

(Annex-1)

Vendor Information Sheet (VIS)

Please, reproduce this VIS in your organization's letterhead. You can use additional sheet, if required.

Sl.	Name & Address of the Firm:	Mention / Attach
1	Enlistment Type (Put tick mark)	<input type="checkbox"/> Organization/Agency/Firm/Company <input type="checkbox"/> Individual
2	Name of firm/company/Individual	
3	Firm/ Company/Individual Address	
4	Name of Owners/Proprietor/CEO/ ED/ Head of Organization (Any One)	
5	NID of Owners/Proprietor/CEO/ ED/ Head of Organization	
6	NID of Owners/Proprietor/CEO/ ED/ Head of Organization	
7	Name of the Contact person(s)	
	Cell phone No	
	Email ID	
	Phone no	
	Fax No (if any)	
	Contact Address / Office address	
	Website Address (if any)	
8	State name of the Category (as per Enlistment Notice)	
9	Specify the name of goods or services	
10	Presently working with (a list of client/customer to be provided)	
11	Experience in the applied product of service (at least 2 years)	
12	Attach any three of recent Work Order/Purchase Order copies of related	
13	Details of recognition/awards (if any)	

Sl.	Name & Address of the Firm:	Mention / Attach
14	Trade License/RJSC Certificate (Updated)	
15	Line of business mentioned in trade license	
16	Other certificate i.e. ISO, BSTI etc. (if any)	
17	VAT registration/BIN (Online)	
18	TIN/E-TIN Certificate	
19	Income Tax Certificate (Updated)	
20	Bank Information	Account Name: Account No: Account Type: Bank Name: Branch Name: Routing Number:
21	Bank Solvency Certificate	

I/we certify that all the details above and in attached documents are valid to the best of my/our knowledge. If any false/forged paper/document is found, GUSS has the rights to terminate the request. I/we also certify that my/our organization is not blacklisted by any Govt.

I/We will abide by all existing rules and regulations of GUSS Procurement Policy, NGOAB and The Government.

Full Name : _____

Designation : _____

Signature with Date : _____

Company / Organization's seal : _____

(Annex-2)

Terms and Conditions

The interested vendor must comply with the following terms and conditions.

1	Submission of Vendor Information Sheet (VIS): Completed VIS with a cover letter should be submitted addressing to the undersigned.
2	Enlistment Period: The enlistment period shall be from August 2026 to July 2029 GUSS management reserves the right to cancel the enlistment of any vendor due to poor performance, non-compliance, or unsatisfactory service delivery.
3	<p>Submission of Documents: VIS must be prepared on the vendor's official letterhead. All relevant documents/certificates must be signed and sealed on each page by an authorized representative of the vendor. Applications shall be submitted to:</p> <p>Global Unnayan Seba Sangstha (GUSS) House 2/16 (2nd Floor), Block-B, Lalmatia Housing Society, Mohammadpur, Dhaka-1207, Bangladesh or Global Unnayan Seba Sangstha (GUSS), Malvitapara, Ukhiya, Cox's Bazar, Bangladesh or Email: procurement@gussbd.org</p> <p>Deadline: On or before, Thursday, 9 July 2026, 3:00 PM</p> <p>The envelope/email subject must mention: "Expression of Interest for Supplier/Vendor Enlistment" and Reference No. GUSS/HeadOffice/EOI-2026/01 with the relevant category. Vendors applying for multiple categories must submit separate applications for each category.</p>
4	Eligibility of Vendors: Enlistment is limited to firms/companies/organizations having established business operations in the relevant category of supplies/services/materials and possessing valid business premises such as office/showroom/shop/production facility/printing press, as applicable.
5	Verification of Information: GUSS reserves the right to conduct physical verification of vendor premises and authentication of submitted documents, certificates, licenses, and other relevant information.
6	Compliance with GUSS Policies: Selected vendors will be informed and subsequently required to participate in an orientation session on GUSS policies, including Code of Conduct, Child Safeguarding Policy, Prevention of Sexual Exploitation and Abuse (PSEA) Policy, Anti-Corruption Policy, Gender Policy, Safeguarding Policy, VAT, Taxation, and other relevant compliance requirements. Vendors shall comply with these policies throughout the enlistment period.
7	Compliance with Laws: Enlisted vendors must comply with all applicable national laws, including labor laws, child labor laws, taxation laws, environmental regulations, and other legal requirements of Bangladesh.
8	Evaluation and Approval: Vendor enlistment shall be conducted by an evaluation committee constituted by GUSS based on submitted documents, eligibility criteria, technical capacity, experience, compliance requirements, and verification findings. The decision of GUSS management regarding enlistment shall be final.
9	Purpose of Enlistment: Enlistment shall make vendors eligible to receive Requests for Quotations (RFQ), Requests for Proposals (RFP), tenders, or other procurement requests under the relevant category.
10	Limitation of Enlistment: Enlistment does not guarantee any procurement opportunity or volume of business. GUSS reserves the right to invite quotations/proposals from enlisted vendors and/or other qualified vendors, depending on procurement requirements and applicable procedures.

11	Communication Requirements: Vendors must have active mobile/telephone and email connectivity. Official email addresses and websites (if available) may be considered during vendor assessment.
12	Supplier Code of Conduct: Vendors shall ensure that goods and services are produced and delivered ethically without abuse, exploitation, or violation of human rights. Vendors must ensure: <ul style="list-style-type: none"> • Employment is freely chosen. • Freedom of association and collective bargaining rights are respected. • Safe and hygienic working conditions are maintained. • Child labor and exploitation are prohibited. • Wages comply with applicable laws. • Working hours comply with legal requirements. • No discrimination is practiced. • Regular employment practices are followed. • No harsh or inhumane treatment is tolerated. • Vendors shall protect children and vulnerable persons and shall not engage in any form of exploitation, abuse, harassment, or misconduct. • No involvement in trafficking, smuggling, corruption, or illegal activities. • Compliance with national and international standards.
13	Environmental Standards: Vendors shall comply with applicable environmental requirements and promote responsible practices related to: <ul style="list-style-type: none"> • Waste management • Environment-friendly packaging and paper use • Conservation of resources • Energy efficiency • Sustainability practices
14	Conflict of Interest and Ethical Conduct: Vendors must disclose any relationship or association with GUSS staff or representatives that may create a conflict of interest. GUSS strictly prohibits commission, gifts, favors, or any improper benefits to staff, representatives, or partners.
15	Fraud and Corruption Prevention: Vendors shall not engage in fraud, corruption, bribery, collusion, coercion, or any unethical practices during the procurement process or contract implementation. Any such practices may result in immediate disqualification, termination of agreement, and reporting to relevant authorities. Vendors shall immediately report any suspected fraud, corruption, conflict of interest, or unethical conduct related to GUSS procurement activities.
16	Prevention of Sexual Exploitation and Abuse (PSEA): Vendors, their employees, representatives, agents, and subcontractors (if applicable) shall comply with GUSS's Prevention of Sexual Exploitation and Abuse (PSEA) requirements. Vendors shall not engage in any form of sexual exploitation, sexual abuse, sexual harassment, or any other misconduct against beneficiaries, staff members, or any person associated with GUSS programs and operations. <p>Vendors shall ensure that their personnel maintain professional conduct, respect the dignity of all individuals, and immediately report any suspected or actual incidents of sexual exploitation, abuse, or harassment through the designated reporting mechanisms of GUSS.</p> <p>Any violation of PSEA requirements may result in suspension, termination of enlistment, blacklisting, and/or other actions as deemed appropriate by GUSS.</p>
17	Vendor Suspension and Debarment: GUSS reserves the right to suspend, remove, or blacklist any enlisted vendor due to poor performance, submission of false information, unethical practices, non-compliance with policies, breach of contract, or violation of applicable laws.

18	Update of Vendor Information: Enlisted vendors shall inform GUSS of any changes in ownership, legal status, contact details, business address, licenses, certifications, or other relevant information during the enlistment period.
19	All interested vendors must submit the following documents with their applications: <ol style="list-style-type: none"> 1) Completed Vendor Information Sheet (Annex-1) 2) Organizational profile/Copy of Memorandum/Copy of Partnership Document 3) Copy of updated Trade License (with line business mentioned) 4) Copy of TIN /e-TIN Certificate. 5) Income tax submission certificate 6) Bank Solvency certificate 7) Copy of updated VAT Registration Certificate (online VAT is preferred) 8) Client list 9) Related work experience (work order copy / certification) 10) Signed terms and conditions (Annex-2) 11) Supplier Code of Conduct Acknowledgement Form(Annex-3) 12) Conflict of Interest Disclosure showing any relationship with GUSS staff (Annex-4) 13) Anti-Corruption Policy Acknowledgement Form (Annex-5) 14) Supplier/Vendor Self-Declaration Form (Annex-6)
20	Cancellation/Modification of Process: GUSS reserves the right to modify, suspend, or cancel the EOI/vendor enlistment process and may introduce additional requirements during evaluation.
21	Data Protection and Confidentiality: The evaluation committee shall ensure proper documentation of procurement activities for audit and compliance purposes. All information obtained during evaluation shall remain confidential. Any attempt to influence the procurement process through unauthorized means shall result in rejection.
22	Acceptance/Rejection of Applications: GUSS reserves the right to accept or reject any application partially or completely without assigning any reason. GUSS shall not bear any costs incurred by vendors for preparing or submitting applications.

I/ we have read and understood the above terms & conditions and agreed. Violation of any terms and conditions might result of cancellation of enlistment.

Name of vendor/company/business:

Address:

Name and signature of authorized person:

Global Unnayan Seba Sangstha Supplier Code of Conduct Acknowledgement Form

1. Purpose and Commitment

Global Unnayan Seba Sangstha (GUSS) is committed to conducting procurement and business engagements with integrity, transparency, accountability, and respect for human rights. GUSS expects all suppliers, vendors, contractors, and service providers engaged with the organization to uphold ethical business practices and comply with applicable laws, contractual obligations, and GUSS policies.

By signing this acknowledgement, we confirm our commitment to comply with GUSS's Code of Conduct, safeguarding standards, Prevention of Sexual Exploitation and Abuse (PSEA) requirements, and other relevant organizational policies applicable to suppliers and service providers.

Supplier/Vendor Commitments

2. Ethical Business Conduct and Integrity

We commit to:

- ☐ Conducting all business dealings with honesty, transparency, and professionalism.
- ☐ Providing accurate information, documentation, quotations, invoices, and records related to our engagement with GUSS.
- ☐ Avoiding fraud, corruption, bribery, kickbacks, conflicts of interest, and any unethical practices.
- ☐ Not offering unauthorized gifts, benefits, payments, or incentives intended to influence GUSS decisions.
- ☐ Complying with all applicable national laws, regulations, and contractual requirements.

3. Conflict of Interest Disclosure

We agree to:

- ☐ Disclose any actual, potential, or perceived conflict of interest that may affect our engagement with GUSS.
- ☐ Inform GUSS immediately if any personal, financial, family, or business relationship exists that could influence procurement decisions.
- ☐ Maintain impartiality and transparency throughout our business relationship with GUSS.

4. Respect, Non-Discrimination, and Professional Conduct

We commit to:

- ☐ Treating all individuals with dignity, respect, and fairness.
- ☐ Maintaining a workplace free from harassment, discrimination, intimidation, exploitation, and abuse.

☐ Not engaging in any conduct that may harm the dignity, safety, or rights of GUSS staff, beneficiaries, community members, or other stakeholders.

5. Protection from Sexual Exploitation and Abuse (PSEA)

We acknowledge that GUSS maintains zero tolerance toward sexual exploitation and abuse (SEA). Suppliers and vendors engaged with GUSS are required to follow safeguarding standards consistent with GUSS policies.

We commit to:

- ☐ Never engaging in sexual exploitation, abuse, harassment, or any form of sexual misconduct during our engagement with GUSS.
- ☐ Never exchanging money, goods, services, employment opportunities, or assistance for sexual favors.
- ☐ Never engaging in sexual activity with children (persons under 18 years of age).
- ☐ Maintaining professional boundaries with GUSS staff, beneficiaries, and community members.
- ☐ Immediately reporting any suspected safeguarding or SEA concerns through available reporting mechanisms.
- ☐ Cooperating fully with any investigation or review related to safeguarding concerns.

6. Labor Rights and Workplace Safety

We commit to:

- ☐ Providing safe and healthy working conditions for our employees and workers.
- ☐ Complying with applicable labor laws, including requirements related to wages, working hours, and workplace safety.
- ☐ Not using forced labor, child labor, or any form of exploitative labor practices.
- ☐ Ensuring workers engaged in delivering services to GUSS behave professionally and ethically.

7. Confidentiality and Data Protection

We agree to:

- ☐ Protect confidential information received from GUSS during the course of our engagement.
- ☐ Not disclose, misuse, or share organizational, beneficiary, staff, financial, or operational information without authorization.
- ☐ Ensure that any personal information accessed during service delivery is handled responsibly and securely.

8. Environmental and Social Responsibility

We commit to:

- ☐ Conducting our operations responsibly and minimizing negative environmental impacts.
- ☐ Following applicable environmental, health, and safety requirements.
- ☐ Supporting responsible resource use and sustainable practices where applicable.

9. Reporting and Cooperation

We acknowledge our responsibility to report concerns related to:

- Fraud or corruption;
- Misconduct or unethical behavior;
- Safeguarding violations;
- Sexual exploitation and abuse;
- Breaches of confidentiality;
- Any action that may harm GUSS, its beneficiaries, or stakeholders.

We agree to cooperate with audits, verification processes, investigations, and monitoring activities conducted by or on behalf of GUSS.

10. Consequences of Non-Compliance

We understand that violation of this Supplier Code of Conduct, contractual obligations, safeguarding requirements, or applicable laws may result in actions including:

- Warning or corrective action;
- Suspension or termination of contract;
- Removal from GUSS supplier/vendor list;
- Blacklisting from future engagement;
- Recovery of losses or damages;
- Referral to relevant authorities where applicable.

GUSS's Code of Conduct provides that violations by partners, contractors, or suppliers may lead to contract termination, suspension, or blacklisting from future engagements.

Supplier/Vendor Declaration

I/We confirm that:

- ☐ We have read and understood this Supplier/Vendor Code of Conduct.
- ☐ We agree to comply with the requirements stated above throughout our engagement with GUSS.
- ☐ We understand that compliance with this Code is a condition of doing business with GUSS.
- ☐ We will ensure that our employees, representatives, subcontractors, and agents involved in providing services to GUSS also comply with these requirements.

Name and Title of Supplier Representative

Signature

Company/Supplier Name & Company Stamp

Date

Conflict of Interest Disclosure Declaration Form

I/We understand that Global Unnayan Seba Sangstha (GUSS) requires all vendors, suppliers, contractors, consultants, and service providers to maintain transparency, integrity, and impartiality in their dealings with GUSS.

I/We hereby declare any actual, potential, or perceived conflict of interest that may exist between my/our organization, its owners, directors, employees, representatives, or related parties and GUSS, its employees, Board Members, or representatives.

If there is any uncertainty regarding whether a relationship or situation may constitute a conflict of interest, I/we agree to disclose the matter for GUSS's review and guidance.

For the purpose of this declaration, "related party" refers to any individual connected by family, ownership, financial interest, employment, or business relationship that may influence or appear to influence the vendor's dealings with GUSS.

Please mark Yes or No for each statement below:

<u>Statement</u>	<u>Yes</u>	<u>No</u>
I/my company/business (or a relative of mine) receive(s) financial benefits from GUSS. (This would include such things as serving as a volunteer or a beneficiary of GUSS).	<input type="checkbox"/>	<input type="checkbox"/>
I or a relative of mine is a current employee for GUSS.	<input type="checkbox"/>	<input type="checkbox"/>
I/my company (or a relative of mine) has existing business dealings with GUSS. (This would include such things as being a consultant, a service provider, or is a supplier for GUSS).	<input type="checkbox"/>	<input type="checkbox"/>
I/my company has a family or business relationship (outside of GUSS) with a member of the GUSS.	<input type="checkbox"/>	<input type="checkbox"/>

Details of Disclosed Conflict(s)

Please provide details for any Yes response above, including the nature of the relationship, parties involved, potential impact on GUSS activities, and any relevant information.

SI No.	Nature of Conflict / Relationship	Name of Individual(s)/Organization(s) Involved

Vendor Declaration

I/We certify that the information provided in this declaration is true and complete to the best of my/our knowledge.

I/We agree to promptly disclose any future situation that may create an actual, potential, or perceived conflict of interest during our engagement with GUSS.

I/We understand that failure to disclose relevant information may result in appropriate action by GUSS, including review, suspension, or termination of the vendor relationship in accordance with GUSS policies and contractual terms.

Name and Title of Supplier Representative

Signature

Company/Supplier Name & Company Stamp

Date

Global Unnayan Seba Sangstha Anti-Corruption Policy Acknowledgement Form

1. Purpose and Commitment

Global Unnayan Seba Sangstha (GUSS) is committed to maintaining the highest standards of integrity, transparency, accountability, and ethical conduct in all procurement and business relationships.

GUSS expects all suppliers, vendors, contractors, consultants, and service providers engaged by the organization to conduct business responsibly and to comply with applicable anti-corruption laws, contractual requirements, donor compliance standards, and organizational policies.

By signing this acknowledgement, we confirm our commitment to prevent and prohibit all forms of corruption, fraud, bribery, and unethical business practices in our dealings with GUSS.

2. Compliance with Anti-Corruption Standards

We commit to:

- ☐ Conducting all business activities with honesty, fairness, transparency, and accountability.
- ☐ Complying with all applicable anti-corruption and anti-bribery laws and regulations.
- ☐ Maintaining accurate and complete records relating to quotations, invoices, payments, transactions, and services provided to GUSS.
- ☐ Ensuring that all information submitted to GUSS during procurement, contracting, and service delivery processes is truthful and complete.

3. Prohibition of Bribery and Improper Payments

We acknowledge and agree that:

- ☐ We will not offer, promise, authorize, give, request, or accept any bribe, kickback, facilitation payment, or improper advantage to influence any decision related to GUSS.
- ☐ We will not provide money, gifts, commissions, personal benefits, employment opportunities, or other advantages to GUSS employees, representatives, or any third party for obtaining unfair benefits.
- ☐ We will not engage in any activity intended to improperly influence procurement decisions, contract awards, payments, or organizational actions.

4. Gifts, Hospitality, and Conflict of Interest

We commit to:

- ☐ Avoiding gifts, hospitality, favors, or benefits that may influence or appear to influence professional decisions.
- ☐ Disclosing any actual, potential, or perceived conflict of interest with GUSS staff, representatives, or decision-makers.
- ☐ Informing GUSS immediately if we become aware of any relationship, financial interest, or association that may compromise the fairness and transparency of procurement processes.

5. Fair Competition and Procurement Integrity

We agree to:

- ☐ Participate in procurement processes fairly and transparently.
- ☐ Not engage in bid-rigging, collusion, price manipulation, false documentation, or any practice that undermines fair competition.
- ☐ Not share confidential procurement information obtained from GUSS with unauthorized persons.
- ☐ Not submit false, misleading, or fabricated documents, quotations, certificates, or claims.

6. Fraud Prevention and Financial Accountability

We commit to:

- ☐ Preventing fraud, theft, misuse of funds, and financial misconduct in all activities related to GUSS.
- ☐ Maintaining proper financial records and supporting documents for goods and services provided.
- ☐ Allowing GUSS or authorized representatives to verify relevant documents, records, and service delivery information where required.
- ☐ Immediately notifying GUSS of any suspected fraud, corruption, or financial irregularity.

7. Subcontractors and Representatives

We acknowledge that:

- ☐ We are responsible for ensuring that our employees, agents, representatives, and subcontractors involved in providing goods or services to GUSS comply with this Anti-Corruption Policy.
- ☐ We will take appropriate measures to prevent corruption and unethical practices within our supply chain.

8. Reporting of Corruption Concerns

We agree to promptly report any suspected or actual:

- Bribery or corruption;
- Fraudulent activities;
- Conflicts of interest;
- Procurement misconduct;
- Misuse of organizational resources;
- Attempts to improperly influence GUSS decisions.

Reports may be submitted through GUSS's established confidential reporting mechanisms.

We understand that GUSS promotes accountability and protects individuals who report concerns in good faith from retaliation.

9. Audit, Verification, and Cooperation

We agree to:

- ☐ Cooperate with any audit, review, investigation, or verification process conducted by GUSS, donors, or authorized representatives.

- ☐ Provide accurate information and necessary documentation when requested.
- ☐ Support corrective actions where any non-compliance is identified.

10. Consequences of Non-Compliance

We understand that violation of this Supplier Anti-Corruption Policy may result in actions including:

- Written warning or corrective action;
- Suspension of procurement engagement;
- Termination of contract or business relationship;
- Removal from GUSS's approved supplier/vendor list;
- Restriction or blacklisting from future engagement;
- Recovery of financial losses or damages;
- Referral to relevant authorities where applicable.

Supplier/Vendor Declaration

I/We hereby confirm that:

- ☐ We have read and understood the GUSS Supplier Anti-Corruption Policy requirements.
- ☐ We agree to comply with all anti-corruption and ethical business standards throughout our engagement with GUSS.
- ☐ We will ensure that our employees, representatives, subcontractors, and agents comply with these requirements.
- ☐ We understand that compliance with this acknowledgement is a condition of maintaining a business relationship with GUSS.

Name and Title of Supplier Representative

Signature

Company/Supplier Name & Company Stamp

Date

(Annex-6)

SUPPLIER/VENDOR SELF-DECLARATION FORM

All suppliers, vendors, contractors, service providers, consultants, and other affiliated individuals or entities engaged with Global Unnayan Seba Sangstha (GUSS), including those who may have access to beneficiaries, communities, staff, organizational resources, facilities, or confidential information through their engagement with GUSS, are required to complete and sign this Supplier/Vendor Self-Declaration Form as part of the supplier enlistment and due diligence process.

Name of Supplier/Vendor/Company:	
Contact Person Name:	
Address:	
Phone number:	
Email address:	

1. Has your organization/company, owner(s), director(s), partner(s), or authorized representative(s) ever been investigated, convicted, or sanctioned for fraud, corruption, bribery, money laundering, financial misconduct, or any other unethical business practice by any government authority, court, donor organization, or institution?	YES/NO <i>If yes, please provide additional information below.</i>
2. Has your organization/company ever been suspended, blacklisted, debarred, or disqualified from participating in procurement processes by any government agency, NGO, donor, or other organization due to misconduct, non-compliance, fraud, or corruption?	YES/NO <i>If yes, please provide additional information below.</i>
3. Has your organization/company, its owners, directors, employees, representatives, or subcontractors ever been investigated, convicted, sanctioned, or found responsible for sexual exploitation, sexual abuse, sexual harassment, child abuse, human trafficking, forced labour, or any form of exploitation or violence against children or vulnerable adults?	YES/NO <i>If yes, please provide additional information below.</i>
4. Has your organization/company ever been found in violation of labour laws, workplace safety requirements, environmental regulations, or other applicable legal requirements?	YES/NO <i>If yes, please provide additional information below.</i>
5. Has your organization/company, or anyone acting on your behalf, ever offered, promised, provided, requested, or accepted any bribe, kickback, unauthorized gift, payment, or	YES/NO <i>If yes, please provide additional information below.</i>

benefit to influence procurement decisions or obtain business advantages?	
6. Has your organization/company ever failed to complete contractual obligations, deliver agreed goods/services, or received adverse findings from previous clients due to poor performance or misconduct?	YES/NO <i>If yes, please provide additional information below.</i>
7. Has your organization/company ever been found in violation of contractual, ethical, or professional standards by a previous client, partner, government authority, or regulatory body?	YES/NO <i>If yes, please provide additional information below.</i>
8. Does your organization/company have policies, procedures, or practices to prevent fraud, corruption, harassment, exploitation, and unethical conduct within its operations?	YES/NO
9. Will your organization/company ensure that its employees, representatives, subcontractors, and agents comply with GUSS's Code of Conduct, safeguarding requirements, PSEA standards, and ethical business practices while working with GUSS?	YES/NO

Confirmation of statement (please check the boxes below)	
<input type="checkbox"/>	I/We confirm that the information provided in this Self-Declaration Form is true, complete, and accurate to the best of our knowledge.
<input type="checkbox"/>	I/We understand that providing false, misleading, or incomplete information may result in rejection of our EOI application, cancellation of supplier enlistment, termination of contract, or removal from the GUSS approved supplier list.
<input type="checkbox"/>	I/We authorize GUSS to verify the information provided in this declaration through references, records, authorities, or other appropriate sources.
<input type="checkbox"/>	I/We agree to immediately inform GUSS if any information provided in this declaration changes during our engagement period.

Authorized Representative Name:	
Designation:	
Signature:	
Organization/Company Stamp:	
Date:	