

## **Call for Expression of Interest for Supplier/ Vendor Enlistment**

### **Overview of the Organization**

Global Unnayan Seba Sangstha (GUSS) is a National NGO established under the registration of Social Welfare Directorate, Bangladesh in 2012 and also registered by NGO Affairs Bureau, Government of the People's Republic of Bangladesh in January 2017. Since its establishment, the organization has been working in Dhaka, Sylhet, Sunamgonj, Cox's Bazar, Noakhali, Rajshahi, Bhola, Patuakhali, Jhenaidah, Rajbari, Barguna, Lalmonirhat, Kurigram to run its Emergency and Humanitarian programme, Shelter and Protection, Inclusive Education, Menstrual Hygiene Management, Maternal and Child Care, Water, Sanitation & Hygiene and Livelihood programmes to the mostly needy communities in Bangladesh. Over these years, it has implemented various social and emergency projects in the country and which has remarkably changed the lives of the vulnerable and disadvantaged communities.

For the implementation of its activities, GUSS hereby invites applications for vendor enlistment from eligible vendors, suppliers and service providers (including individual consultants and companies) under the categories mentioned below.

Interested vendors/suppliers/service providers are requested to participate by submitting the required documentation in accordance with the instructions and requirements outlined in this notice.

**Duration of Vendor Enlistment: 3 years (From August, 2026 to July, 2029)**

### **Category of Vendor Enlistment**

Service Category	Sub Category	Description of Service
<b>1. Advertising and Communication</b>	Print Media	Newspaper advertisement
	Electronic Media	TVC, Audio and Video
	Communications	On Air and all other communication related works
	Others (Please specify)	Others (Please specify)
<b>2. Promotional Items</b>	Visibility Materials	T-Shirt, Cap, Pen, Note Book, Ceramics, Campaign materials, Gift items, Office/training bags, Others (please specify)
<b>3. Campaign and Event Management</b>	Campaign	Campaign design, Approach and communication with GUSS concern
	Event Management	Venue, Food, Accommodation, Logistics support, Invitation Card, Others (please specify)
<b>4. Stationeries &amp; Office Supplies</b>	All types of office stationeries	A4 Copy Paper, Pen, Marker, Files Folder, Report Cover, Note Books, Card Holder, Flip Chart, VIPP card, Poster paper, Training bags, Souvenir Items Desk Calendar, Stapler,

Service Category	Sub Category	Description of Service
		Punch Machine, Toners, Others (please specify)
<b>5. ICT Equipment</b>	IT Accessories	Server, Computer and laptop, Multifunction Printer, Toner and cartridge, Power equipment's, ICT Accessories, Camera, Others (please specify)
	Software Development	ERP Development, Website development, Others (please specify)
	ICT Service / Maintenance	Internet Service Provider (ISP), IT Equipment's Servicing, Others (please specify)
	Smart Devices	Mobile, TAB and Accessories, Others (please specify)
<b>6. Office Equipment, Electric and Electronic</b>	Electric and Electronic Equipment.	Air Condition, Generator, Photocopier, Telephone and PABX System, Multimedia and Projector, Solar Home System, Security Device / Equipment, Others (please specify)
<b>7. Printing and publication</b>	Printing	Leaflet printing, Hand note printing, Booklet Printing, Others (please specify)
		Book Printing and Publications, Report printing and publications, Publication of souvenir, Others (please specify)
	Designing and Editing	Designing, Illustration, Plate making, Binding, Others (please specify)
<b>8. Photography and Audio-Visual Production</b> • Individual • Firm	Photography and Audio-visual production	Photography, Videography, Documentary/feature (process documentation, awareness raising/change stories), Animation, Others (please specify)
<b>9. Travel Agent &amp; Visa Services</b>	Local Agency	Air ticket booking (Within country), Train, Bus, etc., booking service, Visa services, Ticket/travel related documents delivery services, Others (please specify)
	International Agency	Air ticket booking center, Visa processing center, Hotel and Accommodation service
<b>10. Transportation /Vehicle Rent Company</b>	Local Transport	All types of passenger vehicle (Micro Bus, Jeep, Sedan Car etc.), Rent-A-Car (Within Dhaka City), Rent-A-Car (Outside Dhaka), Ticket/travel related documents delivery services.
	Public Transport	All types of passenger vehicle (Micro Bus, Jeep, Sedan Car etc.), Rent-A-Car (Outside City)

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<b>11. Furniture, Fixtures &amp; Home Appliances</b>	Brand Furniture and Fixtures	Supply of all type of office furniture (brand) like Table, work station items, chair, cabinet file cabinet etc. All type of home appliances like AC, Refrigerator, water dispenser, and kitchen appliances etc.
	Non-Brand Furniture and Fixtures	Supply of all types of office furniture (local) like Table, work station items, chair, cabinet file cabinet etc.
<b>12. Automobile Workshops</b>	Automobile	Vehicle sales center
	Workshop	Vehicle Repair and relevant maintenance including routine servicing, Motor Bike Repair Services, Battery, Tyre, Spare parts supplier of Vehicle and Motor Bike, Automobile related service provider
<b>13. General Supplier</b>	General Suppliers	Different items relevant to development/emergency projects on regular/ad-hoc basis, any items not covered under above categories
<b>14. Accommodation; Venue (conference/training, etc.)</b>	Venue (conference/training, etc.)	Venue (AC) facilities for at least 30 persons, Accommodation and Food facilities, Necessary equipment's and support facilities for training venue, having capacity to supply electricity for full time.
	Accommodation	Room with good condition in terms of neat and clean; free from insects; AC would be preferable, Safe and secured environment, having capacity to supply electricity, Other major cities (Dhaka, Chittagong, Sylhet, Barisal, Rajshahi, etc.) can apply
<b>15. Emergency Response Items</b>	Food and non-Food items on the basis of circumstances	Dignity Kits, Shelter kits, Tarpaulin, Medicine, Wash/Sanitation, food pack, blanket, clothing, mosquito net, bed sheet, mattress, kitchen utensils etc.
<b>16. Construction &amp; Renovation Works</b>	Renovation	Interior, Exterior, Structural work and extensions, Decorating, Renovation of Building (Shelter/Office/Clinic, etc.), Designing, Interior, Exterior, etc.
	Construction Works	Civil Construction Works, Construction of Building (Shelter/Office/Clinic, etc.), Designing, Interior, Exterior, etc.
<b>17. Maintenance item/works</b>	Maintenance Works, Maintenance item	AC Maintenance work, Photocopier Maintenance work, Mechanical Maintenance work, Generator Maintenance work, Sub-Station Maintenance work, Lift Maintenance work, Fire Fighting Maintenance work, Water

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		Filter Maintenance work, Water Treatment Plant Maintenance work, PABX System Maintenance work, Air- Cooler Maintenance work, Washing Machine Maintenance work, Photocopier Maintenance work, IPS Maintenance work, Water Purifier Maintenance work, Electric Maintenance work, Sanitation Maintenance work, Furniture (Brand/Non-Brand) Maintenance work, Others, please mention
<b>18. Construction &amp; Renovation Item</b>	Construction Item, Renovation Item	Cement, Brick, Sand, Paint, Tarpaulin, Bamboo and Others (please specify)
<b>19. Clothing</b>	Cloth /Fabric	Cloth/Fabric, Readymade clothings, other clothing item
<b>20. Health &amp; Hygiene Item</b>	Health & Hygiene Item	Medicine Supply, Medical equipment, Medical supplies
<b>21. Health Service (Firm and individual)</b>	Health Service	Psychosocial support, Health Service provider
<b>22. Training Institute</b>	Training Institute	Training Institute, Individual Trainer/Facilitator
<b>23. Catering Service</b>	Catering Service	Food service for office, Food supply for event venue
<b>24. Consultancy Service</b>	Agency Individual	Audit, Strategy consultant, Management / Operation consultant, Financial / HR/IT Consultant

Vendor Information Sheet (VIS) must be reproduced on official letterhead pad and all relevant documents/certificates must be sealed and signed on each page by authorized person of the vendor and to be sent to **Global Unnayan Seba Sangstha (GUSS), House 2/16 (2<sup>nd</sup> Floor), Block-B, Lalmatia Housing Society, Mohammadpur, Dhaka-1207, Bangladesh** or **Global Unnayan Seba Sangstha (GUSS), Malvitapara, Ukhiya, Cox's Bazar, Bangladesh** or [procurement@gussbd.org](mailto:procurement@gussbd.org) on or before 3:00 pm of Thursday, 9 July, 2026. Please write clearly "Expression of Interest for Supplier/Vendor Enlistment" and Reference No. GUSS/HeadOffice/EOI-2026/01 with the relevant category. We prefer to submit the documents through Google Drive if your file size is more than 10 MB. You can be enlisted for one or more categories, and in that case, you need to use an individual envelope/separate email.

