

## SOS CHILDREN'S VILLAGE CHITTAGONG

Block – A, Halishahar Housing Estate, Chittagong

## **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 COMPANI REPRESENTATIVE *	Y			
8.	DIRECT E-MAIL ADDRESS OF COMPAN	Y			
9.	REPRESENTATIVE *  TELEPHONE NUMBERS OF COMPAN' REPRESENTATIVE *	Y			
	(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	
10	LECAL STRUCTURE *		YEAR	BDT	
12.	_	EGAL STRUCTURE *  Sole Proprietorship Partnership Corporation		ation	
	☐ Joint Venture ☐ Franchise ☐ Non-Profit				
13.	TYPE OF BUSINESS/COMMODITY SERVICE *				
	Retailer	Wholesaler		action Contractor	
	Professional Services Consultant	Consultant		tor/Dealer	
	Service Provider Freight/Tra	Freight/Transportation		/Publication	
	Manufacturer Broadcaste	er/Ad Firm	Others .		
14.	DETAILS OF SERVICES OR GOODS SUPPLY				
15.	GEOGRAPHIC SEVICE AREA (Check one) *				
	Local Regional	National		International	

16.	HAVE YOU PREVIOUSLY DONE BUSINESS WITH SOS BANGLADESH?				
	Yes Year(s)				
	□ No				
17.	HAVE YOU PREVIOUSLY DONE BUSINESS WITH OTHER LOCAL/INTERNAIONAL RENEWONED 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 ENLISHMENT 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)				
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			

Signifying with (\*) sign is mandatory field/inclusion.

<sup>2</sup> 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.

<sup>3</sup> The bank to which any payment will be made must be the designated company's bank account.