**Terms of Reference**

**Vendor Enlistment 2020-2021**

**SNV Netherlands Development Organisation, Bangladesh**

**Background:**

SNV is a not-for-profit international development organization. Founded in the Netherlands nearly 50 years ago, we have built a long-term, local presence in Asia, Africa, and Latin America. Our advisors work with local partners to equip communities, businesses, and organizations with the tools, knowledge, and connections they need to increase their incomes and gain access to basic services. SNV works to empower people to break the cycle of poverty. SNV provides innovative solutions in Agriculture, Water, Sanitation and Hygiene, and Renewable Energy in 25 developing countries worldwide. For more information, please refer to our website: [www.snv.org](http://www.snv.org/)

SNV in Bangladesh is inviting for Vendor Enlistment for two years which will be effective from January 2020 and valid till December 2021.

1. **Duration of Vendor Enlistment:** 2 years (From January 1, 2020 to December 31, 2021)
2. **List of Category, Sub Category, Description of Service & Pre-requisites**



1. **Vendor Information Sheet**

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**4. VENDOR ENLISTMENT EVALUATION PROCESS**: The vendors who applied for enlistment 2020-2021 will be evaluate based on the following steps:

1. Preliminary Examination of Eligibility Criteria
2. Technical Evaluation
3. Physical Verification or Existing Performance Evaluation ( for existing vendor only)
4. Combined Evaluation (b+c) and shortlisting
5. Due Diligence check/ vetting

**a) Preliminary Examination/ Eligibility Criteria**: Firstly, SNV Bangladesh will assess the applied application of Primary examination/ check Eligibility Criteria based on the following information which will consist of three criteria;

* 1. Submit the application to **bangladesh@snv.org** **and hardcopy of all documents to SNV office locations** with Vendor Information Sheet (VIS).
	2. Submit the Updated Legal Documents ( Copy of Updated Trade License, TIN Certificate and VAT Registration Certificate and Certificate of Incorporation for Limited company Only, Bank solvency certificate, dealership certificate (if required)
	3. Relevant work experience documents for applied category ( Copy of Purchase Order/ Work Order/ Copy of Agreement / Copy of other documents related to work experience)

Those who are primarily Eligible and comply with the above four criteria then they will go for next evaluation steps (Technical Evaluation).

**b) Technical Evaluation:** The preliminary shortlisted vendors will be technically evaluate as per the following criteria and weight and then shortlisted for physical verification. Technical evaluation score will be based on following criteria & weight:

|  |  |  |
| --- | --- | --- |
| **Sl No.** | **Criteria** | **Weight (%)** |
| **1** | **Year of Establishment** | 10% |
| **2** | **Client List & Customer Reference** (Company who have experience to work with UN organization, International NGO, Development partners will get higher weight) | 10% |
| **3** | **Organization Profile** | 20% |
| 3.1 | Type of Business-10% |  |
| 3.2 | No of Employee- 10% |  |
| **4** | **Relevant Experience** | 10% |
| **5** | **Capacity**  | 15% |
| **6** | **Physical Verification / Performance Evaluation Score** | 35% |
|  | **Total** | 100% |

Those who are technically qualified, they will recommended for Physical Verification based on the score from technical evaluation.

**C) Physical Verification/Performance Marks:** Physical verification will be conducted for the shortlisted vendors based on the technical evaluation. Physical verification is mandatory for newly shortlisted vendors, those are already enlisted and verification has been done in last enlistment period, will not require for further physical verification, in that case their performance evaluation score weight will consider as a physical verification mark.

# **Combined Evaluation and shortlisting:**

Final Shortlisting will be prepare based on the following two score

* 1. Score from Technical Evaluation
	2. Score from Physical Verification or Performance Evaluation

Based on the combined score Vendor Enlistment Committee will shortlist and recommended vendor for Enlistment 2020-2021 for respective categories.

**Due diligence:** Vendor Enlistment process will be complete after due diligence check if any vendor(s) disqualify /unclear from the due diligence check then they will not be enlisted vendor for 2020-2021. Based on Due Diligence clearance SNV Bangladesh will issue Notification of Enlistment and finally enlisted in our data base.

SNV Bangladesh will conduct the Vendor Orientation Session where we share our Policy, Procedure, Compliance and necessary guidelines so that enlisted vendor or their representative can align with SNV Bangladesh systems and compliance.

* All the Potential vendor(s) need to be applied through **bangladesh@snv.org** **and hardcopy of all documents to SNV office locations** with Vendor Information Sheet (VIS).
* One Vendor may participate in multiple categories based on their capacity, scope and nature of business.
* Validity of Vendor Enlistment will be two years which will be effective from January 1, 2020 or date of approval.
* All the vendors must comply with SNV policies and procedures.
* Hard Copy of Vendor Enlistment documents /profile can submit through physically by vendor or by Courier Service but make sure that the documents reach at SNV Bangladesh Country Office or any other SNV Bangladesh office locations within the mentioned deadline (by November 14, 2019 before 3:00pm ).

## **REQUIRED DOCUMENTS VENDOR ENLISTMENT SUBMISSION:**

* 1. Application with Signed Copy
	2. Vendor Enlistment Sheet (VIS)
	3. Copy of updated Trade License/ Registration Certificate
	4. Copy of TIN Certificate ( e Tin)
	5. Copy of BIN Certificate and VAT Registration Certificate.
	6. Copy of certificate of incorporation ( for Limited Company)
	7. Bank solvency certificate
	8. Copy of experience documents/ Purchase order against applied Category or sub Category
	9. Supporting documents for year of establishment or business commencement
	10. Reputed client list and customer reference as per evaluation criteria
	11. Organization profile along with required information’s related to evaluation
	12. Supporting documents for relevant experience, capacity and financial strength or copy of big amount purchase order or large agreement /any other relevant documents related to measure the strength and capacity.
	13. Other documents related to vendor enlistment.

## **ENLISTMENT SCHEDULE:**

|  |  |
| --- | --- |
| Enlistment Registration Period | **October 20, 2019 to November 14, 2019** |
| Address of Enlistment Schedule dropping | **Country Office Address**SNV Bangladesh Country office, House No. 11 (1st Floor) , Road No. 72, Gulshan-2, Dhaka-1212, **Jashore Office Address** (Venders in Jashore area)SNV Netherlands Development Organisation, BangladeshJashore PaurashavaMunshi Meherullah Road,Jashore-7400.**Khulna Office Address** (Venders in Khulna area)SNV Netherlands development Organisation, BangladeshHouse- 345-46 (2nd floor-East)Road-02, 2nd phaseSonadanga R/A, Khulna-9100Ph-88 041 730789**Gazipur Office Address** (Vendors in Gazipur area)SNV Netherlands Development Organisation, BangladeshGazipur City Corporation ( Main Office)Gazipur -1700. |
| Last Date and time for Submission of ES | **November 14 , 2019 before 3:00pm** at above mentioned address |
| Email subject or Marking On Envelop | Application for VENDOR ENLISTMENT , CATEGORY NO…….or Sub category should be mentioned in the subject line through email and to drop in the tender box the VENDOR ENLISTMENT, CATEGORY NO…….or Sub category should be mentioned on the envelope. |
| Support | For any Technical support or Query, please contact at below number or send email to **bangladesh@snv.org** |
| Contract Number | Phone: +8802-9888708-9 |

## **Note: SNV Bangladesh reserves the right to accept or reject part/whole of any or all the application without assigning any reason whatsoever.**