


Memo No: ESDO/Procurement/126/798/2026-2027

Date: 25th June 2026

**VENDOR ENLISTMENT FOR ALL DISTRICTS OF BANGLADESH FOR THE
FINANCIAL YEAR 2026–2027**

Eco-Social Development Organization (ESDO), a leading national non-government development organization (NGO), is implementing a wide range of development, humanitarian, infrastructure, health, education, livelihood, climate resilience, and social protection programs across 56 districts of Bangladesh.

To establish a qualified, competent, and reliable vendor database, ESDO hereby invites sealed applications from bona fide Suppliers, Manufacturers, Sole Agents, Authorized Distributors, Wholesalers, Contractors, Consultants, and Procurement Service Providers for enlistment in its approved Vendor Panel for the **period from July 2026 to 30 June 2027**. The enlistment process aims to identify experienced and capable firms and individuals for the supply of goods, execution of works, and provision of services in compliance with ESDO's procurement policies, procedures, and donor requirements.

Vendors enlisted through this process will be eligible to participate in procurement opportunities, including Requests for Quotations (RFQs), Invitations to Bid (ITBs), Requests for Proposals (RFPs), Framework Agreements, and other procurement processes conducted by ESDO and its donor-funded projects during the enlistment period.

Interested applicants are requested to submit sealed applications along with the required supporting documents in accordance with the Vendor Enlistment Guidelines and prescribed application procedures issued by ESDO.

ESDO reserves the right to accept or reject any application, wholly or partially, without assigning any reason whatsoever, and to amend, suspend, or cancel the enlistment process at any stage if deemed necessary.

Eligibility: Suppliers, Manufacturers, Sole Agents, Authorized Distributors, Wholesalers, Contractors, Consultants, and Procurement Service Providers with relevant experience, valid legal registration, and proven capacity in their respective fields are encouraged to apply.

Note: Submission of an application does not guarantee enlistment. Only applicants meeting ESDO's eligibility and evaluation criteria will be included in the approved vendor database.

Application Submission

Interested Suppliers, Companies, Firms, Organizations, Consultants, and Individuals may download the Vendor Enlistment Form for FY 2026–2027 from the ESDO website www.esdo.net.bd and submit the duly completed application, along with the required supporting documents, by 24 July 2026 via email to procurement@esdo.net.bd and hard copy in the **Tender Box at:**

ESDO Dhaka Office: House #748, Road #8, Adabor, Dhaka-1207 or

ESDO Head Office: Collegepara (Gobindanagar), Thakurgaon

Addressed to: Convenor, Central Procurement Committee, ESDO.





Renewal of Vendors: Those who are already enlisted for the year FY 2025-2026 are also required to submit the documents if they are want to continue. Interested eligible firms are invited to apply for enlistment under **one or more of the following categories.**

Evaluation Criteria

Applications will be assessed based on the following criteria:

Legal Compliance Status: Valid Trade License, TIN, VAT/BIN, Tax Return, and other statutory documents.

Relevant Experience and Past Performance: Experience in similar goods, works, or services and satisfactory performance record.

Financial Capacity: Financial stability, annual turnover, bank solvency, and ability to execute contracts.

References and Client Satisfaction: Client references, past performance, and customer satisfaction. Compliance with Ethical and Safeguarding Standards – Compliance with anti-fraud, anti-corruption, conflict of interest, child safeguarding, and PSEA requirements.

ESDO reserves the right to verify all submitted information, documents, and references before final enlistment.

ESDO reserves the right to conduct physical verification of business premises, factories, warehouses, equipment, and references prior to enlistment.

General Conditions:

Vendor Enlistment: Enlistment of a vendor with ESDO does not constitute a contractual obligation and does not guarantee the award of any Purchase Order (PO), Work Order (WO), Service Contract, Framework Agreement, or any other procurement opportunity.

Right to Accept or Reject: ESDO reserves the absolute right to accept, reject, suspend, or cancel any application for enlistment, wholly or partially, without assigning any reason whatsoever and without incurring any liability.

Verification of Information: ESDO reserves the right to verify all information and documents submitted by applicants, including conducting site visits, inspecting offices, warehouses, factories, workshops, equipment, and verifying references and past performance records.

Request for Additional Information: ESDO may request additional documents, samples, certifications, clarifications, presentations, or demonstrations from applicants at any stage of the enlistment process.

Compliance with Laws and Regulations: Enlisted vendors shall comply with all applicable laws, regulations, tax requirements, labor laws, environmental regulations, and other statutory obligations of the Government of Bangladesh.





Eco-Social Development Organization (ESDO)

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অর্গানাইজেশন (ইএসডিও)

Ethical Business Conduct: Vendors shall conduct business with integrity, transparency, fairness, and professionalism and shall comply with ESDO's Procurement Policy, Code of Conduct, and donor procurement requirements.

