

**SOS CHILDREN'S VILLAGE RAJSHAHI**

Terokhadia, Rajshahi

**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	<table style="width: 100%; border: none;"> <tr> <td style="text-align: right;">YEAR</td> <td style="text-align: center;">_____</td> <td style="text-align: right;">BDT</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="text-align: right;">YEAR</td> <td style="text-align: center;">_____</td> <td style="text-align: right;">BDT</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="text-align: right;">YEAR</td> <td style="text-align: center;">_____</td> <td style="text-align: right;">BDT</td> <td style="text-align: center;">_____</td> </tr> </table>	YEAR	_____	BDT	_____	YEAR	_____	BDT	_____	YEAR	_____	BDT	_____
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? <input type="checkbox"/> Yes    Year(s) _____ <input type="checkbox"/> No					
17. HAVE YOU PREVIOUSLY DONE BUSINESS WITH OTHER LOCAL/INTERNATIONAL RENEWED ORGANIZATIONS? <input type="checkbox"/> Yes    If yes, state organization name(s) & Year(s) _____ <input type="checkbox"/> No					
<b>SECTION 2 : BANKING INFORMATION</b>					
1. BANK DETAILS *  (A) ACCOUNT NAME  (B) ACCOUNT NUMBER  (C) ROUTING NUMBER  (D) BANK NAME  (E) BRANCH NAME & ADDRESS					
<b>SECTION 3 : SUPPORTING DOCUMENTS</b>					
1. IN ORDER TO BE CONSIDERED FOR ENLISTMENT BY PROCUREMENT SECEITON 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)					
<b>SECTION 4 : CERTIFICATION</b>					
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:  <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Name _____</td> <td style="width: 50%;">Designation _____</td> </tr> <tr> <td>Signature _____</td> <td>Date _____</td> </tr> </table>		Name _____	Designation _____	Signature _____	Date _____
Name _____	Designation _____				
Signature _____	Date _____				

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.