

Call for Expression of Interest

(Supplier Enlistment)

Date: 25 November 2021

Ref No: TIB/Proc/Enlist/2021/.....4

Enlistment Year: 2022

Transparency International Bangladesh (TIB) is inviting application from the potential suppliers/service provider/ contractors in different categories for establishment of a shortlisted enlistment/pre-qualified panel of contractors. Enlisted suppliers are often invited to participate in different procurement competition process through RFQ/RFP.

Notably, after evaluation **only suitable, qualified candidates for each category will be selected.**

Below are details and key information and instructions for the suppliers/service provider/ contractors who are interested:

List of Categories

SI No	Description
1	Group A: Stationery: All kinds of office stationery (pen, paper, pencil, eraser, stapler, note book, calculator, register, khata, marker, gems clip, binding clip, staples, etc)
2	Group B: Supplies: All kinds of office supplies (tea, coffee, sugar, car wash liquid, tissue paper, air freshener, floor and toilet cleaning material and equipment, mineral water, liquid soap, indoor plants, etc)
3	Group C: Publication: Designing and printing of newsletter, brochure, policy brief, flyer, sticker, poster, annual report, research report, books, visiting card, banner (digital and hand written), festoon, cards (greetings cards, visiting cards) etc.
4	Group D: Promotional Item: T- shirt, crest, bag, umbrella, cap, pen, mug, wrist band, etc.
5	Group E: Media & Communication: Newspaper, TV & radio advertisement production and broadcasting, bill board & sign board preparation and installation, campaign, web page and apps development etc. Individual or organization may be enlisted for these works.
6	Group F: IT Equipment: Computer/laptop/UPS/Printer/Anti-virus software/IT Accessories
7	Group G: General Service: Photocopy & Binding
8	Group H: IT Repair & Maintenance: Repair & Maintenance of Printer/UPS/Computer etc.
9	General Supplier: Any general items which is not covered by others specific
10	Electric and Electronic appliances: All home and office electric and electronic items (AC, TV, Fridge, Microwave, IPS, Mobile phone etc)
11	Furniture: Office Furniture
12	Training and Workshop Venue: Venue, food, accommodation, logistics etc.



13	Catering Service- Food Supplier: restaurant, Packed food supply for training, workshop, event etc.
14	Hotel Accommodation: Accommodation for employees (All Over Bangladesh)
15	Office Repair and Maintenance etc : Cleaning, Electrician, plumbing etc.
16	Media Clipping
17	Travel Agency: Booking of air ticket, train, bus, water bus ticket etc.
18	Courier Services
19	Books: Bangla, English literature, educational and learning materials etc

Enlistment Site. This Call for Expression of Interest (Pre-Qualification/vendor Enlistment) is applicable for TIB's PACTA Project and other Projects-Bangladesh Nationwide only.

1. Bidders shall attach the following to their submission documents:

- I. Application/company profile form with forwarding letter (attached).
- II. Trade License (Valid)
- III. TIN certificate
- IV. VAT/BIN Certificate
- V. Company Bank Details (as per application form)
- VI. Bank solvency certificate (recent preferable, not more than 6 months old from EOI issue date)
- VII. Client List with at least 3 Referee's details address with contract no and email
- VIII. Minimum 2 years of experience (Work order sample/others relevant documents for experience before December, 2019)
- IX. Any other certification (If any) details of any other certifications such as ISO -9001, ISO-1 4001, BISTI certification etc. (copy of all relevant certificate must be enclosed)
- X. Completed Tenderers Relevant Experience Form (as per application form)
- XI. Sign Application Submission Letter (attached)

2. Type of contract agreement/engagement:

Formal engagement with letter/notification between Transparency International Bangladesh and Qualified supplier/service provider/Contractor. only qualified companies/vendors will be contacted to submit quotation for all or each of the, works listed above table as per categories as and when required. This enlistment does not provide any guarantee or exemption from competition/RFQ for award of work order

3. issuing, Closing date and time for submissions:

- a. **Issue date: 25 November 2021**
- b. **Closing Date: 20 December 2021**
- c. **Time for Collection: From 10:00 AM to 4:00 PM (Except Friday, Saturday and Govt. Holiday)**



- d. **Enlistment Schedule collection method:** Enlistment Schedule will be available at softcopy: www.ti-bangladesh.org, www.alltender.com, www.bdjobs.com & procurement@ti-bangladesh.org; Hard Copy: **Transparency International Bangladesh, House 5, MIDAS Centre 4th Floors, Road 16 (new) 27 (Old), Dhanmondi, Dhaka 1209.**

4. **Submission details:**

All submissions must consist of required documents and be enclosed in plain sealed envelopes marked Expression of Interest for the Categories of "....." & Ref.....

a. **Last date of submission: 20 December 2021 on/before 3:00PM**

b. **Submission Place:** Please drop in the box at **Transparency International Bangladesh, House 5, MIDAS Centre 4th Floors, Road 16 (new) 27 (Old), Dhanmondi, Dhaka 1209.**

** All submissions must either be delivered by hand or sent by courier so as to reach the office by last date of submission.

