

# ESDO-PROCUREMENT POLICY

Revised on 1<sup>st</sup> July 2025



**Eco-Social Development Organization (ESDO)**

Head Office  
Collegepara (Gobindanagar)  
Thakurgaon-5100  
Bangladesh



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Chairman  
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## Procurement Policy of ESDO

### 1.0 Overview of ESDO- Eco- Social Development Organization

#### 1.1 Historical Background of ESDO

A group of young social workforce of Thakurgaon District initiated ESDO primarily in order to support the 1988 flood victims. Afterwards the close association and involvement with the community especially with the disadvantaged section of the society inspired them to feel and realize that a planned and organized effort is imperative to change the fate of landless and the poorest people in general and the women in particular. Out of the urge and their heart-felt realization, ESDO emerged as a Social Institution of Bangladesh.

#### 1.2 Vision

ESDO seeks an equitable society free from all discriminations.

#### 1.3 Mission

Reduction in income poverty and human poverty of the people in ESDO's working area through undertaking massive income generation activities, literacy program, nutrition and health program, human rights and good governance program giving proper importance to environmental protection and regeneration. ESDO firmly believes and is actively involved in promoting human rights, dignity and gender equality through people's social, economical, political and human capacity building. Women in general and children are the core and central focus of its activities. Strengthening the organizational capacity carries importance to ensure quality of its services. Extending its services to the ultra poor is its main manifesto.

#### 1.4 Year of Establishment- 3rd April 1988

#### 1.5 Legal Status

- NGO Affairs Bureau: Reg.No: 694/93 (Renewed-2018), Date: 15/03/1993
- Department of Social Service: Reg.No: DSS/440/88, Date: 14/11/1988
- Directorate of Family Planning: Reg.No: 32, Date. 29/10/2014
- Registered with the BETB, Registration No: 12121
- Micro-credit Regulatory Authority: Reg.No: MRA-0000204, Date.25/03/2008
- Licensed with Directorate of Health Services: Reg.No. 3998 Date. 12/10/2014 (Renewed 2018)
- National Board of Revenue: TIN: 597328140198
- National Board of Revenue: Value Added Tax Registration Certificate, BIN: 000885483-1003 Potential Applicant Data On-Line Registration (PADOR): BD-2008-EVA-0712824261
- Data Universal Numbering System (D-U-N-S) & Number: 731578014, N-CAGE Code: SVII85

#### 1.6 Management

A General Body governs ESDO. General Body elects Executive Committee (EC). EC provides policy guidelines. The Executive Director guides the team members/ staff in order to complete the day to day activities of the organization.

#### 1.7 Present Structure

  
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General Body:	21 members
Executive Committee (EC):	07 members

### 1.8 Head Office Address

<b>Head Office Address</b> Collegepara, Thakurgaon-5100, Bangladesh Post: Thakurgaon, Upazila: Thakurgaon Sadar District: Thakurgaon, Bangladesh Phone: +88-0561-52149, Fax: +88-0561-61599 Mobile: +88-01714-063360 E-mail: <a href="mailto:esdobangladesh@hotmail.com">esdobangladesh@hotmail.com</a> Web: <a href="http://esdo-bangladesh.org">esdo-bangladesh.org</a>	<b>Dhaka Office</b> ESDO House, Plot # 748, Road # 08, Baitul Aman Housing Society, Adabari Dhaka-1207, Bangladesh Phone: +88-02-8154857 Mobile: +88-01713-149259
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### 2. Policy Statement

The Procurement Policy of Eco-Social Development Organization (ESDO) is designed to ensure that all procurement activities are carried out in a transparent, efficient, and accountable manner. ESDO is committed to securing the best value for money by acquiring high-quality goods, services, and works through competitive and fair processes. The policy emphasizes the importance of compliance with local laws, international standards, and donor requirements, aiming to minimize the risks of fraud, corruption, and conflicts of interest.

Additionally, ESDO is dedicated to ethical and sustainable procurement, prioritizing vendors who support social responsibility, environmental sustainability, and fair labor practices. Clear roles and responsibilities are outlined for all personnel involved in procurement, ensuring accountability at every level. Through this policy, ESDO ensures that its procurement activities align with its mission to promote sustainable development and community well-being.

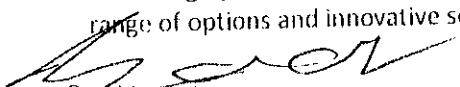
### 3. Objective of the Procurement Policy

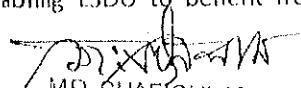
The objective of the Procurement Policy is to establish a transparent, efficient, and accountable framework for the acquisition of goods and services. It ensures that all procurement processes are conducted with fairness and integrity, promoting competition and cost-effectiveness while complying with legal and donor requirements. The policy supports the organization's operational goals by ensuring timely and efficient resource allocation, which is essential for the success of its programs. This policy aims to mitigate risks such as fraud and mismanagement while promoting ethical and sustainable practices that align with the organization's commitment to social and environmental responsibility.

This policy also has a goal to establish a comprehensive and transparent framework for managing all procurement activities within the organization. This policy ensures that procurement processes are executed efficiently, with accountability at every level, and that the organization maximizes the value of its resources.

The specific objectives of this procurement policy include:

- Creating a procurement environment where decision-making is clear to all stakeholders, thereby reducing the risks of fraud, favoritism, and unethical behavior.
- Securing high-quality goods and services at the most competitive prices, ensuring a well-balanced consideration of cost, quality, and service standards.
- Encouraging open competition among suppliers, enabling ESDO to benefit from a diverse range of options and innovative solutions.

  
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- Streamlining the procurement process to minimize delays, ensuring that goods and services are delivered promptly and aligned with the organization's needs.
- Aligning all procurement activities with local legal requirements, international standards, and any specific guidelines from donors or partners.
- Identifying and addressing potential risks in procurement, such as supplier failure, conflicts of interest, or ethical dilemmas.
- Prioritizing procurement decisions that consider social responsibility, environmental sustainability, and ethical business practices.
- Ensuring the quality of procured goods, increasing accuracy, and promoting transparency.
- Securing the proper use of funds by ensuring timely and accurate purchases that safeguard the organization's interests.
- Guaranteeing the timely and efficient supply of goods in line with the organization's needs and donor requirements.
- Establishing well-defined roles and responsibilities for all personnel involved in procurement, ensuring they are held accountable for their decisions.
- Ensuring the proper documentation and preservation of all related procurement records, while adhering to standards for purchasing quality goods.
- Strengthening effective internal controls.
- Ensuring the proper use and protection of resources.

### 4. Scope of the Procurement Policy

The Procurement Policy encompasses a broad range of activities, processes, and individuals, ensuring that all procurement actions within the organization are carried out consistently, transparently, and with full accountability. This policy applies to all aspects of procurement, providing clear guidelines and structures to align with ESDO's mission and operational goals.

#### Major Components of the Scope:

##### 4.1 Types of Procurements

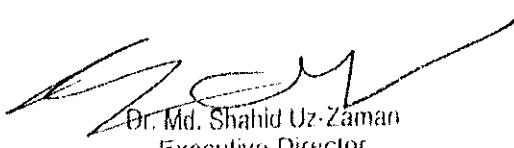
- **Goods:** Includes tangible items such as materials, equipment, office supplies, vehicles, and any physical assets necessary for the organization's operations.
- **Services:** Involves the hiring of consultants, contractors, IT services, maintenance services, and other professional services critical to project execution.
- **Works:** Covers construction, renovation, or repair projects, including infrastructure and facility improvements.

##### 4.2 Geographical Scope

- The policy applies to all procurement activities conducted in any location where ESDO operates, whether at local, national, regional, or international levels, ensuring uniformity in procurement standards across all locations.

##### 4.3 Personnel Covered

- All employees, management, and staff who are part of the procurement process, including the procurement committee, procurement officers, finance departments, and requesting departments, are bound by this policy.
- Third-party entities such as contractors, consultants, and vendors working on behalf of or with ESDO in procurement-related tasks are equally subject to the policy's rules and regulations.



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### 4.4 Procurement Methods

- Encompasses all procurement methods, including open tenders, restricted tenders, direct procurement, and requests for quotations (RFQs).
- Includes provisions for emergency procurement or special cases requiring deviations from standard procedures, subject to appropriate approvals.

### 4.5 Procurement Thresholds

- Defines different procurement procedures based on the value of the transaction. Higher-value procurements may require open tender processes, while smaller or routine purchases can follow more simplified methods.

### 4.6 Contract Management

- Focuses on managing contracts after procurement, ensuring supplier performance is monitored, compliance with terms is maintained, and disputes are handled effectively.

### 4.7 Compliance and Accountability:

- Ensures that all procurement activities are conducted in compliance with local laws, regulatory frameworks, donor requirements, and ESDO's internal financial policies.
- The policy emphasizes the importance of preventing conflicts of interest, fraud, and unethical behavior, ensuring full accountability throughout the procurement process.

### 4.8 Exclusions

Certain procurements, such as minor incidental purchases or in-kind donations, may be excluded from the policy's strict guidelines. These exclusions are clearly outlined within the policy.

This scope ensures that procurement activities across all levels and functions within ESDO are consistent, transparent, and aligned with organizational objectives. It safeguards the integrity and effectiveness of procurement processes while promoting operational efficiency.

## 5. Procurement Principles of ESDO

ESDO's Procurement Policy is guided by core principles that ensure fairness, transparency, efficiency, and accountability. These principles ensure that procurement maximizes value for money, promotes competition, and aligns with legal and ethical standards.

- **Fairness** ensures equal treatment of all suppliers, providing open access to opportunities without discrimination.
- **Transparency** guarantees openness in procurement activities, with clear documentation, public tendering, and audit trails to prevent fraud.
- **Efficiency** focuses on streamlining processes, reducing delays, and adopting modern practices to meet operational needs swiftly.
- **Value for money** prioritizes overall value rather than just the lowest price, considering quality, sustainability, and long-term benefits.
- **Accountability** holds all stakeholders responsible for their actions, ensuring ethical conduct and protecting the organization's resources.

### 6. Budget of Procurement

  
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The procurement budget for ESDO is prepared and approved through a structured process. Each department or project team drafts its procurement needs based on planned activities, including estimates for goods, services, and works required. The procurement team consolidates these departmental budgets into a single organizational procurement budget, ensuring alignment with the organization's goals, donor requirements, and available funds. Senior management reviews the consolidated budget for accuracy and compliance before it is presented to the Executive Committee (EC). The EC reviews and approves the budget, considering cost-effectiveness and organizational alignment. Revisions may be made periodically, and once approved, the budget is finalized and implemented by relevant departments.

### 7. Procurement Plan

The ESDO Procurement Team will develop the Annual Procurement Plan (APP) in alignment with the approved Procurement Budget to ensure the efficient use of resources and the timely acquisition of goods, services, and works. Once prepared, the Senior Management Team (SMT) will submit the APP to the Executive Committee (EC) for approval. This plan will detail the specific items to be procured throughout the year, including estimated costs, procurement methods, and timelines. The APP is created by consolidating the needs of various departments, ensuring that each procurement aligns with the organization's strategic priorities and budgetary constraints. To maintain relevance and compliance with internal policies and donor guidelines, the APP will be regularly monitored and updated to accommodate any changes in project requirements or budget availability.

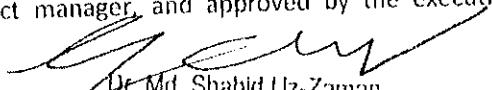
To ensure effective procurement, each unit/department must submit a Procurement Plan for each project for the fiscal year to the central procurement committee in the prescribed format.

- The procurement plan will enable the relevant procurement committee and the central procurement committee to plan appropriately for all purchases.
- They will have detailed knowledge of all purchases for the year across all projects.
- The procurement committee will be able to ensure timely procurement and supply of materials.
- The committee will be able to follow proper preparation and procedures for purchasing goods.
- The finance department will be able to confirm the allocated budget.
- Similar types of goods across various projects can be purchased together.
- The procurement committee, the requesting party, the finance department, and the project will be well-coordinated.

### 8. Purchase Requisition (PR)

#### 8.1 Purchase Requisition (PR) Process for ESDO

The Purchase Requisition process involves several levels of submission, recommendation, and approval based on the amount requested. For requisitions up to fifty thousand Taka, the requester submits the requisition, which is checked by the relevant accountant, recommended for approval by the relevant supervisor or assistant program manager in finance and operations, and ultimately approved by the project head or the responsible officer. When the amount requested is between fifty thousand and one hundred thousand Taka, the relevant supervisor submits the requisition, followed by a budget check by the accountant and a recommendation for approval from the project manager or head, with final approval given by the deputy program coordinator or responsible officer. For amounts between one hundred thousand and five hundred thousand Taka, the relevant supervisor submits the request, which is then checked by the accountant, recommended for approval by the accounts coordinator or project manager, and approved by the executive director. For requisitions exceeding five

  
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hundred thousand Taka, the project manager submits the request, the accountant checks the budget, and the accounts coordinator or responsible officer recommends approval, with final authorization by the executive director.

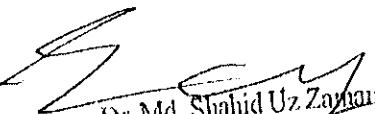
Purchase Requisition (PR) Process for ESDO will follow the following format:

Serial No.	Amount on Requisition	Submission/Recommendation/Approval
1	From 1 Taka to 75,000	<ul style="list-style-type: none"> <li>- Submitted by: Requester</li> <li>- Budget checked by: Relevant Accountant</li> <li>- Recommended for approval by: Relevant Supervisor/Regional Finance Manager</li> <li>- Approved by: Project Head/Responsible Officer/Relevant Person</li> </ul>
2	From 75,001 Taka to 150,000	<ul style="list-style-type: none"> <li>- Submitted by: Relevant Supervisor/Person</li> <li>- Budget checked by: Relevant Accountant</li> <li>- Recommended for approval by: Project Manager/Project Head/ Regional Finance Manager/Responsible Officer</li> <li>- Approved by: Responsible Person/Focal Person</li> </ul>
3	From 150,001 Taka to 750,000	<ul style="list-style-type: none"> <li>- Submitted by: Relevant Supervisor/Person</li> <li>- Budget checked by: Relevant Accountant</li> <li>- Recommended for approval by: Accounts Coordinator/Project Manager/Project Head, Responsible Officer (Focal Person)</li> <li>- Approved by: Executive Director/Responsible Officer (Focal Person)</li> </ul>
4	From 750,001 Taka and above	<ul style="list-style-type: none"> <li>- Submitted by: Project Manager</li> <li>- Budget checked by: Relevant Accountant</li> <li>- Recommended for approval by: Accounts Coordinator/Responsible Officer (Focal Person)</li> <li>- Approved by: Executive Director</li> </ul>

**Note:** Under no circumstances any fixed asset can be purchased without prior approval from the Executive Director.

### 8.2 Preparation and Submission of Purchase Requisition

- **Requisition Form Usage:** All procurement requisitions must be completed using the organization's designated form and signed by the relevant project head to ensure proper documentation.
- **Submission Timeline:** Procurement requisitions should be submitted to the Procurement Committee at least fifteen days prior to the desired procurement date, allowing adequate time for review and processing.
- **Approval Process:** After obtaining recommendations from the project head or departmental head, and securing budgetary approval from the accounts department, the requisition will be submitted to the Executive Director for final approval. For remote projects, the project head will assume this approval role.

