

Instructions of registration in the UNDP Bangladesh Vendor Data Base.

Following are the categories:-

GOODS:

- ICT Equipment (PC, laptops, Modems, UPS, IPS, Networking Equipments, Cables and other ICT Equipments);
- Stationary Supplies;
- Furniture;
- Power generators;
- Air conditioners;
- Motor cycles;
- Spare parts for motor vehicles;
- Construction materials;
- Office electric equipment;
- Communication equipment;
- Emergency/relief items (blankets, water tanks, first aid kits, tents, plastic sheet, floor mat, etc.)
- Safety and Security items;
- General/Other Supplies.

SERVICES

- Printing Services;
- Event management services;
- Advertising (in newspapers and other medias);
- Video documentation;
- Translation services;
- Photography services;
- Training and facilitation services;
- Consulting services (research, survey, monitoring & evaluation in following areas: public administration, gender development, education, health & nutrition, HIV/AIDS, water & sanitation, environment, etc.);
- Internet providers;
- Transportation services;
- Logistic services;
- C&F Services;
- Courier Services;
- Construction works;
- CW engineering services/ technical supervision;
- Design estimation of civil works;
- Legal services;
- Auditing services;
- Logistics (packers, movers & transportation services);
- Maintenance contractors (electrical repair & maintenance, small renovation/ repair works);
- General/Other Services.

Interested applicants must provide but not limited to the following documents :

1. Legal registration of the company;
2. Company Profile;
3. Financial capacity report of the company (Audit Report and Bank Solvency certificate);
4. Reference contact list;
5. Other relevant supporting documents as per the Application form.

Interested applicants are requested to download the "Supplier Registration Form" from <http://www.undp.org.bd/proc.php> and submit the completed application form to the UNDP Office Reception in the 12th Floor's lobby of IDB Bhaban, Agargaon, Dhaka -1207, Bangladesh, or fahim.khan@undp.org

The completed application form should reflect the name of a category interested. If a company specializing in several categories it should complete application form for each category , separately.

Please note that UNDP Bangladesh reserve the right to accept or reject any application without providing any reason thereof. Only the pre-qualified offerors would be included into the Vendor Data Base. Any unsolicited attempt to influence UNDP internal selection process in favour of a particular offeror will result in the immediate disqualification.

Only technically qualified companies will be included into the Vendor Data Base and invited to participate in the possible subsequent contracting exercise. Nothing in this EOI shall be taken to form a binding legal contract. The potential subsequent procurement will be governed by the rules and regulations of the United Nations Development Programme (UNDP).

Other Terms & Condition is as follows:-

The form should be typewritten in uppercase (or written in capital letters) and completed clearly and accurately ensuring that all questions are answered. The numbers below correspond to item numbers on the registration form.

- 1 Full name of Company
- 2 Profile of your company and specialization
- 3 Full legal address
- 4 Telephone number, including correct country and area codes
- 5 Fax number, including country and area codes
- 6 E-mail address
- 7 Internet address
- 8 Provide name of person (including title) or department to whom correspondence should be addressed
- 9 Full legal name of parent Company, if any
- 10 Provide names and addresses of all subsidiaries, associates and overseas representatives, if any (on a separate sheet if necessary)
- 11 Tick one box only. If "Other" is ticked, please specify
- 12 Indicate the year in which the organization was established under the name shown in Item 1
- 13 Indicate the total number of full-time personnel in the Company
- 14 Provide license number under which the Company is registered and validity period of the license
- 15 Provide VAT number and validity period
- 16 Provide Tax ID number and validity period
- 17 Please indicate the UN Global Marketplace (UNGM) registration code – if your company is already registered there.
- 18 Provide total annual sales in US Dollars (mil), of the Company, for the last 3 financial years
- 19 Provide total export sales in US Dollars (mil), of the Company, for the last 3 financial years
- 20 Provide full name, address and SWIFT address of the Bank used by the Company
- 21 Provide Company's bank account number and name of account
- 22 Provide copy of the Company's most recent Annual Report or audited financial report. If available, provide rating by Dun and Bradstreet (or equivalent) - specify which
- 23 List any Quality Assurance Certificates (e.g. ISO 9000 series) that have been issued to your Company, and provide a copy of the latest certificates
- 24 List all countries where the Company has local offices or representation
- 25 Please list up to 10 of the core goods/services offered. List the National/International Quality Standard to which each item conforms
- 26 Enter the name(s) of UN organizations, other international aid agencies, multi-national local companies that your Company has dealt with recently. Provide the value and the year of the contract, the goods/services supplied. Also please indicate contact details for the references. If you have had more than 15 such contracts, please attach a separate sheet indicating the others. Documentary evidence of such contracts is required, e.g. copies of purchase orders.
- 27 List export markets to which your Company has exported over the last 3 years
- 28 The Earth Summit, held in Rio de Janeiro in 1992, emphasized the necessity to protect and renew the earth's limited resources. AGENDA 21 was adopted by 178 governments and lays emphasis on the UN to exercise leadership, i.e. towards promoting environmentally sensitive procurement policies for goods and services. Please indicate whether your Company has a written statement of its Environmental Policy and, if so, provide a copy
- 29 Is your Company EDI enabled
- 30 List all disputes your Company has been involved in over the last 3 years. If more space is required, please use a separate sheet
- 31 Provide details of all national and international trade or professional organizations to which your Company belongs
- 32 This form should be signed by the person completing it, and their name and title should be typed, along with the date.