5. **Eligibility and Qualification Requirement:**

- A bidder shall be legally established with physical presence/online platform.
- Companies/vendors as of the date of submission of the profile, should not be in the circumstances of disqualification or restriction to participate in a RFQ/tender, by Bangladesh Public Procurement Authority or by relevant laws in Bangladesh.
- Specialization with document/Certification/License align with applied categories (for example: IT companies will get preference for IT equipment, Travel Agency will get preference for travel related call).
- Proving that the vendor, as a supplier/service provider/ contractor has successfully completed at least 3 (three) similar contracts where the employer is a renowned public/private institution, the UN or the EU organization or national NGO or international NGO.
- The Supplier must be able to manage order in credit (without advance) as and when required.
- The supplier must be able to quote price including Tax and VAT in response to RFQ/RFP whenever required.
- The supplier must be able to provide mushok 6.3 with invoice in response to RFQ/RFP if awarded.

6. **Period for Enlistment:** The pre-qualification/enlistment will be for the year 2022 subject to extend upon mutual agreement.

7. **Language of offers:** Profile/Expression of interest and accompanying documentation should be in English. However, Bangla can be allowed for deferent circumstances.

8. **Period of validity of offers:** All profile shall remain valid for a period of at least one and half years after the deadline for submission. However, qualified vendor must need to re-submit update legal documents in case of expire of submitted documents.

9. **Currency:** The prices will be quoted in BDT when qualified vendor will be quoted against TIB's RFQ/RFP or any other call for interest of Expression.



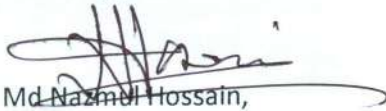
- 10. Evaluation Criteria's:** The Procurement Committee will evaluate and compare the profile/Expression of interest in the following manner:
- Administrative check (all legal documents must be updated).
 - Specialization check for applied categories with document/license/certification.
 - Legally established with physical presence/on line platform (if online company).
 - At least three (3) reference information (email and contact details) of successful order/contract completed by your company/organization.
 - Experience related document/certificate (purchase order/work order/ Contract)
 - Financial and related capacity such as technical/expertise (as applicable), human resource of the company, company establishment etc if required.
 - interested supplier has to comply with TIB's policies circulated in TIB website (www.ti-bangladesh.org).
 - Terrorism Check (as per TIB's standard policy).
- 11. General Conditions:** The interested vendors shall comply the following terms and conditions:
- The Pre-Qualified/enlisted vendors shall have to comply with TIB's Anti-Terrorism, money laundering, corruption, fraudulent, collusive, coercive & conflict of interest declaration. Compliance with these will be built in the subsequent enlistment agreement.
 - Pre-Qualification/Enlisted firm(s)/supplie(s) must follow the legal laws, labor laws and child labor laws and any other laws, and compliances of Bangladesh.
 - Pre-Qualification/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/newspaper/internet, the enlisted suppliers of that particular group may receiving the notification via e-mail.
 - The firm (s) should have mobile/land phone and e-mail connectivity. Mobile and active email address is essential. Official email address and website will carry value, and it may be considered while ranking vendors.
 - All Category/ sub category includes related repair, maintenance, spare parts and other related services. i.e. Vendor enlisted under IT equipment category will be eligible to repair, maintenance, servicing, supply of spare, related operating software etc.
 - In case of any dispute between the firm and the TIB regarding the enlistment procedures/contract, the decision of the management of TIB will be considered absolute.
 - Severability:** If any provision or condition of the Enlistment or Contract is prohibited or rendered invalid or unenforceable, such prohibition, invalidity or unenforceability shall not affect the validity or enforceability of any other provisions and conditions of the Enlistment or Contract.
 - TIB seeks to purchase goods and services which are produced and delivered under conditions that do not involve the abuse or exploitation of any persons or have the least negative impact on the environment.
- 12. Clarification meeting/site visit:** If require any clarification on any issue pertaining to the submission potential supplier can Contact to Procurement Desk, +8801324243033 and email to pretom@ti-bangladesh.org referring the call for expression of interest reference number in the



subject line. TIB may require a site visit to a tenderers offices or sites, this will be communicated to the vendor in writing in advance to the visit.

13. **Cancellation of the enlistment procedure:** TIB reserves the right to change or cancel this Call for Expression of Interest (Supplier Enlistment) process. TIB also reserves the right to require compliance with additional conditions as and when evaluating or selecting vendor. Condition for cancellation may include matters such as non-receipt of requirement of documents or other essential criteria.
14. **Appeals Process:** If a potential supplier for this enlistment has any issue which they feel requires an appeal, they can lodge their appeal to the following email address quoting the reference number (Relevant ref. no.) in the subject line. Director, Finance and Administration (mehboob.elahi@ti-bangladesh.org)
15. **Data protection:** Evaluation committee guarantees that all Pre-Qualification activities are fully and transparently documented for internal, external or donor audit purposes. Evaluation Committee guarantees confidentiality of this process.
16. **Influence, manipulation or gifts:** Please note that TIB strictly prohibits any influence, manipulation commission and/or favor to its staff and implementing partners. If it is revealed that this submission has been interfered with by any member of Concern staff and/or partner staff it will be void.
17. **Corrupt, Fraudulent, Collusive, Coercive Practices:** The TIB requires that the Purchaser as well as the Supplier shall observe the highest standard of ethics during the implementation of procurement proceedings and the execution of contracts. If corrupt, fraudulent, collusive or coercive practices of any kind determined by the Purchaser against the Supplier alleged to have carried out such practices, the Purchaser shall exclude the Supplier from further participation in the particular Procurement proceeding or declare, at its discretion, the Supplier to be ineligible to participate in further Procurement proceedings, either indefinitely or for a specific period of time.
18. TIB seek to guarantee the transparency and accountability of this Pre-Qualification or any procurement process. All cases or commission and/or favors requested in relation to a submission should be immediately reported to the Director, Finance and Administration (mehboob.elahi@ti-bangladesh.org)
19. **Disclaimer:** TIB management reserves the right to accept or reject part/whole of any or all the application without assigning any reason whatsoever.

Thanking you



Md. Nazimul Hossain,
Coordinator, Finance and Administration
Transparency International Bangladesh



Supplier/Service Provider Application (Vendor profile) Form:

SI No	Requirement	Applied For
1.	Applied/Interested category: Please write from list of categories given in Expression of Interest (Supplier Enlistment) document.	1. 2. 3. 4.
2.	Apply for: (Location) (please specify the location which you are applying for)	(Please tick (√)) All over Bangladesh/ Specific Division/District
3.	Name of Company	
4.	Company Address	
5.	Phone	
6.	Email	
7.	Company Website	
8.	Owner details.	Name: Title: Number: Email:
9.	Day to day contact (number and email must be valid)	Name: Title: Number: Email:
10.	Parent Company (if applicable)	



11.	Type of Company	Please tick (√) (Limited/ Partnership/ Other) If other please specify:		
12.	Nature of Business	Please tick (√) (Agent/ Distributor/ Other) If other please specify:		
13.	Total years in Operation			
14.	Bank details	Account name: Account no. Bank name: Branch Name: Routing no.: SWIFT Code:		
15.	Turnover for the last 3 years (if required TIB can ask to submit documents)	2018	2019	2020
16.	Any other information which you would like to highlight for consideration of your enlistment			

List below up to ten of your main Goods/Services offered:

	Description	Quality Standard	Comments
1			
2			
3			
4			



5			
6			
7			
8			
9			
10			

Relevant Experience:

(Please list any recent contracts/PO which International NGO/Aid and/or UN organisations)

<u>SI No</u>	<u>Organisation name:</u>	<u>Contract/PO Value:</u>	<u>Year:</u>	<u>Goods/Services Supplied:</u>	<u>Destination/Place of Delivery</u>
1.					
2.					
3.					

Please include all necessary document as per call for interest (Supplier Enlistment) document.

All potential suppliers and service providers must comply with TIB's Policies, Standard Terms and Conditions, a copy of which is attached to this application form.

Name _____

Job Title _____

Signature _____

Date _____

(Please validate application form with 'supplier company stamp')



TRANSPARENCY
INTERNATIONAL
BANGLADESH

Social movement against corruption



Enlistment Application Submission Letter

Ref No: _____

Date: dd/mm/yy

To,
Director,
Finance and Administration
Transparency International Bangladesh,
House 5, MIDAS Centre 4th Floors,
Road 16 (new) 27 (Old), Dhanmondi, Dhaka 1209.

I/We declare that, I/we have the legal capacity to enter into a contract with you, and have not been declared ineligible by the Government of Bangladesh, NGO, INGO or any other organisation on charges of engaging in corrupt, fraudulent, collusive or coercive, practices and money laundering and any terrorism related activities. I/We also declare that, I/we have no 'Conflict of Interest' with TIB's employees and any other affiliates for this enlistment.

I/We am/are not submitting more than one Application in this enlistment/ renewal of enlistment process in my/our own name or other name or in different names.

I/We have examined and have no reservations to the Document issued by you.

I/We certify that to the best of my/our knowledge, the information provided by me/us is correct and true.

I/We understand that if any of the particulars and statements provided above is proven to be incorrect and false, my/our enlistment shall be liable to cancellation.

I/We understand that you reserve the right to reject all the Applications or annul the enlistment proceedings without incurring any liability to Applicant.

**Seal & Signature of the
Applicant**

Name:

Designation: