



Vendor Enlistment Notice

..... be our Supply Chain partner.

Ref. No. icddr,b/SCM/OTM/2022/13

Date: 26th August 2022

icddr,b invites applications for **VENDOR ENLISTMENT** from the bona fide vendors/ manufacturers/ sole agents/ distributors/ service providers/ contractors [who hold legal rights to do business in Bangladesh] for the period of **December 15, 2022, to December 31, 2024** for two (02) years. Applicants having infrastructure, management capacity, Supply capacity financial, strength and at least 3 (three) years of relevant experience with large organizations/ UN agencies/ diplomatic missions/ international organizations are eligible to apply. All procurement of icddr,b is subject to the relevant policies outlined in the policy manual. All icddr,b suppliers must abide by the icddr,b's code of conduct. <https://www.icddr.org/about-us/governance/policies>.

Group	Supply/ Service/ Business Category	Sub-Category
Group-1	Stationery and Office Supplies	Office Stationery, Janitorial Supplies, Office Uniform, Bedding Materials, Kitchen Equipment, and Promotional Items
Group -2	Computer and IT Accessories	IT Equipment, IT Accessories, Networking Service/ Maintenance, Printing Equipment, Smart Devices, Surveillance and Security System, Software & IT enabled Services (ITES)
Group - 3	Printing & Publication	Printing (Digital & Screen), Branding, Publication, Editorial Service, Advertisement
Group - 4	Chemical and Laboratory Supplies	Laboratory supplies (Chemicals and Laboratory Reagents, Lab Accessories, Lab Equipment, Refrigerant, Gasoline, Glassware, Plastic Articles, Lab Spare Parts, Lab Glassware, Lab consumables, etc.)
Group - 5	Drugs and Hospital Supplies	Hospital Supplies (Drugs/Medicine, Vaccines, Medical Devices, Hospital Supplies, etc.)
Group - 6	Civil & Electrical - Supply, Works, and Maintenance	Renovation and Maintenance work, Electric and Electronic Appliances, Safety and Security Equipment, Generator, Elevator, Power Equipment, Furniture, and Fixtures
Group - 7	General Supplies/ Service providers for Regular Service - Servicing and Maintenance	Local and International Travel Agency, Event Management, Accommodation Service, Audit & Financial Services, Maintenance of IT and Electrical Equipment, Service Outsourcing, Courier Service, C&F Service
Group 8	Food and Beverage	Pantry supply, Canteen Supply (raw food materials), Catering Services, Animal Feed
Group - 9	Vehicle & Transportation	Supply of Vehicle, Service & Support, Vehicle Hiring, Workshop (servicing and maintenance)

Interested vendors/ manufacturers/ sole agents/ distributors/ service providers/ contractors can view and download "Vendor Enlistment Schedule" and will be available at **Supply Chain Office, Chiller Building, Ground Floor, icddr,b** from 26th August 2022 to 29th September 2022 **from 10:00 am to 02:30 pm on all working days**. Interested & experienced vendors/ manufacturers/ sole agents/ distributors/ service providers/ contractors can also download the vendor enlistment schedule from the link: [\[https://www.icddr.org/work-with-us/tender-notices\]](https://www.icddr.org/work-with-us/tender-notices).

Enlistment application fee (nonrefundable) BDT5,000 (five thousand) only is payable in the form of pay order in favor of icddr,b issued by any scheduled bank and must be submitted along with the enlistment schedule. The envelope shall be marked with the following information on the top of the envelope – Name of Applicant, Business Address, Enlistment Group and Pay Order No.

The Enlistment application along with other documents mentioned in the enlistment schedule shall be dropped in sealed condition into the Enlistment Box which will be kept at Supply Chain Management Office, Chiller Building, Ground Floor, icddr,b, Mohakhali, Dhaka-1212 by 5:00 pm on or before 29th September 2022.

Physical verification may be done before final awarding and icddr,b reserves the right to accept or reject all/part applications without assigning any reason whatsoever.

For more/further information please contact us via email (supplychain@icddr.org) or we can be reached at the following phone numbers.

**Sr. Manager,
Supply Chain Management
Tel: +88 02 222277001-10, Ext-4405 & 3777**

INVITATION FOR VENDOR ENLISTMENT (IFVE)

ENLISTMENT FOR 24 MONTHS

Ref. No. icddr,b/SCM/IFVE/August 2022/13

ENLISTMENT SCHEDULE



Supply Chain Management
icddr,b, Mohakhali, Dhaka-1212.

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INVITATION FOR VENDOR ENLISTMENT (IFVE) - (2022-2024)

icddr,b invites applications for **VENDOR ENLISTMENT** from the bona fide vendors/ manufacturers/ sole agents/ distributors/ service providers/ contractors [who hold legal rights to do business in Bangladesh] for the period of **December 15, 2022, to December 31, 2024**. Applicants having infrastructure, management capacity, Supply capacity financial, strength and at least 3 (three) years of relevant experience with large organizations/ UN agencies/ diplomatic missions/ international organizations are eligible to apply.

The enlistment schedule will be available at icddr,b website [<https://www.icddrb.org/work-with-us/tender-notices>]. Interested vendors [new and existing entity who wish to continue to work with icddr,b as a business partner] shall submit the Vendor Enlistment application, legal documents as stated in the application document, Vendor Self-declaration Form; shall be submitted in sealed condition into the Enlistment box which will be kept at Supply Chain Management Office, Chiller Building [Through icddr,b Hospital entrance], First Floor, icddr,b, Mohakhali, Dhaka-1212 by **5:00 PM on September 29th, 2022**.

icddr,b reserves the right to accept or reject all/part applications without assigning any reason whatsoever. This enlistment notice will also form a part of contracts and will constitute a binding agreement between the tenderer and the Purchaser upon mutually agreed terms and subject to the conditions of the Offer.

Objective: The primary objective of the Vendor Enlistment is to create a register of qualified vendors/suppliers of various products/supplies/commodities. This Vendor Enlistment process and its result may be the first stage of a multi-stage procurement process. icddr,b can use the qualified and registered vendor/supplier list for its work in the future through established processes. However, icddr,b will not be bound to use the same list when other options are available for its work.