Anti-Fraud and Anti-Corruption: Vendors shall not engage in fraudulent, collusive, coercive, obstructive, or corrupt practices. Any such activity shall result in immediate disqualification, contract termination, removal from the vendor database, and possible blacklisting.

Conflict of Interest: Vendors must disclose any actual, potential, or perceived conflict of interest related to ESDO staff, Board Members, Procurement Committee Members, consultants, or project personnel. Failure to disclose such conflicts may result in disqualification.

Child Safeguarding and PSEA Compliance: Vendors shall comply with ESDO's Child Safeguarding Policy and Prevention of Sexual Exploitation and Abuse (PSEA) Policy and ensure that their employees, representatives, and subcontractors adhere to these standards.

Confidentiality: Vendors shall maintain strict confidentiality regarding all procurement-related information, bid documents, quotations, contracts, and organizational information received from ESDO.

Quality Assurance: Vendors shall ensure that all goods, works, and services supplied to ESDO meet the required specifications, quality standards, and contractual requirements.

Performance Monitoring: ESDO reserves the right to evaluate vendor performance periodically based on quality, delivery, compliance, responsiveness, pricing, and overall service standards.

Suspension and Removal: ESDO may suspend, remove, or blacklist any enlisted vendor for poor performance, non-compliance, submission of false information, ethical misconduct, safeguarding violations, or breach of contractual obligations.

Validity of Enlistment: The approved Vendor Enlistment Database shall remain valid for the Financial Year 2026–2027 unless amended, suspended, or cancelled by ESDO.

Amendment of Conditions: ESDO reserves the right to modify, amend, or update these enlistment conditions, procurement categories, and related procedures at any time as deemed necessary.

Final Authority: The decision of ESDO regarding vendor enlistment, renewal, suspension, removal, or procurement participation shall be final and binding upon all applicants and vendors.

Annex-1: Procurement Categories (Group A–C)

Annex-2: Vendor Enlistment Application.

Annex-3: Vendor Enlistment Form

Annex-4: Vendor Declaration Form

Annex-5: Conflict of Interest Declaration

Annex-6: Anti-Fraud & Anti-Corruption Declaration

Annex-7: Child Safeguarding & PSEA Compliance Declaration

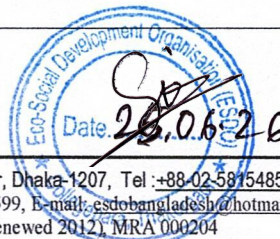
Annex-8: Confirmation of Enlistment Letter




All District of Bangladesh Vendor Enlistment Procurement Categories, FY 2026-2027

Note: A vendor may apply for multiple Groups or Sub-Groups. However, a separate application with all required documents must be submitted for each Sub-Group in a separate sealed envelope.

GROUP: A. - GOODS CATEGORY		
Sub-Group Code	Sub-Group Name	Detailed Scope of Supply
A01	Office Stationery & General Supplies	Supply paper, office stationery, notebooks, registers, files, envelopes, office supplies, binding and laminating materials, writing materials, notebooks, registers, files, folders, envelopes, desk accessories, printer paper, photocopy paper, labels, adhesives, binding and laminating materials and all related stationery and office supplies under this category.
A02	Printing, Stationery, Publications & Branding Material	Supply and production of digital and offset printing, reports, manuals, brochures, books, newsletters, posters, calendars, certificates, ID cards, research publications, annual reports, banners, flex and vinyl printing, signboards, branding and visibility materials, promotional items, corporate gifts, event branding materials, creative artwork development, communication materials, packaging printing, and all related printing, publication, branding, and promotional products and services under this category.
A03	Computer, Laptop & ICT Equipment, Network & Communication Equipment, Software, Digital Products, Audio Visual & Training Equipment	Supply of computers, laptops, servers, printers, scanners, projectors, smart boards, ICT accessories, network and telecommunication equipment, internet and connectivity solutions, licensed software, ERP, MIS, cloud and cybersecurity solutions, AI and digital platforms, audio-visual equipment, LED displays, PA and sound systems, microphones, cameras, video conferencing systems, studio and stage lighting, streaming and recording equipment, digital signage, e-learning and training equipment, presentation tools, installation, configuration, maintenance, technical support, user training, and all related ICT, networking, communication, software, multimedia and training products and services under this category.
A04	Office Furniture & Fixtures	Supply of office, institutional and residential furniture including tables, chairs, workstations, desks, cabinets, shelves, storage systems, partitions, modular furniture, classroom and training furniture, dormitory and guest house furniture, hospital and laboratory furniture, outdoor furniture, fixtures, furnishings, furniture accessories, installation, assembly, repair, maintenance services, and all related office furniture and interior utility items under this category.





