



HANDICAP INTERNATIONAL FEDERATION

Call For Interest

CFI REF.: B51-BGD-LOG-2022/01

To Make Vendor Enlistment for Next Two
Years (Nationally and Internationally)





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Purchaser identification

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Created in Lyon in 1982, Handicap International is an independent and impartial aid and development organisation working in situations of poverty and exclusion, conflict and natural disaster.

Our action and campaigning are focused on addressing the essential needs of persons with disabilities and vulnerable groups, improving their living conditions and promoting respect for their dignity and their fundamental rights.

Handicap International Federation-Humanity & Inclusion (HI) is an independent and impartial international aid and development organisation working in situations of poverty and exclusion, conflict and disaster. Working alongside people with disabilities and vulnerable groups, it takes action and provides testimony in order to meet their basic needs, improve their living conditions and promote respect for their dignity and their fundamental rights. Handicap International - Humanity & Inclusion (HI) is a non-profit organisation with no religious or political affiliation. It operates as a federation made up of a network of associations which provide human and financial resources, manage projects and implement its actions and campaigns. Handicap International - Humanity & Inclusion (HI) is present in Bangladesh since 1997 and its Head Office is based in Lyon, France. Beside the Dhaka Coordination office, HI Bangladesh has 4 site offices at Kurigram, and Cox's bazar (including Cox's Bazar Sadar, Teknaf & Ukhiya).



1. Enlistment Description

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The objective of this call for interest is to establish enlistment process with multifarious suppliers or service providers for the next two years to receive quality service and or goods/products on time as per HI's regular requirements for following materials/services/works:

Please mark (✓) under which code you want to be enlisted	Ref Code	Category	Standard Market name:	Type	General information of products/goods and services
			Type of vendor/supplier/service provider		
	1	Advertising Firm	Advertising Firm/Video Documentary Maker	Service	Making Video, Photographic, videography (video & audio), animation, etc.
	2	Agriculture	Livestock Animal Supplier	Supplies	Live animals Purchase Cow, Goat, Sheep and etc.
	3	Agriculture - Seeds and products	Seeds and products Supplier	Supplies	Seeds, Cuttings, Seedlings, etc.
	4	Awareness Campaign - Service	Media Awareness Campaigner or Distributor	Works & Services	Theatre or Music group, Radio Broadcast, Video shooting, leaflet, etc.
	5	Communication	Mobile Company/Service Provider	Service and Goods/Materials	Information, mobilization, SIM, Modem, Mobile, Router, etc.
	6	Construction	Building/construction materials suppliers	Goods/Materials	Bricks, cement, Rod Iron, bamboo, etc.
	7	Construction	Contractor /Construction suppliers	Service	Renovation type of work, Construction work ordered to an external specialized company/ rehabilitation, accessibility work
	8	Consultancy	Visa Consultancy Service Provider	Service	For Nationals and also for Foreigners/ Expats on arrival Visa, N Category, work permit etc.
	9	Consultancy	Consultancy for NGOAB registration/ report clearance/ fund clearance	Service	For organizational support for NGOAB registration, report clearance/ fund clearance
	10	Consultancy	Language translation & interpretation	Service	Written, verbal, sign
	11	Consultancy	Legal Adviser	Service	To provide professional legal services



	12	Consultancy	Consultancy (Baseline/Midline/Endline evaluation)	Service	To be defined (consultancy, survey, evaluation, etc.) for humanitarian sectors (MHPSS, Rehabilitation, etc.)
	13	Consultancy	Training Service	Service	TOT, SPSS, MHPSS, Leadership, Supervision Skill, Inclusive Education, Project Management, proposal writing, Result Based Monitoring and Reporting, Emotional Intelligence, GIS, Advance MS Office (Excel), Safety security, etc.
	14	Consultancy	Consultancy (Survey/Review, etc.)	Service	HR, SurveyCTO, etc.
	15	Consultancy	Audit Firm/Tax Consultant	Service	Audit, Staff Tax Clearance, etc.
	16	Courier	Courier Service	Service	National, International
	17	Customs	C&F Agent	Service	for customs clearance
	18	Customs	Shipping agent (Export-Import)	Service	for Shipment air, sea (import and export)
	19	Designer	Design/ Illustrator work service	Service	Making design for deferent materials such as design book, newsletter, flyer, etc.
	20	Electrical and consumables tools	Electrical tools and consumables	Supplies	Cables, connectors, Fuses, Circuit breakers, outlets, tools, etc.
	21	Equipment	Office Equipment (Energy)	Goods/Materials	Generators, solar panels, IPS, UPS, etc.
	22	Equipment	IT Equipment	Goods/Materials	Laptops, printers, scanners, NAS server, Tablets, Mobile phone, GPS, Camera, Projector, Router, Networking items, etc.
	23	Equipment	Office Equipment	Goods/Materials	Photocopier, general equipment, etc.
	24	Equipment	Home appliances	Goods/Materials	Fan, AC, TV, Oven, Refrigerator, washing machine, etc.
	25	Equipment	Safety-Security materials Service	Goods/Materials	Iron metal ware, CCTV camera, security alarm, torches, all kind of Safety & Security items, Fire Extinguisher.
	26	Equipment	Car or Vehicle Seller /showroom- (Brand New/ Reconditioned)	Goods/Materials	Car, truck, motorbike, etc.
	27	Food	Food suppliers/catering	Service and Food	Snacks, lunch, Dinner etc. (only food items)