SECTION 1: GENERAL INSTRUCTIONS FOR ENLISTMENT

- A.** Applicant (new and existing) shall apply for enlistment and drop the duly filled-up & signed enlistment schedule into the Enlistment box along with all the necessary documents mentioned in **Clause - B, Section 2 of the Enlistment Schedule**. The applicant shall fill up the information given in the Enlistment schedule along with other required documents as mentioned in the Enlistment Document.
- B. Enlistment application fee (non-refundable) BDT5,000 (five thousand) only** is payable in the form of pay order in favor of icddr,b issued by any scheduled

bank and must be submitted along with the enlistment schedule. Without enlistment fee application will be considered as null & void.

- C.** The applicant may apply for enlistment for single or multiple Groups/Sub-Groups of goods and services. If the applicant has two different legal entities and performs different supply/service works, for each entity, a separate vendor enlistment form should be filled up. Please note, that both entities cannot apply for the same Groups/Sub-Groups. If found such, both submissions will be rejected.
- D. Enlistment period:** The Enlistment period for **24 months** from the date of the award.
- E. Additional Period:** However, subject to the performance evaluation of each end of a calendar year, icddr,b shall have the irrevocable option to extend the Term of the enlistment following the termination of the initial Enlistment Period for an additional two-year period (the "Additional Period"), upon the same terms and conditions as during the initial Enlistment Period. Such an option is exercisable by written notice sent before **Three (03) months of the expiry date.**
- F.** The application must be submitted along with all relevant documents in hard copy into the Enlistment Box kept at the designated location. Failure to apply **within the timeline** shall not be considered for further evaluation and their application will be NULL and VOID.
- G. The envelope** shall be **marked** with the following information on the top of the envelope –
 - ✓ Name of Applicant :
 - ✓ Business Address :
 - ✓ Enlistment Group :
 - ✓ Pay Order No. :
 - ✓ Cell phone no :
- H.** The applicant shall complete the application form with correct/relevant information/data in appropriate fields/places.
- I.** The applicant shall submit copies of Purchase Orders/Contracts/Experience certificates/Accomplishments certificates in support of their total and particular experience.
- J.** Certificates such as "Trade License/Certificate of Incorporation", TIN Certificates, BIN Certificate, Income tax clearance, Partnership deed, PF registrations, and Labour license shall be issued by the appropriate authority.

- K.** The Successful firms are required to submit **Performance Security** amounting to **Tk. 20,000.00** (Taka Twenty Thousand) in the form of a Pay Order in favor of **icddr,b** from any scheduled bank in Bangladesh. The **Performance Security** will be refunded within 30 days without adding any interest after receiving a written application from the vendor(s) for the following reasons;
- a. Unsatisfactory performance, icddr,b management decide to exclude the vendor from the enlisted panel and refund the Security Deposit
 - b. Within the enlistment period, the vendor does not want to continue business with icddr,b.
 - c. The Vendor does not want to continue with icddr,b after the Expiry of the enlistment period and submit a written application to refund the enlistment fee.
- L.** As a part of the application assessment process, the representative of icddr,b may visit the Applicant's business premises to undertake an inspection and assess the suitability of the applicant for the Group(s) applied for. It will also check the documents and references submitted by the Applicant during the submission of an application. The performance of the existing vendor will be taken into consideration during the evaluation. Failure by the Applicants to grant the icddr,b access to its premises, or identification of any miss-declaration of information and documents or non-availability of references after contacted, may result in the application not being considered further.
- M.** icddr,b shall only inform the applicants who successfully passed the vendor enlistment process through evaluation.
- N.** icddr,b can use the enlisted vendors of respective subcategories for the invitation to tender/Request for Quotations for Limited Tendering Methods as well as for gathering data/information about new products/developments/innovative ideas and other technical information about the goods/services, for which they got enlisted.
- O.** Repeated failures of a vendor to participate in bids or respond to icddr,b product queries can lead to the removal of the vendor from the enlisted vendor list.
- P.** If any clarification required in respect to "filling-up of application form", applicants may send an e-mail to **abdul.wadud@icddrb.org** or **mostafa@icddrb.org** or contact Supply Chain Management, icddr,b.
- Q.** icddr,b shall not enter into a contract with any individual or organization/agency that have the following characteristics:

- Have active exclusions in the System for Award Management (SAM) (<https://www.sam.gov>)
- Appear on the Specially Designated Nationals (SDN) and Blocked Persons List maintained by the U.S. Treasury for the Office of Foreign Assets Control, sometimes referred to as the "OFAC List" (<http://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx>)
- Are listed in the United Nations Security designation list (http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml)
- If, at any time, the organizations has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a contract under any fund;

icddr,b defines, for the purposes of this provision, the terms set forth below as follows:

- (a) "*corrupt practice*" means offering, giving, or promising to give, directly or indirectly, to any officer or employee of a Procuring Entity or other Recipient/governmental/private authority or individual a gratuity in any form, an employment or any other thing or service of value, as an inducement with respect to an act or decision of, or method followed by, a Procuring Entity in connection with the procurement proceeding;
- (b) "*fraudulent practice*" means a misrepresentation or omission of facts in order to influence a procurement proceeding or the execution of a contract to the detriment of the Client,
- (c) "*collusive practice*" means a scheme or arrangement among two and more organizations/consortiums with or without the knowledge of the Client (prior to or after proposal submission) designed to establish proposal prices at artificial, non-competitive levels and to deprive the Client of the benefits of free, open and genuine competition; and
- (d) "*Coercive practice*" means harming or threatening to harm, directly or indirectly, persons or their property to influence the procurement proceedings, or affect the execution of a contract.

icddr,b will use an online screening service (if required) to check the background of the participants.

