

SCHEDULE
FOR
VENDOR ENLISTMENT
Bangladesh Country Office

Invited by:	Save the Children International House - CWN (A) 35, Road - 43, Gulshan 2, Dhaka-1212, Bangladesh
Contact:	Supply Chain Department
Telephone:	+880 9612555333

Ref no: SCI/BDCO/VE/2024/001

Issued on: 19 March 2024

ENLISTMENT NOTICE



Save The Children is the world's leading, independent organization for children.

Vendor Enlistment Notice

Ref: No. **SCI/BDCO/VE/2024/001** Date: 19 March 2024

Save the Children International (SCI) invites applications for Enlistment from the genuine vendors for the following categories:

Category	
<ol style="list-style-type: none"> 1. Accommodation, Venue and Food 2. Civil Works and Construction 3. Civil Works Services 4. Emergency and Relief Goods 5. Equipment's 6. Furniture 7. General Supplies 8. ICT Hardware 9. ICT Services 10. ICT Software 11. Media Buying 12. Medical Supplies 13. Motorized and Non-motorized Vehicle 14. Power Supplies 15. Printing and Designing 16. Repair and Maintenance 17. Safety Security Items 18. Training/Education Material 	<ol style="list-style-type: none"> 19. Services <ol style="list-style-type: none"> a) Clearing and Forwarding b) Consultant/Outsourcing Firm c) Courier Service d) Goods transportation and Logistics e) Inspection/Testing f) Installation - All sorts of Equipment and Device Installation g) Insurance h) Other Services i) Pest Control j) Photocopy/Binding k) Supplying Human Resources l) Survey/Evaluation m) Travel Agencies n) Event Management
Enlistment Schedule (ES)	Interested vendor are requested to collect the Enlistment Schedule from http://procurement.scibd.info/ . In addition, interested vendor required to submit the scanned copy of the signed printed profile generated along with required supporting documents to the email address mentioned below.
Address of ES dropping	dhaka.procurement@savethechildren.org
Last Date and time for submission of ES	21 April 2024 before 3:00pm at above mentioned email address.
Marking on subject line for submission	Application for enlistment under (Category/sub-category of vendor from the list as mentioned above)
Support	For any query and support related to registration please contact at below number or send email to uthan.kyaw@savethechildren.org
Contact Number	Phone: +880 961255333
<p>SCI management reserves the right to accept or reject part/whole of any or all the application without assigning any reason whatsoever.</p> <p style="text-align: right;">Director of Supply Chain</p>	

Terms of Reference (ToR) and Guideline for Enlistment

Save the Children is the world's leading independent organization for children with presence in 120 countries in the world. Save the Children has been working in Bangladesh since 1970 and today with a staff of over 800 and a network of more than 1,000 partners, Save the Children is one of the largest Child-rights organizations in Bangladesh. Through our work, we give children a healthy start in life, the opportunity to learn and protect from harm.

We are happy to inform that Save the Children International (SCI) is inviting for Vendor Enlistment as per the below categories:

CONTENTS

- I. List of Category**
- II. Attachment Check list**
- III. Vendor Information Sheet**
- IV. Terms & Conditions**

I. List of the Category for Enlistment

Category of Vendor Enlistment: SL NO	Name of Category	Sub-Category Description
1	Accommodation, Venue and Food	a) Accommodation b) Food and Beverage c) Venue
2	Printing and Designing	a) Offset/General Printing b) Digital Printing c) Design Illustration
3	Media Buying	a) Media (Airing, Creative agency, TVC, Animation, Video Documentary, Editing and Recording) b) Advertising c) Event Management d) Audio Program
4	ICT Hardware and Equipment	a) Computer/Laptop b) Printer c) Projector and Accessories d) Toner/Cartridge e) ICT Accessories f) Communication Equipment (Mobile/TAB) g) Still/Video Camera h) Scanner i) Photocopier
5	ICT Software	a) Packaged Software /Licensed Software b) Software Development c) Maintenance and Repair
6	ICT Services	a) ICT Content and Curriculum Development b) Network System Installation and Service c) Data and Voice Service
7	Equipment	a) Electric and Electronics Appliances b) Office Equipment
8	Power Equipment Supplies	a) Generator b) Backup Power Support c) Solar Power supply d) UPS/IPS
9	Furniture and Fixtures	a) Office Furniture b) Household Furniture c) Hospital Furniture

10	General Supplies	<ul style="list-style-type: none"> a) Office Supplies and Stationery b) Promotional Items (Mug/Souvenir/T-shirt/ Umbrella, etc.) c) Other Supplies d) Clothing/Uniform/Shoes e) Crockeries
11	Training/Education Materials	<ul style="list-style-type: none"> a) Play and Learning Materials b) Teaching Training Materials c) Education supplementary Materials d) Publisher/ Publication /Story Books e) Bag
12	Motorized and Non-Motorized Vehicle Supply	<ul style="list-style-type: none"> a) Vehicle (2-wheeler) b) Vehicle (3-wheeler) c) Vehicle (4-wheeler) d) Water Transport (Boat) e) Helicopter f) Air Ambulance
13	Medical Supplies	<ul style="list-style-type: none"> a) Medical Consumable b) Health Product c) Instruments and Equipment d) Surgical Items
14	Civil Works Services	<ul style="list-style-type: none"> a) Consultancy Firm for Civil Works b) Layout and design development c) Architecture and Design (BOQ and Estimation) d) Project Management
15	Civil Works and Construction	<ul style="list-style-type: none"> a) Civil and Construction Works (Building) b) Renovation c) Civil Works Maintenance d) Water and Sanitation e) Playing Materials f) Construction Supply Materials g) Electrical Supply and Accessories

16	Repair and Maintenance	<ul style="list-style-type: none"> a) Vehicle Maintenance and Workshop b) Office Maintenance c) Non-motorized Vehicle Maintenance d) Tire, Tube, Vehicle Battery, and other accessories e) Other Equipment and Furniture Repair (Generator, Electrical, Plumbing and A/C)
17	Emergency and Relief Goods	<ul style="list-style-type: none"> a) Food Package (Cooked) 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
18	Safety and Security items and Services	<ul style="list-style-type: none"> a) Safety Security Equipment's/ Materials b) Safety and Security Services (Security Guard)
19	Services	<ul style="list-style-type: none"> a. Clearing and Forwarding b. Consultant/Outsourcing Firm c. Courier Service (local / International) d. Goods transportation and Logistics e. Inspection/Testing f. Installation - All sorts of Equipment and Device Installation g. Insurance (General / Health / Life) h. Other Services i. Pest Control j. Photocopy/Binding k. Supplying Human Resources l. Survey/Evaluation m. Travel Agencies n. Event Management

II. Attachment Check List [Required documents]

- 1. Application Form with Signature - scanned copy**
- 2. Copy of Updated Trade License/ Registration Certificate (for Development Org)**
- 3. Copy of TIN Certificate (e Tin) and Last return submission receipt copy**
- 4. Copy of VAT Registration Certificate or BIN Certificate**
- 5. Copy of Certificate of Incorporation (for Limited Company)**
- 6. Bank Account/solvency Certificate along with cheque leaf scanned copy**
- 7. NID of Proprietor/Managing Director/CEO/Executive Director**
- 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**
- 11. Organization Profile along with required information's**
- 12. Supporting documents for Capacity and Financial Strength or any other relevant documents related to measure the strength and capacity of the organization.**
- 13. Any other documents related to Vendor Enlistment.**

III. Vendor Information Sheet

Name of Organization	
Type of Business	
Nature of Business	
Address of Organization	
Contact Person Name	
Designation of Contact Person	
E-mail Address	
Phone Number	
Mobile Number /	
Emergency Contact	
Fax No: (if any)	
Website (if any)	
Year of Establishment	
Yearly Turnover	
Any other information	

Owners	
Name of Owner (as per NID)	
Date of Birth	
Address	

Bank Details	
Account Title	
Name of Bank	
Name of Branch	
Router Number	
Address of Bank	

Applied Category for Enlistment:

SL NO	Name of Category	Please Tike Mark
1	Accommodation, Venue and Food	
2	Printing and Designing	
3	Media Buying	
4	ICT Hardware and Equipment	
5	ICT Software	
6	ICT Services	
7	Equipment	
8	Power Equipment Supplies	
9	Furniture and Fixture	
10	General Supplies	
11	Training/Education Materials	
12	Motorized and Non-Motorized Vehicle Supply	
13	Medical Supplies	
14	Civil Works Services	
15	Civil Works and Construction	
16	Repair and Maintenance	
17	Emergency and Relief Goods	
18	Safety and Security items and Services	
19	Other Services	

Supplier declaration/compliance form for Save the Children’s policies

Interested vendors hereby confirm compliance with:

SL No	General Terms & Organizational Policy	Agreed / Compliance (Yes / No)
1	Child Safeguarding Policy	
2	Anti-Bribery and Corruption Policy	
3	Code of Conduct for IAPG Agencies and Suppliers	
4	Certification Regarding Terrorism	
5	Compliance with Anti-money laundering policy of Bangladesh Bank	
6	Save the Children’s Terms and Conditions of Vendor Enlistment	

IV. Terms and Conditions and Other Information:

Preliminary Examination/ Eligibility Criteria: First, Save the Children assess the application of Preliminary examination/ check Eligibility Criteria based on the following information which consist of four criteria;

- a) Submit the Online application
- b) **Minimum 2 Years of Establishment**
(Submit the Legal Documents (Copy of Trade License, TIN Certificate and VAT Registration Certificate/BIN and Certificate of Incorporation for Limited company Only)
- c) **Client List and Customer Reference**
(Company who have experience to work with UN organization, International NGO, Development partners, Diplomatic mission, Bank, Reputed Group of Companies and MNC). Minimum 10 clients must be shown.
- d) Relevant work experience documents for applied category (Copy of Purchase Order/ Work Order/ Copy of Agreement / Copy of other documents related to work experience)
- e) **Organization Profile**

The interested vendors shall comply the following terms and conditions:

1.	Application should be submitted to dhaka.procurement@savethechildren.org
2	Save the Children management reserves the right to cancel the enlistment of any weak/poor performing vendor.
3.	All relevant documents/certificate and should be stamped and signed on each page

	by authorized person of the vendor.
4.	Enlistment is Open for All those firms who have legal establishment (Trade License, TIN, VAT Registration and other legal documents) and established business in particular category of supplies and materials and have office/showroom/shop/printing press (as the case might be) in Dhaka city and the same nearby the Save the Children field office area and other areas outside the Dhaka are also can apply for Enlistment.
5.	SCI may require physical verification of place of business and authentication of provided documents/certificates, etc.
6.	Selected vendors will be informed in due course and subsequently a Notification letter will be issued.
8.	Enlistment does not provide any guaranty or exemption from competition for award of work order.
9.	All respondents of VE will be evaluated as per the terms and conditions mentioned in schedule of Requirement of VE.
10.	Enlistment will make vendors eligible to receive request (RFQ/RFP) in the respective category based on their assessed financial capacity and experience.
11.	All correspondence (e.g. RFQ/RFP, Purchase Order, etc.) will be carried out electronically (e.g. e-mail) or by Hand. But Vendors are expected to have an active e-mail address for smooth communication.
12.	The enlisted vendors shall have to comply with Child Safeguarding policy, Anti-Bribery and Corruption Policy, Anti-Terrorism, Anti-money laundering Policy, etc. of Save the Children. Compliance with these is built in within the enlistment process.
13.	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/news paper/internet, the enlisted suppliers of that particular group will be receiving the notification via e-mail.
14.	The firm (s) should have mobile or land phone and e-mail connectivity. Mobile and active email address is mandatory. Official email address and website will carry higher value.
15.	Enlisted firm(s)/supplier(s) must follow the legal laws, labor laws, and child labor laws of the country.
16.	If any vendor is not clear from the diligence of Save the Children, will not be eligible in the evaluation process.
17.	All Category/ sub category includes related repair, maintenance, spare parts, re-fill and other related services.
18.	In case of any dispute between the firm and the Save the Children regarding the enlistment/contract, the decision of the management of SCI will be final.
19.	Any type of wrong declaration, misconduct, and involvement in fraud/corruption will result in cancellation of enlistment.

I/ we read and understand above terms and condition and agree to follow all. Violation of any terms and condition might result cancellation of enlistment.

Name of vendor:

(Also put office seal in the right side)

Address:

Name and signature of authorized person:.....