	28	Fuel	Fuel Pump	Fuel supply	Diesel, Gasoline, Octane, CNG (for Generators, vehicles, motorcycles)
	29	Furniture	Office furniture	Goods/Materials	Chair, Desk, Shelves, Cabinet, Workstation, etc.
	30	General	General Suppliers	Goods and services	Any kind of items and services
	31	General	General market	Goods/Materials	Raincoats, boots, umbrellas, etc.
	32	Hotel	Residential Hotels with Training/meeting venue and Food	Service and Food	Accommodation (hospitality), Food, Banquet/Venue for Training or other facilities.
	33	Insurance	General Insurance	Service	Vehicle, Assets, Premises, etc.
	34	Insurance	Life and health Insurance	Service	Group, Medical, Health, Life, etc.
	35	IT	Internet service	Service	Internet, network services, Data connectivity (Broadband service)
	36	IT	IT Equipment maintenance service	Service	IT items hardware services for Computer, printer, scanner, etc.
	37	IT	IT Consumables and Accessories	Supplies	IT Cables, keyboards, external drive, mouse, USB key, DVD
	38	IT	IT Software	Supplies	License for Adobe, MS office, Bijoy, kaspersky etc,
	39	Kit Supplies	Hygiene kits	Goods/Materials	Dignity kits, etc.
	40	Kit Supplies	NFI - Shelter	Goods/Materials	Tents, Mats, Blankets, Ropes, Tarpaulins, etc.
	41	Kit Supplies	NFI - Cooking	Goods/Materials	Cooking pot, Plates, Spoons, Bowls, Knives, Stoves, etc.
	42	Kit Supplies	NFI - Hygiene products	Goods/Materials	Soap, Shampoo, Diapers, toothbrush, Towels, etc.
	43	Kit Supplies	NFI- Plastic material	Goods/Materials	Plastic Buckets, Cup, Plate, Basin, etc.
	44	Medical Item	Medical Drugs and equipment	Supplies	Drugs and all medical items (for Prog, Guesthouse, Vehicles...)
	45	Medical equipment	Medical equipment	Goods/Materials supplies and repairing services	Assistive Devices, Medical & Therapeutical Equipment, first aid material, etc.
	46	Medical equipment	Hearing Aid	Service and Supplies	Hearing aid



	47	Medical equipment	Spectacles	Service and Supplies	Spectacles
	48	Movers & Packers	Movers & Packers service	Service	for Moving/ shifting office, house
	49	Printing with Clothing and Fabrics	Printing Suppliers/Press/Event management	Service and Supplies	Print Posters, leaflets, carbon books, monitoring docs, ID & business cards, stickers, etc. and visibility items such as T-shirts, vests, caps, bags, gift items, etc.
	50	Publication	Job and Tender advertisement in Bangladesh job/tender portal/web site	Service	Job and Tender advertise posting
	51	Publication	Newspaper advertise/publication agency	Service	Advertise/publish
	52	Publication	Communication/media	Service	Publications, Radio, TV, Newspapers
	53	Manufacturer Protection / Safety	Protection / Safety	Supplies	Masks, Gloves, Goggles, Helmet, Boots, Coverall, Raincoat, Boundary marking tape-roll.
	54	Rent-A- Car	Rental Car (rental vehicles)	Service and Supplies	Cars (all type of car), Trucks, Boats, Auto Rickshaw, three-wheeler, etc.
	55	Rental	Building/space/land Rental or Lease service	Service	Office, Guesthouse, Warehouse, etc.
	56	Security service	Security Guards Agency	Service	Security guards Service provider
	57	Service Provider	Financial Service Provider (FSP)	Service	To provide Financial Service for money transfer or likewise
	58	Service Provider	Labor contractor	Service	Manpower service provider to daily work
	59	Service Provider	Maintenance service for Office and Houses,	Service	Plumber, carpentry, electrical, AC, etc.
	60	Service Provider	Cable TV services	Service	for TV at office and houses
	61	Service Provider	General Maintenance service	Service	Generators, solar panels, IPS, UPS, etc.
	62	Service Provider	Photocopy and printing Service	Service	Documents photocopy and Print



	63	Supplies	Food item - Dry/Processed	Goods/Materials	Plain Cereals, dry products (Rice, Maize, Beans, Lentils, Sugar, etc.) or Flours, canned food
	64	Supplies	Food item - Fresh	Goods/Materials	Vegetables, Meat, OR prepared food (catering)
	65	Supplies	Cookery and cutlery items	Supplies	Kitchen items
	66	Supplies	Office consumable	Supplies	Cleaning products, beverages, etc.
	67	Supplies	Office stationery	Supplies	Notebook, binder, pens, markers, scissors, staplers, Toners, etc.
	68	Toy	Toy shop/ Toy seller	Goods/Materials	All kinds of toy and game Materials
	69	Transport service	Cargo Vehicle	Service	Cargo Carry Truck with Labor to loading unloading
	70	Travel	Travel Agent	Service	Air Ticket (domestic & international), Bus ticket, Visa processing, International hotel booking, Tour guide, etc.
	71	Water Supplier	Drinking Water supply	Beverage Service	Drinking water in Hygienic condition
	72	Workshop	Vehicle workshop/service center	Service and Supplies	Repair, maintenance and spare parts for car and motorbike
	73	Service provider	Data entry	Service	Data entry, daily worker, personal

HI mostly targeted for well reputed service providers/consultancy firms/consultants/contractor/procurement providers/suppliers or any authorised business entity who are legally compliant to work nationally in Bangladesh and Internationally as well.

