



ভেদর/সরবরাহকারী তালিকা ভুক্তির আহ্বান

কোডেক নিম্নলিখিত শর্ত সাপেক্ষে মালামাল ক্রয়ের নিমিত্তে কোডেক কর্ম এলাকার ১১টি জেলার জন্য (চট্টগ্রাম, কক্সবাজার, লক্ষ্মীপুর, নোয়াখালী, পটুয়াখালী, বরগুনা, বরিশাল, খুলনা, বাগেরহাট, পিরোজপুর, ঝালকাঠি) প্রকৃত ব্যবসায়ীদের নিকট হতে ২০১৫-২০১৬ সালের জন্য সীলমোহরকৃত খামে দরদাতা আহ্বান করা যাচ্ছে।

সরবরাহকারীর ধরণ

১. অফিস ষ্টেশনারী এবং সরবরাহ
২. প্রিন্টিং, ডিজাইন এবং পাবলিকেশন
৩. অফিস আসবাবপত্র
৪. কম্পিউটার এবং আনুষঙ্গিক উপকরণ
৫. যোগাযোগ সরঞ্জাম
৬. প্রশিক্ষণ ভেন্যু
৭. প্রশিক্ষণের খাবার
৮. বৈদ্যুতিক আইটেম
৯. বিশেষ শিক্ষা উপকরণ
১০. সাধারণ সরবরাহকারী
১১. খাবার আইটেম সরবরাহকারী
১২. জরুরী জিনিস সরবরাহকারী
১৩. পরিবহন
১৪. মেরামত

শর্তাবলী

১. দরদাতার সকল আইনগত হালনাগাদ কাগজপত্র (ট্রেড লাইসেন্স, টিন সার্টিফিকেট, ভ্যাট রেজিস্ট্রেশন সার্টিফিকেট, স্থাপনার দলিলাদি (ওধুমাত্র মুদ্রণ এর ক্ষেত্রে) দিতে হবে।
২. সরবরাহকারীর ৩ বছরের অভিজ্ঞতা থাকতে হবে এবং এর স্বপক্ষে পারচেইজ অর্ডার, কার্যাদেশ, অভিজ্ঞতার সনদপত্র দাখিল করতে হবে।
৩. দরদাতাকে কোডেক থেকে সরবরাহকৃত তালিকাভুক্তির ফরম সংগ্রহ ও সাথে প্রয়োজনীয় কাগজপত্রসহ জমা দিতে হবে।
৪. সরবরাহকারী প্রত্যেকটি আলাদা আলাদা ধরণ এর জন্য আবেদন করতে হবে।



Community Development Centre (CODEC)

Invitation for Vendor Enlistment

Date: MAY, 2017

Ref no:

Community Development Center (CODEC) is hereby inviting application from genuine qualified suppliers for vendor enlistment to conduct total procurement of CODEC for the period of **JULY, 2018 to DECEMBER, 2020** within total 20 different categories.

Enlistment Form & Circular	Vendors should submit their form with the prescribed format and detailed circular available in CODEC website. Interested vendors are requested to collect vendor form and detailed circular from CODEC website. www.codecbd.org . Or send an email request to the following e-mail address during this period for an electronic copy.
Collection and Submission point for CODEC Vendor form and circular (Hard Copy)	<p>1. Mr. Kazi Md. Fazle Hasan, Manager-Procurement, CODEC-Head Office, Chittagong, Contact: 01765-584461 E-mail: kmfhasan1985@gmail.com (Chattogram)</p> <p>2. Md. Kamruzzaman, Manager - Training Centre, CODEC Training Centre, Patuakhali, Contact: 01713-958438 or 01965-539366 E-mail: kzamanctcb@gmail.com (Patuakhali)</p> <p>3. Mst. Hosneara, Assistant Manager-Accounts, CODEC Micro Finance Program, Barishal, Contact: 01914-546408 E-mail: hosnearashova@gmail.com (Barisal, Jhalokathi, Pirozpur)</p> <p>4. A.F.M Kamrul Islam, Finance officer, SMART(DRR & STAB), Borguna. Contact: 01915458663, 01708508324. Email: kamrulislampatuakhali@gmail.com (Borguna)</p> <p>5. Md. Iqbal Ahmed, Co ordinator, CTCB, Bagerhat, Contact: 01727-253074 E-mail: iqbaltipu12@gmail.com (Bagerhat)</p> <p>6. Forkan Ahmed, Area Co ordinator, STAB PROJECT, Khulna. Contact: 01712980154 Email: forkan.codec.smart@gmail.com (Khulna)</p> <p>7. Dewan Md. Badshah, Manager-Finance & Admin, CODEC DFAP Nobjatra project. Khulna & Shatkhira Contact: 01718355740 E-mail: dewanbadsha@yahoo.com . (Khulna & Shatkhira)</p> <p>8. Md. Towhidul Alam Chy, Deputy manager, Finance & Admin CODEC EPRC Project, Cox's Bazar, Contact: 01674489570 E-mail: towhid.ca71@gmail.com (Cox's Bazar)</p> <p>9. Biswajit Das, Asst Manager (Accounts), CMFP-Laxmipur zone, Contact: 01708508324 Email: biswajitdascdec18@gmail.com (Laxmipur)</p> <p>10. Jamal Uddin, Asst Manager (Accounts), CMFP-Noakhali zone, Contact: 01915458658, 01793726867. Email: jamal_jihad36@yahoo.com (Noakhali)</p>
Enlistment submission date with all necessary documents	From MAY 15, to JUNE 15, 2018 (From 10.00 AM to 4.00 PM on all working days except Friday and Saturday). Please write "Application for Vendor Enlistment" on top of the envelope.

All other terms and conditions will be available in the detailed circular. CODEC reserves the right to accept or reject one or all application without assigning any reason whatsoever.

Date: 16 MAY 2018



**Community Development Center (CODEC)
Vendor Enlistment Categories List**

Community Development Center (CODEC) invites applications for Vendor Enlistment from the genuine vendors in relation to supplying products/services in 11 Operational Districts of CODEC (Chittagong, Cox'sBazar, Laxmipur, Noakhali, Patuakhali, Barguna, Barisal, Khulna, Bagerhat, Piruzpur and Jalokhati) for the period from **July 2018–December 2020** for following categories:

SL No.	Name of Category	Sub Category Description
1	Accommodation, Venue & Food	a. Accommodation b. Food & Beverage c. Venue d. Training/workshop
2	Printing ,Designing and Photocopy	a. Offset/General Printing b. Digital Printing c. Design Illustration d. Press/Publisher/Publication House e. Photocopy, Laminating, Spiral work
3	Media Buying	a. Media (Airing, Creative Agency, TVC, Animation, Video Documentary, Talk Show, Editing & Recording) b. Advertising c. Event Management d. Audio Program e. Newspaper advertising
4	ICT Hardware & Equipment	a. Computer/Laptop b. Printer c. Projector & Accessories d. Toner/Cartridge e. ICT Accessories f. Communication Equipment (Mobile/Tab) g. Still/Video Camera h. Scanner i. Photocopier
5	ICT Software	a. Package Software/Licensed Software b. Software Development c. Maintenance & Repair
6	ICT Services	a. ICT Content & Curriculum Development b. Network System Installation & Services c. Data & Voice Services d. Website Development Services e. Web hosting server rental & Maintenance Services f. Internet connectivity/services
7	Equipment (Electrical and Electronics)	a. Electric & Electronics Appliances b. Office Equipment
8	Power Equipment Supplies	a. Generator b. Back Up power Support

		<ul style="list-style-type: none"> c. Solar power Supply d. IPS
9	Furniture, Fixture and Equipments	<ul style="list-style-type: none"> a. Office Furniture b. Household Furniture c. Hospital Furniture
10	General Supplies	<ul style="list-style-type: none"> a. Office Supplies & Stationery b. Promotional Items (Mug/Souvenir/T-shirt/Umbrella etc. c. Clothing/Uniform d. Cookeries e. Hardware & Sanitary f. Household Items g. Other Supplies
11	Training/Education Materials	<ul style="list-style-type: none"> a. Teaching Materials (Books/Story Books/Exercise Khata etc.) b. Playing Materials c. Teaching Training materials d. Education supplementary materials e. Bag
12	Motorized & 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)
13	Medical Supplies	<ul style="list-style-type: none"> a. Medical Consumables b. Health Product c. Instruments & Equipments 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 & Design (BOQ & Estimation) d. Project Management
15	Civil Works & Construction	<ul style="list-style-type: none"> a. Civil & Construction Works b. Renovation c. Civil Works Maintenance d. Water & Sanitation e. Playing Materials Construction f. Construction Supply Materials g. Electrical Supply & Accessories
16	Repair & Maintenance	<ul style="list-style-type: none"> a. Vehicle Maintenance & Workshop b. Office Maintenance c. Tire, Tube, Vehicle Battery, Fuel and other accessories d. Other Equipment and Furniture Repair (Generator, Electrical, Plumbing & AC) e. Vehicle spare parts
17	Emergency & Relief Goods	<ul style="list-style-type: none"> a. Readymade Food Package b. Dry Food Packages c. Baby Food Packages d. Children Protection Supplies/ Children Protection Kits e. Kitchen Kits f. Hygiene Kits g. Shelter Kits h. Wash Kits i. Winter Kits
18	Safety and Security Items &	<ul style="list-style-type: none"> a. Safety and Security Equipments/Materials

	Services	b. Safety & Security Services (Security Guard)
19	Agricultural Supplies	a. Seeds b. Fertilizer c. Livestock Items d. Agriculture Machineries/Equipment e. Other materials related to agricultural work
20	Services	a. Consultancy Firm/Intellectual Services b. Accountancy Services (Audit Firm and others) c. Survey/Evaluation d. Clearing & Forwarding services e. Courier Services f. Transportation, Logistics & Rent a Car g. Insurance [General & Life Insurance] services h. Inspection/Testing i. Pest Control j. Supplying Human Resources(Cleaning, Contractual, Training Provider) k. Installation

REQUIRED DOCUMENTS FOR VENDOR ENLISTMENT (TO BE SUBMITTED BY VENDOR)

- ✓ Application Form with Signed Copy
- ✓ Copy of Updated Trade License/ Registration Certificate (for Development Org)
- ✓ Copy of TIN Certificate (e Tin) or Last return submission copy
- ✓ Copy of VAT Registration Certificate or BIN Certificate
- ✓ Copy of Certificate of Incorporation (for Limited Company)
- ✓ Bank Account Certificate
- ✓ Copy of Press License (for Printing, Press and Publications)
- ✓ Copy of Contractor License (for Construction Company)
- ✓ Copy of Experience Documents/ Purchase Order against applied Category or sub Category
- ✓ Supporting Documents for Year of Establishment or Business commencement
- ✓ Reputed Client List and Customer reference as per Evaluation Criteria
- ✓ Organization Profile along with required information's related to Evaluation
- ✓ Supporting documents for Relevant Experience, Capacity and Financial Strength or copy of big amount purchase order or large agreement /any other relevant documents related to measure the strength and capacity.
- ✓ Other documents related to Vendor Enlistment (Chamber of commerce certificate, Credit Rating Report, Audited Financial Report, Product Brochure, Catalogue or Data Sheet etc.).

CONTACT AND SUBMISSION PLACE AT: Community Development Center (CODEC), Plot-2, Road-2, Lake Valley R/A, Foy's Lake, Chittagong. Phone: 880-31-659484, Ext: 111

Please write "Application for Vendor Enlistment" on top of the envelope.

VENDOR ENLISTMENT EVALUATION PROCESS:

The vendors who applied for enlistment 2018-2020 will evaluate based on the following steps:

- a. Preliminary Examination of Eligibility Criteria
- b. Physical Verification or Existing Performance Evaluation (for existing vendor only)
- c. Due Diligence check/ vetting
- d. Notification of Enlistment

(a) Preliminary Examination/ Eligibility Criteria:

Firstly, CODEC will assess the applied application of Primary examination/ check Eligibility Criteria based on the following information which consists of three criteria;

1. Submit the Updated Legal Documents (Copy of Updated Trade License, TIN Certificate and VAT Registration Certificate and Certificate of Incorporation for Limited company only)
2. Relevant work experience documents for applied category (Copy of Purchase Order/ Work Order/ Copy of Agreement / Copy of other documents related to work experience)
Those who are primarily Eligible and comply with the above four criteria then they will go for next evaluation steps (Technical Evaluation).

(b) Physical Verification/Performance Marks:

Physical verification will be conducted for the shortlisted vendors based on the technical evaluation. Physical verification is mandatory for newly shortlisted vendor, those already enlisted and verification has been done in last enlistment period, will not require further physical verification, in that case their performance evaluation score weight will consider as a physical verification mark

(c) Combined Evaluation and short listing:

Final Short listing will be prepared based on the following two score:

1. Score from Technical Evaluation
2. Score from Physical Verification or Performance Evaluation

Based on the combined score Vendor Enlistment Committee will shortlist and recommended vendor for Enlistment 2018-2019 for respective categories

(d) Due diligence:

Vendor Enlistment process will be complete after due diligence check if any vendor(s) disqualify /unclear from the due diligence check then they will not be enlisted vendor for 2018-2020. Based on Due Diligence clearance CODEC will issue Notification of Enlistment and finally enlisted in our data base.

If required CODEC will conduct the Vendor Orientation Session where we share our Policy, Procedure, Compliance and necessary guidelines so that enlisted vendor or their representative can align with CODEC's system and compliance.

- All the Potential vendor(s) need send hard copy of all documents to CODEC-HO
- One Vendor may participate in multiple categories based on their capacity, scope and nature of business.
- Validity of Vendor Enlistment will be two years which will be effective from January 1, 2018 or date of approval.
- All the vendors are must complied with our policy and procedure including due diligence.
- Physical Verifications are not required for Existing Vendors (who have already visited during last enlistment process), in that case their performance evaluation score will consider as a physical verification weight and vice versa.
- Hard Copy of Vendor Enlistment documents /profile can submit through physically by vendor or by Courier Service but make sure that the documents must reach at CODEC Bhaban, Plot No- 02, Road, No- 02, Lake Valley R/A, Hazi Zafar Ali Road, Foy's Lake, Khulshi, Chittagong, Bangladesh. (ON OR BEFORE JUNE 30, 2018 before 4:00pm



Community Development Center (CODEC)

Supplier/Vendor Enlistment Form

Each Interested vendor/supplier must fill the form as per following:

1. General Information

1.	Type of Business (please mention subcategory as per listed category)	
2	Name of the organization	
3	Proprietor/Owner Name	
4	Full Address	
5	Contact No.	
6	Email Address	
7	Contact Person:	
8	Contact No.	
9	Company Overview	Please include Inception Date, Supply facility, Delivery Time, General Payment Terms, Credit Period and After Sales Service/Warranty

2. Required Documents (Please put tick if documents are ok)

1	Trade License	Attachment:
2	Contractor License (In case of Construction Business)	Attachment:
3	TIN Certificate	Attachment:
4	VAT Registration Certificate	Attachment:
5	Press License (in case of Press, Printing and Publication)	Attachment:
6	Bank Solvency Certificate	Attachment:
7	Existing Client List	Attachment:

8	Credit Rating Report	(Optional)
9	Brochure, Catalogue & Product Data Sheet	(Optional)
10	Certificate of Incorporation (for Limited Company)	(Optional)
11	Audited Financial Statement for Last 3 Years	(Optional)
2. Qualifications and Abilities		
1	Work Experience	Please provide Copy of Purchase Order, Work Order, Experience Certificate etc.
2	No. Of Manpower	
3	Store Size	
4	No. Of Cars	
5	References	
6	Other Informations	

I hereby declare that the above mentioned information is correct and true as per my knowledge.

**Vendor Name & Sign
Authority**

CODEC

(with Seal)

For the use of CODEC Only	
Documents (as per requirement)	
Physical Verification	
Score (Technical+Physical)	
Reccomendations	
Justification for Reccomendations	

**Signature
Approved By**

(Committee)

General Disclosure

CODEC expects all contracted suppliers and companies seeking to sell goods or services to conduct their business in accordance with the highest ethical standards. Suppliers or potential suppliers must strictly comply with all rules and regulations on bribery, corruption and avoid unacceptable business practices. Hence suppliers are expected to observe the following:

- Shall not, directly or indirectly, offer to any CODEC Staff money, goods or a service as a consideration or in expectation of a favorable decision, information, opinion, recommendation, vote or any other form of favors which qualifies as a corruption;
- Shall not directly or indirectly, offer, give or agree or promise to give to any CODEC staff any gratuity for the benefit of/or at the direction or request of any Staff of CODEC;
- To immediately inform the CODEC Head of Office in the event that any Staff of CODEC solicits or obtained or has made an attempt to obtain gratification for him/her or for any other persons.
- To immediately declare if any of the Company's staff and/or officers had or have any relative employed with CODEC. Failure to make such declaration shall be construed as a conflict of interest and might result in the exclusion of the supplier from present and future procurement activities and/or other legal action as deemed fit by the Organization.

CODEC expects all its suppliers to honestly declare and warrant that:

- It will comply with all rules, regulations and statutory requirements relating to the provision of the products/ services to CODEC;
- It will not act in concert with other suppliers or agents when participating in a bid;
- It is a duly authorized/certified provider of the supplied products/services and shall not, expressly or impliedly hold itself out to be an agent/representative of a third party provider of the same products/services;
- It will only supply products that are certified to be of merchantable and satisfactory quality;
- The supplier possesses the necessary capabilities, equipment and suitable place of business to perform its obligations;
- It shall not contract out or subcontract or outsource any portion of the products/services unless prior written consent from CODEC has been obtained; and
- It shall maintain the highest standards of integrity and quality of work at all times

SANCTIONS

Breach of the Code of Conduct may result in actions being invoked against that supplier, in addition to any contractual or legal remedies. The actions applied will depend on the nature and seriousness of the breach and on the degree of commitment shown by the supplier in breach to its obligations under the Code of Conduct. The range of actions available to be imposed on the supplier includes but is not restricted to the following:

- Formal warnings – which the continued non-compliance will lead to more severe actions;
- Disclosure of nature of breach to all CODEC subsidiaries;
- Immediate termination of enlistment, without recourse;

Acknowledgment and Acceptance, to be submitted together with Vendor Enlistment Form

This is to certify that I have fully read the Supplier’s Code of Conduct attached. Having fully read and understood the completed requirement of this Supplier’s Code of Conduct, I hereby commit myself and my company to serve this Code of Conduct and to fully comply with all of its principles. I also certify that I am authorized by my company to sign and accept this document in its behalf.

Supplier: _____

Address: _____

Representative Name: _____

Signature & Seal: _____