  
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 MD. SHAFIQUL ISLAM  
 Chairman  
 Executive Committee  
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The Chairperson of the Procurement Committee is entrusted with the following key responsibilities:

- **Meeting Coordination:** Organize and preside over committee meetings, ensuring that all relevant topics are addressed and that discussions remain productive.
- **Tender Management:** Oversee the process of inviting and publicizing tenders, ensuring transparency and competitive bidding practices to achieve the best value for the organization.
- **Principal Liaison:** Serve as the primary coordinator for the committee, maintaining ongoing communication with the Executive Director about procurement decisions. Provide strategic advice on procurement and sales matters to support informed decision-making.
- **Efficient Procurement Oversight:** Ensure that procurement activities are conducted efficiently and within a streamlined timeframe, facilitating timely delivery of goods and services.
- **Budgetary Compliance:** Obtain approval from the Executive Director for any procurement requests where the price of goods exceeds the allocated budget limit by more than 10%, ensuring fiscal responsibility and adherence to budgetary constraints.

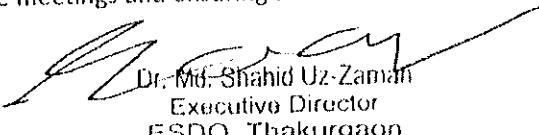
#### 10.2 Responsibilities of Members of PC

Members of the Procurement Committee are tasked with the following responsibilities:

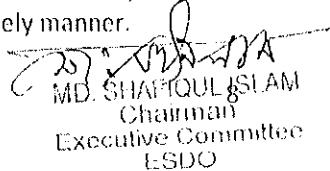
- **Tender Evaluation and Supplier Selection:** Evaluate tenders based on the criteria outlined in the schedule or notice, and select suppliers that best meet the organization's needs.
- **Comparative Analysis:** Prepare a comparative statement of the submitted tenders, enabling informed decision-making based on thorough evaluation.
- **Shared Accountability:** Each member is individually and collectively responsible for all procurement decisions, ensuring a collaborative approach to the procurement process.
- **Voting Rights:** All members, including the Chairperson, hold equal voting rights during decision-making, promoting fairness and inclusivity.
- **Open Discussion and Minority Opinions:** Encourage open expression of opinions among members. The majority decision will be recognized as the official stance of the committee, while minority opinions will be documented in the resolution for transparency.
- **Tender Acceptance Authority:** The committee retains the absolute right to accept or reject any tender based on its evaluation and organizational needs.
- **Contract Awarding Flexibility:** If the lowest bidder is found to be unqualified or unable to meet the project requirements, the committee may choose not to award the contract. In such cases, the contract may be awarded to other bidders, provided there is reasonable justification for this decision.
- **Documentation Management:** The member-secretary is responsible for presenting and maintaining all procurement-related documentation, ensuring that records are organized and accessible for future reference.

#### 10.3 Procurement Committee Meetings

- **Meeting Schedule:** Procurement Committee meetings will be convened every fifteen days on Saturdays. In cases of urgency, special meetings may be arranged, and the committee may also schedule meetings at alternative times when necessary.
- **Meeting Coordination:** The Chairperson of the Procurement Committee is responsible for calling the meetings and ensuring that all members are notified in a timely manner.



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- **Quorum Requirements:** A quorum will be achieved with the presence of at least 60% of the total committee members. In the case of a three-member committee, the attendance of all members is required to constitute a quorum.
- **Emergency Provisions:** In instances of emergency procurement where it is not feasible to hold a meeting due to the absence of key members, arrangements can be made for remote participation with the approval of the Executive Director.
- **Documentation of Decisions:** Each meeting must result in a resolution that is signed by all members present, ensuring that decisions are formally recorded and acknowledged.

### 11. Method of procurement of ESDO

#### 11.1 Method of procurement of goods including fixed assets

ESDO will follow the approaches/methods outlined below for the procurement of goods, including fixed assets:

Procurement Thresh hold in BDT	Source	RFQ/Tender	Procurement Method to be followed
Up to BDT 20,000	Local Market / Listed Suppliers	Not applicable	Any responsible member of the procurement committee or an individual nominated by the procurement committee can directly make the purchase.
BDT 20,001 - 50,000	Local Market / Listed Suppliers	At least two quotations	Purchases can be made upon issuance of a work order by the procurement committee.
BDT 50,001 - 5,00,000	Local Market / Listed Suppliers	At least three quotations (RFQ)	Purchases can be made upon issuance of a work order by the procurement committee. However, issuing a work order is mandatory in this case. Quotations can be submitted by the vendors at their convenient in envelops.
BDT 5,00,001 - 10,00,000	Local Market / Listed Suppliers	At least three quotations (RFQ)	Purchases can be made upon issuance of a work order by the procurement committee. However, issuing a work order is mandatory in this case. Closed envelopes containing quotations are mandatory.
Above BDT 10,00,001	Through press advertisements (newspapers, notice board or online platform)	At least three quotation (OTM)	Purchases can be made upon issuance of a work order by the procurement committee. However, issuing a work order is mandatory in this case. Closed envelopes containing quotations are mandatory.

**Note:** 5-7 days will be given for purchase through RFQ and at least 14 days will be given for purchase through OTM. For any method with the waiver of the Executive Director Purchase can be made with short notice.

#### 11.1.1 Procurement Activities goods including fixed assets

  
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For efficient procurement of goods, including fixed assets, ESDO will adhere to the following guidelines:

- **Purchases Under BDT 1,000:** Items costing BDT 1,000 or less (such as flexi-load, snacks, brooms, flowers, flower bouquets, etc.) can be acquired by submitting an Indent Slip or requisition form. However, this procedure excludes the purchase of stationery items.
- **Tender Invitation & Procurement Finalization (Quotation & Awarding Contracts)**
- ✓ For purchases between BDT 20,001 and BDT 50,000: The procurement committee is authorized to obtain at least two quotations (preferably through in-person visits) and prepare a comparative statement to finalize the purchase.
- ✓ For purchases between BDT 50,001 and BDT 10,00,000: In addition to obtaining quotations, issuing a work order is mandatory for this range. Quotations must be invited through a Request for Quotation (RFQ), and at least three quotations must be collected. If necessary, the committee may arrange for Earnest Money.
- ✓ For purchases exceeding BDT 10,00,001: A sealed quotation or press tender process must be followed. Tenders are to be invited through advertisements in local or national newspapers. The procurement committee may require Earnest Money from vendors. In cases of rule violations by vendors, the Earnest Money can be forfeited. However, the committee may waive this forfeiture based on satisfactory explanations.
- ✓ **Submission of Sealed Quotations:** All sealed quotations must be placed in a locked Tender Box at the office of the procurement committee's Chairman by the specified deadline. Multiple Tender Boxes can be arranged at different locations if needed.
- ✓ **Opening of Tenders:** At the designated time, the Tender Boxes will be closed, and the procurement committee will open them in the presence of vendors (if possible). A Technical Committee may be formed to evaluate the bids and make decisions accordingly.
- ✓ **Issuance of Work Orders:** After evaluating bids, a work order will be issued. If necessary, Performance Security may be collected based on the procurement committee's decision.
- ✓ **Repeat Orders:** In cases where the same goods or materials need to be purchased within three months of the original procurement, a repeat work order may be issued with the vendor's consent. The quantity in the repeat order must not exceed that of the initial procurement.

### 11.2 Emergency Procurement of ESDO

During emergencies such as floods, cyclones, droughts, cold waves, or earthquakes, the procurement of relief materials, goods, and supplies will be managed under ESDO's Emergency Procurement Policy. This policy is applicable to all emergency projects recognized by the government and works in conjunction with the Humanitarian Response Policy. The following guidelines must be strictly followed:

- **Approval Authority:** The Executive Director (ED) has the authority to approve procurements up to Tk. 10,00,000 (Ten Lac) based on spot quotations. However, these approvals are subject to post facto ratification by the organization's Executive Committee.
- **Application of Regular Procurement Policy:** Any procurement exceeding Tk. 10,00,000 (Ten Lac) must adhere to the organization's regular procurement policy, which applies to purchases exceeding Tk. 10,00,000.
- **Cash Purchases:** Cash purchases up to Tk. 1,00,000 can be made from the open market, provided three spot quotations are obtained. All payments must comply with NGOAB guidelines, which stipulate that any payment above Tk. 10,000 must be made via Account Payee Cheque or Bank Transfer.

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- **Approval of Documentation:** All procurement-related documents must be reviewed and approved by either the Executive Director or the Deputy Executive Director.
- **Emergency Cash Transfers:** In urgent situations requiring immediate cash transfers, the following procedures will be followed:
  - ✓ A Cash Transfer Committee will be formed, chaired by the Executive Director.
  - ✓ Cash disbursements up to Tk. 50,000 per beneficiary can be made through a banking channel.
  - ✓ A cash disbursement certificate must be obtained from the designated government authority where necessary.

### 11.3 Procurement Method for Construction Works

The procurement process for works will follow the outlined method:

- **Up to Tk.15,00,000 (Purchase through Request for Quotation (RFQ) Method (through enlistment of vendors)**

ESDO follows a structured approach for procurement through the Request for Quotation (RFQ) method, applicable for purchases up to Tk. 15,00,000. The process is as follows:

- ✓ ESDO will enlist qualified construction contractors for construction-related works, as well as vendors, suppliers, manufacturers, and service providers for other goods and services.
- ✓ Contractors wishing to be enlisted must submit the following documents with their application: Valid Trade License, Updated Tax Clearance Certificate, Current Construction License, Licenses from relevant authorities, ETIN and VAT Registration Certificates, Certificate of Incorporation (including Memorandum and Articles of Association for companies), Bank Solvency Certificates, and evidence of completing similar projects.
- ✓ RFQs will be sent to contractors from the approved list, specific to the construction works required.
- ✓ Enlisted contractors will be invited to submit their quotations in the format prescribed by ESDO.
- ✓ Contractors will be given a minimum of 3 to 5 days to submit their quotations.
- ✓ The RFQ documents will clearly detail the scope and specifications of the required construction works.

- **Above Tk. 15,00,000 (Open Tender Method - OTM)**

- ✓ A public notice for the Request for Quotations (RFQ) must be published in a national or local newspaper (either in English or Bangla) or posted on a recognized digital platform.
- ✓ A minimum of 5 days must be provided for the submission of quotations.
- ✓ The following documents must accompany the quotation: Valid Trade License, Construction License, Licenses from relevant authorities, Updated Tax Clearance Certificate, ETIN and VAT Registration Certificates, Certificate of Incorporation (including Memorandum and Articles of Association for companies), Bank Solvency Certificate, proof of completion of similar projects, and other relevant documentation.
- ✓ Standardized procurement documents must be prepared for transparency and consistency.
- ✓ Construction firms are required to submit their quotations along with all necessary documents.
- ✓ A formal work contract will be executed, incorporating standard terms of reference and detailing billing systems.

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- ✓ The assigned technical team will oversee the supervision of the construction works.
- ✓ Upon completion, the work must be verified for quality and a completion certificate obtained with formal approval from the relevant authority.

### 11.4 Sole-Source Procurement for Proprietary Items, Including Land or Goods

ESDO adheres to "Direct Purchase through Single Quotation/Negotiation/Fair Value Method" for procurement of proprietary items of any value, including land or goods that are exclusively available from a single supplier, or specialized technological items, procurement can be made directly from the importer, manufacturer, or authorized agents. In these instances, it is essential to negotiate the pricing before issuing a work order, sale deed, or service contract. This ensures that the organization secures competitive pricing while upholding transparency and accountability throughout the procurement process.

### 11.5 Procurement procedures for Donor-Funded Projects

- Procurement for donor-funded projects, regardless of the amount, must be conducted in accordance with the established budget and donor agreement.
- Adhering to donor guidelines is mandatory for maintaining compliance and accountability. At the same time, implementing ESDO policies is essential to enhance transparency and ensure value for money in all procurement activities. This dual approach not only meets donor requirements but also fosters ethical practices and fiscal responsibility within the organization.
- By integrating both sets of guidelines, ESDO can establish a more robust framework for decision-making and resource allocation. It is important to prioritize ESDO policies to further enhance transparency and ensure value for money in all procurement processes.

### 11.6 Services' Procurement Procedures

ESDO's service procurement involves acquiring various services essential for office maintenance and the efficient operation of program activities. Services are categorized based on their nature and ESDO's requirements, and are sourced from a range of qualified individuals, organizations, and institutions, ensuring transparency, quality, and value for money throughout the procurement process.

Sl.	Type of services	Method to be followed by ESDO for Services' Procurement
1.	<ul style="list-style-type: none"><li>Internet, Consultancy, Survey, Evaluation, Security, Cleaning, Courier and EMS, Architect, Interior Designer, Transportation, Rent-a-Car Services</li><li>Repair and Maintenance</li></ul>	A Written Expression of Interest (EOI) is to be issued to reputable service providers, clearly outlining the specific terms and conditions. A minimum of three quotations will be required for comparison and selection.

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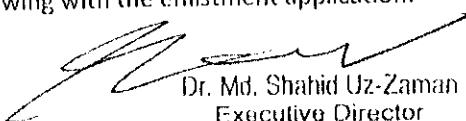


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Sl.	Type of services	Method to be followed by ESDO for Services' Procurement
	Services <ul style="list-style-type: none"> <li>• Renting/Hiring Venues</li> </ul>	
2.	Services related to advertising	<ol style="list-style-type: none"> <li>1. Enlistment of the advertising firms is to be made and it will be updated on yearly basis.</li> <li>2. EOI is to be sent to all the enlisted firms to submit quotations, if the estimated cost of advertising is above Tk, 50,001.</li> </ol>
3.	Service related to Audit and Accounting	<ol style="list-style-type: none"> <li>1. <b>Review Auditors List:</b> Collect a list of NGOAB-enlisted auditors eligible to audit NGOs.</li> <li>2. <b>Collect Profiles:</b> Gather organizational profiles and client lists from interested audit firms.</li> <li>3. <b>Shortlisting:</b> Prepare a shortlist of at least 5 firms based on their profile, experience, and past performance with ESDO.</li> <li>4. <b>General Body Review:</b> Present the shortlist to the General Body for review and selection.</li> <li>5. <b>Contact and Negotiation:</b> Following GB's decision, contact the firms, share the TOR, request cost proposals, negotiate fees, and issue an appointment letter once agreed.</li> <li>6. <b>Appointment Duration:</b> Audit firms will be appointed for 3 years per MRA rules, with annual agreements.</li> <li>7. <b>No Undercutting:</b> Undercutting in quotations is prohibited for statutory audit</li> </ol>
4.	Office Rent	The rental agreement for the house will be finalized through negotiations with the property owner.

#### 12 Enlistment Criteria for Vendors for Procurement through Request for Quotation (RFQ) or Limited Tendering Method (LTM)

- **Categories for Enlistment:** Suppliers, vendors, manufacturers, producers, merchandisers, dealers, and service providers are enlisted to fulfill the regular procurement needs for the following goods and tangible assets:
  - ✓ Office Equipment, including Computers and Accessories
  - ✓ Office
  - ✓ Stationeries and Supplies
  - ✓ Printing and Publication Services
- **Enlistment Notice:** A public notice for vendor enlistment must be published every two years in a widely circulated national newspaper, on digital platform, or on ESDO's official website. Vendors will be given a minimum of 7 days to submit their applications along with required documents for enlistment.
- **Required Documentation for Enlistment:** Vendors applying for enlistment must submit the following with the enlistment application:



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- ✓ Valid Trade License
- ✓ Updated Tax Clearance Certificate
- ✓ Proof of Tax Return Submission (PSR)
- ✓ ETIN and e-VAT Registration Certificate
- ✓ Certificate of Incorporation, including Memorandum and Articles of Association (for companies)
- ✓ Bank Solvency Certificate
- ✓ Experience Certificates and evidence of similar work completion
- **Preparation of Enlistment Document and approval:** The Procurement Team will prepare an enlistment document containing category of suppliers/vendors/service providers/construction firms and then submit the same to the ED for approval. Enlistment documents shall be maintained in a systematic manner so that it can be placed to any external reviewers/auditors assigned by the donors or the ESDO's own auditors (internal or external).
- **Request for Quotations (RFQ) Process:** RFQs will be sent via email or directly to enlisted vendors based on the required class of goods or services. Additionally, RFQs may be published on ESDO's website when necessary.
- **Quotation Submission:** Enlisted vendors will be invited to submit their quotations in the designated format provided by ESDO.
- **Submission Timeline:** Vendors will be given between 3 to 7 days to submit their quotations.
- **Evaluation and Awarding:** A 'Comparative Statement' will be prepared by the Procurement Committee to analyze and compare the submitted prices. The most suitable bidder will be issued a Work Order, and a formal Service Contract will be executed to finalize the procurement.

### 13. Exemptions from Formal Quotation Process

- **Branded Goods:** For goods produced by a single manufacturer (branded items), formal quotations are not required. However, the official price list from the company must be available as a reference.
- **Fluctuating Price Items:** For goods with volatile prices, where vendors are reluctant to provide quotations, the procurement committee can make an immediate purchase decision by visiting the supplier in person (with at least two committee members present). The decision must be justified and documented with a formal resolution.
- **Emergency Situations:** In cases of emergencies, such as responding to natural disasters, where there is insufficient time to follow standard procedures, goods may be purchased directly in person or through a quick RFQ process (with a 1-7 day response time). If the total cost exceeds BDT 100,000, approval from the Executive Director or organization head is mandatory.
- **Purchases from ESDO-Sponsored Institutions:** Goods that are available at any ESDO-sponsored institution, and are competitively priced with the market, can be purchased directly from these institutions. However, for purchases over BDT 100,000, the procurement committee must record the transaction, and the Executive Director's approval is required.
- **Perishable Goods:** Daily market purchases of perishable goods, such as food for training centers, field-based training, or training materials, can be sourced from local markets after proper verification. For purchases exceeding BDT 100,000, the procurement committee must document the decision, with approval from the Executive Director.
- **Advertising in Newspapers:** For newspaper advertisements, the organization may negotiate rates and place ads with the Executive Director's approval, bypassing the formal tender process.
- **Sole-Sourcing in Remote Areas:** In the event no competing vendor is found within the operational area or project location, the procurement committee may use sole-sourcing to purchase goods or services from a single vendor, provided that proper justification is documented.

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- **Community-Level Training and Workshops:** When organizing training or workshops for beneficiaries at the community or village level, and no suitable vendor is available for food services, arrangements can be made by the beneficiaries themselves. Alternatively, with donor approval, the allocated funds for food can be disbursed in cash.

### 14 Bill Payment Procedure for Procurement

- **Completion Requirement:** No payment can be made until the procurement process is fully completed.
- **Advance Payments for Procurements:** For substantial procurements, partial payments may be issued once work has commenced, based on the recommendation of the procurement committee. However, this advance payment must not exceed one-third of the total bill. In case of more than one-third, the Executive Director may approve for advance payment but not exceeding 50% of total bill.
- **Final Payment Conditions:** Final bills will only be approved once the procurement committee has recommended payment and the store in-charge has certified that the goods were received in good condition. These conditions must be verified before submitting the final bill for approval.
- **Payment Method:** Payments up to BDT 10,000 can be made in cash. Any amount exceeding BDT 10,000 must be processed through an account payee cheque/BFTEN/RTGS or through other banking channel as appropriate.
- **Quality Assurance Holdback:** If there is a quality assurance period for goods or construction, one-fifth of the total bill should be withheld until the end of the specified assurance period.
- **Payment Timeline:** For bills up to BDT 10,000, payment must be made within seven days of submission, subject to available funds. For bills exceeding BDT 10,000, payment must be completed within ten days, provided there are sufficient funds. No advance payment is allowed without prior approval. A receipt must be collected from the recipient after payment.
- **Compliance with Tax and VAT Regulations:** All government tax and VAT regulations must be strictly followed during the payment process.

### 15 Framework Agreement

- A Framework Agreement for ESDO is a formal partnership document that outlines the terms under which ESDO will collaborate with its service providers or suppliers. It establishes a long-term understanding for the supply of goods or services, providing clear guidelines on pricing, delivery schedules, and quality standards. This agreement ensures that both parties have a shared understanding of their roles, responsibilities, and expectations.
- By entering into a Framework Agreement, ESDO benefits from streamlined procurement processes, as it allows for repeated transactions without renegotiating terms for each order. This promotes efficiency, reduces administrative burden, and enables quick response to program needs. It also secures pricing stability, contributing to better financial planning and cost control.
- Additionally, the Framework Agreement fosters transparency and accountability between ESDO and its partners. It sets mechanisms for dispute resolution and performance evaluation, ensuring that any issues are handled swiftly and fairly. Overall, it strengthens ESDO's ability to deliver on its mission while maintaining strong, cooperative relationships with its suppliers.

### 16 Contract Management

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- Contract Management at ESDO involves a structured approach to overseeing and administering contracts, ensuring all parties meet their obligations and adhere to agreed terms. This process includes negotiating, executing, and monitoring contracts with service providers, suppliers, and stakeholders. By focusing on timely delivery, budget control, and quality standards, ESDO ensures that each contract is executed effectively.
- In addition to managing timelines and budgets, Contract Management also includes identifying risks, handling changes or amendments, and resolving any disputes that may arise. Through consistent communication and thorough documentation throughout the contract lifecycle, ESDO strengthens operational efficiency, ensures legal and regulatory compliance, and supports the achievement of its organizational goals.

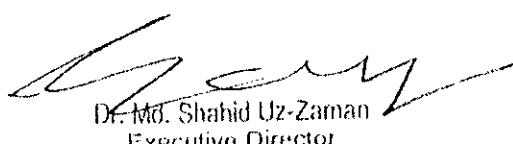
### 17 Ethical Standards for Procurement

- ESDO upholds strict ethical standards in its procurement processes to ensure transparency, fairness, and accountability. All procurement activities are conducted with integrity, free from favoritism or conflicts of interest. Vendors and suppliers are selected based on merit, adhering to criteria such as quality, price, and reliability.
- In addition, ESDO is committed to preventing corruption, bribery, and unethical behavior. Any attempt to influence procurement decisions through improper means is strictly prohibited. The organization encourages fair competition and ensures that all transactions comply with legal and regulatory standards, safeguarding the integrity of its operations.
- By maintaining these ethical principles, ESDO ensures that its procurement practices contribute to its mission while fostering trust with partners and stakeholders.

### 18 Vendor Selection Criteria

- **Importance of Vendor Selection Criteria:** Vendor Selection Criteria serve as crucial guidelines to ensure that ESDO partners with reliable and competent service providers who align with its mission and operational needs. These criteria encompass various factors, including the vendor's experience and expertise in relevant fields, which are critical for delivering high-quality goods and services. Assessing a vendor's track record helps ESDO identify those who can meet the unique challenges of its projects.
- **Financial Stability and Compliance:** Financial stability is another key criterion in the selection process. ESDO evaluates potential vendors to ensure they possess the necessary resources to fulfill contracts without jeopardizing project timelines or quality. Compliance with legal and regulatory requirements is also essential, as it ensures that vendors operate within the framework of applicable laws, thereby minimizing risks for ESDO.
- **Quality Assessment and Customer Service:** Moreover, the evaluation process involves a thorough assessment of the quality of products or services offered, pricing structures, and delivery timelines. ESDO places significant importance on customer service capabilities, recognizing that responsive and effective communication is vital for successful collaborations. Additionally, the organization prioritizes vendors who demonstrate a commitment to sustainability and social responsibility, aligning with ESDO's values and mission.
- **Building Strong Partnerships:** By applying these selection criteria consistently, ESDO aims to foster strong, long-term partnerships with vendors. These collaborations not only enhance the effectiveness of its programs but also contribute to the overall success of its initiatives, ensuring that the organization can deliver impactful results in the communities it serves.

### 19 Child Protection Policy for Procurement



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- **Overview of the Child Protection Policy:** The Child Protection Policy for Procurement establishes essential principles and practices that prioritize the safety and well-being of children in all procurement activities conducted by ESDO. Recognizing the vulnerability of children in various contexts, this policy mandates that all vendors and service providers engaged by ESDO adhere to stringent child protection standards. This ensures that children are safeguarded from exploitation, abuse, and neglect throughout the procurement process.
- **Vetting and Assessment of Vendors:** A critical aspect of the policy is the requirement for a thorough vetting process for potential partners. This process assesses the vendors' commitment to child rights and their ability to implement effective child protection measures within their operations. By evaluating the practices of vendors before engagement, ESDO can ensure that it collaborates with partners who prioritize the welfare of children and adhere to ethical standards.
- **Training and Awareness Initiatives:** The policy also emphasizes the importance of training for both ESDO staff and vendors on child protection issues. This training ensures that everyone involved in procurement activities understands their responsibilities in creating a safe environment for children. By fostering awareness and knowledge about child rights and protection, ESDO enhances its capacity to prevent harm and respond effectively to any potential issues that may arise.
- **Reporting Mechanisms and Accountability:** To further strengthen child protection, the policy includes mechanisms for reporting and addressing any concerns related to child safety. This ensures that there are clear pathways for individuals to voice their concerns and that those concerns are handled appropriately and promptly. By integrating these reporting mechanisms, ESDO not only enhances accountability but also fosters a culture of vigilance and responsiveness regarding child protection.
- **Commitment to Child Rights**

By integrating child protection considerations into procurement practices, ESDO demonstrates its unwavering commitment to upholding the rights of children. This policy not only aligns with ESDO's mission but also reinforces its responsibility to create and maintain a protective environment in all its activities. Through these efforts, ESDO aims to ensure that its programs and partnerships contribute positively to the safety and well-being of children in the communities it serves.

## 20 Remedial Measures and Compensation Framework for ESDO Procurement

- **Introduction to Remedial Measures and Compensation Clause:** The Remedial Measures/Compensation Clause for Procurement of ESDO outlines the actions and compensation mechanisms that will be implemented in the event of non-compliance or failure to meet contractual obligations by a vendor or service provider. This clause ensures that ESDO can address any deficiencies in service delivery, quality, or adherence to timelines effectively.
- **Corrective Actions and Financial Compensation:** If a vendor fails to meet the agreed-upon standards, remedial measures may include the requirement for corrective actions, re-performance of services at no additional cost, or a specified timeline for resolving issues. Additionally, the clause may stipulate financial compensation for losses incurred by ESDO due to the vendor's non-compliance, including penalties for delays or substandard performance.
- **Promoting Accountability and Quality:** By incorporating these measures into the procurement process, ESDO protects its interests while promoting accountability and encouraging vendors to maintain high standards in their service delivery. This proactive approach fosters a culture of quality and reliability, ultimately contributing to the successful execution of ESDO's programs and initiatives.

## 21 Related Party Transactions in ESDO Procurement

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- **Overview of Related Party Transactions:** Related Party Transactions encompass dealings between ESDO and individuals or entities that have close affiliations with the organization, such as board members, employees, or their family members. To maintain value for money and adhere to the principles of economy, efficiency, and effectiveness (EEE), ESDO enforces stringent guidelines and transparency measures during these transactions.
- **Enhanced Scrutiny and Disclosure Requirements:** The procurement process involving related parties is subject to heightened scrutiny to mitigate conflicts of interest and ensure fairness. This includes mandating full disclosure of any relationships and potential conflicts during the bidding phase. ESDO conducts competitive bidding and market comparisons to confirm that the terms provided are in line with those available in the broader market, ensuring equitable practices.
- **Approval and Accountability Measures:** All related party transactions require approval from an independent committee or board, further reinforcing transparency within the process. By implementing these protocols, ESDO strives to uphold the integrity of its procurement practices, ensuring resources are utilized effectively and that the organization secures optimal value for its expenditures. This commitment to transparency and accountability not only strengthens stakeholder trust but also supports ESDO's overarching mission.

### 22 Conflict Resolution Procedures in ESDO Procurement

- **Establishing Conflict Resolution Protocols:** Conflict Resolution Procedures for Procurement at ESDO outline systematic approaches to address disputes that may emerge during the procurement process. Acknowledging that conflicts can arise from misunderstandings, differing expectations, or contractual disagreements, ESDO emphasizes a proactive and structured methodology to resolve such issues.
- **Open Communication and Mediation Steps:** The initial step in resolving conflicts involves fostering open communication among all parties, encouraging discussions aimed at clarifying concerns and achieving mutual understanding. If informal discussions do not lead to a resolution, ESDO then engages in a formal mediation process, where a neutral third party is brought in to facilitate constructive dialogue and assist the involved parties in reaching an agreement.
- **Escalation to Arbitration and Legal Remedies:** In instances where mediation proves unsuccessful, the conflict resolution policy provides for escalation to arbitration or other legal remedies as specified in the procurement contracts. Throughout these processes, ESDO remains dedicated to upholding transparency, fairness, and ethical standards, ensuring that all actions taken are in line with the organization's core values.
- **Promoting Collaboration and Trust:** By instituting these conflict resolution mechanisms, ESDO aims to minimize interruptions in its procurement activities, sustain positive relationships with vendors, and maintain the efficiency and effectiveness of the procurement process in achieving organizational objectives. This structured approach not only addresses conflicts but also nurtures a culture of collaboration and trust among all stakeholders involved.

