

Vendor Enlistment Notice

Date: 30th August, 2022

SARPV invites applications for Enlistment from vendors/Supplier/Service Providers in the following categories

SARPV is a Non-Governmental Organization striving to save lives by eliminating hunger through the prevention, detection, and treatment of malnutrition.

SARPV has been working in Bangladesh since 1991 focusing on Rights, Advocacy & Networking, Health & Nutrition, Inclusive Education, Mainstreaming Disability, Micro Finance & Small Enterprise Development, Climate Change, Disaster & Disability, Renewable, Training and Skill Development.

Presently, we are developing/renewing the list of suppliers for providing the following materials and services for the fiscal year 2022-2023 for the operation area of Bhasanchar, Hatiya, Noakhali, Chattagram, Bangladesh.

It is to be mention here that, SARPV mainly operates its activities in Dhaka, Gazipur, Chattogram, Cox's Bazar, Bandarban, and Dinajpur District.

Now we are starting the Nutrition program at Bhasan Char in Chittagong division on the date of 1st September 2022. In this regards, requesting you to be enlisted in the SARPV supplier list. We are mainly focusing the Chittagong division's supplier those are able to work at Bhasan Char.

Suppliers interested in being added to our list of selected suppliers, with a view to participating in future restricted tenders and/or in signing framework agreement with us, should submit their request by emailing rpc.sarpv@gmail.com immediately to receive the registration documents.

Category of Vendor Enlistment:

| SL NO | Name of Category | Sub Category Description |
|-------|-----------------------------|--|
| 1 | Accommodation, Venue & Food | a) Accommodation b) Food and Beverage, Snack c) Venue |
| 2 | Printing and Designing | a) Offset/General Printing b) Digital Printing c) Design Illustration |
| 3 | Furniture & Fixture | a) Office Furniture b) Household Furniture c) Hospital Furniture |
| 4 | General Supplies | a) Office Supplies & Stationery b) Promotional items (Mug/Souvenir/T-shirt/ Umbrella etc.) c) Other Supplies d) Clothing/Uniform e) Crockeries |
| 5 | Repair & Maintenance | a) Vehicle Maintenance & Workshop b) Office Maintenance |

Social Assistance and Rehabilitation for the Physically Vulnerable

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| | | <ul style="list-style-type: none"> c) Nonnotarized Vehicle Maintenance d) Tire Tube, Vehicle Battery & other accessories e) Others Equipment & Furniture Repair (Generator, Electrical, Plumbing & AC) |
| 6 | Civil Works & Construction | <ul style="list-style-type: none"> a) Civil and Construction Works (Building) b) Renovation c) Civil Works Maintenance d) Water & Sanitation e) Playing Materials f) Construction Supply Materials g) Electrical Supply & Accessories |
| 7 | Services | <ul style="list-style-type: none"> a) Consultancy Firm /Intellectual Service b) Survey/Evaluation c) Clearing and Forwarding Service d) Courier Service e) Photocopy/Binding f) Transportation, Logistics & Rent a Car g) Insurance [General & Life Insurance] h) Inspection /Testing i) Pest Control j) Supplying Human Resources (Cleaning, Contractual, Training Provider) k) Installation l) Other Services |
| 8 | Labour Supplies | Loading, offloading, day labour, casual labour etc. |
| 9 | Media Buying | <ul style="list-style-type: none"> a) Media (Airing, Creative agency, TVC, Animation, Video Documentary, Editing & Recording) b) Advertising c) Event Management d) Audio Program |
| 10 | ICT Hardware & Equipment | <ul style="list-style-type: none"> a) Computer/Laptop b) Printer c) Projector & Accessories d) Toner/Cartage e) ICT Accessories f) Communication equipment's (Mobile/TAB) g) Still/Video Camera h) Scanner i) Photocopier |
| 11 | ICT Software | <ul style="list-style-type: none"> a) Packaged Software /Licensed Software b) Software Development c) Maintenance & Repair |
| 12 | ICT Services | <ul style="list-style-type: none"> a) ICT Content & Curriculum Development b) Network System Installation & Service c) Data & Voice Service |
| 13 | Equipment | <ul style="list-style-type: none"> a) Electric & Electronics Appliances b) Office equipment's |
| 14 | Power Equipment Supplies | <ul style="list-style-type: none"> a) Generator b) Backup Power Support c) Solar Power supply |

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| 15 | Training/Education Materials | a) Play & Learning Materials b) Teaching Training Materials c) Education supplementary Materials d) Publisher/ Publication/Story Books e) Bag |
| 16 | Motorized & Non-Motorized Vehicle Supply | a) Vehicle (2 wheeler) b) Vehicle (3 wheeler) c) Vehicle (4 wheeler) d) Water Transport (Boat) |
| 17 | Medical Supplies | a) Medical Consumable b) Health Product c) Instruments & equipment's d) Surgical Items |
| 18 | Civil Works Services | a) Consultancy Firm for Civil Works b) Layout and design development c) Architecture & Design (BOQ and Estimation) d) Project Management |
| 19 | Emergency and Relief Goods | a) Food Package (Cooking) 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 |
| 20 | Safety and Security items & Services | a) Safety Security Equipment's/ Materials b) Safety & Security Services (Security Guard) |

Every supplier should have minimum requirements like; own office/shop establishment, Warehouse and other all necessary legal trading documents. If you are interested to get included in the SARPV supplier list then please submit the following documents mentioning the category/categories you are interested to get enlisted as soon as possible.

Preliminary Examination/ Eligibility Criteria: Firstly, SARPV assess the applied application of Primary examination/ check Eligibility Criteria based on

- Submit the well filled application form.
- Submit the Updated Legal Documents - Copy of Updated Trade License, TIN Certificate and VAT Registration Certificate/ BIN and Certificate of Incorporation for Limited company Only
- Relevant work experience documents for applied category.
- Copy of National ID Card.
- Bank solvency certificate
- Company Profile, Price List, **Catalogue (Optional)**

Current/Existing Vendors:

Current/Existing vendors are requested to re-register with renewed documents if you are interested to work in our new operation area of Bhasanchar.

SARPV will examine all the documents. If there is any false information provided, SARPV reserves the right to reject the application.

For the format and details information, please visit our website www.sarpv.org.

Please send the documents to the below-mentioned address:

- ✓ SARPV Bhasan Char office
Cluster number-23,
Bhasan Char, Noakhali, Chittagong.

SARPV Regional Office (Chattogram):
SARPV Complex
Bhora Muhuri, Chringa, Chakaria
Cox's Bazar

Or send soft copies (PDF file only) in the below mentioned mail address:
rpc.sarpv@gmail.com

Deadline for submission of registration documents is 1st September, 2022.

Sincerely,



Md. Shahidul Haque
Chief Executive
SARPV