Economic conditions of The Enlistment Process:

Enlisted suppliers/service providers shall be eligible to business with HI to serve the best service as per HI requirements (need basis) and considering its procurement procedures. HI shall confirm about the enlistment to only the eligible bidders after completion the assessment. Enlistment eligibility shall be valid for next two years and may be operational on or before 1 August, 2022 as targeted.

Contract execution addresses:

HI BGD DHAKA Country Office along with it's all other site offices in Bangladesh.



2. General conditions

This Vendor Enlistment process and its result may be the first stage of a multi-stage procurement process. HI can use the qualified and registered vendor/supplier list for its work in the future through established processes. However, HI will not be bound to use the same list when other options are available for its work.

General Instructions

1. No fee is payable by the applicant to HI at any phase of the enlistment process.
2. Any applicant who is submitting their application in one base may share their interest to do business with other bases or any HI location in Bangladesh as well based on their capacity.
3. The applicant can apply for one or more subcategories of goods/services; however, they shall make sure before applying for a particular type of subcategory of goods/services, that they possess the required experience and qualification competency for that type of goods/services.
4. The applicant shall indicate the reference code/s of category of items (E.g., Ref: 1, 2, 9) for which they seek enlistment so that HI can assign the Vendor Code according to the Category Codes.
5. The applicant shall clearly complete the questionnaire form with correct/relevant information/data in appropriate fields/places.
6. The applicant shall submit copies of Purchase orders/Contracts/Experience certificates in support of their total and particular experience.
7. Certificates such as "Trade License/Certificate of Incorporation", VAT Certificates, TIN Certificates, Income tax clearance, Partnership deed where required and any other relevant license issued by appropriate authority should be submitted.
8. Supplier must ensure mushok against any product delivery other than that the payment will not be disbursed. HI shall follow Bangladesh Government Applicable rules and deduct all taxes accordingly.
9. Representatives of HI may, at its own discretion, visit the premises and other installation of the suppliers/vendors at any time during the enlistment process.
10. Costs of preparing bids/application process: None of the costs incurred by applicant's in preparing and submitting their bids shall be reimbursable. All these costs shall be borne solely by the applicant.
11. HI shall only inform the applicants who successfully passed the supplier/vendor enlistment process through evaluation.
12. After enlistment process based on vendor's performance HI may continue doing business with the same enlisted vendors after two years or discontinue doing business with vendors.
13. HI can use the enlisted vendors of respective subcategories for invitation to tender/request for quotations for limited tendering methods as well as for gathering data/information about new products/developments/innovative ideas and other technical information about the goods/services, for which they got enlisted.
14. Any applicants attempting to influence the evaluation committee in the process of examining, clarifying, evaluating and comparing bids with a view to obtaining information on the progress of the process or influencing Handicap International in its decision regarding the award of the contract shall have their application immediately rejected. No excuses shall be accepted for late submissions. applications arriving after the deadline shall be rejected without evaluation.
15. Applicant for enlistment process should share the declaration if they know anyone who is working in HI in advance to ensure the process transparent. If any information discloses later after



completing the enlistment process, the application may get disqualified based on HI management decision.

16. Repeated failures of the vendor to participate in bids or respond to HI product queries can lead to removal of the vendor in question from the enlistment.
17. In case of the vendor need any clarification required in respect of “filling of application form”, applicants may send e-mail to logistics@bangladesh.hi.org or contact Registry of HI Bangladesh Country office or its site offices mentioned the Application Submission addresses.

3. Application schedule

Publication date (প্রকাশনার তারিখ):	07 March, 2021
Targeted Deadline for receipt of clarification requests (প্রয়োজনীয় ব্যাখ্যার অনুরোধ প্রাপ্তির জন্য নির্ধারিত সময়সীমা):	20 March, 2022
Targeted Deadline for submit of applications (আবেদনপত্র জমা দেওয়ার জন্য নির্ধারিত সময়সীমা):	28 March, 2022
Targeted Deadline for awarding of enlistment (তালিকাভুক্তির পুরস্কার প্রদানের জন্য লক্ষ্যমাত্রা সময়সীমা):	1 August, 2022

4. Eligibility and Obligations

All natural or legal persons of whatever nationality are eligible to apply. However, certain criteria will be grounds for excluding applications.

Exclusion criteria:

All natural or legal persons of whatever nationality are eligible to apply. However, certain criteria will be grounds for excluding applications.

Exclusion criteria:

Applicants' shall be excluded from the selection and award procedure in the following conditions:

- If they are bankrupt or their affairs are being wound up; their affairs are being administered by the courts; they have entered into an arrangement with creditors; they have suspended business activities; they are the subject of proceedings concerning these matters or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- If they have been convicted of an offence concerning professional misconduct by a judgement which has the force of res judicata;
- If they have been found guilty of gross professional misconduct proven by any means which the contracting authorities can justify;
- If they have not fulfilled their obligations relating to the payment of social security contributions or taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country in which the contract is to be executed;



- If they have been the subject of a judgement which has force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- If, following another procurement procedure or grant award procedure financed by the community budget, they have been found to be in serious breach of contract for failure to comply with their contractual obligations.

In addition, contracts shall not be awarded to applicants who, during the procurement procedure:

- are in a position of conflict of interest;
- are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the award procedure, or fail to supply this information.

By returning this participation file duly initialled and signed, the applicants confirm that they are not in one or more of the situations described above and undertake to send to Handicap International within seven (7) calendar days following receipt of a request from Handicap International any additional documents that Handicap International considers necessary to perform its checks.

➤ **Sub-contracting**

Subcontracting might be allowed for this enlistment process with declaration but depend on the items.

5. Participation procedure

The call for interest kit is made up of the following documents:

- The Enlistment Notice File (this file)
- Questionnaire form ([Annex A](#)) – Applicant to fill
- General purchasing conditions ([Annex B](#))
- Good commercial practices ([Annex C](#))

Agree with our safeguarding policies include: ([Institutional Policies - Page link](#))

- [Child Protection](#)
- [Protection against Sexual Exploitation, Abuse and Harassment](#)
- [Anti-Fraud, Bribery and Corruption](#)
- [Disability, Gender and Age](#)
- [Safety and Security](#)

➤ **Submission of applications (আবেদনপত্র জমা)**

Companies interested in applying shall submit their file **in a sealed envelope mentioning on the envelope: the reference code/s of category of items (E.g., Ref: 1, 2, 9, etc.), location where the supplier is interested (E.g.: Dhaka, Kurigram, Cox's Bazar, Ukhiya, Teknaf or all Bangladesh) and the Supplier Name.** (আবেদন করতে আগ্রহী কোম্পানি তাদের ফাইল একটি সিলমোহর করা খামে কোন কোন



ক্যাটেগরিতে আগ্রহী তার রেফারেন্স কোডগুলি (যেমন: রেফ: ১,২,৯, ইত্যাদি), যে অবস্থানে সরবরাহকারী আগ্রহী (যেমন: ঢাকা, কুড়িগ্রাম, কক্সবাজার, উখিয়া, টেকনাফ বা সমগ্র বাংলাদেশ) এবং সরবরাহকারীর নাম সহ খামের উপর লিখে জমা দিতে হবে)

Application Submission addresses:

HI BGD DHAKA Country Office: House-3/A, Road-36 Gulshan, Dhaka-1212, Bangladesh.

HI BGD KURIGRAM Site Office: Shafikun Villa, Chamra Gola, Velakopa Road, Municipality Ward no: 05, Kurigram Sadar, Bangladesh.

HI BGD COX'S BAZAR Site Office: The Sayman Heritage Residence, Building-2 ; Level-2, Baharchara, Cox'sBazar-4700

HI BGD UKHIYA Site Office: Malvita Para, Ukhiya, Cox's Bazar, Bangladesh.

HI BGD TEKNAF Site Office: Khaiyuk Khali Para, Teknaf Municipality, Teknaf 4760, Bangladesh

Applicant can submit their enlistment application to HI Camps or other location if Application Submission Box is available.

OR

- Send a digital file in the form of an email* sent to the dedicated email address logistics@bangladesh.hi.org ; with subject heading "Application for Vendor Enlistment Process with CFI REF.: B51-BGD-LOG-2022/01"
- *If the file is too big to fit into 1 email (limit 20MB per email), please include numbering also in the subject.

The envelope and email shall include all document listed in the application document.

for clarification should be aimed at correcting any initial errors or omissions affecting the performance of the contract or undermining fair competition.

➤ **Requests for clarification**

If Handicap International, on its own initiative or in response to a request from an applicant, adds to or clarifies information in the Notice for enlistment, this information shall be sent in writing and shared with all other applicants at the same time. For clarification, applicant can communicate via given email id or do written communication to the given HI offices including all site offices.

6. Selection criteria of Applications

Bids shall be selected based on the information contained in the submitted documents form and attached documents. Applicants' may include any additional documents they deem relevant.

The main criteria of Supplier selection will be:

1st screening process (Result : Complaint/Non-compliant)



- ✓ Signed all Enlistment documents along with Statement that Supplier will adhere to HI's terms and conditions. (সরবরাহকারী HI এর শর্তাবলী মেনে চলবেন এমন বিবৃতি সহ সমস্ত তালিকাভুক্তি নথিতে স্বাক্ষর করবেন।)
- ✓ A photocopy of the National ID card of the Owner/Proprietor/CEO/Managing Director with address, Phone and email contact. (ঠিকানা, ফোন এবং ইমেল যোগাযোগ সহ মালিক/স্বত্বাধিকারী/সিইও/ব্যবস্থাপনা পরিচালকের জাতীয় পরিচয়পত্রের একটি ফটোকপি)
- ✓ Minimum 2 contact persons/representatives' information (Full Name, National ID, Address, Family Name, Phone or email contact). (ন্যূনতম ২ জন ব্যক্তি/প্রতিনিধির তথ্য (পুরো নাম, জাতীয় পরিচয়পত্র, ঠিকানা, পরিবারের নাম, ফোন বা ইমেল যোগাযোগ ঠিকানা))
- ✓ Company Status: VAT & E-TIN Registration Certificate; (কোম্পানির বর্তমান অবস্থা : ভ্যাট এবং ই-টিআইএন রেজিস্ট্রেশন সার্টিফিকেট)
- ✓ Certificate of Incorporation/Professional body registration ; (প্রফেশনাল বডি/ ইনকর্পোরেশন রেজিস্ট্রেশনের সার্টিফিকেট)
- ✓ Trading License/Business permit; (ট্রেডিং লাইসেন্স/ব্যবসায়িক অনুমতি)
- ✓ Company profile (কোম্পানির প্রোফাইল);
- ✓ Import & Export License where applicable (আমদানি ও রপ্তানি লাইসেন্স যদি প্রযোজ্য হয়) ;
- ✓ Client List against relevant Product/Services (প্রাসঙ্গিক পণ্য/পরিষেবাগুলির স্বপক্ষে ক্লায়েন্ট তালিকা)
- ✓ Copies of delivery certificate/contract/purchase orders in support of their total experience and particular experience of supplying of the products to any procurement entity as specified in Table with category. (ডেলিভারি সার্টিফিকেট/চুক্তি/ক্রয় আদেশের অনুলিপি তাদের মোট অভিজ্ঞতার সমর্থনে এবং যেকোন প্রকিউরমেন্ট পণ্য সরবরাহের বিশেষ অভিজ্ঞতার সমর্থনে ক্যাটাগরি সহ সারণীতে উল্লেখ করা হয়েছে)
- ✓ Completed Supplier Questionnaire Form with necessary attachments (প্রয়োজনীয় সংযুক্তি সহ সরবরাহকারী দ্বারা প্রশ্নাবলী পূরণকৃত ফর্ম);
- ✓ List of Technical personnel to be dedicated for HI (HI-এর জন্য নিবেদিত টেকনিক্যাল কর্মীদের তালিকা).
- ✓ Profile of the Organizations including organizational structures, management capacity (small proprietorship businesses can skip) (সাংগঠনিক কাঠামো, ব্যবস্থাপনা কমিটি সহ সংস্থাগুলির প্রোফাইল (ছোট মালিকানা ব্যবসায়িক প্রতিষ্ঠান এড়িয়ে যেতে পারে)).
- ✓ Bank Statements or Bank Certificate in support of Liquidate Assets (লিকুইডেট সম্পদের সমর্থনে ব্যাংক স্টেটমেন্ট বা ব্যাংক সার্টিফিকেট)
- ✓ Accounts Statements in support of Yearly Turnover (audited/unaudited) (বার্ষিক টার্নওভারের সমর্থনে অ্যাকাউন্টের বিবৃতি (নিরীক্ষিত/অনিরীক্ষিত))
- ✓ Brief statements on quality control mechanism and quality service delivery mechanism (small proprietorship businesses can skip). (গুণমান নিয়ন্ত্রণ ব্যবস্থা এবং মানসম্পন্ন পরিষেবা সরবরাহ ব্যবস্থার সংক্ষিপ্ত বিবৃতি (ছোট মালিকানা ব্যবসায়িক প্রতিষ্ঠান এড়িয়ে যেতে পারে))
- ✓ Audited financial statement for last three years (গত তিন বছরের নিরীক্ষিত আর্থিক বিবৃতি)
- ✓ Any other supporting documents that is relevant to their types of business. (তাদের ব্যবসার প্রকারের সাথে প্রাসঙ্গিক অন্য কোনো সহায়ক নথি)

Final screening process (Result : Awarded/Rejected)

- ✓ Physical verification process (if required)



7. Cancellation of a call for interests' procedure

HI will reserve the right to:

- i. Reject any invitee's response that does not include all the information requested or is not in this application format;
- ii. Reject any invitee's response that in its opinion is unacceptable after scrutiny/assessment;
- iii. Disregard any content in an invitee's response that is illegible and will be under no obligation whatsoever to seek clarification from the invitee;
- iv. Disqualify an incomplete invitee's response or evaluate it solely on the information contained within it;
- v. Alter the structure and/or the timing of the Vendor Enlistment process; and
- vi. Vary or extend any time or date specified in this invitation for all invitees
- vii. Contact and verify of the information/documents with the other legal entities/contractual partners/purchasers that are referred to in the Vendor Registration Format/CV or as references if not matched.

8. Awarding of Enlistment Process

By virtue of this document, Handicap International holds ownership of all applications received as part of this enlistment procedure. Consequently, applications shall not be returned to applicants.

Date:

Place:

Name:

Function:

Signature and company stamp preceded by the words "Read and approved":

Annex : A (Application Evaluation Questionnaire)

Handicap International new name Humanity and Inclusion (HI) appreciates the suppliers' efforts in responding to these questions. It helps HI to identify potential suppliers and facilitate/speed up the supplier selection process. Please note that the completion of this questionnaire does not equate to any contractual link between HI. HI may, but is not obligated to send restricted tender announcements and / or request for quotations to companies who completed this questionnaire.

Company name:	
---------------	--



Type of company (public company, LLC, association, etc.)	
Year and place of creation	
Registration number	
VAT registration number	
Address:	
Administrative address (if different)	
Proprietor/ Managing Director Name	
Phone number:	
Email:	
Sales/contact person-1 Name and position	
Contact mobile number	
Email:	
Sales/contact person-2 Name and position	
Contact mobile number	
Email:	
Date of submission:	

1. Detail of the products and/or services that the supplier is seeking to provide HI with. Please enclose a catalogue of items when existing.
2. Other products and/or services the company offers. Please enclose a catalogue of items when existing.
3. Is the supplier registered in the country? Please provide a copy of the business registration.
4. Is the supplier part of an international corporation? Please detail the link (headquarters / subsidiary) and list the other manufacturing and commercial sites, in country and abroad.



5. When was the company established in the country? When was the headquarters created.
6. What is the supplier's yearly income over the last 3 years? What is the Group (if any) yearly income?

Financial data - forward balance sheets and income statements (compulsory)					
In BDT			Year 2020	Year 2019	Year 2018
Turnover (in million BDT)					
Operating profit - before exceptional, interest & taxes (in million BDT)					
Bank data:	Bank name		Branch name		
	Account number		Account holder name		
	Receiver Bank Routing Number		Account Type		
	IBAN (if not in Bangladesh)		SWIFT (if not in Bangladesh)		
The company accepts payments made by wire transfer and cheques					

7. How many employees are working for the supplier locally? and abroad?
8. Has the supplier already worked with one of HI entity? Please detail what HI entity it was, the period, the type of products / services sold, the volumes and amounts?
9. Does the supplier supply other organization (UN/NGOs or private sector)? Attach client list and request at least three customer references (customers should be from humanitarian sector and/or buy similar product).
10. Does the supplier have:
 - a. Quality management policy?
 - b. National quality certification?
 - c. International quality certification?
 Please provide copies of the available documents.
11. Please mention the item/service category where you are interested to make business with HI.

-



12. Is the supplier able to provide audited financial statement for the last 2 years but preferred 3 years?
If yes then provide the provide.

13. The Supplier will adhere to HI's terms and conditions and Institutional Policy.

14. Supplier's Interest to do business with HI in – (Mark your preferred location)

Dhaka	Kurigram	Cox's Bazar	Teknaf	Ukhiya	Any location in Bangladesh
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Supplier Registration Name: _____

Represented by: _____

Place: _____

Date: _____

Signature: _____

Annex : B (General Purchasing Conditions)

ARTICLE 1: GENERAL PROVISIONS

The following general Terms and Conditions apply to all orders placed by HANDICAP INTERNATIONAL ("HI") with a supplier. The term "order" refers to any HI purchase order or contract.

Upon acceptance of the order, the supplier shall be entirely bound by the provisions of these Terms and Conditions which will prevail over any additional or differing terms in the supplier's terms of sale.

This Agreement may only be varied with the written consent of HI and any specific terms and conditions in the purchase order or contract will prevail over these terms and conditions.

ARTICLE 2: DELIVERY

Except if otherwise specified in writing in the purchase order or contract, all orders will be delivered carriage and insurance paid (CIP), or in conformity with the Incoterms 2010 specified on the purchase order.



Goods will remain the sole responsibility of the supplier until the delivery note has been signed by HI or by the forwarding agent appointed by HI.

All orders will be delivered in full, unless HI has agreed to partial deliveries in writing.

All deliveries will be accompanied by a delivery note mentioning the purchase order reference or contract numbers, complete descriptions and quantities of goods delivered, and batch or serial numbers if applicable. HI reserves the right to request additional documentation such as certificates of analysis and/or certificates of origin for goods delivered.

Should the point of delivery be different to the billing address, a copy of the delivery note and shipping documentation will be sent to the ordering entity at least 24 hours before expedition of the goods.

HI reserves the right to refuse any goods delivered in excess of quantities ordered. Excess quantities will be returned to the supplier at their own risk and cost.

ARTICLE 3: DELIVERY TIMES

Delivery times and delivery dates appearing on the purchase order or contract are binding.

If contractual delivery times are not respected, HI may, in accordance with the law, apply late delivery penalties without prejudice to the cancellation clause. These penalties will amount to two percents (2 %) of the total amount of the undelivered goods, excluding taxes, per week of late delivery.

If goods have not been delivered within ten (10) calendar days after the contractual delivery date, HI reserves the right to cancel the order for undelivered goods without notice or payment to the supplier.

ARTICLE 4: COMPLIANCE

A delivery will only be considered as compliant after verification and acceptance by HI. Non-compliant goods can be refused, without written prior agreement from the supplier, and returned by HI at the supplier's cost and risks within fifteen (15) calendar days of delivery. After this time HI will be responsible for costs incurred returning the goods.

HI may also demand that the goods be brought up to standard or replaced within fifteen (15) calendar days of receipt of a written request from HI, that the total price be refunded, or the cancellation of the order in its entirety.

All delivery prices include packaging charges. No deposit can be applied to packaging without prior written agreement from HI. If such an arrangement is agreed, details of the deposit will be clearly

ARTICLE 5: PACKAGING

The supplier agrees to supply goods and services that comply with technical specifications defined by HI, official standards and, in all cases that comply with good professional practice in the sector in question.

Packaging must be compliant with the quality standards required by the nature of the goods, and their transport, storage and handling, in order that they are delivered in perfect condition.

ARTICLE 6: WARRANTY

The supplier guarantees that goods will be delivered undamaged and free from defects, contamination or unreasonable wear, and that they will comply with their destined usage. Any replacement or repair of goods by the supplier will renew the guarantee for a further twelve (12) months beginning on the date of acceptance by HI of the replaced or repaired goods. The supplier guarantees that any replacement parts will be provided at short notice, and an after-sales service will be guaranteed for five (5) years from the initial delivery date.



ARTICLE 7: DANGEROUS OR PERISHABLE GOODS

The supplier agrees to inform HI of the precautions, instructions, recommendations and applicable restrictions for the transport, warehousing and handling of perishable or dangerous goods.

The supplier agrees to provide all required official documentation for perishable and dangerous goods, particularly for international shipping.

Product expiry dates must be displayed clearly and permanently on packaging. The supplier guarantees that the remaining shelf life of the product at the time of delivery is longer than eighty percents (80 %) of its total initial shelf life.

ARTICLE 8: LIABILITY

The supplier is entirely liable for the delivery of goods in compliance with the terms and conditions of the purchase order or contract, and with the laws, regulations, recommendations, standards and good professional practices applicable to the sector.

The supplier is solely liable for any damage caused by its staff or sub-contractors during the execution of the purchase order or contract.

The supplier agrees to hold a valid civil liability insurance policy for the entire duration of their contractual agreement with HI.

ARTICLE 9: ORDER CANCELLATION

Any order unfilled by the supplier or non-compliant with one or several of their contractual obligations may be lawfully cancelled by HI if the failure to comply is not addressed in the fourteen (14) calendar days following formal notification by HI by registered mail with acknowledgement receipt.

HI will notify the supplier in writing of the cancellation, which will take effect to the sole detriment of the supplier, and this notwithstanding all damages suffered or incurred by HI.

ARTICLE 10: PRICE

Unless stipulated otherwise by HI, the prices indicated on the purchase order are firm and not subject to change. They include all costs associated with the manufacture, packaging, loading, shipping and unloading of the goods. Prices for goods to be exported from the European Union to outside of the European Union do not include VAT.

ARTICLE 11: INVOICING AND PAYMENT

Two copies of all invoices will be issued and sent to the HI office that sent out the order within seven (7) calendar days of delivery. If several orders are contained in one delivery, a separate invoice will be issued for each order.

All invoices will feature the exact references of the delivery note and the order to which they correspond.

ARTICLE 12: SOCIAL AND ENVIRONMENTAL RESPONSIBILITY

HI reserves the right to denounce the order at any time, if the supplier is implied in acts of fraud, corruption, money laundering, or is implied in a criminal organization or quite other illegal activity or is in situation of conflict of interests or abuse of power towards the representatives of HI. HI also reserves the right to denounce the order at any time if the supplier does not respect the international laws in Human Rights or fundamental rights in labor law such as define by the International Labour Organization



(ILO)((INTERNATIONAL LABOR ORGANIZATION)), in particular concerning the non-child labor, the nondiscrimination in the employment(use), the labor-union freedom and the right(law) of organization, the respect for salaries minimum and the equality of payment, the not appeal for the hard labor and the respect for durations and for conditions of work and hygiene. HI also reserves the right to denounce the order at any time if the supplier participates whatever shape it is for the distribution of antipersonnel land mines and bombs with sub-ammunitions (production, business, financing, shareholding, transport, storage, etc.), in the business or in the arms dealing, (Arms category A and B - as defined in the French Law article n°2012-304 of the 6 of march 2012) or if he devotes to practices who would make him comparable to a "war profiteer" (use of the economic springs(competences) of a conflict, an abuse of dominant position bound to the existence of a conflict), or still if he has links with terrorist networks about or their nature (acts of violence committed to populations or civil installations committed by an organization). Finally, HI attempts to use techniques and processes of production respecting the fundamental rules of environmental protection (mainly towards the deforestation, towards the use of chemical agents getting the protection of the biodiversity) and expects from his suppliers and persons receiving benefits (providers) for a similar approach.

ARTICLE 13: APPLICABLE LAW AND ATTRIBUTION OF JURISDICTION

HI purchase orders and contracts are governed by Bangladesh law.

Annex : C (Good commercial practices)

Preamble

These Best Business Practices provide the basis of all working relations between HI and its suppliers.

They are general rules valid unless specific terms are mentioned in the agreement. In the event of contradictory terms between documents, the terms of the agreement or of the call for interest file will take precedence over these Best Business Practices.

