



Community Development Center (CODEC)
Invitation for Vendor Enlistment

Community Development Center (CODEC) invites applications for Vendor Enlistment from the genuine vendors in relation to supplying products/services in different operational districts of CODEC (Chattogram, Cox's Bz., Laxmipur, Patuakhali, Barishal, Khulna, Bagerhat, Pirozpur and Jhalokhati) for the period of **January 2022– December 2024** for following categories:

Group	Name of Category	Sub Category Description
A	Stationary	a. All kinds of stationary (Pen, paper, pencil, khata, marker etc.)
B	Supplier	a. All kind of office supplies (Tea, coffee, sugar wash liquid, tissue paper, soap, indoor plants etc.)
C	Publication, Printing, Training/Education Materials	a. Offset/General Printing b. Digital Printing c. Design Illustration d. Press/Publisher/Publication House a. Teaching Materials (Books/Story Books/Exercise Khata etc.) b. Playing Materials c. Teaching Training materials d. Education supplementary materials\
D	Promotional Items	a. T-shirt, crest bag, umbrella, cap, mug, wrist band
E	Media & Communication	a. Media (Airing, Creative Agency, TVC, Animation, Video Documentary, Talk Show, Editing & Recording) b. Advertising c. Event Management d. Audio Program
F	IT-ICT	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
		a. Package Software/Licensed Software b. Software Development c. Maintenance & Repair
	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
G	General Supplies	a. Promotional Items (Mug/Souvenir/T-shirt/Umbrella etc.) b. Clothing/Uniform c. Cookeries d. Hardware & Sanitary e. Household Items f. Other Supplies
H	Power Equipment Supplies	a. Generator b. Back Up power Support c. Solar power Supply
I	Electric & Electronics Appliances	a. Office & Home Equipment b. All Electronics and Electrical Items
J	Furniture & Fixture	a. Office Furniture b. Household Furniture c. Hospital Furniture
K	Accommodation, Venue & Food, Training, Workshop	a. Accommodation b. Food & Beverage

		c. Venue
L	Repair & Maintenance	a. Office Maintenance b. Tire, Tube, Vehicle Battery, Fuel and other accessories c. Other Equipment and Furniture Repair (Generator, Electrical, Plumbing & AC)
M	Civil Works Services	a. Consultancy Firm for Civil Works b. Layout and design development c. Architecture & Design (BOQ & Estimation) d. Project Management
	Civil Works & Construction	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
N	Emergency & Relief Goods	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
O	Agricultural Supplies	a. Seeds b. Fertilizer c. Livestock Items d. Agriculture Machineries/Equipment e. Other materials related to agricultural work
P	Motorized & Non Motorized Vehicle Supply	a. Vehicle (2 Wheeler) b. Vehicle (3 Wheeler) c. Vehicle (4 Wheeler) d. Water Transport (Boat)
Q	Safety and Security Items & Services	a. Safety and Security Equipments/Materials b. Safety & Security Services (Security Guard)
R	Medical Supplies	a. Medical Consumables b. Health Product c. Instruments & Equipments d. Surgical Items
S	Services	a. Consultancy Firm/Intellectual Services b. Accountancy Services (Audit Firm and others) c. Survey/Evaluation d. Clearing & Forwarding services e. Courier Services f. Photocopy/Binding g. Transportation, Logistics & Rent a Car h. Insurance [General & Life Insurance] i. Inspection/Testing j. Pest Control k. Supplying Human Resources(Cleaning, Contractual, Training Provider) l. Installation m. Other Services

VENDOR ENLISTMENT EVALUATION PROCESS:

The vendors who applied for enlistment 2022-2024 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;

- I. Submit the Updated Legal Documents (Copy of Updated Trade License, TIN Certificate and VAT Registration Certificate and Certificate of Incorporation for Limited company only)
- II. 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 conduct for the shortlisted vendors based on the technical evaluation. Physical verification is mandatory for newly shortlisted vendor, those are already enlisted and verification has been done in last enlistment period, will not require for 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:

- i. Score from Technical Evaluation
- ii. Score from Physical Verification or Performance Evaluation

Based on the combined score Vendor Enlistment Committee wills shortlist and recommended vendor for Enlistment 2022-2024 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 2022-2024. 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 January 20, 2022 by 3:00pm).

• REQUIRED DOCUMENTS VENDOR ENLISTMENT SUBMISSION:

- ✓ 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: Community Development Center (CODEC), Plot-2, Road-2, Lake Valley R/A, Foy's Lake, Chittagong. Phone: 880-31-659484, Ext: 11