### 23 Security Deposit

The earnest money deposited by successful bidders will be converted into a security deposit, which will remain with ESDO until the completion of the warranty period. The requirement and percentage of the security deposit will be determined by the Project Coordinator (PC), based on the nature and volume of the goods or services being procured. For items or goods that are not covered under warranty, the security deposit will be returned once all terms and conditions are fulfilled and the final payment is made. In special cases, management may relax or waive the security deposit requirement at its discretion.

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**24 Earnest Money**

For purchases made through enlistment or Open Tendering Method (OTM), earnest money may be required, and it will be refundable to the unsuccessful bidders after the procurement process is completed. However, if a bidder fails to comply with the terms and conditions of the tender or contract, the earnest money will be forfeited or adjusted accordingly. For the procurement of services, earnest money will generally not be required. In special cases, the Management reserves the right to relax or waive the requirement for earnest money, depending on the specific circumstances.

**25 Clauses for Special Circumstances of Procurement**

- **Procurement from Approved Sources:** Special Circumstances Clauses are established to manage unique procurement scenarios effectively. In cases where procurement is conducted from government, semi-government, or corporation sources, or from ESDO's own resources (given there is no conflict of interest), the prescribed rates from these entities shall be recognized as approved. Consequently, the standard procurement conditions do not apply in these instances, allowing for more streamlined processes.
- **Referral to the Executive Committee :** For procurement matters not specifically addressed by the established rules and policies, such issues will be referred to and determined by ESDO's Executive Committee . This ensures that all procurement activities are handled with oversight and consideration of organizational integrity.
- **Technical Specifications and Vendor Input:** In instances where technical specifications cannot be precisely defined, the Project Coordinator (PC) is authorized to issue a Request for Quotation (RFQ) inviting vendors to propose their own specifications. The PC will then assess these proposals, selecting the most suitable branded items based on a careful evaluation of both price and quality, thereby fostering innovation and competition among suppliers.
- **Authority for Policy Exceptions:** The Executive Committee also holds the authority to approve exceptions to any clause within this procurement policy. Such exceptions can be granted upon receiving a written application from the relevant user department, accompanied by appropriate justification for the request. This provision allows ESDO to remain flexible and responsive to varying procurement needs while upholding accountability and transparency.

**26 Receipt and Recording of Purchased Goods**

- **Documenting Purchased Goods:** Goods must be received by an authorized technical person or persons, who will inspect the quality and ensure that the goods match the specifications and quantities as ordered. A Material Receipt Note (MRN) must be prepared, detailing the condition and quantity of the items. This MRN will confirm that the delivery meets the necessary specifications and was made at the right time. After the goods are received, the MRN should be forwarded to the Purchase Officer or Assigned Officer for proper documentation. All purchased goods must be entered into the stock ledger using a Material Receipt Note (MRN) or Goods Receipt Note (GRN), ensuring accurate record-keeping from the point of receipt.
- **Quality and Specification Compliance:** Goods must be inspected and received in accordance with the quality and specifications outlined in the purchase order or work order to ensure compliance.
- **Maintaining a Stock Ledger:** A stock ledger, excluding perishable items, must be maintained for all goods. It should detail the quantity received, issued, and the remaining balance to provide clear visibility of stock levels.
- **Issuing Goods:** Goods must only be issued via an Indent or Order Slip, and each issuance must be accompanied by a Dispatch Note to maintain a proper audit trail.
- **Detailed Issuance Records:** Every issuance entry must include relevant details such as the date, order slip number, and the quantity issued to ensure transparency and accountability.

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- **Annual Stock Audit:** An internal audit must be conducted at least once a year to verify the stock ledger, fixed assets, and external inventory, ensuring accuracy and preventing discrepancies.
- **Product-Specific Registers:** Separate pages in the stock register should be maintained for each product category, enabling organized and clear tracking of stock movement.
- **Fixed Assets Documentation:** The fixed assets register must include essential details such as the asset's identification number, purchase date, voucher number, and location to ensure proper tracking and management of assets.
- **Handling Defective Assets:** Unserviceable, defective, partially defective, or abandoned assets should be stored separately and recorded in a dedicated register to prevent their misuse or accidental issuance.
- **Repair and Restoration Process:** Repaired or restored goods must be submitted to the storekeeper, and payments for repairs should only be processed after the restored goods are verified and accounted for.

### 27 Documentation in case of procurement of ESDO

The member secretary of the purchase committee will maintain and organize the following documents and forward them to the Accounts and Finance Department for processing payment related to the procurement:

- Purchase Requisition, including detailed specifications, budget, and approval
- Request for Quotation (RFQ), Request for Agreement (RFA), Bid/Tender Invitation (with vendor acknowledgments if RFQ is issued on the spot)
- List of received quotations
- Bid Evaluation, Comparative Statement (CS), bid analysis, negotiation records, recommendations, and approval
- Terrorist checks (if applicable)
- Contract, Work Order (WO), or Purchase Order (PO)
- Delivery Challans
- Goods Received Note (GRN)
- Bill/Invoice

In addition to the above, the following documents are required to be maintained:

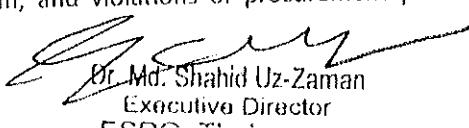
- Purchase order register.
- Purchase resolution book.
- Purchase and payment record of same vendors in a financial year.

### 28 Income Tax / VAT Deducted at Source

Income Tax (IT) and VAT will be deducted at source in accordance with the country's tax regulations. The deducted amounts will be deposited into the Government Exchequer/Treasury within the stipulated time following the deduction. VAT will not be deducted if a VAT exemption certificate or VAT coupon issued by the National Board of Revenue (NBR) is provided.

### 29 The Zero Tolerance Principle in Procurement

**Commitment to Ethical Standards:** The Zero Tolerance Principle in ESDO's procurement practices represents a robust commitment to integrity, transparency, and accountability. By establishing this principle, ESDO aims to eliminate unethical behaviors such as bribery, fraud, favoritism, and violations of procurement policies. This dedication not only safeguards the

  
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organization but also fosters a culture of trust and ethical conduct among all stakeholders involved in the procurement process.

- **Strict Consequences for Misconduct:** Under the Zero Tolerance Principle, any unethical practices identified during procurement activities will lead to immediate and strict consequences. ESDO emphasizes adherence to competitive bidding processes, ensuring thorough documentation and fair supplier selection. This approach guarantees value for money and cultivates an equitable environment where all vendors are treated fairly. Regular audits and monitoring help identify and prevent misconduct, reinforcing ESDO's commitment to high ethical standards.
- **Encouragement of Reporting Irregularities:** To promote accountability, ESDO offers whistleblower protection, encouraging individuals to report irregularities without fear of retaliation. This proactive measure enhances transparency, and enables the organization to address issues swiftly before they escalate. By creating a safe environment for reporting concerns, ESDO strengthens its ethical framework and bolsters the integrity of its procurement processes.
- **Disciplinary Actions and Legal Consequences:** Individuals or entities found guilty of unethical behavior or corrupt practices under the Zero Tolerance Principle will face severe disciplinary actions. These may include contract termination, removal from positions, and potential legal proceedings. This rigorous approach highlights ESDO's unwavering commitment to ethical procurement practices, ensuring that resources are protected and the organization maintains its reputation for transparency and good governance. By instilling these values, ESDO aims to foster lasting trust with stakeholders and achieve its operational goals with integrity.

### 30 Applicability, Authority, Maintenance of the ESDO Procurement Policy

- **Applicability:** The ESDO Procurement Policy applies to all procurement activities carried out by the organization, including the purchase of goods, services, and works. This policy is applicable to all departments, branches, and projects under ESDO, ensuring that procurement is conducted in a transparent, efficient, and ethical manner. It covers both local and international procurement and must be adhered to by all employees, vendors, and stakeholders involved in the procurement process. Exceptions to the policy can only be made under special circumstances with prior approval from the Executive Committee.
- **Authority:** The authority to implement and enforce the ESDO Procurement Policy is vested in the Executive Committee of ESDO. The Executive Committee may delegate specific roles and responsibilities to Purchase Committee, and relevant departmental heads for overseeing procurement processes. The Executive Committee also has the authority to approve any exceptions or amendments to the policy when deemed necessary. Additionally, the Accounts and Finance Department is responsible for ensuring compliance with financial procedures related to procurement.
- **Maintenance:** The ESDO Procurement Policy is maintained and updated by the Executive Committee, with input from relevant departments. Reviews at regular interval will be conducted to ensure the policy remains aligned with current legal regulations, organizational goals, and best procurement practices. Any amendments to the policy must be approved by the Executive Committee and communicated to all relevant stakeholders. It is the responsibility of the procurement and finance teams to ensure the latest version of the policy is accessible and followed across the organization.

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### 31 Pre-Audit Questionnaire for Procurement

This questionnaire serves as a tool to ensure thorough due diligence and accountability in the procurement process for amounts exceeding Taka 50,000. It promotes transparency and compliance with ESDO's procurement policies and guidelines. The Internal Audit Department will conduct pre-audit for any procurement above Taka 50,000.

- **Vendor Selection**

- ✓ Has the vendor been selected through a competitive bidding process?
- ✓ Were at least three quotations obtained for comparison?

- **Documentation**

- ✓ Is there a documented justification for vendor selection?
- ✓ Are all procurement documents (quotations, purchase orders, contracts) filed and accessible?

- **Approval Process**

- ✓ Has the procurement been approved by the appropriate authority?
- ✓ Are there signatures or approvals indicating review by the relevant stakeholders?

- **Compliance**

- ✓ Does the procurement adhere to ESDO's procurement policies and procedures?
- ✓ Are there any conflicts of interest disclosed in the procurement process?

- **Budget Alignment**

- ✓ Is the procurement aligned with the approved budget for the project?
- ✓ Has a budget allocation been confirmed for this procurement?

- **Goods/Services Delivery**

- ✓ Are there clear specifications for the goods or services being procured?
- ✓ Have delivery timelines and quality standards been defined?

- **Post-Procurement Monitoring**

- ✓ Is there a plan for monitoring the vendor's performance after procurement?
- ✓ Are there established mechanisms for addressing any issues that arise post-purchase?

- **Risk Assessment**

- ✓ Has a risk assessment been conducted for this procurement?
- ✓ Are there any identified risks, and what mitigation measures are in place?

This questionnaire aims to ensure compliance and transparency in the procurement process for amounts above Taka 50,000.

### 32 Attachments

1. Indent/Order Slip

Dr. Md. Shahid Uz-Zaman  
Executive Director  
ESDO

Md. GHAFIQUL ISLAM  
Chairman  
Executive Committee  
ESDO



## Procurement Policy of ESDO

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- 2. Purchase Requisition
- 3. Dispatch Note
- 4. Materials/Goods Received Note
- 5. Tender Notification (Sample)
- 6. Comparative Report of Tenders (Sample)
- 7. Order Confirmation for Supply of Goods (Sample)
- 8. Procurement Plan (Sample)
- 9. Framework Agreement

>>The End<<

A handwritten signature in black ink, appearing to read 'Shahid Uz-Zaman'.

Dr. Md. Shahid Uz-Zaman  
Executive Director  
ESDO, Thakurgaon

A handwritten signature in black ink, appearing to read 'Shafiqul Islam'.

MD. SHAFIQUL ISLAM  
Chairman  
Executive Committee  
ESDO

**Eco-Social Development Organization (ESDO)**

**Terms of Reference (ToR) for audit proposal**

**Background:**

A group of young social workforce of Thakurgaon District initiated ESDO primarily in order to support the 1988 flood victims. Afterwards the close association and involvement with the community especially with the disadvantaged section of the society inspired them to feel and realize that a planned and organized effort is imperative to change the fate of landless and the poorest people in general and the women in particular. Out of the urge and their heart-felt realization, ESDO emerged as a Social Institution of Bangladesh.

**Objective:**

Main objective of the audit is to prepare and submit the audit report to the Management, donor and the NGO Affairs Bureau and donors by following their rules and regulation.

**Applied Accounting Principles:**

The accounts have been prepared in accordance with the Generally Accepted Accounting Principles (GAAP). The ESDO Bangladesh accounting records are maintained using the SUN software system on a cash basis. Subsidiary and supporting records are held in paper registers and files and electronic spreadsheets.

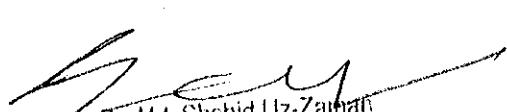
**Audit Approach:**

The audit must be conducted in accordance with current auditing standards and will have regard to relevant auditing guidelines. The work you are going to do to enable you to form your opinion referred to above must be conducted in such a manner as considered necessary to fulfill your responsibility as defined above.

You must obtain an understanding of the accounting system in order to assess its adequacy as the basis for preparation of the financial statements and to establish whether proper accounting records have been maintained. You must expect to obtain such relevant and reliable evidence, as you consider sufficient to draw reasonable conclusions from.

**Available Facilities:**

The Auditor will be provided with unrestricted access at all reasonable times to all records and documents, including books of account, legal agreements, minutes of meetings, bank records, invoices and contracts, etc and all employees of ESDO. Where the information required by the auditor is a confidential nature (for example, volunteer records), ESDO reserve the rights to grant access to documentation under supervision only. This will allow us to comply with Data Protection legislation. All employees of the implementing agency, whose activities involve or may be reflected in the annual financial statements, shall fully-cooperate with the Auditor. The Auditor will have a right of access to banks and depositories, consultants, contractors and other persons or firms engaged by organization. Provision will be made at the offices of the ESDO to accommodate staff members of the audit firm who will be provided with access to photocopying facilities. The auditor will give ESDO early notification if the auditor requires evidence that is held at other ESDO offices to enable timely completion.



Dr. Md. Shahid Uz-Zainal  
Executive Director  
ESDO, Thakurgaon



MD. SHAFIQUL ISLAM  
Chairman  
Executive Committee  
ESDO

**Key elements of proposal:**

The technical and financial proposals submission due date on 10 May 2011 by 5:00

**Negotiation with audit firm's:** Negotiations may be required (if applicable) to be held 12 May, 2011.

**Proposal Submission instruction & Date:**

On the due date, applicants are instructed to submit in a box or envelope clearly marked with the name of the organization the following mentioning the subject "Submission of audit proposal"

Attn: Procurement committee  
ESDO  
Collegepara, Thakurgaon-5100, Bangladesh

- Please submit 1 printed(hard) copies of the following information through a forwarding letter in organizational original letter head pad and seal sign.
- ESDO reserves the right to accept or reject late or incomplete submissions.

**Award:**

ESDO will select the applicant based upon evaluation criteria described in ToR.

ESDO reserves the right to request additional information if it is deemed necessary. Information provided by Applicants will remain confidential for use only by ESDO and concerned donor

The audit firm understands that submitting this proposal is not a guarantee of the award by ESDO. The audit firm further understands that all costs associated with the preparation of the proposal are at the expense of the own.

