**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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| SL NO | Name of Category | Sub Category Description |
| 1 | Accommodation, Venue & Food | a) Accommodation b) Food and Beverage c) Venue |
| 2 | Printing and Designing | a) Offset/General Printing b) Digital Printing c) Design Illustration |
| 3 | Furniture & Fixture | a) Office Furniture b) Household Furniture c) Hospital Furniture |
| 4 | General Supplies | a) Office Supplies & Stationery b) Promotional items (Mug/Souvenir/T-shirt/ Umbrella etc.) c) Other Supplies d) Clothing/Uniform e) Crockeries |
| 5 | Repair & Maintenance | a) Vehicle Maintenance & Workshop b) Office Maintenance c) Nonnotarized Vehicle Maintenance d) Tire Tube, Vehicle Battery & other accessories e) Others Equipment & Furniture Repair (Generator, Electrical, Plumbing & AC) |
| 6 | Civil Works & Construction | a) Civil and Construction Works (Building) b) Renovation c) Civil Works Maintenance d) Water & Sanitation e) Playing Materials f) Construction Supply Materials g) Electrical Supply & Accessories |
| 7 | Services | a) Consultancy Firm /Intellectual Service b) Survey/Evaluation c) Clearing and Forwarding Service d) Courier Service e) Photocopy/Binding f) Transportation, Logistics & Rent a Car g) Insurance [General & Life Insurance] h) Inspection /Testing i) Pest Control j) Supplying Human Resources (Cleaning, Contractual, Training Provider) k) Installation l) 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) Advertising c) Event Management d) Audio Program |
| 10 | ICT Hardware & Equipment | a) Computer/Laptop b) Printer c) Projector & Accessories d) Toner/Cartage e) ICT Accessories f) Communication equipment’s (Mobile/TAB) g) Still/Video Camera h) Scanner i) Photocopier |
| 11 | ICT Software | a) Packaged Software /Licensed Software b) Software Development c) Maintenance & Repair |
| 12 | ICT Services | a) ICT Content & Curriculum Development  b) Network System Installation & Service c) Data & Voice Service |
| 13 | Equipment | a) Electric & Electronics Appliances b) Office equipment’s |
| 14 | **Power Equipment** Supplies | a) Generator b) Backup Power Support c) Solar Power supply |
| 15 | Training/Education Materials | a) Play & Learning Materials b) Teaching Training Materials c) Education supplementary Materials d) Publisher/ Publication/Story Books e) Bag |
| 16 | Motorized & Non-Motorized Vehicle Supply | a) Vehicle (2 wheeler) b) Vehicle (3 wheeler) c) Vehicle (4 wheeler) d) Water Transport (Boat) |
| 17 | Medical Supplies | a) Medical Consumable b) Health Product c) Instruments & equipment’s d) Surgical Items |
| 18 | Civil Works Services | a) Consultancy Firm for Civil Works b) Layout and design development c) Architecture & Design (BOQ and Estimation) d) Project Management |
| 19 | Emergency and Relief Goods | a) Food Package (Cooking) b) Food Package (Dry) c) Food Package (Baby)  d) Child Protection Supplies / Children Kits e) Kitchen Kits f) Hygiene Kits g) Shelter Kits h) Wash Kits i) Winter Kits |
| 20 | Safety and Security items & Services | a) Safety Security Equipment’s/ Materials b) 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](mailto:rpc.sarpv@gmail.com)

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

Sincerely,

Md. Shahidul Haque

Chief Executive

SARPV