A05	Motor Vehicles	Supply of motor vehicles, sedans, SUVs, jeeps, pickups, vans, minibuses, buses, ambulances, solar ambulances, utility vehicles, electric vehicles (EVs), cargo vehicles, and all related products and services under this category.
A06	Motorcycles & Bicycles	Supply of motorcycles, scooters, electric motorcycles, bicycles, electric bicycles (e-bikes), tricycles, bicycle accessories, safety equipment, and all related products and services under this category.
A07	Vehicle Spare Parts & Accessories	Supply of genuine and aftermarket spare parts, tyres, tubes, batteries, lubricants, filters, vehicle tools, safety equipment, lighting systems, electrical components, body parts, vehicle accessories, and all related spare parts, consumables, and services for motor vehicles, motorcycles, and bicycles under this category.
A08	Fuel & Lubricants	Diesel, petrol, octane, compressed natural gas (CNG), liquefied petroleum gas (LPG), engine oil, lubricants, hydraulic oil, gear oil, transmission fluids, greases, coolants, additives, fuel storage and dispensing accessories, industrial lubricants, automotive lubricants, fuel supply services, and all other related products and services under the fuel and lubricants category.
A09	Construction Materials, Emergency Relief & Shelter Materials	Supply of cement, sand, bricks, stone chips, steel, bamboo, timber, geotextile, pipes, roofing materials, hardware, electrical and plumbing materials, prefabricated construction components, tarpaulins, CGI sheets, shelter kits, NFI kits, blankets, mosquito nets, tents, ropes, tool kits, emergency housing materials, humanitarian relief supplies, disaster response items, and all related construction, emergency relief and shelter materials under this category.
A10	Electrical Materials & Equipment	Electrical cables, wires, switches, sockets, circuit breakers, distribution boards, control panels, transformers, meters, lighting fixtures, LED lights, poles, connectors, conduits, electrical fittings, surge protection devices, earthing materials, generators, voltage stabilizers, inverters, batteries, electrical tools and testing equipment, industrial and domestic electrical materials, and all other related products and services under the electrical materials and equipment category.
A11	Plumbing & Water Supply Materials	Water supply pipes, PVC pipes, UPVC pipes, HDPE pipes, GI pipes, pipe fittings, valves, taps, faucets, water tanks, pumps, submersible pumps, plumbing fixtures, sanitary fittings, drainage materials, sewerage components, water meters, connectors, couplings, plumbing tools, irrigation fittings, borehole and tube well materials, water distribution accessories, maintenance and repair materials, and all other related products and services under the plumbing and water supply materials category.





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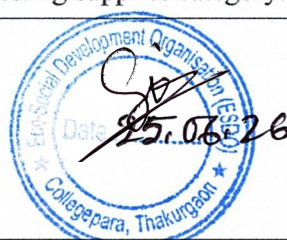
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A12	Solar & Renewable Energy Equipment	Solar panels, solar modules, solar batteries, lithium batteries, charge controllers, inverters, solar pumps, solar irrigation systems, solar street lights, solar home systems, solar water heaters, mounting structures, cables and connectors, renewable energy storage systems, hybrid power systems, energy monitoring devices, off-grid and on-grid solar solutions, installation materials, operation and maintenance services, and all other related products and services under the solar and renewable energy equipment category.
A13	Generator & Backup Power Equipment	Generators, diesel generators, petrol generators, gas generators, inverter generators, IPS (Instant Power Supply), UPS (Uninterruptible Power Supply), backup power systems, battery banks, power storage systems, voltage stabilizers, automatic transfer switches (ATS), control panels, power distribution units, generator spare parts, generator accessories, batteries and chargers, maintenance and repair services, installation and commissioning services, and all other related products and services under the generator and backup power equipment category.
A14	Agricultural Seeds & Planting Materials	Agricultural seeds, vegetable seeds, crop seeds, fruit seeds, saplings, seedlings, nursery plants, tree saplings, planting materials, grafted plants, tissue culture plants, seedling trays, nursery inputs, potting materials, growing media, compost, organic fertilizers, seed treatment materials, horticultural inputs, agroforestry planting materials, cultivation accessories, and all other related products and services under the agricultural seeds and planting materials category.
A15	Fertilizers & Soil Improvement Materials	Organic fertilizers, chemical fertilizers, compost, vermicompost, biofertilizers, soil conditioners, micronutrients, macronutrients, urea, TSP, DAP, MOP, gypsum, lime, agricultural minerals, soil amendments, plant nutrients, growth enhancers, organic manure, composting materials, soil testing inputs, agricultural productivity improvement materials, and all other related products and services under the fertilizers and soil improvement materials category.
A16	Agricultural Machinery & Farm Equipment	Tractors, power tillers, harvesters, reapers, threshers, seed drills, planters, cultivators, rotavators, sprayers, irrigation equipment, water pumps, agricultural processing machines, farm tools, hand tools, agricultural implements, crop protection equipment, livestock farm equipment, spare parts and accessories, maintenance tools, mechanized farming equipment, and all other related products and services under the agricultural machinery and farm equipment category.
A17	Livestock Supplies	Supply of livestock including cattle, goats, sheep, buffaloes, poultry, ducks, pigeons, rabbits, and other farm animals for livelihood, breeding, farming, emergency response, and development programs and all related products and services under this category.