I. Supply procedures principles

HI has set up transparent procedures to attribute contracts, of which the key principles are:

- *Transparency* in the supply procedure
- *Proportionality* between procedures followed to attribute agreements and the value of contracts.
- *Equal treatment* of potential suppliers

Usual criteria to select a supplier are:

- Authorisation to buy goods/services in the country
- Financial and economic capacity
- Technical expertise
- Professional capacity

Usual criteria to attribute a contract are:

- The principle of the lowest bid (the cheapest bid satisfying all the conditions required)
- Best value for money



II. Misconduct, ineligibility and exclusion

HI considers each case of misconduct below as a valid reason to exclude a bidder from a call for interest procedure and end all working relations and agreements with them:

- Fraud: defined as all intentional actions or omissions regarding:
 - The use or presentation of false, incorrect or incomplete declarations or documents, which would lead to fraudulent appropriation or reprehensible retention of HI's or institutional funding bodies' funds.
 - Concealment of information, having the same consequences.
 - Use of those funds for reasons other than those for which they had been originally attributed.
- Active corruption: promising or deliberately granting an advantage to any person so that they may act or refrain from acting according to their duty in such a way as to damage, or be capable of damaging the interests of HI or of institutional funding bodies.
- Direct corruption: offering HI employees money or gifts in kind to obtain additional contracts or to continue an agreement
- Collusion: agreement between two rival companies, which would have the probable effect of increasing prices, cutting production and increasing profits of allied companies to a greater extent than their natural increase. An attitude of collusion is not automatically based on the existence of explicit agreements between companies. It may also be tacit.
- Coercive practices: damaging or threatening to damage, directly or indirectly, persons or their property in order to influence their involvement in a supply procedure or influence the performance of an agreement.
- Involvement in a criminal organisation or any other illegal activity established by judgement by the American Government, European Union, United Nations or any other HI funding body.
- Immoral human resources practices: use of child labour and non-compliance with fundamental social rights and work conditions of employees or subcontractors.

HI will exclude from the supply procedure any candidate or bidder in any of the following cases:

- Being in a situation of bankruptcy or liquidation, or in receivership, in an arrangement situation (with creditors), having suspended business, in proceedings relating to those subjects or in a similar situation resulting from a procedure resulting from national regulations or law.
- Being sentenced for an offence within the framework of its professional activity by a court decision having the force of res judicata.
- Having been found guilty of grave professional misconduct proven by any means
- Not having satisfied obligations relating to the payment of social security contributions or tax in compliance with legal provisions, either in the country in which the business is established in HI's country of intervention or in the country in which the Agreement will be executed.
- Having been found guilty of fraud, corruption, involvement in a criminal organisation or any other illegal activity that could damage the financial interests of communities.
- Having been declared responsible for grave breach of contract due to non-compliance with contractual obligations in a previous procurement procedure.

HI will not attribute agreements to candidates or bidders who, in the course of the procedure will be:

- the subject of conflicting interests
- guilty of inaccurate declarations by providing information requested by HI to take part in the agreement procedure or by not providing such information.

III. Administrative and financial sanctions

Should the supplier, candidate or bidder be involved in corruptive, fraudulent, collusive or coercive practices, HI would impose:



- Administrative sanctions: A candidate's misconduct will be notified to competent civil or commercial authorities as will be the immediate end of any professional relations with it;
- Financial sanctions: HI will request the refunding of expenses directly and indirectly related to the conduct of the new call for interests or contract attribution procedure. If relevant, the bid guarantee or performance guarantee will be kept by HI.

IV. Information and Access for Funding Bodies

HI will immediately inform institutional funding bodies and will provide them with relevant information should a supplier, candidate or bidder be involved in corruptive, fraudulent, collusive or coercive practices.

Furthermore, entrepreneurs accept to guarantee right of access to their financial and accounting documents so that HI's Institutional Funding Bodies may conduct verifications and audits.

V. Documents to be presented by the supplier

Below are the minimum documents that any company or individual entrepreneur wishing to work with HI needs to produce:

- Supplier's / company representative's personal national identity paper
- Status and registration papers of the company
- Mission order or proxy authorising the representative to sign the Agreement
- Copy of tax registration

NB: Additional documents may be requested for a specific contract.

Furthermore, the Supplier must have minimum administrative equipment to be able to issue an Invoice, Delivery note and own an official stamp.

TO BE COMPLETED BY THE SUPPLIER

I, the undersigned, **Name of owner** representing certify having read and understood the rules hereto.

On behalf of the **company** for which I act, accept the terms of HI Best Business Practices and undertake to achieve the best performance should the contract be attributed to

I the undersigned, certify that **company name** has not been involve and will take all necessary steps not to be involved in or supply material support or any other resource to individuals or entities that commit, attempt to commit, recommend, facilitate or participate in fraud, active or indirect corruption, collusion, coercive practices, involvement in criminal organisation or any other illegal activity or that do not respect Human Rights or basic social rights and minimum work conditions as defined by the International Labour Organisation (ILO), in particular regarding child labour, discrimination, freedom of association, respect of the minimum wage, slave labour issues and compliance with work conditions and hygiene.



Finally, I hereby certify that **company name** is not involved in any current legal action or court proceedings as plaintiff or defendant, in its own name or on behalf of any other entity, for actions relating to fraud, corruption or any illegal activity and has never been found guilty of such practices.

Name:

Position:

Date:

Signature & Stamp :