Expression of Interest (EOI) for
Vendor/Consultant Enlistment

February 24, 2026

1. Background

Youth For Change Bangladesh Foundation (YFC-BD) is a youth-led, nationwide, non-profit and non-governmental organization working to empower children, adolescents, and young people in Bangladesh, with a strong focus on women and marginalized groups. Established in 2018, YFCBD emerged from a global youth movement on ending child marriage and harmful practices and has since evolved into an independent organization registered with the Registrar of Joint Stock Companies and Firms (RJSC) under Registration No. S-13770, and the NGO Affairs Bureau (NGOAB) under Registration No. 3444. YFCBD works across a wide range of thematic areas including gender equality, sexual and reproductive health and rights (SRHR), climate action, disaster risk reduction, youth leadership, digital safety, and policy advocacy. The organization has led and implemented major national and district-level initiatives such as the Y-Moves project on SRHR and GBV, Safe Digital Space for Girls and Youth (SDSGY), Dhaka Girls Empowerment, and in 2025 "Empower Change: Creating Safe Spaces and Advancing Gender Equality" project across Dhaka, Rangpur, Khulna, and Barisal. YFCBD also convenes and leads youth coalitions such as the Bangladesh Youth Coalition (BYC), a platform of 100+ youth-led and youth-focused organizations advancing youth voices in national policy dialogue.

General notes

Business Operation area:

All Over Bangladesh: Vendors/consultants who are authorized to do business implementing All Over Bangladesh or specified area.

Category Of Services/Products:

Service Category	Subcategory #	Subcategory
Advertising and Communication	1a	Print Media
	1b	Electronic Media
	1c	FM radio station
	1d	Media Agency /Creative Media
	1e	Social media, Others (Please specify)
Campaign and Event Management	2a	Campaign
	2b	Event Management
	2c	Drama/Infotainment product
	3a	Audio visual & production

Photography & Audio Visual	3b	Animation
	3c	Photography Agency
	3d	Freelance Photographer (Individual)
	3e	Freelance Video Editor (Individual)
Promotional Items	4a	Visibility Materials
	4b	Handmade Item
	4c	Jute Products
	4d	Printed Materials
Printing and publication	5a	Design & Printing Agency
	5b	Freelancer Designer (Individual)
Stationery & Office Supplies	6a	All types of office stationeries
Office Equipment, Electric and Electronic	7a	Electric & Electronics Appliances
	7b	Office Equipment
	7c	Power Equipment Supplies
	7d	Service & Maintenance
	7e	Others (please specify)
General Suppliers/ Service Providers	8a	General Suppliers
	8b	Courier Services
	8c	Repairs and Maintenance
		Maintenance
	8d	Other Services
Furniture and Fixtures	9a	Furniture and Fixtures
Transportation /Vehicle Rent Company/Travel agent	10a	Rent-A-Car
	10b	Hire of Light/Heavy Commercial Vehicles
	10c	Hire Ambulance Services
	10d	Travel agent
Automobile / Motor bike	11a	Automobile Car
	11b	Motor bike
Automobile Service center /Workshops	12a	Workshop & Repair Service Centre
	12b	Spare Parts
	12c	Others
Venue for conference/ training/workshop etc.	13a	Venue & accommodation, food for (conference/ training/workshop etc.)
Catering Service	14a	Catering Service
Emergency Response Items	15a	Emergency materials
	15b	Dry Food Item
	15c	Protective items
Health & Hygiene item	16a	Medicine Supply
	16b	Medical equipment
	16c	Medical supplies
Renovation & Construction Works	17a	Renovation
	17b	Construction Works
ICT Equipment & Service	18a	ICT Equipment & Accessories

Registration: 3444 (NGOAB) and S-13770 (RJSC)
Address: 3rd floor, House no: 33, Road no: 02, Janata Housing Society, Adabor, Dhaka-1207.
Contact no: +8801911059159, +8801753858379
Email: bangladesh@youthforchangeglobal.org
Website: www.youthforchangeglobal.org

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	18b	Communication Equipment's Software Development
	18d	ICT Service / Maintenance
	18e	Packaged/ Licensed Software Provider
Safety & Security Service	19a	Security Device & Service
	19b	Security Equipment
Health Service	20a	Psychosocial Support
	20b	Health Service provider
Audit	21a	Audit
Legal Service	22a	Legal Service
Translator/Copy editor and writer/Proofreader (Both Bangla and English)	23a	Agency/Individual
	24a	Interpreter
Interpreter	25a	Training Institute/ Individual Trainer/ Facilitator
Surveyor	26a	Surveyor
Consultancy Service (Strategy Consultant, Management Consultant, Program & Operations consultants)	27a	Health & Nutrition, Women and Girls' Empowerment, Humanitarian & Resilience, Urban/Rural Poverty Program, Disaster and Climate Change, Agriculture & Livelihood, Governance, Human rights & Gender, SOYEE, Life skill, strategic communications etc.
Food and Beverage	28b	Bakery
	28c	Snacks
	28d	Soft Drinks
	28e	Bottled Water

EOI Application Form to be submitted on or before **March 16, 2026, by 6:00 pm** with **Hard copy** through courier service into the YFCBD office following the address: **3rd floor, House no: 33, Road no: 02, Janata Housing Society, Adabor, Dhaka-1207**

Find the Application Form: https://tinyurl.com/5ck8tt7u

***Please write clearly the Category for enlistment on the envelope.**

2. Terms and Conditions:

- **Opening of Application:** There will be no public opening. Youth For Change Bangladesh Foundation reserves the right to accept or reject any application without assigning any reason whatsoever.
- The enlistment process is not a purchase order, nor an agreement. All must go through a competitive

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bidding process for any kind of work.

- Submission of EOI and enlistment document doesn't establish right to get confirmed enlistment at Youth For Change Bangladesh Foundation. Received applications will be reviewed thoroughly and shortlisted vendor and consultant will be selected for enlistment.
- Youth For Change Bangladesh Foundation may seek for additional documents (as applicable/necessary) from the vendor/consultant during the enlistment process.
- Only vendors/consultants who will be selected for enlistment will receive an official notification through their submitted email address afterwards from Youth For Change Bangladesh Foundation authorized person.
- This process is only to collect the available vendor and consultant information for our database. All interested participants all over Bangladesh who have valid business documents/authorization as listed below can apply for enlistment.
- Youth For Change Bangladesh Foundation will check the reference of clients/contacts submitted by the vendor/consultant, as necessary and may visit vendor's office for further verification.
- Enlisted firm(s)/supplier(s) must follow the legal laws, labour laws and child labour laws of the country.
- The enlisted vendors shall have to comply non-staff code of conduct of Youth For Change Bangladesh Foundation. Compliance with these will be built in the subsequent award of enlistment.
- All vendor and consultant applying for enlistment must comply with Youth For Change Bangladesh Foundation Vendor Disclosure Agreement/suppliers questionnaire (will be shared to the shortlisted vendors afterwards)**.**

3. <u>Documents that need to be submitted for EOI</u>

- Complete of "Vendor/Consultant Enlistment Application Form" including complete on-line application using above link mentioned in the clause 02.
- Company Profile/Portfolio/CV with client list
- Copy of updated Trade License (FY 25-26)
- Copy of VAT Registration Certificates (13 DIGIT BIN)
- Copy of e-TIN (proprietor/individual/company)
- Proof of TAX Return
- Copy of NID/Passport (Owner/individual)
- Copy of Bank Cheque leaf copy
- Related work experience certificate/purchase order
- Registration approval from Government (DG health)- only for health service provider
- Any other document/certification (subjected to some specialized category vendor only as appropriate based on Bangladesh Govt. rules and regulations)

Absence of any information / documents may cause the rejection of any application. Moreover, Youth For Change Bangladesh Foundation reserves the right to accept or reject any or whole application without assigning any reason, whatsoever. Youth For Change Bangladesh Foundation will not cover and/or will not accept any expenses in connection with the preparation or submission.

For any queries, please feel free to contact us.

email: procurement@youthforchangeglobal.org or

call: **+8801791929992, +8801786796405**

[Within business hours/day only. **Bangladesh business hours/day:** Sunday to Thursday. 10:00 Hours – 18:00 Hours (GMT+6)]