R. The Service Provider shall comply with icddr,b policies and procedures, including the Security Policy, Sexual Harassment Policy, Safeguarding Policy, and icddr,b's Code of Conduct policy, in all aspects if they do not have any written policies and procedures in place. If Service Provider has its own policies and if those policies are not in compliance with icddr,b policies then the Service Provider shall follow icddr,b's policies. The Service Provider may be allowed to follow its own policies and procedures in the event the Service Provider assures and certifies that its own policies and procedures are in alignment with icddr,b policies, procedures, and requirements. The eligibility of the Service Provider's policies and procedures to that effect will be assessed by icddr,b at any time before or during the period of this

Agreement; and in case the Service Provider's policies and procedures are, contrary to the assurance provided by the Service Provider, determined not to be in alignment with icddr,b policies, procedures, and requirements, this will constitute a material breach of this Agreement.

- S.** Compliance measures found in icddr,b governance documents for Prevention of Sexual Exploitation and Abuse, abuse of power, prevention of child labor, prevention of modern slavery and human trafficking, and prevention of bribery and fraud shall be adhered to by Service Providers. The Service Provider shall ensure that everyone at its office is safeguarded from and take all reasonable steps necessary to eliminate the risk of actual, attempted, or threatened prohibited behavior; including any form of abuse, sexual harassment, intimidation, violence, bullying, humiliation, neglect, exploitation and discrimination, including physical, financial, psychological, and sexual abuse, sexual exploitation, neglect, self-harm or otherwise inhumane or degrading treatment.
- T.** The Service Provider will immediately report to icddr,b for any allegations, incidents, or suspicions of any form of harassment, abuse and exploitation, modern slavery, human trafficking, bribery, fraud, and/or any other behavior prohibited by icddr,b policies, including but not limited to sexual harassment, exploitation, and abuse of children and adults involving Service Provider, their staff and any person working for or on behalf of the Service Provider.

Policies are available here:

<https://www.icddrb.org/about-us/governance/policies>

SECTION 2: GUIDELINES FOR SUBMISSION OF ENLISTMENT APPLICATION

A. Selection of Vendor Group:

- 1) The applicant will select the **Sub Categories-Description** against a specific enlistment group from the list as per the below table.
- 2) The applicant intends to apply for multiple Groups, shall submit a separate application, and shall select item categories separately.
- 3) Applicants can apply for multiple Sub-Groups under any group but must select the **Sub Categories – Description** separately for individual Groups.

Group	Supply/Service/ Business Category	Sub - Group	Sub-Category	Description
Group-1	Stationery and Office Supplies	SG-1A	Office Stationery	Carrying Bag, Umbrella, Book Binding, Screen Printing, and Training materials
		SG-1B	Janitorial Supplies	Toiletries and Groceries items, Housekeeping, Cleaning materials, etc.
		SG-1C	Office Uniform	Clothing and Tailoring services for Staff
		SG-1D	Bedding materials	Bed Sheet and Cover, pillow and pillow cover, mattress, PVC Film, etc.
		SG-1E	Kitchen Equipment	Crockeries, Utensils, and Kitchen Apparatus
		SG-1F	Promotional Items	Visibility material – T-Shirt, Cap, Pen, Pen Holder, Ceramics, Campaign materials, Gift Items, Office / Training bags, etc.

Group	Supply/Service/ Business Category	Sub - Group	Sub-Category	Description
Group -2	Computer and IT Accessories	SG-2A	IT Equipment	Laptop, Desktop, Netbook, Monitor, Server, Video Conferencing System and Storage - Supply and Maintenance.
		SG-2B	IT Accessories	HDD, RAM, Modem, Pen drive, Backpack, Mouse, Keyboard, Monitor, Docking station etc.
		SG-2C	Networking Service/ Maintenance	Supply of Router, LAN Card, Network Switch, Connector, Network Cables & Cabling works, etc. - Supply and Maintenance
		SG-2D	Printing Equipment	Monochrome, Color and MFP Printer, Document and Other Scanners, Barcode Printer, Toner Cartridge & Barcode Label - Supply, Service, and Maintenance
		SG-2E	Smart Devices	Tablet, Mobile & Smart Phone, Digital, and Video Camera, IP Phone Set - Supply and Maintenance
		SG-2F	Surveillance and Security System	Baggage and Body scanner, CCTV System, Access Control System, and Accessories - Supply and Maintenance
		SG-2G	Software & IT enabled Services (ITES)	ITES, Security and Application Software, License, ERP & Software development, and AMC

Group	Supply/Service/ Business Category	Sub - Group	Sub-Category	Description
Group - 3	Printing & Publication	SG-3A	Printing (Digital & Screen)	All types of B&W and Color Printing including reports, booklets, Survey questionnaires, Forms, Posters, Leaflets, PVC Banners and Branding Materials, signboards, Billboard Signage, etc.
		SG-3B	Branding	Design and Supply of Branding Materials including Signboard, Digital Banner, Signage, etc.
		SG-3C	Publication	Publication, Books, and Journals [Online and Hard Copy]
		SG-3D	Editorial Service	Document and Report Proof-reading, Designing, Illustration, and Editing
		SG-3E	Advertisement	Advertisement [Digital and Print & Electronic Media]
Group - 4	Chemical and Laboratory Supplies	SG-4A	Laboratory supplies	Chemicals and Laboratory Reagents, Lab Accessories, Lab Equipment, Refrigerant, Gasoline, Glassware, Plastic Articles, Lab Spare Parts, Lab Glassware, Lab consumables etc.
Group - 5	Drugs and Hospital Supplies	SG-5A	Hospital Supplies	Drugs/Medicine, Vaccines, Medical Devices, Hospital Supplies, etc.

Group	Supply/Service/ Business Category	Sub - Group	Sub-Category	Description
Group - 6	Civil & Electrical - Supply, Works, and Maintenance	SG-6A	Renovation and Maintenance works	Civil, Plumbing, Sanitary, Carpentry, and Electrical Works including Lights, Cables, switches, and related accessories, Construction materials, Paints, Interior, Exterior, Repair, Office Partition Walls, Worktop, Office Cubicles, and renovation, etc.
		SG-6B	Electric and Electronic Appliances	TV, Air Conditioner, Washing Machine, Refrigerator, Freezer, Fan, Microwave, and Electrical Appliances - Supply and Maintenance
		SG-6C	Safety and Security Equipment	Luggage Scanner, Archway, Fire Extinguisher, Metallic Detector, Fire Detection & Fire Suppression System - Supply and Maintenance
		SG-6D	Generator	Generator in Different Capacity - Supply, Installation, Commissioning, and Maintenance
		SG-6E	Elevator	Cargo and Passenger Elevator - Supply, Installation, Commissioning, and Maintenance
		SG-6F	Power Equipment	IPS, UPS (Online and Off-line), and Battery
		SG-6G	Furniture and Fixtures	Office furniture Table, Work station, Chair, Cabinet, File cabinet, Glass Works, Supply and installation of Tent, Wood, Bamboo materials and maintenance

Group	Supply/Service/ Business Category	Sub - Group	Sub-Category	Description
Group - 7	General Supplies/Service providers for Regular Service - Servicing and Maintenance	SG-7A	Local and International Travel Agency	Air ticket booking (Domestic and Int.); Train, Bus, etc. booking service; Ticket/travel-related documents delivery services; Visa services and Visa processing center; Hotel and Accommodation booking service, etc.
		SG-7B	Event Management	Training and Program Venue Facilities, Event Management services, which might include conferences, conventions, concerts, road shows, festivals, and ceremonies, Activation and Campaign design, etc.
		SG-7C	Accommodation Service	Hotel Accommodation (In Dhaka, Sylhet, Cox's Bazar, Teknaf, Bogra, Chittagong, Rajshahi, Rangpur, Jessore, Khulna, etc.),
		SG-7D	Audit & Financial Services	Accounting Audit Service Company for financial Audit, Insurance services (General, Life, Health), Strategy consultant, Management/Operation consultant, and Financial/HR/IT Consultant.
		SG-7E	Maintenance of IT and Electrical Equipment	Maintenance of IT Equipment, Elevator, Medical and Lab Equipment, Fire Safety and Security Equipment, Laptop, Desktop, Printer, Scanner, UPS, Mobile, Tablets, etc.
		SG-7F	Service Outsourcing	Outsourcing Services (Project Support, Operation Support, Cleaning, Security, Day Care, Pest control & Fumigation. etc.)
		SG-7G	Courier Service	Courier Service for National and International documents and parcels
		SG-7H	C&F Service	Customs Clearance and Freight Forwarding Service

Group	Supply/Service/ Business Category	Sub - Group	Sub-Category	Description
Group 8	Food and Beverage	SG-8A	Pantry supply	Tea, Coffee, Sugar, Cookies, Bottle Water, etc.
		SG-8B	Canteen Supply	Raw Foods and beverages for preparation of Morning & Evening Snakes, Lunch
		SG-8C	Catering Services	Food and Beverage service for office FOOD AND BEVERAGE supply for small and big events
		SG-8D	Animal Feed	All types of Animal Feed for Mice, rabbits, Guinee pigs, Rats, etc.
Group - 9	Vehicle & Transportation	SG-9A	Supply of Vehicle	Supply of Vehicle - Motorcycle, Three and Four-Wheeler, Truck, Jeep, Sedan, Microbus, SUV, etc.
		SG-9B	Service & Support	Supply of Vehicle Spare Parts, Tyre, Battery, etc.
		SG-9C	Vehicle Hiring	Hiring Passenger Vehicles (Micro Bus, Jeep, Sedan Car), Helicopter, Seaplane, and related services. Hiring Vehicles for Transportation of Goods
		SG-9D	Workshop	Automobile Workshop - Vehicle Repair and relevant maintenance including routine servicing

B. DOCUMENTS REQUIRED WITH APPLICATION FOR ENLISTMENT (Tick ✓ if attached)

SL.	Description of Attached Document	Attached
1	Application Submission Letter addressed to Director, Supply Chain Management.	<input type="checkbox"/>
2	Copy of updated Trade License	<input type="checkbox"/>
3	VAT Registration Certificate/ BIN Certificate	<input type="checkbox"/>
4	Copy of last year's Income Tax paid certificate	<input type="checkbox"/>
5	Copy of the Press Declaration & List of Machinery (applicable for Printing group).	<input type="checkbox"/>
6	Copy of the Drug License (applicable for Chemical & Laboratory Supplies and Drugs & Hospital Supplies group).	<input type="checkbox"/>
7	Copy of license to import, store and distribution (Applicable for Chemical Group)	<input type="checkbox"/>
8	Current Bank Solvency Certificate/Statement in support of liquid assets	<input type="checkbox"/>
9	Copy of Two Performance Certificate/Contract/Purchase Orders issued in favor of your organization in the past two years	<input type="checkbox"/>
10	List of Technical personnel to be dedicated for icddr,b with a brief CV	<input type="checkbox"/>
11	Self-declaration that has not been blacklisted by any organization in Bangladesh in the last five years	<input type="checkbox"/>
12	Sealed and signed copy of enlistment document on each page.	<input type="checkbox"/>
13	Filled-up Vendor Enlisted Form [Section 3]	<input type="checkbox"/>
14	Signed General Terms and Condition of Enlistment [Section 4]	<input type="checkbox"/>
15	Signed Vendor Self-Declaration Form [Section 5]	<input type="checkbox"/>
16	Signed Affidavit in Vendor's Letterhead to be submitted by Applicants, as proof of entering into a contract with icddr,b	<input type="checkbox"/>
17	Non-Discloser Agreement	<input type="checkbox"/>
18	Profile of the Organizations including organizational structures, and management capacity (small proprietorship businesses can skip).	<input type="checkbox"/>
19	Any Other Document/Certificate/OEM Authorization letter/Dealership Certificate related to your business portfolio	<input type="checkbox"/>
20	Brief statements on quality control mechanism and quality service delivery mechanism (small proprietorship businesses can skip).	<input type="checkbox"/>

Interested applicants may also fill up the enlistment application with the assistance of the Supply Chain Management Office on all working days from 2:00 PM – 4:00 PM up to September 20, 2022, for any assistance. Applicant may contact Tel: +88 02 222277001-10 , Ext: 4415, 4414, 4409, 4420 and 3777