**Proposal submission/preparation guidelines:**

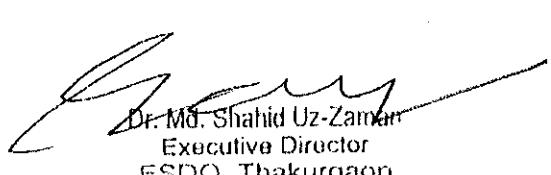
Audit firm who are enlisted with NGOAB for conduct the audit of donor resources utilization by the recipients/NGOs are eligible to submission this proposal. The application must be submitted in English using MS Word printed applications should be on A4 size paper, single-spaced, and 12-point type.

Applicants should retain for their records one copy of the application and all enclosures which accompany their application. Erasures or other changes must be initialed by the person signing the application.

**Type of Audit:**

ESDO will require two types of audits/reviews as described below.

1. ESDO Support Programme in Bangladesh Audit Period April 2010 to March 2011:
2. Strengthening Community Rights and empowerment (SCORE) 1<sup>st</sup> April, 2009 to 31<sup>st</sup> March, 2011.



Dr. Md. Shahid Uz-Zaman  
Executive Director  
ESDO, Thakurgaon



MD. SHAFIQUL ISLAM  
Chairman  
Executive Committee  
ESDO

**Institutional Information:**

1. Name of Audit Firm :
2. Address of Audit Firm :
3. Phone & Mobile number :
4. Email address :
5. Name of contact person :
6. Phone & Email of C/P :

**Technical Proposal:**

Interested audit firm must submit a technical proposal that demonstrates their ability to conduct the audit work within the stipulated time period. A written audit plan should be prepared for audit. To ensure that the proposed audit objectives are likely to result in a useful report. The proposed audit scope and methodology are adequate to satisfy the audit objectives. The Technical proposal will indicate quality control procedures to ensure that sufficient competent evidence will obtain through inspection, observation, inquiries, and confirmations to afford a reasonable basis for an opinion regarding the financial statements under audit. The auditors may use their standard procedures for ensuring quality control, those procedures must, at a minimum, ensure that:

1. Audit reports and supporting working papers are reviewed by an auditor, preferably at the senior level, who was not involved in the audit. This review must be documented.
2. All quantities and monetary amounts involving calculations are footed and cross-footed.
3. All factual statements, numbers, conclusions and monetary amounts are cross-indexed to supporting working papers.

**Financial Proposal/Pricing:**

Audit firm should quote their specific pricing separately for mentioning specific type of project and duration as follows:

1. ESDO Support Programme in Bangladesh - Period from April 2010 to March 2011 of BDT Approx 5,12,04,720 (Including provident fund and SCORE project of BDT 91,93,348 for the said year) and report accordingly.

(The audit firm should quote the pricing on total expenditure BDT. 4,20,11,372 for ESDO Support Programme in Bangladesh audit and SCORE project separately)

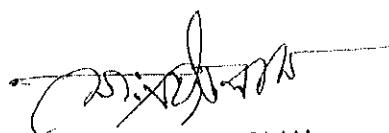
2. Strengthening Community Rights and empowerment (SCORE) project-Period April, 2009 to 31st March,2010 and April, 2010 to 31st March,2011 of BDT approx 2,01,23,362 and produce 2 year's audit report separately.

**Section (Evaluation Criteria):**

1. The proposal will evaluate on the following criteria:
2. Previous experience on NGO Audit
3. Experience in working with INGO Audit
4. Work experience with Governance, Livelihood & health service Audit
5. Quality of proposed person engaged for Audit
6. Staff strength/Persons exist with Audit firm
7. Relevancy of checklist and tools will be used for Audit
8. Facilitation and Acceptability of Audit



Dr. Md. Shahid Uz-Zaman  
Executive Director  
ESDO, Thakurgaon



MD. SHAFIQUL ISLAM  
Chairman  
Executive Committee  
ESDO

**Proposal Evaluation:**

Awards will be made to a responsive bidder whose offer follows the Term of Reference (ToR) instructions, meets the technical specifications, and is judged to be most advantageous to ESDO in terms of technical quality, personnel qualifications, experience, and cost. In judging the bids, the ESDO Evaluation Committee will evaluate the proposals based on the evaluation criteria.

**Exit Conference:**

Upon completion of fieldwork and drafting of the Audit Report, the auditor will hold an exit conference with senior management of the ESDO, to discuss the auditor's findings, conclusions and recommendations. The exit conference will give the auditor an opportunity to obtain management's comments on the accuracy and completeness of the findings and conclusions, including whether or not management concur with them. The auditor will document the exit conference for inclusion in the audit work papers.

**Audit time line and deliverable/Report:**

- Audit work start date: From 15<sup>th</sup> May 2011
- Draft Audit Report : The Auditor shall submit one 1 hard and electronic copy of the all draft audit report in English to ESDO by 25th May,2011 address to the Country Director and electronics copy to: [martinmondal@ESDO.int.org](mailto:martinmondal@ESDO.int.org)

Final Audit Report: After discussion and acceptance of the draft audit report the auditor shall submit one 3 hard copy of the all final audit report to ESDO by 5<sup>th</sup> June, 2011 address to Country Director and 1 electronics copy to: [ESDObangladesh@hotmail.com](mailto:ESDObangladesh@hotmail.com)

**Total Reports by project & period:**

- ESDO Support Programme in Bangladesh- April 2010 to March 2011( 3 copy)
- ESDO provident fund(profit calculation for the period of 1<sup>st</sup> April,2010 to 31<sup>st</sup> March,2011(1 copy)
- Strengthening Community Rights and empowerment (SCORE)-1<sup>st</sup> April,2009 to 31<sup>st</sup> March,2010(3 copy)
- Strengthening Community Rights and empowerment (SCORE)-1<sup>st</sup> April,2010 to 31<sup>st</sup> March,2011with a consolidated accounts for 1st April,2005 to 31<sup>st</sup> March, 2011 (3 copy)

**Payment of audit fees:**

The audit fee will be paid through A/C payee cheque in the name of audit firm. Other cost associated with food, transports and logistics for the assignment will bear by the audit firm from their own. Applicable tax and VAT will be deducted at source during the payment made.

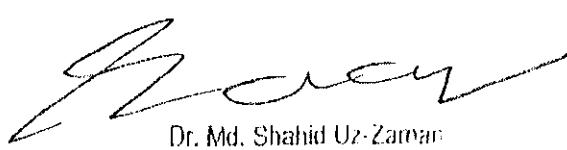
**Professional Secrecy:**

Any document, information or data entrusted to or produced by the Auditor in connection with this agreement shall strictly confidential and cannot be used by the Auditor for any other purpose without written consent of the NGO authority. This provision shall remain valid even after the completion of this assignment.

**Modification Authority:**

Notwithstanding any of the other clauses of this contract, the Country Director of ESDO shall be the only individual authorized to:

- (1) Accept nonconforming work,
- (2) Waiver any requirements of this contract, or
- (3) Modify any term or condition of this contract.



Dr. Md. Shahid Uz-Zaman  
Executive Director  
ESDO, Thakurgaon



M.D. SHAFIQUL ISLAM  
Chairman  
Executive Committee  
ESDO

**Termination:**

ESDO reserves the unilateral right to terminate this contract at any time, paying for all deliverables completed on any current task orders at the time of termination, and a pro-rata share of any deliverable in progress of this contract.

**Other:**

The Auditor shall be liable for and ensure a ESDO full and professional performance of the tasks. A formal work order/contract letter will be issued and sign with the selected audit firm. Person who will authorize for signing the contract on behalf of audit firm should also sign the ToR in hard copy and submit with proposal.

**Accepted by:**

On behalf of audit firm:

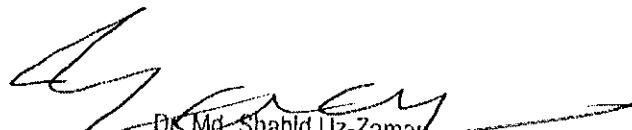
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Date:.....

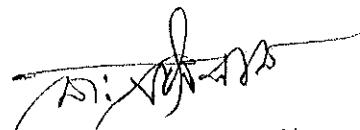
On behalf of the ESDO :

Name:

Date: .....



Md. Shahid Uz-Zaman  
Executive Director  
ESDO, Thakurgaon



MD. SHAFIQUL ISLAM  
Chairman  
Executive Committee  
ESDO

## Eco-Social Development Organization (ESDO)

**Notice for New Enlistment of Firms and Renewal of Existing Enlisted Firms**  
 Sealed Applications are invited from the bona-fide suppliers/Manufacturers/Sole agents/Distributors/Whole sellers/Contractors/Procurement providers for enlistment with ESDO in the following categories for the period from 1st January 2013 to 31st December 2014.

**Group-A:** Printing, Stationery & General Suppliers /Vendors:

- A-1: Printing, Publications & Design Vendors:
- A-2: Office Stationery Items:
- A-3: Cleaning, Grocery & toiletries Items
- A-4: General Supplier: Project materials, banner, signboard, electrical fittings, calculators, instrument and others project materials.

**Group-B:** Photocopiers, Training Aids, Computers, Printers, Communication tools, Home appliances and IT related appliances:

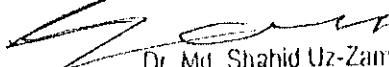
- B-1: Distributors for photocopiers and its accessories including toner, branded Computer, Printer and its related accessories including toner.
- B-2: Accessories for Computer and Printer (Details list of items are to be submitted with application).
- B-3: Suppliers of Computer Network items and its Installation and maintenance
- B-4: Computer licensed Software supply, Installation and maintenance
- B-5: Training Aids: Suppliers of Training aids like TV, VCR, VCP, Radio, Cassette Player, Camera, Video Camera, Multimedia, Projector, OHP, OHP screen and its accessories
- B-6: Communications: Sole agents for Radio (Wireless) sets, PABX Systems and Intercoms including installations and maintenance, Supplies of Telephone sets, Mobile Telephone sets and its accessories.
- B-7: Home appliance: Supply installation and maintenance of Air Conditioner (Window & Split type) Refrigerator, Washing Machine, Oven, Gas cooker etc.

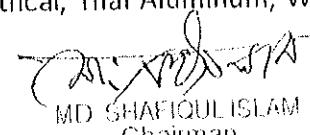
**Group-C:** Motor Vehicle, Motor Cycle and its spare parts:

- C-1: Sole Agent for Toyota Vehicles and Honda Motor Cycles
- C-2: Spare parts for Motor Vehicles including Windshields & Glass Materials
- C-3: Spare parts for Motor Cycles
- C-4: Car paints, Polishing and Hard ware materials
- C-5: Sole Agent/Suppliers for Tires, Tube & Flaps for Motor Vehicles and Motor Cycles
- C-6: Recondition engines and spare parts
- C-7: Miscellaneous Workshop: Denting, Paintings, Vulcanizing, Machine shop, Pump servicing, Motor tailors, light repair, welding shop etc.

**Group-D:** Construction, Maintenance and Furnishing Work:

- D-1: Class -I Office furniture
- D-2: Class-II Steel, Wooden and other furnishers
- D-3: Maintenance Contractor for Civil, Electrical, Thai Aluminum, Wooden works & Interior decoration.

  
 Dr. Md. Shahid Uz-Zaman  
 Executive Director  
 ESDO, Dhaka

  
 MD. SHAFIQUL ISLAM  
 Chairman  
 Executive Committee

**Group-E:** Miscellaneous Services: Surveyor, Advertising Firm, Transport services, Cleaning & Fumigation, and Security services.

**E-1:** Advertising firm: For News papers: Commission/Discount rate should be submitted. For production of documentary audio-visual: Work experience is must. (Documents to be submitted).

**E-2:** Truck/ Heavy duty Transport/Carrier

**E-3:** Cleaning & Fumigation Company and Security Service Company

**Group-F:** Training Venue:

**F-1:** Venue for Training/Workshop/Conferences including accommodation and food supplies:

The following documents are to be submitted with the application:

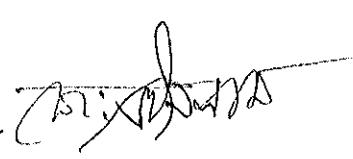
- a) Valid Trade License, VAT Registration, TIN Certificate (Mandatory).
- b) Experience/performance certificate as supplier from any reputed organizations along with a list of its present customers with their telephone number (Mandatory)
- c) Sole Agency/dealership/distributorship certificate and their price list of products (If any)
- d) Name of the Proprietor/Partner/Managing Director, CEO and the key person with business address, telephone/fax number, e-mail (if any), must be enclosed with the application
- e) prescribed vendor information form duly filled-up
- f) Certification of data protection (Prescribed by)

**Renewals of firms:**

Those who are already enlisted for the year 2013 (January 2012-December 2012) are also required to submit the above documents.

Women Entrepreneurs are encouraged

Procurement Manager



Dr. Md. Shahid Uz-Zaman  
Executive Director  
ESDO, Thakurgaon

Md. Shafiqul Islam  
Chairman  
Executive Committee  
ESDO

## Eco-Social Development Organization (ESDO)

## VENDOR'S ENLISTMENT FORM

1. Name of the firm:

2. Name of the owner:

3. Contract Person:

4. Address of the Firm:

5. Telephone no.:

6. Fax no.:

E-mail

7. Trade License No.:

Valid up to

8. VAT Registration no.:

9. TIN No.:

10. Bank Information:

11. Name of the Account:

12. Bank name:

A/C#

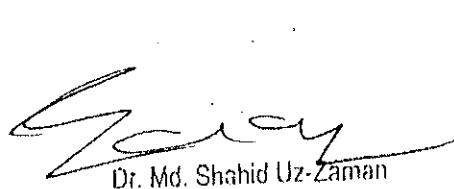
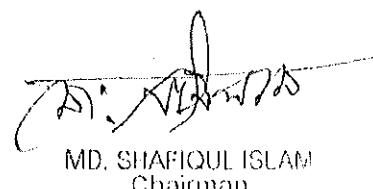
13. Address:

14. Group / Subgroup:

15. Other Information:

16. Enclosed Documents:

Signature:

Date:

Company Seal:

Dr. Md. Shahid Uz-Zaman  
Executive Director  
ESDO, Thakurgaon

MD. SHAFIQUL ISLAM  
Chairman  
Executive Committee  
ESDO

Eco-Social Development Organization (ESDO)

Ref : Enlistment 2013/

January 10, 2013

XYZ Furniture Industries Ltd  
149, Monipuri Para, V.I.P Road  
Dhaka-1215

Subject: Confirmation of Enlistment as Supplier with ESDO

Dear Mr. Nazir

ESDO Management is pleased to inform that the Enlistment Committee has considered your application for enlistment. Group wise selection has been made based on your request and past experiences. You have been enlisted for the period up to 31<sup>st</sup> December 2014. In this regard, all the Terms and Conditions as contained in the Contract of Enlistment issued to you during selling of the enlistment document shall constitute an integral part of enlistment and shall be applicable in full force as and when necessary during the period of your Firm's enlistment with .