A18	Poultry Management Accessories Supplies	Feeders, drinkers, poultry cages, brooders, incubators, hatchery equipment, poultry housing materials, poultry health products, vaccines, biosecurity supplies, egg trays, poultry farm tools, litter materials, ventilation equipment, poultry management accessories, spare parts, and all other related products and services under the poultry supplies category.
A19	Fisheries & Aquaculture Supplies	Fish fingerlings, fish feed, feed supplements, fishing nets, aquaculture nets, cages, ponds and hatchery equipment, aerators, water pumps, water quality testing kits, fish breeding materials, aquatic health products, fish farming tools, harvesting equipment, storage containers, aquaculture accessories, pond management materials, biosecurity supplies, spare parts, and all other related products and services under the fisheries and aquaculture supplies category.
A20	Grocery & General Food Items Supplies	Supply of grocery items including rice, flour, lentils, edible oil, sugar, salt, spices, tea, coffee, milk powder, biscuits, noodles, canned foods, dry foods, beverages, cooking ingredients, household food items, packaged food products, and all other grocery and general food products and related services under this category.
A21	Kitchen Equipment & Food Processing Equipment	Rice cookers, blenders, mixers, grinders, ovens, stoves, refrigerators, freezers, food warmers, food processors, commercial kitchen equipment, cooking utensils, cookware, cutlery, storage containers, catering equipment, food preparation tools, food processing machines, packaging equipment, cleaning accessories, spare parts, and all other related products and services under the kitchen equipment and food processing equipment category.
A22	Medical Equipment & Healthcare Supplies	Diagnostic equipment, hospital equipment, medical devices, patient monitoring equipment, laboratory equipment, surgical instruments, hospital furniture, wheelchairs, stretchers, thermometers, blood pressure monitors, oxygen concentrators, medical consumables, disposable medical supplies, personal protective equipment (PPE), infection prevention and control materials, rehabilitation equipment, emergency medical supplies, healthcare accessories, spare parts, maintenance services, and all other related products and services under the medical equipment and healthcare supplies category.
A23	Laboratory Equipment & Testing Supplies	Microscopes, laboratory instruments, test kits, reagents, chemicals, laboratory glassware, consumables, sample collection materials, diagnostic testing equipment, analytical instruments, laboratory furniture, storage equipment, measuring devices, calibration tools, research and testing supplies, biosafety materials, laboratory protective equipment, spare parts, maintenance services, and all other related products and services under the laboratory equipment and testing supplies category.





A24	WASH & Hygiene Supplies	Water filters, water purification materials, hygiene kits, dignity kits, sanitation materials, handwashing stations, soap, detergents, disinfectants, menstrual hygiene management products, water storage containers, buckets, jerry cans, hygiene promotion materials, cleaning equipment, latrine accessories, waste management supplies, emergency WASH kits, public health protection materials, and all other related products and services under the WASH and hygiene supplies category.
A25	Educational Materials & Teaching Aids	Books, textbooks, notebooks, school bags, school supplies, charts, maps, posters, learning materials, teaching aids, educational kits, stationery items, writing materials, classroom furniture, whiteboards, blackboards, educational games, science kits, library resources, digital learning tools, training materials, student support materials, and all other related products and services under the educational materials and teaching aids category.
A26	Garments, Uniforms & Textile Products	Uniforms, T-shirts, polo shirts, jackets, caps, vests, bags, backpacks, school bags, travel bags, textile products, garments, protective clothing, workwear, promotional apparel, corporate branding materials, fabric items, embroidery services, printing services on garments, textile accessories, customized clothing, and all other related products and services under the uniforms, garments, bags and textile products category.

GROUP: B- WORKS CATEGORY

B27	Building, Shelter, Boundary Wall, Fencing, Security Infrastructure, Operation, Maintenance & Repair Works	Building and shelter construction, boundary walls, fencing, security infrastructure, civil, electrical, mechanical, plumbing and sanitation works, road and site development, fabrication, installation, operation, maintenance, repair, renovation, rehabilitation, facility management, emergency repairs, and all related products and services under this category.
B28	Road, Culvert & Bridge Construction Works	Road, culvert and bridge construction, pavement, earthworks, drainage, embankment, road safety installations, transport infrastructure development, rehabilitation, maintenance, survey, testing, site development, and all related products and services under this category.
B29	Interior Decoration & Finishing Works	Interior design, decoration and finishing works, false ceilings, partitions, flooring, tiling, painting, wall cladding, carpentry, aluminum and glass works, lighting, furniture installation, signage, renovation, aesthetic improvements, and all related products and services under this category.
B30	Thai Aluminum & Glass Works	Supply, fabrication, installation, repair, replacement, and maintenance of Thai aluminium doors, windows, partitions, curtain walls, sliding systems, office glass partitions, tempered glass, mirrors, ACP cladding, skylights, shower enclosures, aluminium composite panels, hardware, accessories, and all related aluminium and glazing works.





B31	Electrical Installation Works	Electrical installation, wiring, power distribution systems, electrical panels, transformers, generators, solar power systems, lighting and street lighting, earthing, lightning protection, cable laying, automation systems, testing, commissioning, maintenance, energy efficiency solutions, and all related products and services under this category.
B32	Solar Energy Installation Works	Solar PV system installation, solar home and irrigation systems, solar water pumps, solar street lights, rooftop solar systems, solar power plants, mounting structures, inverters, battery storage systems, wiring, monitoring systems, testing, commissioning, operation, maintenance, rehabilitation, renewable energy infrastructure development, and all related products and services under this category.
B33	Mechanical Equipment Installation Works	Installation of industrial machinery, pumps, motors, generators, HVAC systems, mechanical piping, fabrication and erection works, testing, calibration, commissioning, operation, maintenance, repair, replacement, mechanical infrastructure development, and all related products and services under this category.
B34	Plumbing & Sanitary Works	Plumbing and sanitary installation works, water supply, drainage and sewerage systems, sanitary fixtures, pipe laying, water storage and distribution systems, wastewater management, testing, commissioning, repair, maintenance, rehabilitation, and all related products and services under this category.
B35	Deep Tube Well, Shallow Tube Well & Water Point Installation Works	Deep and shallow tube well installation, borehole drilling, pump and submersible pump installation, water point construction, water source development, pump house construction, electrical connections, water quality testing, operation, maintenance, rehabilitation, and all related products and services under this category.
B36	Water Supply Infrastructure Works	Water supply infrastructure development, water distribution networks, pipeline installation, reservoirs, pumping stations, water treatment facilities, transmission and distribution systems, water storage infrastructure, testing, commissioning, rehabilitation, maintenance, and all related products and services under this category.
B37	Pond, Canal, Managed Aquifer Recharge (MAR) Construction & Water Body Excavation Works	Pond and canal excavation, re-excavation, dredging, water body restoration, earthworks, embankment construction, water retention structures, MAR infrastructure, recharge wells, infiltration and filtration systems, water conveyance systems, pump installation, monitoring systems, operation, maintenance, rehabilitation, and all related products and services under this category.
B38	Irrigation Infrastructure Works	Irrigation infrastructure development works, irrigation canal construction, irrigation pipeline installation, solar and conventional irrigation systems, pump installation works, water distribution networks, irrigation water storage facilities, control structures construction, operation and maintenance services, rehabilitation works, and all other related products and services under the irrigation infrastructure works category.



B39	River Protection, Dredging & Waterway Works	River protection and riverbank stabilization, dredging, waterway development, erosion control structures, embankment construction, canal dredging, sediment removal, hydraulic structures, navigation channel improvement, maintenance, rehabilitation, and all related products and services under this category.
B40	Landscaping & Site Development Works	Landscaping, site development, land preparation and grading, gardening and plantation, park and open space development, pathways and pavements, drainage and utility works, boundary development, beautification, environmental improvement, maintenance, and all related products and services under this category.
GROUP: C.- SERVICES CATEGORY		
C41	Consultancy, Advisory, Research, Baseline, Endline & Assessment Services	Management and technical consultancy, translation, advisory and technical assistance services, project management support, policy and organizational development, feasibility studies, research, baseline and endline surveys, needs and impact assessments, market and socio-economic studies, data collection, field surveys, analytical studies, report preparation, and all related products and services under this category.
C42	MEAL Services	Monitoring, Evaluation, Accountability and Learning (MEAL) services, project monitoring services, performance evaluations, data collection and analysis, indicator tracking, beneficiary feedback mechanisms, accountability systems development, learning documentation, assessment services, reporting and knowledge management services, and all other related products and services under the MEAL services category.
C43	Audit, Tax & Financial Advisory Services	Internal and external audit services, financial audit services, tax advisory services, accounting services, financial management consultancy, compliance reviews, forensic audits, risk assessments, financial due diligence services, bookkeeping services, statutory audit services, and all other related products and services under the audit, tax and financial advisory services category.
C44	Engineering, Architectural, Environmental & Climate Consultancy Services	Engineering and architectural consultancy, design and drawing preparation, structural design, construction supervision, engineering surveys, quantity surveying, feasibility studies, project management consultancy, environmental and climate studies, sustainability and resilience advisory services, technical inspections, and all related products and services under this category.
C45	Legal & Compliance Services	Legal advisory services, contract drafting and review services, litigation support services, compliance advisory services, regulatory compliance services, legal documentation services, dispute resolution services, governance and policy compliance services, legal representation services, and all other related products and services under the legal and compliance services category.





C46	Human Resource & Staffing Services	Recruitment services, staffing services, executive search services, temporary staffing solutions, payroll management services, human resource consultancy services, performance management support, workforce planning services, employee assessment services, outsourcing services, and all other related products and services under the human resource and staffing services category.
C47	Training, Facilitation & Capacity Building Services	Training services, workshop facilitation services, capacity building programs, coaching and mentoring services, curriculum development services, learning material development, professional development training, technical training services, facilitation and moderation services, and all other related products and services under the training, facilitation and capacity building services category.
C48	Media, Communication & Documentation Services, Advertising, Media Buying & PR Services	Media production, communication, photography, videography, documentation, content and publication development, graphic design, report writing, translation, advertising, media buying, public relations, campaign management, brand promotion, digital marketing, social media management, media planning, awareness campaigns, and all related products and services under this category.
C49	Food, Event Management, Conference, Catering & Hospitality Services	Supply of all types of food items including rice, flour, pulses, edible oil, spices, vegetables, fruits, meat, fish, eggs, dairy products, packaged foods, beverages, snacks, dry foods, emergency food items), tiffin food, Event and conference management, seminars, workshops, exhibitions, virtual and hybrid events, venue and participant management, event logistics and branding, catering, hospitality management, accommodation support, refreshments, banquet services, meal preparation and delivery, and all related products and services under this category..
C50	Air Ticketing, Visa & Travel Management Services	Air ticketing services, visa processing services, travel management services, hotel booking services, transportation arrangement services, travel insurance services, itinerary planning services, airport transfer services, travel logistics support services, corporate travel management services, and all other related products and services under the air ticketing, visa and travel management services category.
C51	Transportation & Logistics Services	Transportation services, vehicle rental services, freight forwarding services, cargo transportation services, logistics management services, warehousing and distribution services, fleet management services, courier and delivery services, supply chain support services, relocation and moving services, customs clearance support services, and all other related products and services under the transportation and logistics services category.
C52	Survey, GIS & Geospatial Services, Information Technology, Software, Telecommunication & Connectivity Services	Land and topographic surveys, GIS mapping, geospatial data collection and analysis, remote sensing, drone and GPS surveys, digital mapping, spatial analysis, software, web and mobile application development, IT consultancy, system integration, database management, cloud computing, cybersecurity, ERP and MIS solutions, digital transformation, internet and broadband services, network installation and maintenance, telecommunication infrastructure, connectivity solutions, and all related products and services under this category.





C53	Security, Safety & Insurance Services	Security guard services, security system installation services, CCTV monitoring services, access control services, fire safety services, occupational health and safety services, risk management services, insurance services, asset protection services, emergency response services, safety training services, and all other related products and services under the security, safety and insurance services category.
C54	Community Mobilization & Social Development Services	Community mobilization services, social development services, awareness and behavior change communication programs, community engagement services, stakeholder consultation services, beneficiary outreach services, social inclusion initiatives, gender and safeguarding support services, livelihood and empowerment programs, facilitation services, and all other related products and services under the community mobilization and social development services category.





Annex-2

Date: _____

To
Convener,
Central procurement Committee.
Eco-Social Development Organization (ESDO).

Subject: Application for Vendor Enlistment under Group _____, Sub-Group _____ for FY 2026-2027

Dear Sir,

We hereby apply for enlistment as an approved Vendor/Supplier/Contractor/Service Provider of ESDO under **Group:** _____ and **Sub-Group:** _____ for the Financial Year 2026-2027.

We have enclosed the duly completed Vendor Enlistment Form along with all required supporting documents for your kind consideration. We certify that the information provided is true and correct and agree to comply with ESDO's Procurement Policy, Vendor Code of Conduct, and other applicable procurement procedures.

We would highly appreciate your consideration of our application for enlistment.
Thank you for your kind consideration.

Yours faithfully,

Authorized Signature

Name: _____

Designation: _____

Company Name: _____

Mobile: _____

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VENDOR'S ENLISTMENT FORM
Financial Year: 2026–2027

1. Name of the Vendor	
2. Name of the Owner / Proprietor	
3. National ID / Passport No. (Owner)	
4. Name of the Contact Person	
5. Office Address	
6. Telephone & Mobile Number	
7. Email Address	
8. Website (if any)	
9. Trade License No. with Validation Date	
10. VAT Registration Number	
11. TIN Number	
12. Bank Name & Branch	
13. Bank Account Name	
14. Bank Account Number	
15. Routing No. / SWIFT (if applicable)	
16. Group Name Applied For	
17. Sub-Group Name Applied For	
18. Business Category (Manufacturer / Supplier / Contractor / Sole Agent)	
19. Year of Experience GO/ NGO/ INGO	
20. Annual Turnover in BDT (Last Financial Year)	
21. Number of Employee	
22. Other Information	



**23. Required Documents with
Application**

1. Prescribe Enlistment Application on company letterhead indicating category of enlistment.
2. Prescribe Vendor Enlistment Form for FY 2026-2027.
3. Trade License.
4. VAT Certificate.
5. TIN Certificate.
6. Update Return Submission Copy (PSR).
7. NID / Passport (Proprietor).
8. Company Profile with organizational structure.
9. Bank Account Certificate.
10. List of Goods / Product / Service / Works etc.
11. Rate / Price List.
12. Name of the Proprietor/Partner/CEO/MD etc. and the key person of business address, E-mail and Mobile Number must enclose with application.
13. Experience Certificates/Work Orders/Completion Certificates relevant to the applied category.
14. Bank Solvency Certificate (issued within the last six months).
15. Audited Financial Statements for the last three years (if available).
16. Sole Agency/Dealership/Distributorship Certificate.
17. List of key personnel and technical capacity (where applicable).
18. List of major clients served during the last three years.
19. Litigation declaration (if any).
20. Name of the Proprietor/Partner/CEO/MD etc. and the key person of business address, E-mail and Mobile Number must enclose with application.
21. Declaration of compliance with ESDO's procurement ethics, anti-fraud, anti-corruption, child safeguarding, prevention of sexual exploitation and abuse (PSEA), and conflict of interest policies.

Declaration:

I/We hereby declare that the information provided above is true and correct to the best of my/our knowledge. I/We agree to abide by all the terms and conditions of ESDO's Vendor Enlistment Policy and the procurement guidelines applicable to projects and development partners for the Financial Year 2026-2027.





**VENDOR DECLARATION
Financial Year 2026-2027**

Name of Firm: _____

Address: _____

Group Applied: _____

Sub-Group Applied: _____

Declaration

I/We, the undersigned, hereby declare and certify that:

1. All information and documents submitted with this application are true, correct, and authentic.
2. The firm possesses valid legal documents, including Trade License, TIN, VAT Registration (where applicable), and all other licenses required to conduct business.
3. The firm is not blacklisted, suspended, or debarred by any Government, Semi-Government, Autonomous Body, Development Partner, UN Agency, INGO, NGO, or other organization.
4. The firm shall comply with all applicable laws, regulations, procurement policies, safeguarding requirements, anti-corruption standards, and ethical business practices.
5. The firm shall not engage in fraud, corruption, collusion, coercion, conflict of interest, child labor, forced labor, sexual exploitation and abuse, harassment, or any unethical business practice.
6. The firm agrees to provide quality goods, works, and services as per ESDO requirements and contractual obligations.
7. The firm authorizes ESDO to verify any information, references, and supporting documents submitted with this application.
8. The firm understands that submission of this application does not guarantee enlistment and that ESDO reserves the right to accept or reject any application without assigning any reason.
9. The firm agrees to abide by ESDO's Procurement Policy, Vendor Code of Conduct, Anti-Corruption Policy, Safeguarding Policy, and other applicable organizational policies.

I/We hereby affirm that the above statements are true and correct to the best of my/our knowledge.

Authorized Signature: _____

Name: _____

Designation: _____

Company Name: _____

Date: _____

Seal





**CONFLICT OF INTEREST DECLARATION
Financial Year 2026–2027**

Name of Firm: _____

Name of Proprietor/Managing Director: _____

Address: _____

Group Applied: _____

Sub-Group Applied: _____

Declaration

I/We hereby declare that:

1. Neither the firm nor any of its owners, partners, directors, employees, or representatives has any actual, potential, or perceived conflict of interest that may improperly influence or affect procurement processes conducted by ESDO.
2. The firm does not have any family, financial, business, or other relationship with any ESDO employee, procurement committee member, consultant, or decision-maker that could create a conflict of interest in relation to procurement activities.
3. The firm has not offered, promised, or provided any gift, gratuity, commission, favor, or other benefit to any ESDO employee or representative in connection with this enlistment application or any procurement process.
4. The firm agrees to disclose immediately to ESDO any situation that may give rise to an actual, potential, or perceived conflict of interest during the enlistment period.
5. The firm understands that failure to disclose a conflict of interest or submission of false information may result in rejection of the application, suspension, de-enlistment, contract termination, or other actions deemed appropriate by ESDO.
6. The firm confirms its commitment to maintaining the highest standards of integrity, transparency, fairness, and ethical business conduct in all dealings with ESDO.

Certification

I/We certify that the above declaration is true, complete, and accurate to the best of my/our knowledge and belief.

Authorized Signature: _____

Name: _____

Designation: _____

Company Name: _____

Date: _____

Seal





ANTI-FRAUD & ANTI-CORRUPTION DECLARATION
Financial Year 2026–2027

Name of Firm: _____

Name of Proprietor/Managing Director: _____

Address: _____

Group Applied: _____

Sub-Group Applied: _____

Declaration

I/We hereby declare and undertake that:

1. The firm shall maintain the highest standards of integrity, transparency, and accountability in all dealings with ESDO.
2. The firm shall not engage in any form of fraud, corruption, bribery, collusion, coercion, kickbacks, facilitation payments, bid-rigging, or any other unethical or illegal practice in connection with ESDO procurement and contract management processes.
3. The firm shall not offer, give, solicit, or accept any gift, hospitality, commission, payment, favor, or other benefit intended to improperly influence any decision or action of ESDO personnel or representatives.
4. The firm shall ensure that all information, documents, certifications, quotations, bids, invoices, and records submitted to ESDO are accurate, complete, and truthful.
5. The firm shall promptly report any suspected fraud, corruption, unethical conduct, conflict of interest, or irregularity related to ESDO procurement activities that comes to its attention.
6. The firm understands and accepts that any involvement in fraudulent or corrupt practices may result in rejection of application, cancellation of enlistment, termination of contracts, recovery of losses, blacklisting, and legal action as applicable.
7. The firm shall cooperate fully with any audit, investigation, monitoring, or verification process conducted by ESDO, donors, regulatory authorities, or other authorized bodies.

Certification

I/We certify that the above declaration is true and correct and agree to comply with ESDO's Anti-Fraud and Anti-Corruption requirements throughout the enlistment period and any contractual engagement with ESDO.

Authorized Signature: _____

Name: _____

Designation: _____

Company Name: _____

Date: _____

Seal





CHILD SAFEGUARDING & PSEA COMPLIANCE DECLARATION
Financial Year 2026-2027

Name of Firm: _____
Name of Proprietor/Managing Director: _____
Address: _____

Group Applied: _____
Sub-Group Applied: _____

Declaration

I/We hereby declare and undertake that:

1. The firm is committed to ensuring the safety, dignity, rights, and well-being of all children and vulnerable individuals who may be affected by our business activities and contractual engagements with ESDO.
2. The firm strictly prohibits all forms of child abuse, child exploitation, child labor, neglect, harassment, violence, and any conduct that may place a child at risk of harm.
3. The firm has zero tolerance for Sexual Exploitation and Abuse (SEA) and Sexual Harassment (SH) and shall comply with ESDO's Prevention of Sexual Exploitation and Abuse (PSEA) requirements.
4. The firm shall ensure that its owners, directors, employees, subcontractors, agents, and representatives do not engage in any act of sexual exploitation, sexual abuse, harassment, or inappropriate behavior toward children, beneficiaries, community members, or ESDO personnel.
5. The firm shall comply with all applicable national laws, labor regulations, child protection standards, safeguarding requirements, and donor compliance obligations.
6. The firm shall immediately report any suspected or actual safeguarding concern, child protection incident, sexual exploitation, abuse, or harassment related to ESDO-supported activities.
7. The firm agrees to cooperate fully with any safeguarding investigation, monitoring activity, audit, or compliance review conducted by ESDO or its donors.
8. The firm understands that any violation of Child Safeguarding or PSEA requirements may result in rejection of application, suspension, de-enlistment, contract termination, blacklisting, and/or legal action.

Certification

I/We certify that the above declaration is true and correct and agree to comply with ESDO's Child Safeguarding Policy, PSEA Policy, Code of Conduct, and all related requirements throughout the enlistment period and any contractual engagement with ESDO.

Authorized Signature: _____

Name: _____

Designation: _____

Company Name: _____

Date: _____

Seal





**CONFIRMATION OF ENLISTMENT LETTER
Financial Year 2026-2027**

Ref No.: ESDO/VE/2026-2027/ _____

Date: _____

To

[Name of the Firm]
[Address]

Subject: Confirmation of Vendor Enlistment with ESDO for FY 2026-2027

Dear Sir/Madam,

We are pleased to inform you that your application for vendor enlistment has been reviewed and approved by the Enlistment Committee of Eco-Social Development Organization (ESDO). Accordingly, your firm has been enlisted as an approved vendor under the following category:

Group: _____

Sub-Group: _____

The enlistment shall remain valid from **01 July 2026 to 30 June 2027**, subject to satisfactory performance, compliance with ESDO policies, and fulfillment of all applicable procurement requirements.

As an enlisted vendor, your organization may be invited to participate in procurement processes conducted by ESDO and its donor-funded projects. However, this enlistment does not guarantee the award of any contract, purchase order, or work order.

You are required to comply with ESDO's Procurement Policy, Vendor Code of Conduct, Anti-Fraud & Anti-Corruption Policy, Child Safeguarding & PSEA Requirements, and all applicable contractual obligations.

We look forward to your continued cooperation and professional support.
Yours sincerely,

Convener/ Member Secretary,
Central procurement Committee.
Eco-Social Development Organization (ESDO).

