To Date:…………/……………/….……….

The Director

Admin & Finance

Manusher Jonno Foundation

Plot#3 & 4, Avenue# 3, Hazi Road, Rupnagar, Mirpur 2, Dhaka-1216.

**Subject:** Request for Enlistment.

Dear Sir,

Below are my details for your kind consideration for Enlistment:

Organization Name :

Addresses :

District :

Phone :

E-mail ID :

Fax :

TIN :

VAT :

Trade License No :

Nature of Business :

Name of contact Person :

Mobile No (Contact Person) :

1 of 2

**Services (Please √):**

* Accommodation/Hotel/Guest House/Resort (including food, training venue) inside Dhaka, different district and division (outside).
* Catering Service – Food & Beverage (Packed/Ready).
* General Supplier (all goods/items under general supply category, Stationary and Office Supplies).
* IT Equipment and Services – Hardware (for example Laptop, Desktop, Multimedia Hardware & Software).
* Internet Service Provider (Broadband).
* Electronic Equipment and services.
* Event Management Company
* Individual/Freelancer:(Photography, Videography & relevant functions of media production
* Repair and Maintenance (Electrical, AC, Plumbing, Furniture etc.)/ Individual technician I.e. Plumber, Carpenter, Electrician, Mason etc.)
* Furniture & Fixture
* Printing, Designing and Publications (books, brochure, report, flipchart, poster, diary, calendar, banner, info graphic, etc.)
* Safety and Security Items & Services.
* Offline Add Firm: (Advertising Firm/Media buying)
* Firm/Company:(Photography, Video & Audio visual)
* Rent-A-Car Service
* Online Ad. Firm(Advertising Firm/Media buying)
* Translation (general and thematic)service
* Courier Service (Local/International) sea & air
* Audit Firm
* Outsourcing Organization for security guard and cleaning services
* Travel Agent for Air ticket for Domestic & International, visa and accommodation support)
* Immigration support service (Visa, Work Permit and related support for MJF Staff)
* Individual Consultant (for survey, research, training conduction, module development, audit etc.).
* Vehicle service center/vehicle repair and maintenance workshop including spare parts
* **Consulting Firm** (for survey, research, training conduction,module development, materials development etc.).
* Tools and machinery (generator, lift, safety and security equipment, maintenance and other relevant equipment)

Thanks

Sincerely,

Signature:

Name:

Designation:

Name of Organization:

Vendor Category:

Enclosure: