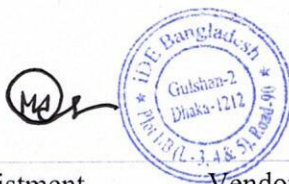


SCHEDULE
FOR
VENDOR/ SERVICE
PROVIDER/CONSULTANT ENLISTMENT
For the period from July 2024 to June 2027

Invited by:	iDE (International Development Enterprises) Country Office: Plot-1/B (Level 4), Road # 90, Gulshan-2, Dhaka-1212
Contact Person:	Manager-Procurement & Asset Management, Dhaka
Telephone:	+880-9678-333777

Issued on: May 18, 2024

- I. List of Category
- II. Attachment Checklist
- III. Vendor Data Sheet (VDS)
- IV. Terms & Conditions

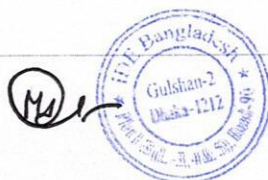


iDE Bangladesh-Vendor enlistment

Vendor should stamp and sign on each page

List of Category

Name of the Category	Particulars
A	Advertising Firm:
B	Communication and publications
C	Automobiles
D	Office Equipment, Electric and Electronic equipment & Materials
E	Food and Refreshment
F	General Supplies
G	Printing and Packaging:
H	Furniture and Fixture
I	Professional Services
J	Event Management
K	Meeting Venue and Accommodation
L	Catering Service
M	Courier Service
N	Rent-A-Car
O.	Travel Agent
P	Repair and Maintenance
Q	IT Service and Equipment Servicing and Maintenance
R	C&F Agent



Attachment Check List

Required document	Please write or mark the appropriate (yes or No) into the following box	
1. Application/ forwarding letter		
2. Company profile		
3. Trade License (Updated)		
4. E-TIN		
5. Tax Clearance Certificate for last FY / Proof of Submission of Return (PSR)/ Income Tax Return Acknowledgement		
6. VAT Registration Certificate		
7. Experience Certificates/ Ref.		
8. Other document (please mention if any):		

9. Bank Information as stated Below:

Name of the company	
Bank Name	
Branch Name & Address	
Account Name	
Account number	
Transit No/Swift code	
Router number	
Email address of company	

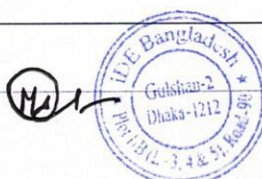
(Handwritten signature)



Vendor Data Sheet (VDS)

(Please submit 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	Name of Proprietor/ CEO		
3.	Mobile / cell phone No:*		
	Email ID:*		
	Phone no:		
	Fax No:		
	Website:		
4.	Enlisted category (Mention from the list of categories for one or two)		
5.	Present customers: (Top ten list to be provided with order values)		
6.	Name of certifications acquired such as ISO –9001, ISO-14001, BIST certification etc(copy of all relevant certificate to be enclosed)		
7.	Number of years of experience		
9.	Sales turnover for the previous 3 years (copy of Audited balance sheets for 3 years may be enclosed)		
10.	Details of recognition/ awards if any won in the last three years.		
11.	Any other information which you would like to highlight for consideration of your enlistment		



12.	VAT registration no (copy of Registration certificate to be enclosed)	ENCLOSED/ NOT ENCLOSED
13.	Income tax certificate to be enclosed (Latest/updated)	ENCLOSED/ NOT ENCLOSED
14.	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 agree to accept your decision made in this regards without any protest /demur.

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 APPLICANT

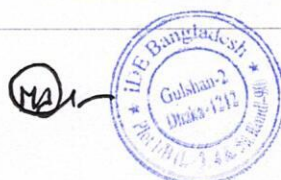
DATE:



Terms and Conditions

The interested vendors shall comply the following terms and conditions:

1.	Application to be submitted addressing the undersigned.
2.	Enlistment period is from July 2024 to June 2027 . Vendors, who will be selected through the 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 in the subject line as "Application for vendor/service provider/consultant Enlistment" at located at Reception Desk of iDE Bangladesh, Plot-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 or 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 vendor/service provider/consultant will be informed by end June 2024 and subsequently an agreement will be signed.
7.	Enlistment of vendors will be enlisted based on their document, capacity to be assessed for more than one category.
8.	Enlistment does not provide any guaranty or exemption from competition for award of work order.
9.	All respondents of Request for Quotation (RFQ)/Request for Proposal (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 the 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 and Money laundering unit of Bangladesh regulated by Central Bank and NBR. 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.	Selected vendor/service provider/consultant will be informed by end of June 2024 and subsequently an agreement will be signed.



15	Selected vendor/service provider/consultant should have mobile and land phone and e-mail connectivity. Mobile and active e-mail address is mandatory.
16	Selected vendor/service provider/consultant must follow the legal laws, labor laws and child labor laws of the country
17	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.
18	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.
19	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:



Manager-Procurement & Asset Management
Country Office, Dhaka