

SCHEDULE FOR VENDOR ENLISTMENT

For the period of March 2018 to December 2020

Invited by:	iDE (International Development Enterprises) Country Office: NEO 1/A, 1/B (Level 4), Road # 90, Gulshan-2, Dhaka-1212
Contact Person:	Manager-Procurement & Asset Management, Dhaka
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Attachment Check List

1. Application/ forwarding letter
2. Company profile
3. Trade License
4. TIN
5. Tax Clearance Certificate for last FY
6. VAT Registration Certificate
7. Experience Certificates/ Ref.
8. Other document (please mention):
9. Bank Information as stated Below:

Bank Name	
Bank Address	
Branch	
Account Name	
Account Number	
Account Type (if applicable)	
Routing Number or IBAN Number	



Vendor Data Sheet (VDS)

(Please reproduce this VDS in your own letterhead. * marked information is mandatory. Use separate sheet, if required)

1.	Name & Address of vendor:	Head office	Branch office
2.	Mobile / cell phone No:*		
	Email ID:*		
	Phone no:		
	Fax No:		
	Website:		
3.	Products / Services provided:		
4.	Present customers: (Detailed list to be provided with order values)		



5.	Details of various certifications such as ISO – 9001, ISO-14001, BIST certification etc(copy of all relevant certificate must be enclosed)			
6.	Number of years of experience in manufacturing/ supplying the product or service.			
7.	Details of purchase orders, work orders received from reputed customers so as to meet the eligibility criteria specified. Attach copies of last 12 months. i.e. January 2015 till December 2015			
8.	Sales turnover for the previous 3 years (copy of Audited balance sheets for 3 years to be enclosed)			
9.	Details of recognition/ awards if any won in the last three years.			
10.	Technical collaborations (if any):			
11.	Type of firm (Strike off details not applicable)	Manufacturer	Proprietary	
		Authorized Dealer	Public Limited	Attach SEC registration
		Trader	Private Limited	Attach director/s profile
12.	Details of manufacturing / service facilities and capacities: (Enclose details) .			

13.	Details of International Organizations (e.g. UN, diplomatic missions, INGO etc.) who are your customers:	
14.	Details of contact person with designation, mobile phone no, email, Phone, fax etc.	
15.	Any other information which you would like to highlight for consideration of your enlistment	
16.	VAT registration no (copy of Registration certificate to be enclosed)	ENCLOSED/ NOT ENCLOSED
17.	Income tax certificate to be enclosed (Latest/updated)	ENCLOSED/ NOT ENCLOSED
18.	Solvency Certificate (recent) from bank to be enclosed mentioning amount	ENCLOSED/ NOT ENCLOSED

I/ we certify that all the details furnished above and in attached documents are true to the best of my knowledge. I/we also certify that we were not blacklisted by any NGO/Govt. /Private Organisations during the last 5 years.

We will abide by all existing rules and regulation of iDE and amendment/ changes on the same time to time.

Our firm is not involved / supporting any terrorist activity.

SEAL:

SIGNATURE OF VENDOR

DATE:



Terms and Conditions

The interested vendors shall comply the following terms and conditions:

1.	Application should be submitted addressing to the undersigned.
2	Enlistment period is March 2018 to December 2020 . Vendors, who will be selected through enlistment process, will be evaluated periodically. iDE management reserves the right to cancel the enlistment of any weak/poor performing vendor.
3.	Vendor Data Sheet (VDS) should be reproduced on official letterhead pad and all relevant documents/certificate and should be stamped and signed on each page by authorized person of the vendor and to be dropped in to the Box marked as "Application for Vendor Enlistment" at located at Reception Desk of iDE Bangladesh, NEO 1/A 1/B, Road-90, Gulshan 2, Dhaka 1212, Bangladesh within the submission deadline.
4.	Enlistment is limited to those firms who have an established business in particular category of supplies and materials and have office/showroom/shop/printing press (as the case might be) in Dhaka city and the same nearby the iDE field office area.
5.	iDE may require physical verification of place of business and authentication of provided documents/certificates etc.
6.	Selected vendors will be informed by early March 2018 and subsequently an agreement will be signed.
7.	Enlistment of vendors will be done based on their assessed financial capacity in 2-3 category
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.
11.	All correspondence (e.g. RFQ/RFP, Purchase Order etc.) will be carried out electronically (e.g. e-mail). Vendors are expected to have an active e-mail address
12.	The enlisted vendors shall have to comply with Anti Terrorism, Branding policy of iDE-B. Compliance with these will be built in the subsequent enlistment agreement.
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/news paper/internet, the enlisted suppliers of that particular group will be receiving the notification via e-mail.
14	The firm (s) should have mobile and land phone and e-mail connectivity. Mobile and active email address is mandatory.
15	Enlisted firm(s)/supplier(s) must follow the legal laws, labor laws and child labor laws of the country.



16	All Category/ sub category includes related repair, maintenance, spare parts, re-fill and other related services. i.e. Vendor enlisted under Computer category will be eligible to repair, maintenance, servicing, supply of spare, related operating software etc.
17	In case of any dispute between the firm and the iDE regarding the enlistment/contract, the decision of the management of iDE will be final.
18	Any type of wrong declaration, misconduct, and involvement in fraud/corruption will result in cancellation of enlistment.


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:


15/07/2018
Team Leader-HR & Admin
Country Office, Dhaka

