



**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, Dhaka, Mymensingh, Cox's Bazar, Laxmipur, Patuakhali, Barishal, Khulna, Bagerhat, Pirozpur, Borguna, Feni, Noakhali, Chakoria, and Jhalokhati) for the period of **January 2025– December 2026** for following categories:

Group	Name of Category	Sub Category Description
A	General Supplies	<ul style="list-style-type: none"> <li>a. All goods/items under the general supply category, stationery, office supplies, training materials etc.</li> <li>b. Promotional Items (Mug/Souvenir/T-shirt/Umbrella etc.</li> <li>c. Clothing/Uniform</li> <li>d. Cookeries</li> <li>e. Hardware &amp; Sanitary</li> <li>f. Household Items</li> <li>g. Other Supplies</li> </ul>
B	Accommodation, Food, Venue and Event Management	<ul style="list-style-type: none"> <li>a. Accommodation</li> <li>b. Food &amp; Beverage</li> <li>c. Venue</li> <li>d. Event Management</li> </ul>
C	Publication, Printing, Training/Education Materials	<ul style="list-style-type: none"> <li>a. Offset/General Printing</li> <li>b. Digital Printing</li> <li>c. Design Illustration</li> <li>d. Press/Publisher/Publication House</li> <li>a. Teaching Materials (Books/Story Books/Exercise Khata etc.)</li> <li>b. Playing Materials</li> <li>c. Teaching Training materials</li> <li>d. Education supplementary materials\</li> </ul>
D	Media & Communication	<ul style="list-style-type: none"> <li>a. Media (Airing, Creative Agency, TVC, Animation, Video Documentary, Talk Show, Editing &amp; Recording)</li> <li>b. Advertising</li> <li>c. Event Management</li> <li>d. Audio Program</li> <li>e. App development</li> </ul>
E	ICT Hardware, Equipment & Software	<ul style="list-style-type: none"> <li>a. Computer/Laptop</li> <li>b. Printer</li> <li>c. Projector &amp; Accessories</li> <li>d. Toner/Cartridge</li> <li>e. ICT Accessories</li> <li>f. Communication Equipment (Mobile/Tab)</li> <li>g. Still/Video Camera</li> <li>h. Scanner</li> <li>i. Photocopier</li> <li>j. Package Software/Licensed Software</li> <li>k. Software Development</li> <li>l. Maintenance &amp; Repair</li> <li>m. ICT Content &amp; Curriculum Development</li> <li>n. Network System Installation &amp; Services</li> <li>o. Data &amp; Voice Services</li> <li>p. Website Development Services</li> <li>q. Web hosting server rental &amp; Maintenance Services</li> </ul>
F	Travel Agent	<ul style="list-style-type: none"> <li>a. Air ticket for Domestic &amp; International</li> <li>b. Visa and services</li> <li>c. Work permit</li> <li>d. Immigration</li> </ul>
G	Electric & Electronics Appliances	<ul style="list-style-type: none"> <li>a. Office &amp; Home Equipment</li> <li>b. All Electronics and Electrical Items</li> <li>c. Generator,</li> <li>d. Backup power support</li> </ul>

		e. IPS, Online UPS f. Solar power Supply
<b>H</b>	<b>Furniture &amp; Fixture</b>	a. Office Furniture b. Household Furniture c. Hospital Furniture
<b>I</b>	<b>Repair &amp; Maintenance</b>	a. Office Maintenance b. Tire, Tube, Vehicle Battery, Fuel and other accessories c. Other Equipment and Furniture Repair (Generator, Electrical, Plumbing, AC, Lift, IT Equipment etc. d. Vehicle maintenance
<b>J</b>	<b>Civil Works Services &amp; construction</b>	a. Consultancy Firm for Civil Works b. Layout and design development c. Architecture & Design (BOQ & Estimation) d. Project Management e. Civil & Construction Works f. Renovation g. Civil Works Maintenance h. Water & Sanitation i. Playing Materials Construction j. Construction Supply Materials k. Electrical Supply & Accessories
<b>K</b>	<b>Emergency &amp; Relief Goods</b>	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
<b>L</b>	<b>Agricultural Supplies</b>	a. Seeds b. Saplings c. Fertilizer d. Livestock Items e. Agriculture Machineries/Equipment f. Other materials related to agricultural work
<b>M</b>	<b>Vehicle, Tools &amp; Machinery Service</b>	a. Vehicle (2-Wheeler) b. Vehicle (3-Wheeler) c. Vehicle (4-Wheeler) d. Water Transport (Boat) e. Safety and Security Equipment's/Materials
<b>N</b>	<b>Medical Supplies</b>	a. Medical Consumables b. Health Product c. Instruments & Equipment's d. Surgical Items
<b>O</b>	<b>Services</b>	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. Safety & Security Services (Security Guard) h. Transportation, Logistics & Rent a Car i. Insurance [General & Life Insurance] j. Inspection/Testing k. Pest Control l. Supplying Human Resources (Cleaning, Contractual, Training Provider) m. Installation n. Other Services

**VENDOR ENLISTMENT EVALUATION PROCESS:**

The vendors who applied for enlistment 2025-2026 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:**

Physical verification may be conduct for the selected vendors on the basis of committee recommendation where it is necessary. In such case, the committee is requiring to submit a report of the verification.

**(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 2025-2026 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 2025-2026. 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, 2025 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 February 13, 2025 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.
- ✓ Copy of a photograph of the "Business/ organization" to visualize the location of the vendor.
- ✓ 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 Centre (CODEC), Plot-2, Road-2, Lake Valley R/A, Foy's Lake, Chittagong. Phone:880-31-659484, Ext**

