**Vendor Enlistment Notice**

**Date: 25th May-2021**

**SARPV invites applications for Enlistment from vendors/Suppliers/Service Providers in the following categories:**

SARPV has been working in Bangladesh since 1989 focusing on Rights, Advocacy & Networking, Health & Nutrition, Inclusive Education, Mainstreaming Disability, Micro Finance & Small Enterprise Development, Climate Change, Disaster & Disability, Renewable Energy, Training and Skill Development.

Presently, we are developing/renewing the list of suppliers for providing the following materials and services for the fiscal year 2021-2022.

It is to be mentioned here that, SARPV mainly operates its activities in Dhaka, Cox’s Bazar, Chattagram, Bandarban, Gazipur and Dinajpur.

**Deadline for submission of registration documents 18th June 2021.**

**Category of Vendor Enlistment**:

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| SLNO  | Name of Category  | Sub Category Description |
| 1  | Accommodation,Venue & Food | a) Accommodationb) Food and Beveragec) Venue |
| 2  | Printing andDesigning | a) Offset/General Printingb) Digital Printingc) Design Illustration |
| 3 | Furniture & Fixture  | a) Office Furnitureb) Household Furniturec) Hospital Furniture |
| 4 | General Supplies  | a) Office Supplies & Stationeryb) Promotional items (Mug/Souvenir/T-shirt/Umbrella etc.)c) Other Suppliesd) Clothing/Uniforme) Crockeries |
| 5 | Repair &Maintenance | a) Vehicle Maintenance & Workshopb) Office Maintenancec) Nonnotarized Vehicle Maintenanced) Tire Tube, Vehicle Battery & other accessoriese) Others Equipment & Furniture Repair(Generator, Electrical, Plumbing & AC) |
| 6 | Civil Works &Construction | a) Civil and Construction Works (Building)b) Renovationc) Civil Works Maintenanced) Water & Sanitatione) Playing Materialsf) Construction Supply Materialsg) Electrical Supply & Accessories |
| 7 | Services  | a) Consultancy Firm /Intellectual Serviceb) Survey/Evaluationc) Clearing and Forwarding Serviced) Courier Servicee) Photocopy/Bindingf) Transportation, Logistics & Rent a Carg) Insurance [General & Life Insurance]h) Inspection /Testingi) Pest Controlj) Supplying Human Resources (Cleaning,Contractual, Training Provider)k) Installationl) Other Services |
| 8 | Labour Supplies | Loading, offloading, day labour, casual labour etc.  |
| 9 | Media Buying  | a) Media (Airing, Creative agency, TVC, Animation,Video Documentary, Editing & Recording)b) Advertisingc) Event Managementd) Audio Program |
| 10  | ICT Hardware &Equipment | a) Computer/Laptopb) Printerc) Projector & Accessoriesd) Toner/Cartagee) ICT Accessoriesf) Communication equipment’s (Mobile/TAB)g) Still/Video Camerah) Scanneri) Photocopier |
| 11 | ICT Software  | a) Packaged Software /Licensed Softwareb) Software Developmentc) Maintenance & Repair |
| 12 | ICT Services  | a) ICT Content & Curriculum Developmentb) Network System Installation & Servicec) Data & Voice Service |
| 13 | Equipment  | a) Electric & Electronics Appliancesb) Office equipment’s |
| 14 | **Power Equipment**Supplies | a) Generatorb) Backup Power Supportc) Solar Power supply |
| 15 | Training/EducationMaterials | a) Play & Learning Materialsb) Teaching Training Materialsc) Education supplementary Materialsd) Publisher/ Publication/Story Bookse) Bag |
| 16  | Motorized & Non-Motorized VehicleSupply | a) Vehicle (2 wheeler)b) Vehicle (3 wheeler)c) Vehicle (4 wheeler)d) Water Transport (Boat) |
| 17  | Medical Supplies  | a) Medical Consumableb) Health Productc) Instruments & equipment’sd) Surgical Items |
| 18  | Civil Works Services  | a) Consultancy Firm for Civil Worksb) Layout and design developmentc) Architecture & Design (BOQ and Estimation)d) Project Management |
| 19  | Emergency andRelief Goods | a) Food Package (Cooking)b) Food Package (Dry)c) Food Package (Baby)d) Child Protection Supplies / Children Kitse) Kitchen Kitsf) Hygiene Kitsg) Shelter Kitsh) Wash Kitsi) Winter Kits |
| 20  | Safety and Securityitems & Services | a) Safety Security Equipment’s/ Materialsb) Safety & Security Services (Security Guard) |

Every supplier should have minimum requirement like; own office/shop establishment, Ware house and other all necessary legal trading documents. If you are interested to get included in SARPV supplier list then please submit the following documents mentioning the category/categories you are interested to get enlisted as soon as possible.

**Preliminary Examination/ Eligibility Criteria:** Firstly, SARPV assess the applied application of Primary examination/ check Eligibility Criteria based on

* + - 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

* + - Relevant work experience documents for applied category
		- Copy of National ID Card
		- Bank solvency certificate
		- Company Profile, Price List, **Catalogue (Optional)**

Suppliers interested in being added to our list of selected suppliers, with a view to participating in future restricted tenders and/or in signing framework agreement with us, should submit their request immediately to receive the registration documents. Current/Existing vendors are also requested to re-register with renewed documents.

SARPV will examine all the documents. If there is any false information provided, SARPV reserves the right to reject the application.

Please send the documents in the below mentioned address:

* SARPV link road office:

SARPV Disability Center

Rubber Dam road, Near Link road, Cox'sBazar

* SARPV Ukhiya Office:

SARPV Disability Center

Jadimora, Ukhiya, Cox’sBazar

* SARPV Regional Office (Chattogram):

SARPV Complex

Bhora Muhuri, Chringa, Chakaria

Cox’s Bazar

* SARPV Dhaka Office (Head Office):

86/1, North Adabor (Flat#1C-1D),

Adabor Bazar Road, Adabor, Dhaka

Or send soft copies (PDF file only) in the below mentioned mail address:

rpc.sarpv@gmail.com

Deadline for submission of registration documents is 18th June, **2021.**

Sincerely,

Md. Shahidul Haque

Chief Executive

SARPV