



**25 April, 2021(Revised)**

**PREQUALIFICATION FORM FOR SUBMITTING EXPRESSION OF INTEREST  
FOR ENLISTMENT  
UNDER DIFFERENT CATEGORY OF GOODS/EQUIPMENT/SUPPLY ITEMS**

**Reference: EOI-BD-2021-001**

**BACKGROUND OF ENLISTMENT**

UNDP partners with people at all levels of society to help build nations through sustainable, innovative, and community-based development projects. Since 1972, UNDP and its partners have helped Bangladesh make critical advances in the areas of governance, poverty reduction, climate change and disaster resilience. Communities are made stronger by our partnerships and assistance.

UNDP Bangladesh depends upon local suppliers for large number of goods and services. Reliance on local service providers simplifies the operations and results in efficiency, cost savings and flexibility. Reliability and capability of suppliers of various goods and services is essential for successful implementation of programmes.

Expressions of Interest (EOI) are invited from local & genuine companies/suppliers wishing to be prequalified to supply various goods/supply items to UNDP Bangladesh and through the attached questionnaire establishing their capacities to undertake such works.

Local/Genuine companies may submit EOI for one or for more than one categories. However, the companies should clearly indicate their main area of specialization for goods, with proof. UNDP Bangladesh is interested to work with the competent companies in their area of specialization.

- Various categories of goods/Supply, for which EOI is invited, are as follows:
  - **Information and Communication Technology (ICT)**
  - **General Supplies**
  - **Printing and Designing**
  - **Equipment's Supply (Electric & Electronics items)**
  - **Training/Education/ Materials/Promotional Items**
  - **Emergency and Relief Goods**
  - **Furniture**
- Various goods under each category and specific requirement of each category are mentioned at **Annexure 1-7**.



**Table-A: Category for Enlistment:**

[Please tick below for the best fit/appropriate category]

SL NO	Name of Category	Sub-Category (Please Tick Mark -v)	Remarks
1	<b>Category: A (Information and Communication technology (ICT))</b>	<input type="checkbox"/> ICT Accessories <input type="checkbox"/> ICT equipment <input type="checkbox"/> Networking equipment accessories <input type="checkbox"/> Software	Please fill up the required fields of <b>Annexure-1</b>
2	<b>Category: B (General Supplies)</b>	<input type="checkbox"/> Office Stationery <input type="checkbox"/> Office Supplies <input type="checkbox"/> others	Please fill up the required fields of <b>Annexure-2</b>
3	<b>Category: C Printing and Designing</b>	<input type="checkbox"/> Offset/General Printing Digital <input type="checkbox"/> Printing <input type="checkbox"/> Design Illustration <input type="checkbox"/> others	Please fill up the required fields of <b>Annexure-3</b>
4	<b>Category: D Equipment's Supply (Electric &amp; Electronics items)</b>	<input type="checkbox"/> Electric & Electronics Appliances <input type="checkbox"/> Office Equipment <input type="checkbox"/> Electrical Supply & Accessories <input type="checkbox"/> AC, Refrigerator, TV, Oven <input type="checkbox"/> others	Please fill up the required fields of <b>Annexure-4</b>
5	<b>Category: E Training/Education Materials/Promotional Items</b>	<input type="checkbox"/> Bag (All type) <input type="checkbox"/> Crest <input type="checkbox"/> Key ring <input type="checkbox"/> Cap <input type="checkbox"/> T-Shirt <input type="checkbox"/> Pen/Pencil <input type="checkbox"/> Notebook <input type="checkbox"/> Clock <input type="checkbox"/> Mug <input type="checkbox"/> others	Please fill up the required fields of <b>Annexure-5</b>
6	<b>Category: F Emergency and Relief Goods</b>	<input type="checkbox"/> Mask (All type) <input type="checkbox"/> Hand Sanitizer (All size) <input type="checkbox"/> PPE <input type="checkbox"/> Disinfection spray <input type="checkbox"/> Tarpaulins; <input type="checkbox"/> Torch (solar/battery) ; <input type="checkbox"/> Pitcher; <input type="checkbox"/> Utensils <input type="checkbox"/> Soaps ; <input type="checkbox"/> Tents ; <input type="checkbox"/> Blankets.	Please fill up the required fields of <b>Annexure-6</b>

		<input type="checkbox"/> Gumboot <input type="checkbox"/> Umbrella <input type="checkbox"/> Raincoat <input type="checkbox"/> others	
7	<b>Category: G: Furniture</b>	<input type="checkbox"/> Office Furnitures(All types)	Please fill up the required fields of <b>Annexure-7</b>

Interested companies/firm may apply for any single or all category but for qualify for any category, vendor must need to have experience to deal/supply any items mentioned in sub category and need to submit all documents as per below **(under Eligibility criteria and submission details)** to apply:

#### Scope of the EOI

UNDP Bangladesh anticipates issuing corresponding Solicitation (RFQ/ITB) on the above subject requirement. In this regard, UNDP Bangladesh is interested in identifying eligible, well established and qualified companies/firm for aforesaid categories who has the knowledge of UNDP Bangladesh and its supported projects throughout the country. The companies/firm are expected to have an excellent sales and services network in Bangladesh. UNDP Bangladesh will pre-qualify multiple vendors for each category.

**Note:** UNDP encourages women entrepreneur/women-owned businesses to apply.

#### Eligibility Criteria and submission details:

(A) Interested companies must need to comply and submit the required documents in accordance with Annexures (Category wise):



**ANNEXURE - 1: DIFFERENT CATEGORY OF GOODS/EQUIPMENT/SUPPLY ITEMS**

Participating firm to fill the required details for their concerned for below category:

**Information and Communication technology (ICT)**

BASIC DETAILS			
1	Does the firm have any Branch Offices?		Yes/No
2	If yes, kindly provide the names of States/Districts where the Branch Offices are located.		
3	Full Address and Contact Details of Branch Offices specified in (2) above.		
4	What are the working days in a week? Kindly specify work timings for weekdays and weekends.		
FUNCTIONAL DETAILS			
1	Does the organization deal with multi brands goods such as: ICT Accessories ICT equipment Networking equipment accessories Software		Yes/No (If yes, kindly specify names of goods the organization deals in.)
2	Does the organisation/supplier have the requisite authorisation/certification/distributorship from respective brand/ the manufacturer (s) to sell its products ?		Yes/No
3	Does the organisation have its own after sales services/warranty facilities etc. or does the organization/supplier have after sales service facilities with adequate in-house technical team?		(Yes/No)
5	Does the organization have after sales services facilities		(Yes/No)
6	Kindly provide a list of the latest top 5 clients of the firm (in below client list)		
BRANCH OFFICE DETAILS If applicable			
S.No.	District	Full Address	Contact Details
CLIENT LIST			
S.No.	Client Name	Period of Contract	Goods supplied

**ANNEXURE - 2: DIFFERENT CATEGORY OF GOODS/EQUIPMENT/SUPPLY ITEMS**

Participating firm to fill the required details for their concerned for below category:

**General Supplies**

BASIC DETAILS			
1	Does the firm have any Branch Offices?		Yes/No
2	If yes, kindly provide the names of States/Districts where the Branch Offices are located.		
3	Full Address and Contact Details of Branch Offices specified in (2) above.		
4	What are the working days in a week? Kindly specify work timings for weekdays and weekends.		
FUNCTIONAL DETAILS			
1	<b>Does the organization deal with multi type goods such as:</b>  Office Stationery Office Supplies <b>others</b>		Yes/No (If yes, kindly specify names of goods the organization deals in.)
2	Kindly provide a list of the latest top 5 clients of the firm. (In below client list)		
BRANCH OFFICE DETAILS (If applicable)			
S.No.	District	Full Address	Contact Details
CLIENT LIST			
S.No.	Client Name	Period of Contract	Goods supplied

**ANNEXURE -3: DIFFERENT CATEGORY OF GOODS/EQUIPMENT/SUPPLY ITEMS**

Participating firm to fill the required details for their concerned for below category:

**Printing and Designing**

BASIC DETAILS			
1	Does the firm have any Branch Offices?		Yes/No
2	If yes, kindly provide the names of States/Districts where the Branch Offices are located.		
3	Full Address and Contact Details of Branch Offices specified in (2) above.		
4	What are the working days in a week? Kindly specify work timings for weekdays and weekends.		
FUNCTIONAL DETAILS			
1	<b>Does the organization deal with multi type of printing such as:</b>  Offset/General Printing Digital Printing Design Illustration <b>others</b>		Yes/No (If yes, kindly specify names of goods the organization deals in.)
2	Does the organization/Supplier have its own printing press.? If yes, then please share the supporting documents.		(Yes/No)
3	What type of machine & software uses by the organization/Supplier for illustration work?		<i>Please mention here</i>
3	Kindly provide a list of the latest top 5 clients of the firm. (In below client list)		
BRANCH OFFICE DETAILS, if applicable			
S.No.	District	Full Address	Contact Details
CLIENT LIST			
S.No.	Client Name	Period of Contract	Goods supplied

**ANNEXURE -4: DIFFERENT CATEGORY OF GOODS/EQUIPMENT/SUPPLY ITEMS**  
Participating firm to fill the required details for their concerned for below category:

**Equipment's Supply (Electric & Electronics items)**

BASIC DETAILS			
1	Does the firm have any Branch Offices?		Yes/No
2	If yes, kindly provide the names of States/Districts where the Branch Offices are located.		
3	Full Address and Contact Details of Branch Offices specified in (2) above.		
4	What are the working days in a week? Kindly specify work timings for weekdays and weekends.		
FUNCTIONAL DETAILS			
1	<b>Does the organization deal with multi brands/types of goods such as:</b> Electric & Electronics Appliances Office Equipment's Electrical Supply & Accessories AC, Refrigerator, TV, Oven <b>others</b>		Yes/No (If yes, kindly specify names of goods the organization deals in.)
2	Does the organization/supplier have the requisite authorization from the manufacturer(s) to sell its products?		Yes/No
3	Does the organization/supplier have its own after sales services facility for repairing etc with adequate in-house technical team?		(Yes/No)
4	Kindly provide a list of the latest top 5 clients of the firm. (In below client list)		
BRANCH OFFICE DETAILS (If applicable)			
S.No.	District	Full Address	Contact Details
CLIENT LIST			
S.No.	Client Name	Period of Contract	Goods supplied

**ANNEXURE -5: DIFFERENT CATEGORY OF GOODS/EQUIPMENT/SUPPLY ITEMS**  
Participating firm to fill the required details for their concerned for below category:

**Training/Education/ Materials/Promotional Items**

BASIC DETAILS			
1	Does the firm have any Branch Offices?		Yes/No
2	If yes, kindly provide the names of States/Districts where the Branch Offices are located.		
3	Full Address and Contact Details of Branch Offices specified in (2) above.		
4	What are the working days in a week? Kindly specify work timings for weekdays and weekends.		
FUNCTIONAL DETAILS			
1	<b>Does the organization deal with multi types of goods such as :</b> Bag (All type) Crest Key ring Cap T-Shirt Pen/Pencil Notebook Clock Mug <b>others</b>		Yes/No (If yes, kindly specify names of goods the organization deals in.)
2	Kindly provide a list of the latest top 5 clients of the firm. (In below client list)		
BRANCH OFFICE DETAILS (If applicable)			
S.No.	District	Full Address	Contact Details
CLIENT LIST			
S.No.	Client Name	Period of Contract	Goods supplied



**ANNEXURE - 6: DIFFERENT CATEGORY OF GOODS/EQUIPMENT/SUPPLY ITEMS**  
Participating firm to fill the required details for their concerned for below category:

**Emergency and Relief Goods**

BASIC DETAILS			
1	Does the firm have any Branch Offices?		Yes/No
2	If yes, kindly provide the names of States/Districts where the Branch Offices are located.		
3	Full Address and Contact Details of Branch Offices specified in (2) above.		
4	What are the working days in a week? Kindly specify work timings for weekdays and weekends.		
FUNCTIONAL DETAILS			
1	<b>Does the organization deal with multi types of goods such as :</b> Mask (All type) Hand Sanitizer (All size) PPE Disinfection spray Tarpaulins; Torch (solar/battery); Pitcher ; Utensils Soaps ; Tents ; Blankets. Gumboot Umbrella Raincoat <b>others</b>		Yes/No (If yes, kindly specify names of goods the organization deals in.)
2	Does the organization/supplier have the requisite authorization from the manufacturér(s) to sell its products for Hand Sanitizer, Disinfection spray, Soap & Umbrella?		Yes/No
3	Kindly provide a list of the latest top 5 clients of the firm. (In below client list)		
BRANCH OFFICE DETAILS (If applicable)			
S.No.	District	Full Address	Contact Details
CLIENT LIST			
S.No.	Client Name	Period of Contract	Goods supplied

