

## SOS CHILDREN'S VILLAGE INTERNATIONAL IN BANGLADESH

1, Shyamoli, Mirpur Road, Dhaka-1207.

### VENDOR ENLISTMENT FORM

SECTION 1 : COMPANY DEATAILS AND GENERAL INFORMATION	
1. NAME OF COMPANY *	
2. ADDRESS *	
3. TELEPHONE NUMBER *	
4. FAX NUMBER	
5. E-MAIL ADDRESS *	
6. WEB SITE ADDRESS	
7. NAME & DESIGNATION OF THE COMPANY REPRESENTATIVE *	
8. DIRECT E-MAIL ADDRESS OF COMPANY REPRESENTATIVE *	
9. TELEPHONE NUMBERS OF COMPANY REPRESENTATIVE *	
(A) DIRECT/T&T NUMBER	
(B) MOBILE NUMBER	
10. DATE OF COMPANY ESTABLISHMENT *	
11. GROSS ANNUAL SALES FOR THE LAST THREE YEARS	YEAR      _____ BDT      _____ YEAR      _____ BDT      _____ YEAR      _____ BDT      _____
12. LEGAL STRUCTURE *	<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Joint Venture <input type="checkbox"/> Franchise <input type="checkbox"/> Non-Profit
13. TYPE OF BUSINESS/COMMODITY SERVICE *	<input type="checkbox"/> Retailer <input type="checkbox"/> Wholesaler <input type="checkbox"/> Construction Contractor <input type="checkbox"/> Professional Services <input type="checkbox"/> Consultant <input type="checkbox"/> Distributor/Dealer <input type="checkbox"/> Service Provider <input type="checkbox"/> Freight/Transportation <input type="checkbox"/> Printing/Publication <input type="checkbox"/> Manufacturer <input type="checkbox"/> Broadcaster/Ad Firm <input type="checkbox"/> Others .....
14. DETAILS OF SERVICES OR GOODS SUPPLY	
15. GEOGRAPHIC SEVICE AREA (Check one) *	<input type="checkbox"/> Local <input type="checkbox"/> Regional <input type="checkbox"/> National <input type="checkbox"/> International

16. HAVE YOU PREVIOUSLY DONE BUSINESS WITH SOS BANGLADESH?  
 Yes Year(s) \_\_\_\_\_  
 No

17. HAVE YOU PREVIOUSLY DONE BUSINESS WITH OTHER LOCAL/INTERNATIONAL RENEWED ORGANIZATIONS?  
 Yes If yes, state organization name(s) & Year(s) \_\_\_\_\_  
 No \_\_\_\_\_

**SECTION 2 : BANKING INFORMATION**

1. BANK DETAILS *	
(A) ACCOUNT NAME	
(B) ACCOUNT NUMBER	
(C) ROUTING NUMBER	
(D) BANK NAME	
(E) BRANCH NAME & ADDRESS	

**SECTION 3 : SUPPORTING DOCUMENTS**

1. IN ORDER TO BE CONSIDERED FOR ENLISTMENT BY PROCUREMENT SELECTION OF SOS BANGLADESH, PLEASE ENCLOSE THE FOLLOWING DOCUMENTS:\*

(A) PHOTOCOPY OF TRADE LICENSE  
(B) PHOTOCOPY OF TIN CERTIFICATE  
(C) PHOTOCOPY OF VAT REGISTRATION CERTIFICATE (if any)  
(D) PHOTOCOPY OF BIN CERTIFICATE (if any)  
(E) PHOTOCOPY OF NID (REPRESENTATIVE'S)  
(F) PP SIZE PHOTO OF REPRESENTATIVE  
(G) BANK STATEMENT OF FIRM (LAST 6 MONTH)

**SECTION 4 : CERTIFICATION**

1. SIGNATURE \*

I, the undersigned, hereby accept the SOS Bangladesh General Terms and condition, and warrant the information provided in this form is correct and, in the event of changes, details will be provided as soon as possible:

Name \_\_\_\_\_ Designation \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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1 Signifying with (\*) sign is mandatory field/inclusion.  
2 SOS Bangladesh reserves all the rights regarding acceptance or rejection of any application upon the self discretionary judgement and also right to request additional documents relating to your company to substantiate the enlistment request.  
3 The bank to which any payment will be made must be the designated company's bank account.