SUPPLY CHAIN MANAGEMENT

SECTION 3: VENDOR ENLISTMENT FORM [FOR THE YEAR 2022-2024]

A. PARTICULAR OF ORGANIZATIONS FOR ENLISTMENT

Information of the Applicant		
Sl.	Required Information	Put your information below
1	Constitution of Applicant: (If available please attach Company Profile) <i>[USE ✓ MARKS]</i>	<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Joint Venture <input type="checkbox"/> Franchise <input type="checkbox"/> Non-Profit <input type="checkbox"/> Limited Company <input type="checkbox"/> Cooperative Society
2	Name of the Organization/Company (In block letters):	
3	(a) Registered Address (in full):	<input type="checkbox"/> Vill/Street: <input type="checkbox"/> P.O: <input type="checkbox"/> District/City: <input type="checkbox"/> Post Code : <input type="checkbox"/> Telephone : <input type="checkbox"/> Cell : <input type="checkbox"/> E-Mail: <input type="checkbox"/> Website
	(b) Factory/Manufacturing Plant Address (if any):	<input type="checkbox"/> Vill/Street: <input type="checkbox"/> P.O: <input type="checkbox"/> District/City: <input type="checkbox"/> Post Code : <input type="checkbox"/> Telephone : <input type="checkbox"/> Cell : <input type="checkbox"/> E-Mail:
4	Trade License number with date of registration (Please attach an updated copy of the Trade License)	

Information of the Applicant			
Sl.	Required Information	Put your information below	
5	VAT Registration No. (Please attached copy of the VAT Registration Certificate)		
6	Income Tax ID (E-TIN) No. (Please attach a copy of the updated Income Tax Clearance Certificate)		
7	Primary Contact Person	Name	:
		Phone no	:
		E-mail	:
8	Secondary Contact Person	Name	:
		Phone no	:
		E-mail	:
9	Other certificates (s) <i>[i.e., ISO, BSTI, etc. (if any)]</i>		
10	Details of recognition/awards <i>(if any)</i>		
11	Bank Information	Account Name	:
		Account No	:
		Account Type	:
		Bank Name	:
		Branch Name	:
		Routing Number	:

B. Name of the Proprietor, Partners, and Directors, with a brief history of the Organization:

SL.	Description	Details are given by the Vendor	
1.	Name of Proprietor/Chairman/Managing Director:		
2.	Legal Structure:	<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Joint Venture <input type="checkbox"/> Franchise <input type="checkbox"/> Non-Profit <input type="checkbox"/> Limited Company <input type="checkbox"/> Cooperative Society	
3.	Business Establishment date:		
4.	Number of Years in the Market:		
5.	Core Business Nature: Type of Business/Commodity Service	<input type="checkbox"/> Retailer <input type="checkbox"/> Wholesaler <input type="checkbox"/> Trader <input type="checkbox"/> Construction Contractor <input type="checkbox"/> Professional Services <input type="checkbox"/> Consultant <input type="checkbox"/> Distributor/Dealer <input type="checkbox"/> Service Provider <input type="checkbox"/> Freight/Transportation <input type="checkbox"/> Printing/Publication <input type="checkbox"/> Manufacturer <input type="checkbox"/> Broadcaster/Ad Firm <input type="checkbox"/> Others	
6.	Audited Business Revenue in Y2019, Y2020 & Y2021 [in BDT]		
7.	Do you have any relatives serving in icddr,b?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
9.	If enlisted with other organization(s), write the name(s) with full particulars:	<input type="checkbox"/> YES <input type="checkbox"/> NO	
10	If Yes, please fill out the following form (additional paper may attach)		
	SL.	Name of The Institute/company/organization	Enlistment Since:
	A.		
	B.		
	C.		
	D.		

C. Expertise/Specialization and Capacity:

Type	Brief Descriptions	Supporting Documents
Mission, Goals of the Organization/Company		Brief statements on the Mission and Goals of the Organization/Company <i>(Small business proprietorship can skip this part)</i>
Describe the Goods/Services the Provider is particularly experienced with and wants to do business with/offer to icddr,b:	List the Goods/Services with categories name below: - - -	
Outline the qualification and capacity of Key Staff (CEO/MD/ED and other Key Management staff) of the Company	List the following key Experts/Key Technical Staff: 1. Education and Expertise 2. Experience in the relevant field 3. Management capacity in monitoring, problem-solving, and decision making	-Profiles/CV of CEO/MD/ED and other Key Management staff

D. List of UN System or Diplomatic Missions the supplier did business/under contract during the last 24 months:

Names of UN System or Donor Agencies	Contact & Telephone No:	Type of goods/services sold	Contract/Order No. and date	Total Sales: <i>(in BDT)</i>

E. List of other Customers/Clients (Public/Corporate sectors) during the last 18 months:

Names of company/ organization	Contact, Email & Telephone No:	Type of goods/services sold	Contract/Order No. and date	Total Sales: <i>(in BDT)</i>

F. Company/Organizational Capacity-Resources:

Type	Descriptions	Supporting Documents
No of the Marketing staff		Attach Organogram (not applicable for small vendors/retailers) with a short CV of Key Marketing, Management, and Technical Staff
No. of Technical Staff (professional Engineers/Designers etc.) relevant to business:		
No. of Management staff (Deal the operations/establishment of the Company)		
ISO Certification/Certification/another accreditation:		Attach certificates
Any other Quality Certificates (FDA/CE etc.)		Attach certificates
Office Space:		Attach lease/rental agreement/ownership statement
Quality Control Mechanism (does the supplier has a mechanism to test/inspect goods/services before delivery to ensure quality)		Attach quality control guidelines/SoP of the Company
Quality Service Monitoring Mechanism		Describe how your company monitor and responds to quality after-sale services of goods/services
Membership in national and international professional bodies/Trader Federations		Attach membership certificate

G. Organizational capacity-Financial:

Type	Descriptions	Supporting Documents
Liquid Asset (cash and asset can be converted to cash in 30 days) of the company (in BDT):		Attach the last 3 months' bank statements or credit certificates from any scheduled banks
Average Annual Turn Over of Last 2 years		Yearly turnover reported in audited/unaudited yearly financial statement of last 2 years with Bank Statements
Suitable equipment and other physical facilities or proven access through a lease of such items relevant to the applicant's business type:		Attach the list of equipment/Fixed Assets or agreement with relevant providers to hire/lease

H. If you are already enlisted in any group with icddr,b (under the same ownership), please write the Group enlisted:

SL.	Group Name:	Enlistment Since:
1.		
2.		
3.		