**ANNEXURE - 7: DIFFERENT CATEGORY OF GOODS/EQUIPMENT/SUPPLY ITEMS**

Participating firm to fill the required details for their concerned for below category:

**Furniture**

BASIC DETAILS			
1	Does the firm have any Branch Offices?		Yes/No
2	If yes, kindly provide the names of States/Districts where the Branch Offices are located.		
3	Full Address and Contact Details of Branch Offices specified in (2) above.		
4	What are the working days in a week? Kindly specify work timings for weekdays and weekends.		
FUNCTIONAL DETAILS			
1	Does the organization deal with multi types of office furniture such as : Office Furniture_(All types) others		Yes/No (If yes, kindly specify names of goods the organization deals in.)
2	Does the organization/supplier have own factory to manufacture furniture?		Yes/No
3	Does the organization/supplier have its own after sales services facility for repairing etc with adequate in-house technical team?		Yes/No
4	Does the organization/supplier have authorization/distributorship for selling any renowned market brand furniture?		Yes/No
5	Kindly provide a list of the latest top 5 clients of the firm. (In below client list)		
BRANCH OFFICE DETAILS (If applicable)			
S.No.	District	Full Address	Contact Details
CLIENT LIST			
S.No.	Client Name	Period of Contract	Goods supplied

**(B) Interested companies for all category must need to submit the following documents:**

1. Working experience with Development sector/UN agencies/Corporate house/Govt.
2. Self-Declaration copy signed by an authorized person and stamped. Also please fill **Table-A**.
3. Company profile (which should not exceed fifteen (15) A4 pages including and printed broacher relevant to the goods/services to be procured. Also please fill the **Table-B,C,D (Vendor Information Sheet, Key personnel and banking information** as annexure with profile.
4. Business Licenses of similar category -copy of the updated Registration papers, tax Payment certification & BIN.
5. List of minimum five (5) major clients containing contact details\*.
6. Last 2 consecutive years audited report/2 consecutive years bank statement. Also please fill the **Table: E** with necessary information in table.\*\*
7. Membership/Local Distributors Authorized certification of renowned brand for the ICT category,
8. List of adequate technical people to manage the ordres with minimum supervision (Where applicable).
9. Please include a currently valid copy of the registration documentation. (if applicable)

ISO9001 ☐ Environmental Management ☐ Other Standard ☐ Internal Procedures ☐  
None ☐ Quality Certification ☐

**\*For Women entrepreneur/ women-owned business: 3 major clients containing contact details**

**\*\* For Women entrepreneur/ women-owned business: Bank solvency certificate/ Financial statement/ Audited statement**

Interested Companies must provide necessary documentations and information indicating that they are qualified to deliver the required products, ensure after sales service facility (where applicable), availability of appropriate skills among staff, etc). **Failure to do so shall result in disqualification.**



Table: A: Self Declaration:

## Declaration

Date:

**United Nations Development Programme**

UNDP Registry, IDB Bhaban, Agargaon  
Sher-E-Bangla Nagar, Dhaka, Bangladesh

Assignment:

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**Reference:** EOI-BD-2021-001

Dear Sir,

I declare that ..... is not in the UN Security Council  
1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.

Yours Sincerely,

*[Name and Signature of the Supplier's Authorized Person]*

*[Designation]*

*[Date]*

**Table-B: Vendor Information Sheet**

Name of Organization	
Type of Business	
Nature of Business	
Address of Organization	
1 <sup>st</sup> Contact Person Name	
1 <sup>st</sup> Designation of Contact Person	
2 <sup>nd</sup> Contact Person Name	
2 <sup>nd</sup> Designation of Contact Person	
E-mail Address (1 <sup>st</sup> Contact person)	
E-mail Address (2 <sup>nd</sup> Contact person)	
Phone Number	
Mobile Number (1 <sup>st</sup> Contact person)	
Mobile Number (2 <sup>nd</sup> Contact person)	
Year of Establishment	
Yearly Turnover	For 2017-2018: BDT For 2019-2020: BDT
Website (if any)	

Table: C: Information of Business Owner/Key Personnel

Owners	
Name of Owner (as per NID/ Passport)	
Date of Birth (as per NID/ Passport)	
Mailing Address	

Table: D: Banking Information

Bank Details	
Account Title	
Name of Bank	
Name of Branch	
Router Number	
Address of Bank	

Table-E: EVIDENCE OF FINANCIAL CAPABILITY

Annual Turnover

1. The Firm should state the annual turnover, in terms of the amounts billed to clients for each year for work in progress or completed at the end of the period reported. The annual periods should be the last two (2) completed financial years.

