



## 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
<b>2. Required Documents</b> (Please put tick if documents are ok)		
1	Trade License	Attachment:
2	Contractor Liense (In case of Construction Business)	Attachment:
3	TIN Certificate	Attachment:
4	BIN/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	Brochure, Catalogue & Product Data Sheet	(Optional)
9	Certificate of Incorporation (for Limited Company)	(Optional)
10	Audited Financial Statement for Last 3 Years	(Optional)
<b>2. Qualifications and Abilities</b>		
1	Work Experience	3 Copy Purchase Order, Work Order,

		Experience Certificate
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**

**CODEC Authority**

(with Seal)

<b>For the use of CODEC Only</b>	
<b>1. Documents (as per requirement)</b>	
<b>2. Physical Verification</b>	
<b>3. Score (Technical+Physical)</b>	
<b>4. Reccomendations</b>	
<b>5. Justification for Reccomendations</b>	

**Signature (Committee)**

**Approved By**

## **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 favoritism 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 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: \_\_\_\_\_