**Vendor Enlistment**

**Business Finance for the Poor in Bangladesh [BFP-B]**  invites applications for Enlistment from the genuine vendors for the period of January  **2018– December 19**  for the categories like STATIONERIES & OFFICE SUPPLY, IT EQUIPMENT & ACCESSORIES, PRINTING & PUBLICATIONS, AUDIO VISUAL PRODUCTION, TRAVEL AGENT, VEHICLE RENT COMPANY, OFFICE FURNITURE & HOME APPLIANCES, INTERIOR DECORATOR, FOOD SUPPLIES, EVENT MANAGEMENT, CIVIL WORK'S CO, AND GENERAL SUPPLY.

Interested vendor may collect schedule papers from BFP-B office at free of cost or can download "FORM-E", [attached herewith] which is required to fill and submit to the office with all necessary documents. The last date of submitting the "FORM E" is 10th of December, 2017 during office hours, 9:00 am to 5:00 pm.

Malick Mahbub Al Hasnat

Finance & Administration CO

House -13, [level-5] Road -34, Gulshan-2, Dhaka-1212. Phone: 01711810064

**BFP-B reserves the right to accept or reject part / whole of any or all the applications without assigning any reason whatsoever.**

Business Finance for the Poor in Bangladesh [BFP-B] Funded by UK Aid, is a multi-component program which includes a Challenge Fund, a Policy component, and credit enhancements aimed at increasing financial institutions` capacity to lend to MSEs. The project components of BFP-B are designed so as to support each other to meet the overall objective of the project.

**Schedule of VENDOR ENLISTMENT (January 2018 – June 2019)**

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| **Category** | **Description** |
| 1. **Stationeries & Office Supply** | All types of office stationeries (e.g. paper, pen, chart, markers etc.\_ and other electrical (e.g. multi- media projector, photocopier, scanner, camera etc) and office maintenance materials (e.g. cleaning mats & equipment, telephone set etc, including gift / event item (e.g. training bag, folder etc) |
| 1. **IT : Equipment & Accessories** | Including Software, Software development, hardware, network support and services. The enlisted vender/service provider would supply fresh and defect less equipments with most competitive price. |
| 1. **Printing & Publications** | Printing works such as book, booklet, bulletin, flipchart, manual, poster, banner etc. High quality printing vendors with adequate capacity can fulfilling the following pre-requisites:   1. Modern & maintained production machinery 2. Skilled Design staff 3. Having sufficient production capacity |
| 1. **Photography & Audio Visual Production /Event Management** | **Photograph (Agency and Individual)**: The agency and the individual should have 5 years of working experience in the development field, especially in the event management and documentary photography. The agency and/or individual should be equipped with the latest gears and technological know-how and have capability to organize electronic and print media for small and large program. |
| 1. **Travel Agent and Residence hotel/guesthouse and Restaurant** | Air ticketing overseas & domestic, visa processing, hotel booking, tour arrangement. The travel agent would be IATA authorized and are financially sound. Agent will be able to issue ticket instantly, at least 5 year of working experience as a renowned travel agent in Bangladesh and follows government rules and regulations. |
| 1. **Vehicle Rent Company** | All types of vehicle (preferably MICRBUS including JEEP, SEDAN CAR, PICK UP, GOODS CARRIER etc.) for both inter Dhaka city and other districts. |
| 1. **Office furniture & Home appliances** | Should have own showroom and production house and capable of supply huge volume in limited time. |
| 1. **General Supplier /Food supply** | Only General suppliers are requested to apply. Applicants of Categories A – G can not apply in this category |

**General terms & conditioned**

1. Any service without formal request of Finance & Administration Unit of BFP-B will be treated as unofficial service. In such case, BFP-B will not be responsible for the service and payments if there is any.
2. Payment shall be made through accounts payee cheque in favor of your organization after receiving goods/services as per written request to BDP-B. Finance & Administration Unit will arrange payment within 15 days from receiving bills and necessary documents.
3. Goods /services will be delivered as per the written MOU /work order.

**All interested vendors must submit the following documents with their applications:**

1. **Organizational profile including all relevant information, 2) Copy of updated Trade License, 3) Copy of updated TIN Certificate, 4) Copy of updated VAT Registration Certificate 5) Existing clients details**

**PLEASE FILL THE ATTACHED FORM AND SEND YOUR APPLICATIONS WITH ALL RELEVANT DOCUMENTS BY 10th December -2017 TO: House No. 13, Road No. 34, Gulshan-2, Dhaka – 1212. BFP-B reserves the right to accept or reject part / whole of any or all the applications without assigning any reason whatsoever.**

**MMA Hasnat**

**Finance & Administration Coordinator**

**BFP-B, DFID, UK Aid**



**FORM –E : Please fill the form in CAPITAL Letter with black ink or computer compose**

1. Name of the Organization

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2. Address including phone number

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3. Trade License number and the Date of Registration :

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4. Income tax –TIN number

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5. VAT registration number

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6. Bank details / accounts number

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7. Name of the proprietor: Address and Phone numbers

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8. Date of Birth: Day-Month-Year

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9. National ID/Passport Number and issues date

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10. Category of Service

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11. Name of the Audit Firm if there are any

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Prepared by Signature of the Authority

For BFP-B Official

**12. Potential for Enlisted?**

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| **Y** |  | **N** |  |

17. Authorized Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

18. Approval \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: