

**Community Development Centre  
Invitation for Vendor Enlistment**

Community Development Centre (CODEC) is hereby inviting application from genuine qualified organization for Vendor Enlistment to conduct total procurement of CODEC in different operational districts (Chattogram, Dhaka, Mymensingh, Cox’s Bazar, Laxmipur, Patuakhali, Barishal, Khulna, Bagerhat, Pirozpur, Borguna, Feni, Noakhali, Chakoria, and Jhalokhati) for the period of **January 2025 to December 2026 within 15 different categories.**

**List of Categories.**

SL No.	Description
1	<b>Group A - General Suppliers:</b> All goods/items under the general supply category, stationery, office supplies, training materials & Promotional Items etc.
2	<b>Group B -Accommodation, Food, Venue and Event Management:</b> Accommodation/ Hotel/ Guest House/ Resort (including food and training venue), catering Service—food and beverage.
3	<b>Group C –Publication &amp; Printing:</b> Photocopy, Binding, Newsletter, Designing, Editing, Printing, and Publishing Reports, notebooks, calendars, souvenirs, leaflets, Hand notes, booklets, books, Forms, etc.
4	<b>Group D-Media and Communication:</b> Newspaper, TV and Radio advertisement production and broadcasting, bill & sign board installation and apps development etc.
5	<b>Group E- ICT Hardware, &amp; Equipment &amp; Software:</b> All kinds of computer/laptop/UPS/Printer/Anti-virus/Server/Scanner/IT Software and accessories, Telephone and PABX System; Camera; Multimedia Projector, Photocopier, Security Device, Access Control, CCTV Camera, Packaged Software/ Licensed Software, Software Development, Maintenance & etc.
6	<b>Group: F-Travel Agent:</b> Air ticket for Domestic & International, visa and services (Work permit, accommodation support, Immigration, and related support).
7	<b>Group G-Electric and Electronic appliances:</b> All home and office electric and electronic items (AC, TV, Fridge, All kinds of Generator, IPS, Backup power support etc.)
8	<b>Group H-Office Furniture &amp; fixture:</b> Branded and non-branded furniture manufacturer/supplier etc.
9	<b>Group I- Repair and Maintenance:</b> Electrical, Plumbing & AC, Lift, IT Equipment, Thai Glass, Vehicle Repair & Workshop, Office Maintenance, Carpenter, Electrician, Mason, Tire, Tube, Vehicle Battery, Fuel and other accessories etc.
10	<b>Group J- Civil Works Services and Construction:</b> Civil and Construction works, maintenance, renovation Water & Sanitation, Civil works, maintenance, Construction supplies, Steel/ MH structure provider etc.
11	<b>Group K- Emergency and Relief Goods:</b> All kinds of readymade food package, kits, children protection kits
12	<b>Group L- Agriculture Supplies:</b> Seeds, Saplings, Fertilizer, livestock items, equipment’s of all agriculture related items.
13	<b>Group M- Vehicle, Tools &amp; Machinery Service:</b> Vehicle, Motorcycle, lift, safety and security equipment, maintenance, and other relevant equipment; Safety and Security Items & Services
14	<b>Group N- Medical items &amp; equipment supplies:</b> Medical consumables, health product, instrument, surgical items.
15	<b>Group O- Service Provider:</b> Consultancy, Audit Firm, Tax & VAT consultant, Broadband Internet Service Provider insurance services, pest control, Translation (General and thematic), Rent a Car, Security guard, cleaning services, Courier Service (Local/ International by Sea/Air/Transport)

**Enlistment Submission date with all necessary documents (Hard Copy): From January 21, 2025 to February 13, 2025 (from 10:00 am to 4:00pm on all working days except Friday and Saturday).** Enlistment schedule will be available from CODEC Head Office. Address: CODEC Bhaban, Plot no. 02, Road no. 02, Lake Valley R/A, Foy’s Lake, Khulshi, Chattogram. You may collect details circular and **Enlistment Form** from website: [www.codecbd.org](http://www.codecbd.org) Or [BDJOBS.COM](http://BDJOBS.COM)

*Note: 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 February 13, 2025 by 3:00pm).***

