Own Printing facilities or Machines.
20.	Any type of wrong declaration, misconduct, and involvement in fraud/corruption will result in cancellation of enlistment.

Thanking You

(M. Abdus Salam)
Chief Executive
Gana Unnayan Kendra (GUK)

I/ we read and understand above terms and condition and agree to follow all. Violation of any terms and condition might result cancellation of enlistment.

Name of vendor:

(Also put office seal in the right side)

Address:

Name and signature of authorized person: