



Schedule for Vendor Enlistment

01. Background

JAGO NARI has started 1998 with its own resources with a view to help the poor people in many respects of Barguna under developed coastal District in the southern part of Bangladesh in terms of socio-economic perspective as well as livelihood. It is a non-political, non-profit, rights based and non-government Organization (NGO) committed to participate in and promote national development through upgrading the socio-economic condition, promoting and protecting the rights of the disadvantaged, deprived backward and poor communities of the society.

JAGO NARI invites proposals from qualified and experienced suppliers, contractors, and service providers for enlistment, in accordance with the terms and conditions outlined below:

02. Categories of Suppliers/Vendors/Service Providers

<input type="checkbox"/> General Supplier	<input type="checkbox"/> Construction/Repair Works
<input type="checkbox"/> IT Equipment & Accessories	<input type="checkbox"/> Training / Event Management Service
<input type="checkbox"/> Printing & Publication Services	<input type="checkbox"/> Food Items
<input type="checkbox"/> Vehicle Repair and Maintenance	<input type="checkbox"/> Non-food Items
<input type="checkbox"/> Seeds	<input type="checkbox"/> Combustible/Chemical Materials
<input type="checkbox"/> Fertilizer	<input type="checkbox"/> Medicine
<input type="checkbox"/> Nursery	<input type="checkbox"/> Cloth
<input type="checkbox"/> Others (Specify):	

03. Application Process

Interested Suppliers, Vendors, or Service Providers are required to apply by following the instructions below:

- **Complete the Application Form:** Fill out the prescribed **Application Form for Enlistment**.
- **Attach required documents:** Include the following along with the Application Form:
 - Updated Trade License
 - VAT Registration Certificate
 - Tax Return Certificate
 - NID Card of the Proprietor
 - Bank solvency certificate with limit of amount in BDT (if possible) or Bank Statement of last one month.
 - Experience Certificate, Work Order, or Purchase Orders.
- **Submission of Application:** Send all required documents by post or courier to: The Convener, Purchase Committee, JAGO NARI Head Office, Ashahi Mansion, College Road, Barguna, Cell Phone #: +8801711322314. Alternatively, documents may be emailed to: procurement@jagonari.org, but Submissions sent by post or courier will be highly appreciated.
- **Application Deadline:** Not Applicable any specific date and time.
- **Envelope Labeling:** The category must be clearly indicated on the top of the envelope.
- **Incomplete Applications:** Applications that are incomplete or missing any required documents will not be considered.

04. Mandatory Compliance Requirements

All enlisted vendors must comply with the following on an **annual basis**:

- Submission of an updated Trade License valid for the respective financial year (July to June)
- Submission of a certificate of timely Income Tax Return filing

Failure to comply with these requirements may result in suspension or cancellation of enlistment.

05. Special attention:

- No perpetrator of violence and abuse including Sexual exploitation, harassment and abuse against women and children needs to submit quotation.
- **JAGO NARI's Safeguarding and PSEA** Policy will be applicable for every supplier.
- JAGO NARI reserves the right to accept or reject your offer without assigning any reason whatsoever.

Thanking with



Muhammad Mostafizur Rahman
Convener, Purchase Committee
JAGO NARI.