Year	Annual Turnover (BDT)

2. State the Company’s current outstanding workload value:   BDT            [total amount]

**The interested vendors shall comply the following terms and conditions:**

1.	<p>The EOI and accompanying documents must be submitted on or before 4:30 pm. (local time) on <b>Tuesday 11 May 2021</b>(Extension).</p> <p>Bids must be submitted through the online e-Tendering system in the following link <a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a>; using your username and password.</p> <p>If you have not registered in the system before, you can register now by logging in using</p> <p><b>Username:</b> event.guest <b>Password:</b> why2change</p>
2.	Vendor Enlistment period is from <b>July 01, 2021 to June 30, 2023(Tentative)</b>
3.	All relevant documents/certificate and should be stamped and signed on each page by authorized person of the vendor and to be submitted through online e-tendering system in <b>marked as “Application for Vendor Enlistment..... (Category/subcategory of vendor from the list as mentioned above)”</b> before the submission deadline.
4.	UNDP Bangladesh may require physical verification of place of business and authentication of provided documents/certificates etc.
5.	Selected vendors may informed by July 2021(Tentative) and subsequently a Notification letter will be issued.
6.	Enlistment of vendors will be done based on their submitted legal and other compliance documents, Work order/experience documents or capacity in required categories.
7.	Enlistment does not provide any guaranty or exemption from competition for award of work order.
8.	All respondents of RFQ/RFP will be evaluated as per the terms and conditions mentioned in schedule of Requirement of RFQ/RFP.
9.	Enlistment will make vendors eligible to receive request (RFQ/RFP) in the respective category based on their assessed financial capacity and experience.
10.	The enlisted vendors shall have to comply policies of UNDP Bangladesh. Compliance with these will be built in the subsequent enlistment agreement. Those policies are attached herewith.
11.	Enlistment does not mean that tender will be limited within the enlisted vendors only. However, it will be ensured that whenever such tender is invited in the notice board/email/newspaper/internet, the enlisted suppliers of that particular group will be receiving the notification via e-mail.
12.	The firm (s) should have mobile or land phone and e-mail connectivity. Mobile and active email address is mandatory. Official email address and website will carry higher value.
13.	Enlisted firm(s)/supplier(s) must follow the legal laws, labor laws and child labor laws of the country.
14.	In case of any dispute between the firm and the UNDP Bangladesh regarding the enlistment/contract, the decision of the management of UNDP Bangladesh will be final.



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|-----|---|
| 15. | Any type of wrong declaration, misconduct, and involvement in fraud/corruption will result in cancellation of enlistment. |
|-----|---|

Any clarification on this Expression of Interest or log-in related/ e-tendering access related problem shall be sent via e-mail to ***bd.procurement@undp.org*** mentioning the subject as **“Inquiry against EOI-BD-2021-001”** within 6 May, 2021. After this time, we shall not attend any request before the extended deadline for submission of the applications as stipulated above (11 May 2021).

Answers to questions/inquiries will be posted on [bd.procurement@undp.org](mailto:bd.procurement@undp.org) within time to time.

Companies will be shortlisted in accordance with the procedure set out in the UNDP Procurement Guideline and UNDP Financial Rules and Regulations.

Only shortlisted companies will be considered for bid solicitation during the year of **2021-2023**. Solicitation documents (ITB/RFP/Rfq) and any subsequent purchase order will be issued in accordance with the rule and procedures of UNDP.

Documents sent by e-mail or facsimile will not be accepted. EOI received after the above deadline will not be considered.

UNDP reserves the right to accept or reject any or all EOI without incurring any obligation to inform the affected applicant/s of the grounds. The subsequent bidding documents and awarded contracts/purchase order(s) will be issued in accordance with the Rules and Regulations of UNDP.

Yours sincerely,



Krishna Raj Adhikari  
Sr. Operations Manager