I. Name the Group of items you intended for enlistment (in order of preference)

SL.	Group Name:	Sub-Category	Preference:
1.			
2.			
3.			
4.			

J. Name of the authorized person who will deal with icddr,b:

SL.	Description:	Name & Designation:	Phone:	Email:
1.	Primary Contact:			
2.	Secondary Contract/Department Head:			
3.	Business Owner/Chairman/Managing Director			

K. Name of two References, in support of the enlistment application who can endorse you through issuing a performance letter:

SL.	Name of the referees:	Institute Name:	Address:	Contact Information: [Phone and Email]
1.				
2.				

I/We, certify that the particulars furnished above are true and correct. I/we will be held responsible for any changes if made and any action if taken by icddr,b, will be binding on me/us.

Date _____

Signature _____

Full Name _____

Stamp Seal:

SECTION 4: GENERAL TERMS AND CONDITIONS OF CONTRACT FOR ENLISTED VENDORS

- I.** icddr,b may request a quote from the enlisted vendors through email, manually following the limited tender or open tender process.
- II.** Enlisted firm(s) are required to follow the procurement policy of icddr,b and/or Public Procurement Rules of Government of Bangladesh, wherever applicable, as guided by icddr,b.
- III.** Enlisted firm(s)/supplier(s) must be compliant with the labor laws of the country.
- IV.** Enlisted firm(s) may obtain the Tender Schedule/ Request for Quotation (RFQ) through online / e-mail / hard copy during working hours on every working day of the icddr,b. Vendors should promptly notify the icddr,b Supply Chain Management office of any ambiguity, inconsistency, or error, that they may discover upon examination of a tender document.
- V.** Successful Enlisted vendors will receive the tender invitation free of cost for the limited tenders. However, for any specific or open press tender/RFQ, it will not be free of cost and the open tender procedure will be applicable.
- VI.** Enlistment does not mean that tender will be limited to the enlisted suppliers 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 will be receiving the notification.
- VII.** Suppliers having ISO certificates, manufacturer authorization, and authorized distributors / Dealers/partners shall get preference in a purchase decision.
- VIII.** The supplier possesses the necessary capabilities, equipment, and suitable place of business to perform its obligations;
- IX.** **Mode of Payment:** Bills in triplicate for supplies supported by the recipient delivery challan along with a copy of the Purchase Order shall be submitted to the receiving officer at the time of delivery of goods stating the purchase/work order number and date. Receiving officer will sign the challan /invoice/bill and return two copies to the party. Payment will be made within 30 (thirty) days after a thorough examination and certified by icddr,b through Bangladesh Electronic Fund Transfer Network (BEFTN). If

the item is an asset or equipment, payment will be made after successful installation of the equipment and acceptance by icddr,b. Under no circumstances the icddr,b will entertain any request for payment of the bill in cash.

X. VAT & TAX: Wherever applicable, Tax as prescribed by concerned authorities will be deducted from the bill(s) at the source. For VAT, the Vendor shall submit MUSUK-6.3 challan after payment of VAT to the Government along with their invoice and in such case, icddr,b will not deduct VAT at source but if otherwise, during payment, icddr,b will deduct VAT at source from invoice. Any changes in the VAT rate by the National Board of Revenue (NBR) payable by the successful tenderer against the contract shall be adjusted by icddr,b.

XI. Key Performance Indicator (KPI) :

Performance shall be evaluated on annual basis. KPI report along with others applicable will be the basis for a potential contract extension, and price adjustment for any potential business opportunities in icddr, b.

Sl.#	Description	Weight
1	Delivery - On Time	30%
2	Delivery - On Demand	20%
3	Quality Acceptance	20%
4	Service Provided	20%
5	Price Competitiveness	10%

icddr,b will evaluate the performance of enlisted vendors annually considering the above factors. Low scoring vendor/s shall be removed from the enlisted vendor list as per the set KPI.

XII. Force Majeure: Neither party should be responsible for failure to fulfill its obligations due to Force Majeure. In this Clause, "Force Majeure" means an exceptional event or circumstance:

- (a) which is beyond a Party's control;
- (b) which such Party could not reasonably have provided against before entering into the Contract;
- (c) which had arisen, such Party could not reasonably have avoided or overcome; and
- (d) which is not substantially attributable to the other Party.

Force Majeure may include, but is not limited to, exceptional events or circumstances of the kind listed below:

- (a) war, hostilities (whether war be declared or not), invasion, an act of foreign enemies;
- (b) rebellion, terrorism, sabotage by persons other than the Contractor's Personnel, revolution, insurrection, military or usurped power, or civil war;
- (c) riot, commotion, disorder, strike, or lockout by persons other than the Contractor's Personnel;
- (d) munitions of war, explosive materials, ionizing radiation or contamination by radio-activity, except as may be attributable to the Contractor's use of such munitions, explosives, radiation or radio-activity, and
- (e) natural catastrophes such as cyclones, hurricanes, typhoons, tsunamis, storm surges, floods, earthquakes, landslides, fires, epidemics, quarantine restrictions, or volcanic activity;
- (f) freight embargoes;
- (g) acts of the Government in its sovereign capacity
- (h) or any other causes, directly or indirectly beyond the reasonable control of the non-performing party, so long as such party is using its best efforts to remedy such failure or delays.

Code of conduct of doing business with icddr,b:

XIII. Anti-corruption clause: No offer, gift or payment, consideration, or benefit of any kind, which constitutes an illegal or corrupt practice, has or will be made to anyone, either directly or indirectly, as an inducement or reward for the award or execution of this contract. Any such practice will be grounds for terminating this contract or taking any other corrective action as required.