With this enlistment, you will participate in all the quotations/bids below Tk. 10 (Ten) Lac as invited by without any earnest money (EM) and performance guarantee (PG). For limited and press tender, you are to submit the EM/ PG as will be asked in the tender invitation for bids (IFB).

As proof of your acknowledgement of this letter please sign below & return a copy for our record. In case of any changes in address, telephone & person in contract, please inform us immediately.

Thanking you.

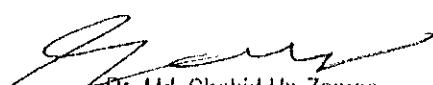
For ESDO

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Contract Officer / Procurement Manager

Acceptance from the vendor

(Company seal Signature)  
Name of the CEO/MD/Proprietor  
Telephone No -

  
Dr. Md. Shahid Uz-Zaman  
Executive Director  
ESDO, Thakurpukur

  
Md. Shafiqul Islam,  
Chairman  
Executive Committee  
ESDO

## Eco-Social Development Organization (ESDO)

Collegepara, Thakurgaon-5100, Bangladesh

### Spot Quotation/Verbal Quotation Form

Date :

PR Ref. #: : PR date: :

**Goods/Services to be purchased:**

### **Recommendation:**

Signature of the purchaser/Team:

Approved by:

Dr. Md. Shahid Uz-Zaman  
Executive Director  
ESDO, Thakurgaon

MD. SHAFIQU ISLAM  
Chairman  
Executive Committee  
ESDO

Annex-6

**Eco-Social Development Organization (ESDO)**

**Request for Proposal (RFP):**

A group of young social workforce of Thakurgaon District initiated ESDO primarily in order to support the 1988 flood victims. Afterwards the close association and involvement with the community especially with the disadvantaged section of the society inspired them to feel and realize that a planned and organized effort is imperative to change the fate of landless and the poorest people in general and the women in particular. Out of the urge and their heart-felt realization, ESDO emerged as a Social Institution of Bangladesh.

ESDO is looking for interested and capable (affiliated with international and approved by the NGO affairs Bureau) Audit firm's to conduct annual audit for various projects and ESDO support (core) program. The interested audit firm to be experienced on financial compliance and management of various donors.

The interested audit firms are requested b to submit the Expression of Interest(EOI) with the cost proposal and profile of the organization by 20th May, 2011 to the Executive Director, ESDO Collegepara, Thakurgaon-5100, Bangladesh. The Terms of Reference(TOR) and related document are to be collected from same address or email to esdobangladesh@hotmail.com

**Expression of Interest (EOI):**

ESDO, Collegepara, Thakurgaon-5100, Bangladesh. Our vision is a world without poverty in which people work together to fulfill their potential.

ESDO is going to hire an audit firm for conducting financial audit for the followings:

1. ESDO Support Programme in Bangladesh - Period from April 2010 to March 2011 of BDT Approx 5,12,04,720 (Including provident fund and SCORE project of BDT 91,93,348 for the said year) and report accordingly.



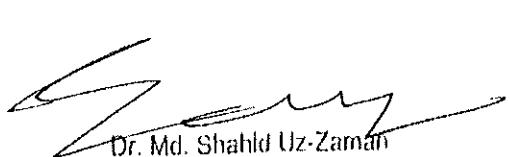
Dr. Md. Shahid Uz-Zaman  
Executive Director  
ESDO, Thakurgaon



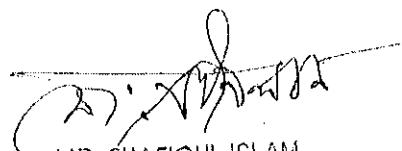
MD. SHAFIQUL ISLAM  
Chairman  
Executive Committee  
ESDO

2. Strengthening Community Rights and empowerment (SCORE) project-Period April, 2009 to 31st March,2010 and April, 2010 to 31st March,2011 of BDT approx 2,01,23,362 and produce 2 year's audit report separately.

The interested audit firms are requested for collect the Term of Reference (ToR) for audit and submit their proposal with organizational profile mentioning audit fees and days require for auditing by 10<sup>th</sup> May, 2011.If you have any question about this please contact with Md. XXX Mobile # 01711xxxxxx or using email: esdobangladesh@hotmail.com



Dr. Md. Shahid Uz-Zaman  
Executive Director  
ESDO, Thakurgaon



MD. SHAFIQUL ISLAM  
Chairman  
Executive Committee  
ESDO

**Eco-Social Development Organization (ESDO)**  
**Audit Proposal Evaluation Form**

Name of Audit Firm :

Address of Audit Firm :

Dates of Assignment :

Name of Assigned Audit:

Evaluator/s Title :

**Proposal Evaluation criteria:**

SI#	Area of quality/particulars	Weigh/Score(5 being excellent and 1 being unacceptable)	Score				
			5	4	3	2	1
1	Partner involve with firm ( 3 or more will get preference)						
2	Students, staff, manpower involve with firm ( 60 and above will get preference)						
3	Qualify students engage with firm( Inter, Part. qualify will get preference)						
4	Experience in working with INGO Audit(exp. above 10 years will get preference)						
5	Work experience with Governance & Livelihood & European Commission funded project audit(if have client list will get preference)						
6	Volume of enlistment status of the firm with client and other (firm involve with accounting body as member will get preference)						
7	Profile of the audit firm(if have above 100 client will get preference)						
8	Attached CV for proposed audit work ( if rich CV included in the proposal will get preference)						
9	Quality of audit proposal & person engaged for audit( Good method, and qualified student assign will get preference)						
10	Price/Fees is reasonable for the Audit(if proposed price for audit is close near about our budget will get preference)						
11	Facilitation and Acceptability of Audit (proposed schedule and previous reputation of firm will get preference)						
12	Relevancy of checklist and tools proposed for audit (if specific checklist mentioned in the proposal will get preference)						

**Overall Comments:**

Name of Evaluator

Signature

Date



Dr. Md. Shahid Uz-Zaman  
 Executive Director  
 ESDO, Thakurgaon



Md. SHAFIQUL ISLAM  
 Chairman  
 Executive Committee  
 ESDO

**Eco-Social Development Organization (ESDO)**

**Invitation for Bid:**

Sealed Bids are hereby invited from bonafide suppliers/authorized distributors for purchasing of 50 unit of brand new Motor Cycle for ESDO.

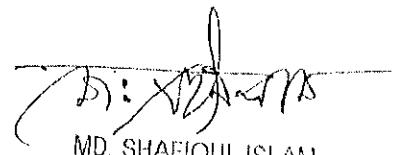
Bid documents containing schedule of requirements shall be collected by the interested bidders from ESDO Office at Collegepara, Thakurgaon-5100, Bangladesh Post: Thakurgaon, Upazila: Thakurgaon Sadar District: Thakurgaon, Bangladesh from 1<sup>st</sup> January 2014 to 7<sup>th</sup> January 2014 between 10.00 am to 5.00 pm. Bid are to be dropped into the "BID BOX" kept at ESDO reception and so as to reach on or before 2.30 pm on 15<sup>th</sup> January 2014. Bids will be opened in presence of bidders at 3.00pm on same day. ESDO reserves the rights to accept or reject any/all bids or part thereof without assigning any reason whatsoever.

Procurement Manager

ESDO



Dr. Md. Shahid Uz-Zaman  
Executive Director  
ESDO, Thakurgaon



MD. SHAFIQUL ISLAM  
Chairman  
Executive Committee  
ESDO

**Eco-Social Development Organization (ESDO)**  
**Note for Record**

This note for record is preparing on 29<sup>th</sup> May, 2011 in order to select an individual consultant for review and analysis of relevant national policies, identify policy gapes and develop a policy advocacy strategy(2011-2015) for ESDO.

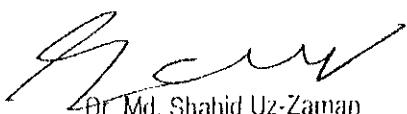
During ESDO management meeting on 25<sup>th</sup> May, 2011 an issue was raised for initiate to procurement process for selecting a an individual consultant for review and analysis of relevant national policies, identify policy gapes and develop a policy advocacy strategy(2011-2015) for ESDO.

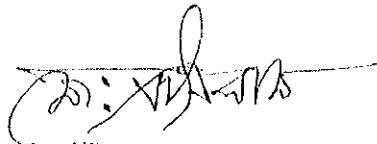
Up on discussed the issue Ms.XXX(PM-Operations) proposed that it could be better if we can select the consultancy firm as head hunting on the basis of their relevant work experience and resources with good reputation rather offering a open tender/circular for participate in a formal process for all. In this regard, we can use other international development organization's feedback/reference about those firms/individual consultant. She mentioned few name of those consultant firms/individual including **Mr.Sabbir Bin Shams**(an independent consultant).The management committee decided for asking to **Mr.Sabbir Bin Shams** if their proposal and financial offer will reasonable as our past experience or reference information from others. On the basis of both parties consensus a TOR will be developed and signed. The total budget for entire consultancy will **BDT 3,00,000 (Taka three lac only)** inclusive 15% VAT and 10% Tax. This consultancy work will follows all terms and conditions mentioned in the proposal and TOR. Considering all, the procurement committee is recommending for selecting **Mr.Sabbir Bin Shams**(an independent consultant) for offering the contract.

SI	Name of Procurement committee	Designation	Signature
1	Md.XXX	Deputy Director	
2	Ms.YYY	PM	
3	Md.MMM	Finance Manager	

**Approved By:**

Dr.Md.Shahid-Uz-Zaman  
 Executive Director

  
 Dr. Md. Shahid Uz-Zaman  
 Executive Director  
 ESDO, Thakurgaon

  
 MD. SHAFIQUL ISLAM  
 Chairman  
 Executive Committee  
 ESDO

Eco-Social Development Organization (ESDO)  
Tracking Sheet for Sealed Bids

## SUMMARY BID ANALYSIS (SBA)

DELIVERY PERIOD	WARRANTY INFO (if applicable)

RECOMMENDATIONS/FINDINGS:	Awarded to	
	PR Date	
	Date of PO	

Approved by:	
Name:	
Designation:	
Date:	

M.D. SHAFIQUL ISLAM  
Chairman  
Executive Committee  
ESDO

Dr. Md. Shahid Uz-Zaman  
Executive Director  
TOSCO

## Eco-Social Development Organization (ESDO)

### Sole/Single Source Justification Form

Company or Individual's name:	
Type of Business / Service Provided	
Estimated Cost	Procurement Ref. #

All four (4) answers below must be filled out completely:

1	Have you reviewed Procurement's Approved Vendor Database before selecting this vendor? If NO, please explain why:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
---	--	------------------------------	-----------------------------

2	Describe below the work to be conducted or service/s to be provided. Attach Scope of Work (SOW) or other documentation as necessary.
---	--

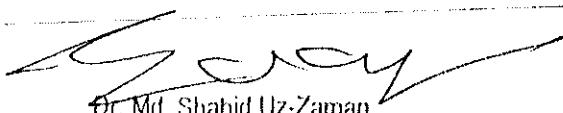
3	Provide below, written justification for NOT obtaining bids for purchase of goods or services over the threshold limit as set in the Procurement Policies & Procedures. Attach any supporting documentation Review VSOP's policies and procedures regarding Sole Source Justification
---	---

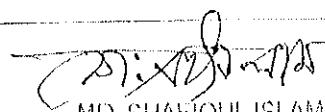
4	What proactive steps do you agree to take to ensure competition for similar types of purchases in the future?
---	---

Note: Dual approvals ARE required for RUSH delivery / request.

Requestor [Name]	Title	Signature	Date
Approval-1 Name]	Title	Signature	Date
Approval-2 [Name]	Title	Signature	Date

Note: The Requestor and Approver(s) who sign/s the Sole Source Justification Form should also sign the accompanying Requisition for Goods & Services Form submitted for this purpose.
Any special note for Procurement committee:

  
 Dr. Md. Shahid Uz-Zaman  
 Executive Director  
 ESDO, Thakurgaon

  
 MD. SHAFIQUL ISLAM  
 Chairman  
 Executive Committee  
 ESDO

**Eco-Social Development Organization (ESDO)**  
Tracking Sheet for Sealed Bids

SUMMARY BID ANALYSIS (SBA)

Annex-12

MD. SHAFIQUE SHAM  
Chairman  
Executive Committee  
ESCO

Dr. Md. Shahid Uz-Zaman  
Executive Director  
ESDO Trust

## Eco-Social Development Organization (ESDO)

### Contract for Review and analysis of relevant National Policies, identify gaps and develop Advocacy Strategy (2013-2015) for ESDO

#### Specification of Services between

Mr. ----- (hereinafter the Consultant)  
 House # 8, Road 13A, Sector 6, Uttara, Dhaka  
 Cell : Email:

&

Collegepara, Thakurgaon-5100, Bangladesh  
 Post: Thakurgaon, Upazila: Thakurgaon Sadar  
 District: Thakurgaon, Bangladesh

#### 1. Terms of reference

Brief summary: Conducting review analysis of relevant National Policies, identify gaps and develop Advocacy Strategy (2013-2015) for ESDO

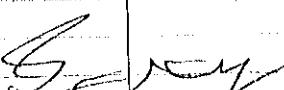
Details of the service that the consultant is expected to do with other methodologies to be used, guidelines, formats and reporting guidelines that need to be followed has been explained in the attached ToR.

#### 2. Commencement and duration

This contract shall commence between 1st January 2014 (span is 40 working days and man days involvement is 20 working days) as per following schedule unless adjusted in writing or terminated earlier in accordance with the terms of this agreement.

Tentative activities	Duration/Dates
Finalisation of ToR and selection of the consultant/ consulting firm by ESDO	25.12.2013
<b>Signing MOU</b>	<b>31.12.2013</b>
Preparation, Collection and study all the background documents	5 days from 1 <sup>st</sup> January 2014
Orientation/briefing meeting with ESDO Team in Dhaka, Identifying responsibilities of any other member who want to contribute in process	1st week, January
Review different ESDO documents like CSP, Progress Reports, Project Reports, Review and Evaluation Reports, Position Papers of Alliances, and others.)	2nd week, January
Developing a detail (proposed) Outline and Share that with ESDO	
In-depth Study/Review of national Sectoral Policies/Specific Policies	
Half day consultation with ESDO Team, two way feedback session	
Writing the Draft	
Submission of the 1st draft	
Getting the feedback on mail and incorporate in the final	
Another half day briefing/debriefing/validation on Final Draft	
Submission of Final	

Dr. Md. Shahid Uz-Zaman  
 Executive Director  
 ESDO Thakurgaon

  
 MD. SHAFIQUL ISLAM  
 Chairman  
 Executive Committee  
 ESDO  
 Page 1 of 4

### 3. Entire contract

3.1. This contract is the final, exclusive and complete expression of the parties' agreement relating to this service, and it supersedes all proposals, oral or written, and all other representations, statements, negotiations and undertakings relating to the service unless expressly incorporated herein. No modification of any term, provision or condition in this contract shall be effective unless it shall be in writing and signed by the all parties.

### 4. Fee and payment arrangements

4.1. Total contract for the above research work inclusive all activities as per ToR and methodologies mentioned in the proposal will be Taka Three Lac only (Taka 3,00000/-) . The Consultant may engage 1/2 associates against specific tasks with no additional cost for ESDO. However, all other costs related with meeting, workshop and field visits will be borne by ESDO.

4.2. The payment will be made through account payee cheque in the name of consultant.

4.3. ESDO will deduct 15% VAT and 10% Tax as per the Govt. policy from the total fee for this service with a document from consultant's total payment.

4.4. A total of 25% of the total amount will be paid within 1<sup>st</sup> week after signing the MoU. The second instalment of 25% will be paid after sharing the draft Analysis Report with the Consultant and the ESDO Executive Director.

4.5. ESDO will pay the rest 50% of the total amount within 15 days after submitting the final report.

4.6. The selected consultant will be responsible to incorporate appropriate feedback or comments regarding the research that is reasonable and justified by the concerned ones.

4.7. If ESDO disputes any item, ESDO shall be liable to pay only the undisputed portion until ESDO and the Consultant have reached agreement as to what payment, if any, is due or what other action will be taken by ESDO in respect of the disputed amount. ESDO shall promptly notify the Consultant of any such disputed amount.

4.8. ESDO and the Consultant shall endeavour to settle expeditiously and in good faith at the earliest possible date any such dispute or any agreed adjustment and subsequent payment shall be made promptly following the date of such settlement.

4.9. There is no provision for payment over and above the agreed fee (stated in part 4.1) as part of this contract unless settled in consultation of both parties in written.

### 5. Relationship of the parties

5.1. In performing the services, the Consultant shall act as an independent consultant and shall not be deemed to be an employee or agent of ESDO. However, he will closely work with the Programme Manager for Policy Advocacy and Public Engagement to have the best output in the lens of Right based approach. The Consultant shall be solely responsible for and shall be liable for, indemnify, defend and hold ESDO harmless against all wages, fees, contributions, insurances, charges and taxes required by legislation to be paid by an employer in respect of the Consultant and/or the services and shall procure that all appropriate deductions are made in respect of income tax (including but not limited to PAYE or any equivalent thereto applicable), employees' social security and other contributions.

5.2. ESDO shall not be liable for providing any benefits of any kind to the Consultant or sub-contractors (if any).

5.3. This contract shall not be deemed to create any kind of partnership, joint venture, agency or franchise agreement with the Consultant.

### 6. Assignments and sub-contracting

6.1. The Consultant shall not assign this contract or any part of it to any other party.

6.2. The Consultant shall not sublet the whole or part of their obligations to any party and will remain responsible for the whole work.

### 7. Cancellation

7.1. In the event of cancellation by ESDO within 3 working days prior to the start of this service, ESDO will pay up to a maximum of 10% towards the preparation time by the Consultant. The exact amount to be paid will be decided by the ESDO and the Consultant on submission of a written justification.

Dr. Md. Shahid Uz-Zaman  
Executive Director  
ESDO

MD. SHAFIQUEUL ISLAM  
Chairman  
Executive Committee

7.2. In the event of cancellation by the Consultant 5 working days or less prior to the commencing the service, ESDO may require that all reasonable attempts will be made by the Consultant to find appropriate replacement consultant to enable the service to run as scheduled. This replacement will be deemed as being under contract to the Consultant and ESDO will expect them to be paid by the Consultant from the contracted money paid to them by ESDO. If the Consultant is not able to supply suitable replacement consultant and ESDO has to re-source, the Consultant shall be liable for any additional costs ESDO incur beyond the sum that would have been paid to the Consultant.

7.3. The replacement consultant must be agreed with ESDO. Where this is not possible and ESDO either has to the service or provide a substitute consultant, which ESDO has resourced, then no money will be payable to the Consultant in this respect.

7.4. If the consultant fails to complete the assigned activities and provide expected deliverables as per TOR than consultant will return back the total money which they already received as instalment. ESDOB might also claim a reasonable compensation to consultant for cover the loss of resources and time engage with that assignment from the ESDOB part.

#### 8. Termination

8.1. Without prejudice to the rights of the other party under this contract, either party shall have the right to terminate this contract base on performance or any sort of misrepresentation or corruption giving not less than one month's notice in writing to the consultant.

8.2. If either party exercises its rights to terminate this contract, the Consultant shall immediately cease all services and shall return to ESDO any resources loaned by ESDO. All material prepared in advance shall be given to ESDO and may be invoiced for under the terms of this agreement.

#### 9. Duties of Parties

9.1. *[Details of any material the Consultant is to provide]* : One final combine report a per ESDO guidance both in hard and soft copies, individual reports for all meetings, FGDs, consultations, discussions with the stakeholders as annex, raw data collected from the organization in the specified formats/questionnaire.

9.2. *[Details of any material ESDO is to provide]*: ESDOB CSP, PAR report, Mid term Review Report, M&E data and information of the selected partner organization and any relevant information requested by consultant regarding partner and volunteer worked there.

#### 10. Copyright

10.1. The copyright for any documentation produced for this service will be the sole property of ESDO. ESDO reserves the right to edit or make changes to documentation, in consultation with the Consultant.

#### 11. Confidentiality

11.1. The Consultant shall sign and comply with the terms of ESDO's Mutual Non-Disclosure Agreement.

11.2. The Consultant shall not associate or in any way connect any name or trademark of ESDO with the Consultant without ESDO's prior written approval.

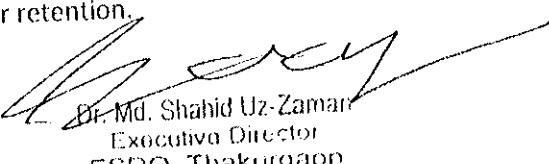
#### 12. Liability

12.1. The Consultant shall be liable for any loss, damage or injury to any party resulting from the negligent acts or omissions of the Consultant.

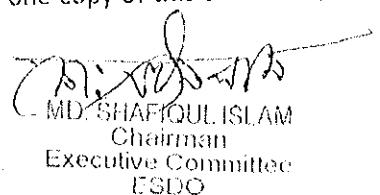
#### 13. Law

13.1. The contract shall be considered as a contract made in Bangladesh and subject to Bangladesh law.

If the above Contract for Services is acceptable to you, please sign and return one copy of this document, the remaining copy is for your retention.



Dr. Md. Shahid Uz-Zaman  
Executive Director  
ESDO Thakurgaon



Md. Shafiqul Islam  
Chairman  
Executive Committee  
ESDO

On behalf of ESDO:

On behalf of Consultant:

Signature:

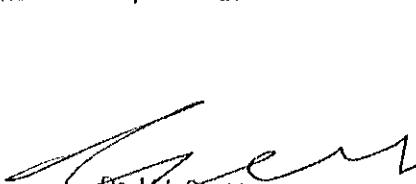
Signature:

Name: Dr.Md. Shahid-Uz-Zaman  
Position: Executive Director  
Date: 31.12.2013

Name: Mr. \_\_\_\_\_  
Position: Consultant for ESDO Advocacy  
Strategy and National Policy Review  
Date: 31.12.2013

Attachment:

1. TOR for the advocacy strategy and policy review



Dr. Md. Shahid Uz-Zaman  
Executive Director  
ESDO, Thakurgaon

Md. SHAFIQUL ISLAM  
Chairman  
Executive Committee  
ESDO

# Eco-Social Development Organization (ESDO)

## Tender Schedule for IT Equipment Purchase

<b>Consignee Address:</b> Collegepara, Thakurgaon-5100, Bangladesh Post: Thakurgaon, Upazila: Thakurgaon Sadar	
Delivery date: 5th January, 2014 (10.00 am to 5.00 pm)	

**ESDO Ref. NO. IT\2013-01**

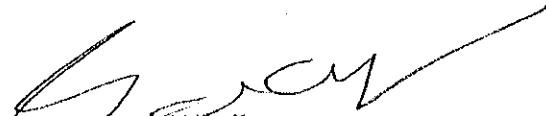
**Name of Bidder:**

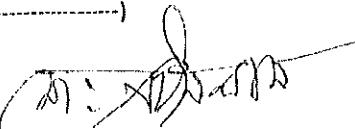
**Address:**

**Items Details:**

Sl. No	Name of Goods/Service	Quantity	Specifications	Brand or Model	Rate per unit	Total Price	Guarantee /warrantee
01	Desktop Computer	04	Processor: Intel Core i5 or equivalent, RAM: 3GB DDR3, OS: Original XPP, HDD: 320 SATA, DVD -- RW, original Office 2007, USB Keyboard and mouse, Monitor: 19" LCD Monitor	Dell/HP or equivalent			
02	Laptop	01	Processor: Intel Core i5 or equivalent RAM: 3GB DDR3, OS: Original XPP, HDD: 320 SATA, DVD -- RW, original Office 2007, 14" monitor	HP/Dell or equivalent			
03	Multimedia Projector with wall mountain	02	Resolution: XGA (1024x768) pixels, Brightness: 2500-3000 Ansi Luminus OR, Resolution: SXGA (1400 X 1050) pixels, Brightness: 2500-3000 Ansi Luminus,	Hitachi, 3M or equivalent			
04	Network Printer	01	a) HP LaserJet P2055DN b) HP LaserJet P3015DN	HP			
05	UPS	03	1000 - 1200 VA	APC/Sendon/ iNeal/			
06	RAM	03	2 GB for Dell Dual core machines				
<b>Total</b>							

Total Taka in words :-----

  
Dr. Md. Shahid Uz-Zaman  
Executive Director  
ESDO, Thakurgaon

  
Md. Shafiqul Islam  
Chairman  
Executive Committee  
ESDO

### **Terms and Conditions/Instructions to Bidders:**

01. Bidder must mention unit & total price for each item as per Schedule
02. Proposed price must including the VAT and Tax( if applicable).
03. Tender Schedule to be supplied from 25 June, 2011 to 30<sup>th</sup> June, 2011 (at 10.00 am -5.00 pm) and bidder who are interested must be submitted on or before 30<sup>th</sup> May, 2011 at 2.30 pm
04. "BID BOX"/Tender will open same day(30<sup>th</sup> May) at 3.00pm at presence of bidder(if anybody present there)
05. Bidder who will win the award/contract must delivery the items in time to consignee address mentioned in the top of this schedule.
06. Items wise guarantee /warrantee must be mentioned in the proposal
07. Photocopy of this tender schedule will not be consideration for evaluation.
08. Proprietor/Bidder must sign and date in this tender schedule before submission. Without singe and date in the schedule will not be consideration for evaluation.
09. Transportation: Transpiration for goods shall be arranged by supplier and related costs shall be included in the contract.
10. Payment: Payment will be made within 15 days in cheque after successful setup of the Equipment or delivery of the services.
11. VAT & Tax: VSOB will deduct the VAT and Tax as applicable according to the Govt. rules.
12. There will be no public opening of quotations; the Purchaser is not bound to accept the lowest quotation and reserve the right to accept or reject any or all the quotations with justification;
13. The supplier should attach copies of relevant brochures/catalogue for the equipment to be supplied, which will give sufficient data to permit effective evaluation of the quotation;
14. Seal Bid must be submitted in the prescribed schedule along with following documents: Valid trade license,TIN certificate,VAT registration etc.
15. The Purchaser may, by written notice sent to the Supplier, terminate the Purchase Order in whole or in part at any time for its convenience:
  - a) If Supplier fails to deliver any or all the goods within the time period(s) specified in the Purchaser Order, or
  - b) If the Supplier fails to perform any other obligation(s) under the Purchase Order, or
  - c) If the Supplier, in either of the above circumstances does not cure its failure within a period of (3) calendar days after receipt of a notice of default from the Purchaser specifying the nature of the default (s), or
  - d) If the supplier, in the judgment of the Purchaser, has engaged in any corrupt or fraudulent practices in competing for or in executing the tasks under this Purchase Order.

Special Delivery Instructions (if any):

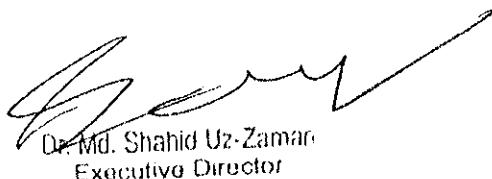
Signature of the Procurement Committee/Reprehensive:

Date: 17.12.13

Signature of Bidder/Reprehensive:

Seal:

Date:



Dr. Md. Shahid Uz-Zaman  
Executive Director  
ESDO, Thakurgaon



MD. SHAFIQUL ISLAM  
Chairman  
Executive Committee  
ESDO

**Eco-Social Development Organization (ESDO)**  
**Purchase Requisition(PR) Form**

SI No.	A/C Code	Grant Code	Items/Purpose	Unit type	Unit cost	Quantity	Amount	Mode of Payment
01								
02								
03								
04								
05								
06								
07								
08								
09								
10								
11								
12								
13								
14								
15								

Total Amount (In word):

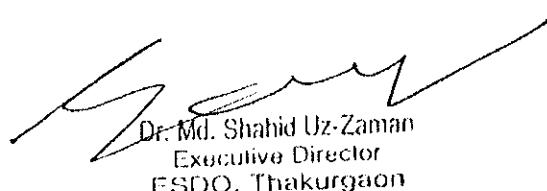
Describe shortly about PR:

Requested by:

Checked by:

Approved by:

Note: Please keep in mind budget is available for this PR. During approve PR please maintain your authorization limit.