## Terms and Conditions

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

1	<b>Submission of Vendor Information Sheet (VIS):</b> Completed VIS with a cover letter should be submitted addressing to the undersigned.
2	<b>Enlistment Period:</b> The enlistment period shall be from <b>August 2026 to July 2029</b> . GUSS management reserves the right to cancel the enlistment of any vendor due to poor performance, non-compliance, or unsatisfactory service delivery.
3	<p><b>Submission of Documents:</b> 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 (2<sup>nd</sup> Floor), Block-B, Lalmatia Housing Society, Mohammadpur, Dhaka-1207, Bangladesh or Global Unnayan Seba Sangstha (GUSS), Malvitapara, Ukhiya, Cox's Bazar, Bangladesh or Email: <a href="mailto:procurement@gussbd.org">procurement@gussbd.org</a></p> <p>Deadline: On or before, Thursday, 9 July 2026, 3:00 PM</p> <p>The envelope/email subject must mention: <b>"Expression of Interest for Supplier/Vendor Enlistment"</b> and <b>Reference No. GUSS/HeadOffice/EOI-2026/01</b> with the relevant category. Vendors applying for multiple categories must submit separate applications for each category.</p>
4	<b>Eligibility of Vendors:</b> 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	<b>Verification of Information:</b> GUSS reserves the right to conduct physical verification of vendor premises and authentication of submitted documents, certificates, licenses, and other relevant information.
6	<b>Compliance with GUSS Policies:</b> 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	<b>Compliance with Laws:</b> 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	<b>Evaluation and Approval:</b> 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	<b>Purpose of Enlistment:</b> 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	<b>Limitation of Enlistment:</b> 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	<b>Communication Requirements:</b> Vendors must have active mobile/telephone and email connectivity. Official email addresses and websites (if available) may be considered during vendor assessment.

12	<p><b>Supplier Code of Conduct:</b> Vendors shall ensure that goods and services are produced and delivered ethically without abuse, exploitation, or violation of human rights. Vendors must ensure:</p> <ul style="list-style-type: none"> <li>• Employment is freely chosen.</li> <li>• Freedom of association and collective bargaining rights are respected.</li> <li>• Safe and hygienic working conditions are maintained.</li> <li>• Child labor and exploitation are prohibited.</li> <li>• Wages comply with applicable laws.</li> <li>• Working hours comply with legal requirements.</li> <li>• No discrimination is practiced.</li> <li>• Regular employment practices are followed.</li> <li>• No harsh or inhumane treatment is tolerated.</li> <li>• Vendors shall protect children and vulnerable persons and shall not engage in any form of exploitation, abuse, harassment, or misconduct.</li> <li>• No involvement in trafficking, smuggling, corruption, or illegal activities.</li> <li>• Compliance with national and international standards.</li> </ul>
13	<p><b>Environmental Standards:</b> Vendors shall comply with applicable environmental requirements and promote responsible practices related to:</p> <ul style="list-style-type: none"> <li>• Waste management</li> <li>• Environment-friendly packaging and paper use</li> <li>• Conservation of resources</li> <li>• Energy efficiency</li> <li>• Sustainability practices</li> </ul>
14	<p><b>Conflict of Interest and Ethical Conduct:</b> 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.</p>
15	<p><b>Fraud and Corruption Prevention:</b> 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.</p>
16	<p><b>Prevention of Sexual Exploitation and Abuse (PSEA):</b> 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> <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	<p><b>Vendor Suspension and Debarment:</b> 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.</p>
18	<p><b>Update of Vendor Information:</b> 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.</p>

19	<p><b>All interested vendors must submit the following documents with their applications:</b></p> <ol style="list-style-type: none"> <li>1) Completed Vendor Information Sheet (Annex-1)</li> <li>2) Organizational profile/Copy of Memorandum/Copy of Partnership Document</li> <li>3) Copy of updated Trade License (with line business mentioned)</li> <li>4) Copy of TIN /e-TIN Certificate.</li> <li>5) Income tax submission certificate</li> <li>6) Bank Solvency certificate</li> <li>7) Copy of updated VAT Registration Certificate (online VAT is preferred)</li> <li>8) Client list</li> <li>9) Related work experience (work order copy / certification)</li> <li>10) Signed terms and conditions (Annex-2)</li> <li>11) Supplier Code of Conduct Acknowledgement Form(Annex-3)</li> <li>12) Conflict of Interest Disclosure showing any relationship with GUSS staff (Annex-4)</li> <li>13) Anti-Corruption Policy Acknowledgement Form (Annex-5)</li> <li>14) Supplier/Vendor Self-Declaration Form (Annex-6)</li> </ol>
20	<p><b>Cancellation/Modification of Process:</b> GUSS reserves the right to modify, suspend, or cancel the EOI/vendor enlistment process and may introduce additional requirements during evaluation.</p>
21	<p><b>Data Protection and Confidentiality:</b> 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.</p>
22	<p><b>Acceptance/Rejection of Applications:</b> 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.</p>