The Vendor shall:

- (a) comply with icddr,b's Fraud and Response Plan Policy;
- (b) promptly report to icddr,b any request or demand which if complied with would amount to a breach of either this Agreement or icddr,b's Fraud, and Response Plan Policy;
- (c) ensure that any person associated with it who is performing services in connection with this Agreement does so only based on a written contract.

A breach of this clause shall be deemed a material breach of this Agreement entitling icddr,b to terminate it immediately.

XIV. CONFLICT OF INTEREST: Conflict of interest occurs when an individual or corporation is in a position to exploit his or her professional or official capacity in some way for personal or corporate benefit.

where conflict of interest or the appearance of a conflict of interest exists, the tenderer shall declare the conflict of interest in writing. the tenderer also acknowledges that it will not be eligible to bid or to assist any third party in bidding on any requirement relating to the services provided by the tenderer under this contract. icddr,b may reject any future bid for which the tenderer would be the bidder or may be otherwise involved in the bid.

XV. Applicable Law: The Contract shall be governed by and construed under the laws of the People's Republic of Bangladesh.

XVI. Removal from enlistment: icddr,b may, remove from approved vendor list and suspend to issuing solicitation by giving written notice to the vendor:

- a) If the vendor fails to perform any obligation(s) under the Contract
- b) If the bidder, in the judgment of the icddr,b has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
- c) If the vendor remains inactive and does not participate in the consecutive bid invitation
- d) If the vendor breach icddr,b code of conduct, and national laws

XVII. Resolution of Disputes: All disagreements, disputes, and differences that may arise between the icddr,b and the successful vendor which cannot be resolved through mutual negotiations shall be referred to an Arbitrator appointed under the provisions of relevant Bangladesh Law. The venue of the proceedings and arbitration shall be icddr,b, Mohakhali, Dhaka.

XVIII. The icddr,b reserves the right to accept or reject or cancel any or all applications for enlistment without assigning any reason thereof.

SECTION 5 : VENDOR SELF-DECLARATION FORM

[Fundamental principles for doing business with icddr,b]

As part of our commitment to following the standard business principals being a supplier/vendor of icddr,b; we are committed to follow comparable standards in our conduct, which we are contractually obliged to follow:

1. Compliance with law, anti-terrorism and adherence to generally accepted Ethics Standards

As a supplier to icddr,b, you are expected to:

- Comply with local laws and regulations, including without limitation relevant Anti-Money Laundering legislation. Adhere to the international laws and regulations, if applicable or requested by icddr,b due to icddr,b's contractual requirements / obligations with third parties.
- Operate in accordance with generally accepted Ethics principles and standards relating to social and environmental responsibility, including without limitation the laws/rules/principles relating modern slavery, human trafficking, etc., and, if applicable or requested by icddr,b due to icddr,b's contractual requirements/obligations with third parties, internationally recognized human rights including laws preventing modern slavery.
- Shall not do anything that is in contravention with the local anti-terrorism law (i.e. Anti-Terrorism Act 2009 and relevant Rules) and the international anti-terrorism laws / rules / regulations if applicable or requested by icddr,b due to icddr,b's contractual requirements/obligations with third parties

3. Anti-Bribery and Anti-corruption

As a supplier to icddr,b, you are expected to:

- Not partake in any form of corruption or bribery violating the applicable national laws,

2. Anti-competition and economic and trade sanctions

As a supplier to icddr,b, you are expected to:

- Not engage in any activities that could reasonably be construed as being anti-competitive, abusive or unfair.
- Comply with laws and regulations governing the export or import of goods, products and services, and those relating to economic and trade sanctions, and anti-boycott.

4. Employees' Health Safety at Work

As a supplier to icddr,b, you are expected to:

- Provide for safe workplaces that comply with national & international labor standards; in case of waiver or exemption from any such standards/laws, the supplier shall have to provide evidence of such waiver or exemption.
- Provide a healthy and safe workplace to prevent accidents and injury arising out of, linked with, or occurring in the course of work or as a result of the employer's operations.
- Ensure fair employment practices, and refrain from any form of unethical or illegal employment practices (such as harassment or physical assault, any form of slavery, servitude and forced or compulsory labor including, but not limited to child- labor).

- icddr,b policies and international laws and regulations, if applicable or requested by icddr,b due to icddr,b's contractual requirements/obligations with third parties, and ensure that business decisions are not influenced through any improper or illegal payments, either through cash, gifts, travel or anything else of value including intangible benefits.
- Refrain from presenting any invitations or gifts, or anything of value, to icddr,b employees with an intention to gain any form of influence.
 - Disclose to icddr,b any requests or pressure to provide bribes (any kind of benefit) in any form, either to Public Officials or any other parties, directly or indirectly, that may try to influence or provide an unfair business advantage.

5. Books and records

As a supplier to icddr,b, you are expected to:

- Maintain complete books and records that accurately reflect all business transactions and expenditures that are prepared in accordance with applicable laws and regulations

6. Conflicts of interest

As a supplier to Icddr,b, you are expected to:

- Avoid situations where our own interests conflict or could conflict, with the business interests of icddr,b.
- Notify Icddr,b without delay, if we become aware of a conflict of interest, including if an icddr,b employee has a financial interest in our company or is related to our company in any other way.

- Not discriminate against employees on the grounds of their ethnicity, gender, sexual orientation, religion, ideology, disability or age.
- Ensure that wages, working hours, vacation and leave periods provided to employees and hired external contractors are in accordance with applicable law and/or agreements.

7. Protection of Community Rights

As a supplier to icddr,b you are expected to:

- Respect the local community and seek to prevent and mitigate adverse impact on local community.
- Respect the rights of the indigenous people e.g. title to property and land. All negotiations with regard to their property or land, including the use of and transfers of it, adhere to local, and international laws if the international laws are applicable or requested by icddr,b to follow due to icddr,b's contractual requirements / obligations with third parties.

8. Standards towards our own Suppliers

As a supplier to icddr,b, you are expected to:

- Demand from our own suppliers and subcontractors to adhere to the principles set forth in this Supplier Declaration.
- Systematically include and follow up on these obligations in our business relationships with them.