  
Dr. Md. Shahid Uz-Zaman  
Executive Director  
ESDO, Thakurgaon

  
MD. SHAFIQUL ISLAM  
Chairman  
Executive Committee  
ESDO

**Eco-Social Development Organization (ESDO)**  
**PURCHASE ORDER**

Vendor's Name:	
Address:	

PR #	
PO #	
Date	

Sold To:	Deliver To:
Collegepara, Thakurgaon-5100, Bangladesh Post: Thakurgaon, Upazila: Thakurgaon Sadar District: Thakurgaon, Bangladesh	ESDO House, Plot # 748, Road # 08, Baitul Aman Housing Society, Adabar Dhaka-1207, Bangladesh

Item	Description	Quantity	Unit Price	Total
1	Annual Report Color:4 Color single side Size:8x11.2 Paper:70 GSM offset Indonesia	500	250	125000
2				
3				
4				
5				
6				
Total		500	250	125000

**Delivery:** December 20,2013

**Payment Condition:** After delivery

**Mode of payment:** A/C payee cheque

**Tax & VAT:** To be deduct as per Govt. rules

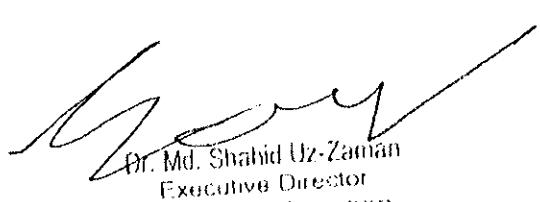
**Attention:** Vendors must submit invoices and challan to ESDO

**Approved by:**

Dr.Shahid-Uz-Zaman

Executive Director

Date:



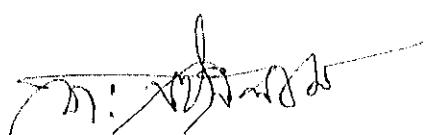
Dr. Md. Shahid Uz-Zaman  
Executive Director  
ESDO, Thakurgaon

**Accepted by:**

Name:

Designation:

Date:



MD. SHAFIQUL ISLAM  
Chairman  
Executive Committee  
ESDO

### Eco-Social Development Organization (ESDO)

Date: December 17, 2013

Mr. Khairul Basher  
(Partner)  
Aziz Halim Chowdhury & Co.  
Chartered Accountants  
Dom-Inno Armonia (1<sup>st</sup> Floor)  
61, Suhrawardy Avenue, Baridhara, Dhaka 1212

**Sub: Work order for Auditing ESDO Support Programme in Bangladesh and Strengthening Community Rights and Empowerment (SCORE) Project**

Dear Mr. Khirul,  
Greetings from ESDO. Thanks for your participation in the Proposal for auditing of the above projects of ESDO. I am happy to let you know that ESDO Procurement Committee is pleased to offer you the work order for the same with the following terms and conditions. Please initiate the work on the 01.01.2014.

#### Terms and Conditions:

**01. Deliverable Reports:**

- ESDO provident fund(profit calculation for the period of January 2011 to December 2012.( 3 copy of audit report should submit on or before 15th January,2014)
- Strengthening Community Rights and empowerment (SCORE) for the period January 2011 to December 2012.( 3 copy of audit report should submit on or before 15th January,2014)

**02. Payment:** For ESDO provident BDT 50,000/- and for Strengthening Community Rights and Empowerment (SCORE) Project BDT 50,000/-. Payment will be made within 15 days in A/C Payee cheque after receiving the final Audit report.

**03. Vat & Tax:** ESDO will deduct the VAT and Tax as applicable according to the Govt. policy from the source.

**04. Other Terms and Conditions** will remain the same as per the ToR.

Thanking you.

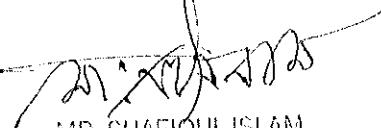
Sincerely yours,

Dr.Md. Shahid-Uz-Zaman  
Executive Director

Received and Agreed:

Mr. Khairul Basher  
(Partner)  
Aziz Halim Chowdhury & Co.  
Chartered Accountants

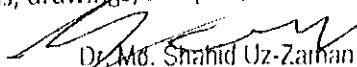
Dr. Md. Shahid Uz-Zaman  
Executive Director  
ESDO, Thakurgaon

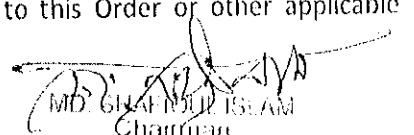
  
MD SHAFIQUL ISLAM  
Chairman  
Executive Committee  
ESDO

**Eco-Social Development Organization (ESDO)**

**TERMS AND CONDITIONS**

- 1. Order:** This Purchase Order ("Order") is an offer of Eco-Social Development Organization ("Buyer") to purchase the goods and/or services described herein from Seller. Buyer's placement of this Order with Seller is expressly conditioned upon Seller's acceptance of all of the terms and conditions of purchase contained in this Order. Any additional or different terms or conditions which may appear in any communication from Seller are hereby expressly objected to and shall not be effective or binding unless specifically agreed to in writing by Buyer, and no such additional or different terms or conditions in any printed form of Seller shall become a part of a contract between Buyer and Seller despite Buyer's acceptance of the goods and/or services under this Order. Any objection by Seller to the terms and conditions hereof shall be ineffective and is deemed to be waived by Seller upon acceptance of this Order.
- 2. Price:** This Order shall not be filled at prices higher than stated in this Order. Seller warrants that the prices to be charged for goods and/or services ordered do not exceed prices charged to other customers for a similar quantity and quality of goods and/or services. The prices stated in this Order are complete and Seller shall add no additional charges of any kind.
- 3. Quantity and Quality:** The quantity of goods and/or services stated in this Order will not be exceeded without written approval of Buyer prior to shipment of goods or rendering of services. In the event no quality is specified in this Order, the goods delivered hereunder must be of the best quality as recognized by the market. All services will be performed by the Seller in a timely, competent and professional manner according to the highest standards recognized by the industry and trade.
- 4. Order Number:** The order number shown on the first page of this Order (the "Order Number") shall be shown on all invoices, communications, packing lists, containers, bills of lading and other similar documents.
- 5. Packing and Packing list:** Buyer will pay no charge for packing, boxing or cartage, unless otherwise stated in this Order. Loss of or damage to any goods before receipt by Buyer shall be borne by Seller. Each package of goods shipped will contain documentation showing shipper's name, contents of package, and the Order Number. A copy of the bill of lading, invoice, or similar documentation shall be sent to Buyer at the address stated in this Order as well as to the destination point, if different, at time of shipment.
- 6. Delivery:** Time is of the essence and delivery of goods and/or rendering of services shall be strictly in accordance with the schedule set forth in this Order. Delays in shipments or other delays shall be reported immediately by Seller to Buyer.
- 7. Inspection and Acceptance:** All goods and/or services purchased hereunder shall be subject to inspection and test at all times and places, including the place of manufacture, by Buyer. If Buyer makes any inspection or test, Seller will make available to the inspectors copies of all drawings, specifications, and processes applicable to the goods ordered and promptly furnish Buyer with any and all resulting inspection certificates. All goods and/or services are subject to final inspection and acceptance at the destination specified in this Order notwithstanding any payment or other prior inspections. Buyer may reject and hold at Seller's expense, subject to Seller's disposal, all goods and/or services not conforming to this Order or other applicable specifications, drawings, samples, or descriptions.

  
Dr. Md. Shahid Uz-Zaman  
Executive Director  
ESDO Thakurgaon

  
Md. Gafurul Islam  
Chairman  
Executive Committee  
ESDO

**8. Defective Work:** Seller warrants the goods and/or services against all deficiencies and defects in materials and workmanship for the period of one (1) year from the date Buyer finally accepts the goods and/or services. If any of the goods and/or services are defective in material or workmanship or otherwise not in conformity with the requirements of this Order, Buyer may: (a) require Seller to repair or replace at Seller's expense any goods and/or services ordered which fail to meet the requirements of the Order; (b) require Seller to refund the price of any such goods and/or services; or (c) elect to retain and correct any such goods and/or services with an appropriate reduction from the price to offset Buyer's costs of effecting necessary correction. Neither final inspection, payment, nor any other limitations contained in this Order shall relieve Seller from responsibility for the correction or replacement of defective goods and/or services arising out of fraud, recklessness or for latent defects.

**9. Payment Terms:** Invoices in duplicate shall be mailed and shall be subject to payment in accordance with discount terms or if no discount is offered, within thirty (30) days after final acceptance at the final destination of the invoiced goods and/or services. Any adjustments in Seller's invoices due to shortages, late deliveries, rejection or other failure to comply with the requirements of this Order may, at Buyer's option, be made by Buyer before payment, but failure to do so shall not deprive Buyer of the right to do so thereafter. Buyer may withhold ten percent (10%) from payment of the final invoice to ensure that all goods and/or services ordered hereunder conform to this Order and all necessary documentation has been properly received.

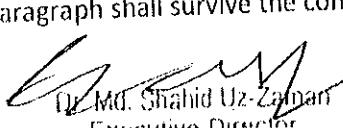
**10. Cash Discounts:** In connection with any cash discount specified in this Order, time will be computed from the date of the complete and final delivery of the goods and/or services, or from date correct final invoices are received in the Buyer's Accounting Department, if later. For the purpose of earning the discount, payment is deemed to be made on the date of mailing of Buyer's check.

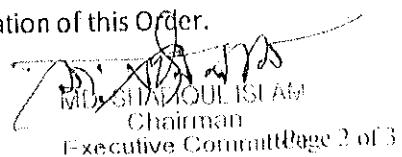
**11. Taxes and fees:** Seller shall indicate all applicable sales, use, or excise taxes on Seller's invoice as a separate item.

**12. Cancellation and Default:** Buyer may cancel this Order, in whole or in part, at any time by written notice to Seller. Buyer may also cancel the whole or any part of this Order or exercise any other remedy provided to buyers of goods and/or services by law or in equity, in any of the following circumstances: (a) Seller fails to make delivery of the goods or to perform the services within the time specified herein; (b) in Buyer's good faith judgment, Seller fails to perform any of the other provisions of this Order, or by an act of commission or omission jeopardizes performance of this Order in accordance with its terms, and does not cure such failure or other act within a period of ten (10) days' notice of such default; (c) Seller is in breach of any of the terms or conditions of this Order; or (d) Seller becomes insolvent or makes an assignment for the benefit of creditors, or there is instituted by or against Seller any proceeding under any bankruptcy, reorganization arrangement, readjustment of debt or under the insolvency law of any jurisdiction.

**13. Changes:** Buyer may at any time make changes or amendments to this Order, but no such change or amendment will be allowed without the written authorization of Buyer. Buyer may also make changes in the method of shipping or packing and place of delivery by means of written communication (or, if accepted by Seller, verbal communication) prior to shipment of goods or rendering of services. If any such change by Buyer affects the cost or delivery schedules of this Order, an equitable adjustment shall be made, provided Seller makes a written claim therefore within thirty (30) days from the date of Buyer's communication of the change.

**14. ESDO Name:** The Seller shall not use the ESDO name or trademarks unless authorized by ESDO in writing. This paragraph shall survive the completion or termination of this Order.

  
Dr. Md. Shahid Uz-Zaman  
Executive Director

  
Md. Shahid Uz-Zaman  
Chairman  
Executive Committee  
Page 2 of 3

**15. Compliance with laws:** Seller shall comply with all laws, regulations, and orders applicable to its performance hereunder.

**16. Certification regarding terrorism:** Seller certifies that it has not knowingly provided and will not knowingly provide, in violation of applicable laws, material support or resources to any individual or organization that advocates, plans, sponsors, engages in, or has engaged in an act of terrorism.

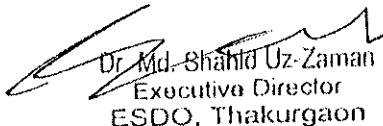
**17. Data Protection:** Any disclosure of or access to personal data allowed under above clause shall be made in confidence and shall extend only so far as that which is specifically necessary for the purpose of this contract.

**18. Limitation of Buyers Liability:** In no event shall Buyer be liable for Seller's lost profits or consequential or incidental damages. Any action by Seller against Buyer arising out of or in connection with this Order must be commenced within one (1) year after the cause of action has accrued or such action shall be deemed waived. This paragraph shall survive the completion or termination of this Order.

**19. Assignment:** Seller shall not assign this Order or any of its obligations hereunder, without the prior written consent of Buyer.

**20. Applicable law and disputes:** This Order, and the application and interpretation of any contract between Buyer and Seller arising in connection with this Order, shall be governed exclusively by the laws of the State of Georgia, U.S.A., without regard to its choice of law rules. The parties hereby agree that they shall first try to resolve any controversy or claim arising out of or relating to this Order, or the breach or alleged breach thereof, by mediation. The parties shall select a mutually acceptable mediator and work in good faith with the mediator to resolve the dispute. In the event that mediation fails to resolve the dispute, the matter shall be settled exclusively by final and binding arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association. An award rendered by the arbitrators may be entered in any court having competent jurisdiction, and the parties hereby consent to the jurisdiction of the state and federal courts of the State of Georgia for such purpose. This paragraph shall survive the completion or termination of this Order.

**22. Severability:** If any provision of this Order or its application to any party or circumstances shall be invalid, illegal, or unenforceable to any extent, the remainder of this Order and its application shall not be affected and it shall be enforceable to the fullest extent permitted by law.



Dr. Md. Shahid Uz-Zaman  
Executive Director  
ESDO, Thakurgaon



MD. SHAFIQUL ISLAM  
Chairman  
Executive Committee  
ESDO

**Eco-Social Development Organization (ESDO)**  
**General Received Note (GRN)**

**Remarks/ Observations:**

**Certification of Service / Consultant Completion:** (Attach Cover Sheet and Table of Contents/Summary Page if consultant produced report)  
"Services have been completed in accordance with the agreement, and I have attached required documentation to support the completion of this work."

Admin/Procurement Manager Signature

Delivered By		Received By		Checked By	
Name		Name		Name	
Signature		Signature		Signature	
Date		Date		Date	
Time		Time		Time	

Dr. Md. Shahid Uz-Zaman  
Executive Director  
EDUCATIONAL INSTITUTE

MD. SHAFIQUL ISLAM  
Chairman  
Executive Committee  
ESDO

## Eco-Social Development Organization (ESDO)

## Stock Register

Name of Item: \_\_\_\_\_ Rate: \_\_\_\_\_ Page # \_\_\_\_\_

Dr. Md. Shahid Uz-Zaman  
Executive Director  
ESDO, Thakurgaon

MD SHAFIQUL ISLAM  
Chairman  
Executive Committee  
ESDO

Eco-Social Development Organization (ESDO)

**(Indent/Order Slip)**

### Request by Signature

**Recommended by Signature**

Approved by

  
Dr. Md. Shahid Uz-Zaman  
Executive Director  
ESDO, Thakurgaon

  
MD. SHAFIQUL ISLAM  
Chairman  
Executive Committee  
ESDO

## Annex-22

## **Eco-Social Development Organization (ESDO)**

**Dispatch Note**

**Received by Signature:**

**Recommended by Signature**

Approved by Signature:

  
Dr. Md. Shahid Uz-Zaman  
Executive Director  
ESDO, Thakurgaon

  
Md. SHAFIQUL ISLAM  
Chairman  
Executive Committee  
ESDO

## **Eco-Social Development Organization (ESDO)**

### Materials/Goods Received Note

Date:

From:

Received by Signature:

**Recommended by Signature**

Approved by Signature:

  
Md. Shahid Uz-Zaman  
Executive Director  
ESDO, Thakurgaon

  
MD. SHAFIQUL ISLAM  
Chairman  
Executive Committee  
ESDO

Eco-Social Development Organization (ESDO)

## Procurement Plan

Name of Program/Project:

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**Prepared by Signature:**

**Reviewed by Signature**

Approved by Signature:

  
Md. Shahid Uz-Zaman  
Executive Director  
ESDO, Thakurgaon

MD. SHAFIQUE ISLAM  
Chairman  
Executive Committee  
ESDO