9. Freedom of Association

As a supplier to icddr,b, you are expected to:

10. Protection of assets, information & good name

As a supplier to icddr,b, you are expected to:

- Contribute to safeguarding icddr,b's assets from theft, misuse, or waste.
- Take necessary measures to protect, and keep icddr,b data and information that is available to us confidential.
- All competitor information is obtained and used legitimately and in compliance with all applicable laws and regulations. No attempt is made to divulge to icddr,b any information about its competitors. Likewise, icddr,b's confidential information must not be shared with any third party unless expressly permitted by icddr,b.
- Avoid any investment, interest or association (direct or indirect) which might reflect or be seen to reflect unfavorably on icddr,b's good name and reputation or on your own.

11. Preventive measures against sexual exploitation and abuse

As a supplier to icddr,b:

- You agree to abide by the contents of icddr,b Code of Conduct, including without limitation, the ones with regard to Prevent and Respond to Sexual Harassment, Exploitation and Abuse and also agrees to comply with the icddr,b Safe-Guard Policy, Harassment Policy and Standard of Conduct as to Prevention of Sexual Exploitation and Abuse in the course of this agreement.
- You undertake that a breach of the icddr,b Safe-Guard Policy may provide grounds for appropriate necessary and reasonable measure/action, including termination of agreement and blacklisting for future transaction with icddr,b and could result in criminal prosecution, administrative penalties or other legal proceedings.

- Recognize and respect the rights of workers to freedom of association and collective bargaining. Workers will not be intimidated or harassed in the exercise of their right to join or refrain from joining any organization.

12. Environmental sustainability

As a supplier to icddr,b, you are expected to:

- Conduct our operations safely and minimize the environmental impact of our business activities.
- Comply with applicable environmental legislation and permits.
- Taken every possible action to reduce carbon footprint.

By signing this document, we confirming that all information and declaration we provided in this Supplier Declaration, all are true and correct.

Being the procuring entity, icddr,b reserves the right to request further investigation on our self-declarations, certifications or to take any other reasonable action as contractually agreed where there may be concerns.

Declaration signed by Applicant:

Applicant's company name: _____

Address: _____

Name of the authorized person: _____

Designation : _____

Place, Date

Seal & Signature

Application Submission Letter

(to be submitted in applicant's letterhead)

Ref. No: _____

Date: dd/mm/yy

To:

Director

Supply Chain Management

icddr,b

68 Shaheed Tajuddin Ahmed Sarani, Mohakhali, Dhaka

I/We declare that, I/we have the legal capacity to enter into a contract with icddr,b, and have not been declared ineligible by any of the Procuring Entity under any Government /semi Government/ autonomous bodies on charges of engaging in corrupt, fraudulent, collusive or coercive practices.

I/We am/are submitting Application in this enlistment process for the following:

- Name of Group :
- Enlistment Supply/Service/Business Category :
- Enlistment Item Category (All or specific):

I/We have examined and have no reservations to the Document issued by icddr,b. I/We further declare that I/We am/are a Citizen of Bangladesh and the particulars furnished by me /us above are correct and that I have not concealed or misrepresented any facts. 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.

Signature

Name of the Applicant

Company seal:

Declaration

I, on behalf of _____(the Applicant), do hereby confirm that we have read and understood the terms and conditions of the Enlistment schedule and hereby accept same unconditionally.

I, on behalf of _____(the Applicant), do hereby confirm that if we are Enlisted with icddr, b, we will be abided by the General Terms and conditions of the Contract with Enlisted Vendor unconditionally for the enlistment period.

Signature of Applicant:

Full Name of Applicant:

Designation:

Name of the Firm:

Registered Address:

.....

Mobile phone.....

Land Phone:

Mail:

E-mail:

Pay Order No. date for Tk.....

In word Tk.

Drawn at is enclosed.

AFFIDAVIT TO BE SUBMITTED BY APPLICANTS

(To be executed on the company's letterhead)

I,.....on behalf of
.....(the Applicant), having business
address

.....
..... take an oath and
solemnly declare/affirm that, we have the legal capacity to enter into a contract with
Procuring Entity i.e. icddr,b, and have not been declared ineligible by any of the
Procuring Entity's under any Government/semi Government/autonomous bodies of
Government of Bangladesh on charges of engaging in Corrupt, Fraudulent, Collusive or
Coercive practices and I further declare that I am a Citizen of Bangladesh and the
particulars furnished by me above are correct and that I have not concealed or
misrepresented any facts.

.....
Name & Signature of the Applicant

NON-DISCLOSURE AGREEMENT

It is understood and agreed that the below-identified disclosure of confidential information may provide certain information that is and must be kept confidential. To ensure the protection of such information and to preserve any confidentiality necessary, it is agreed that

1. The Confidential Information to be disclosed can be described as and includes:

Vendor Enlistment Notice Reference No.-----, dated ----
----- of icddr,b and its technical and business information relating to trade secrets, drawings and/or illustrations, existing and/or contemplated materials and services, research and development, production, costs, profit and margin information, finances and financial projections, users, clients, and current or future business plans and models, regardless of whether such information is designated as "Confidential Information" at the time of its disclosure.

2. The Recipient agrees not to disclose the confidential information obtained from the disclosure to anyone unless required to do so by law.

3. This Agreement states the entire agreement between the parties concerning the disclosure of Confidential Information. Any addition or modification to this Agreement must be made in writing and signed by the parties.

4. All materials/services in regards to Vendor Enlistment Notice Reference No-----
----- that will be received by the recipient undersigned from icddr,b shall be returned immediately after completion of the project.

5. If any of the provisions of this Agreement are found to be unenforceable, the remainder shall be enforced as fully as possible and the unenforceable provision(s) shall be deemed modified to the limited extent required to permit enforcement of the Agreement as a whole.

WHEREFORE, the parties acknowledge that they have read and understand this Agreement and voluntarily accept the duties and obligations set forth herein.

Recipient of Confidential Information:

Name (Print or Type):

Signature:

Date: