

Baptist Aid-BBCF
7 Green Corner, Green Road, Dhaka-1205

Invitation for Enlistment of Vendors / Suppliers / Contractors / Service Providers Under Head office and Project offices located in different district of Bangladesh.

Ref: Baid-BBCF/Procurement/51/25-26

Date: 25 March 2026

Baptist Aid-BBCF, a national non-government development organization, invites applications from **eligible, competent and experienced vendors/suppliers/contractors/service providers** for enlistment to participate in the procurement of **Goods, Works and Services** under all project and Head office for the **FY 26-27 & 27-28**.

Eligibility Criteria:

Interested organizations must meet the following minimum requirements:

- Valid Trade License.
- TIN Certificate and VAT Certificate.
- Relevant experience in similar supply/works/services.
- Sound financial and technical capacity.
- Any other documents as required by Baptist Aid-BBCF.

Application Submission:

Interested organizations are requested to submit their application along with relevant documents through email within the specified deadline. **Submission Deadline:** 13 April 2026 **Email for Submission:** baidbbcprocurement@gmail.com

Detailed information regarding the enlistment process and required documents is available on the Baptist Aid-BBCF website: baid-bbcf.org and below link:

To download "Vendor Enlistment Document". Click this Link

বাংলা ডকুমেন্ট এর জন্য এখানে ক্লিক করুন

Important Notes:

- Applications must be submitted electronically via email and original documents must be submitted through Courier to the mentioned address.
- Late applications will not be considered.
- Baptist Aid-BBCF follows a strict zero-tolerance policy against child labour. Organizations engaged in child labour practices are discouraged from applying.

Website: baid-bbcf.org

Email: baidbbcprocurement@gmail.com

Contact Information:

Convener

Central Procurement Committee

Baptist Aid-BBCF

7 Green Corner, Green Road, Dhaka-1205





BAPTIST AID-BBCF

Baptist Aid Bangladesh Baptist Church Fellowship

7 Green Corner, Green Road
P.O. Box-5155, Dhaka-1205
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Tel: +88 02 9640058, 9640118-19

Invitation for Vendor Enlistment for FY 2026-2027 & 2027-2028

Applications are invited from bona-fide Vendors, Suppliers, Shopkeepers, Manufacturers, Sole Agents, Distributors, Wholesalers and Contractors & Procurement Providers for Vendor Enlistment with Baptist Aid-BBCF for the period FY 2026-2027 & 2027-2028 in the following categories:

Enlistment Categories:

Group-A: Stationery & General Suppliers/Vendors:

Office Stationery Items, Cleaning Materials, Grocery & Toiletries Items, Training Materials, Education Materials, Any Emergency Supplies, Bag, Raincoat, Agricultural Equipment, Different Type of Cloths & Readymade Garments, All kinds Fabrics, Medical Equipment, Medical Supplies, etc.

Group-B: IT Hardware, Software & Electronic Materials/Equipment:

Computer/Laptop, TAB, Printer, UPS, IT Accessories, Generator, Photocopier, Software Supply, TV, Video Camera, Multimedia, Projector, Screen, Mobile Telephone Sets, Air Conditioner, Refrigerator, Washing Machine, Oven, Gas Stoves, Home Appliance and its Accessories Supply, Installation and Maintenance etc.

Group-C: All kind of Vehicle (Car, Bicycle, Motor Cycle) and its Spare Parts, Workshop, Fuel & Lubricants, Garage & Maintenance: Sole Agent for All kind of Vehicles (Car, Bicycle, Motor Cycles) all kind of Accessories, Spare Parts & Hard Ware Materials, Vehicle Repairing Workshop, Engines and Pump Servicing, Paints-Polishing, Recondition, Fueling Petrol Pump, Gas Stations or Refueling Station etc.

Group-D: Construction Work/Construction Materials Supply/Designing/Maintenance and Furnishing: Contractor for Works of (Civil/Electrical/Thai Aluminum/Wooden etc.), Contractor for Construction Materials Supply of (Bricks/Bricks Chips/Cement/Fine Sand/Filling Sand/Borak Bamboo/Muli Bamboo/Georoll/Nylon Rope/Jute Rope/Reinforcing Bar/Tie Wire/Plywood/Polythene/Therpulip, Geobag/Jute Bag/PPE items: Vests, Gumboots, Hand Gloves & Masks/Designing/Installation/Repairing/Maintenance and its relevant Equipment's & Tools Supply etc.

Group-E: Furniture, Decoration & Renovation: All kinds of Office Furniture (Steel/Wooden/Boards etc.), Interior Decoration, Renovation and its Accessories Supply, Installation and Maintenance etc.

Group-F: Advertising, Video Documentary, Event Management: Advertisement for Newspapers, Online Platform, Video Documentary, Event Management.

Group-G: Training & Meeting: All kinds of Training, Meeting & Workshop Venue/Conferences Room including Accommodation, Food and its relevant Materials & Supplies etc.

Group-H: Printings & Publication: All kinds of Printing, Publications, Books & Periodicals, Banner, Signboard, Bill Board etc.

Group-I: Seeds, Sapling, Tree, Plantation, Fertilizer & Insecticides: Any type of Seeds, Sapling, Tree & Fertilizer.

Group-J: All kind of Consultancy Services (Individual/Firm/etc.): Any type of consultancy services.

The following documents are to be submitted with the application:

1. **Mandatory Documents:** Valid Trade License, VAT Certificate, TIN Certificate, Tax Return (PSR)
2. **Company Profile:** Name of the Proprietor/Partner/Managing Director, CEO and the key person with business address, telephone number, e-mail. (if any)
3. **Relevant Experience:** Sole Agency/Dealership/Distributorship certificate and their price list of products. (If any)

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VENDOR ENLISTMENT FORM FOR FY 2026-2027 & 2027-2028

01.	Enlistment Group Name:	
02.	Name of the Vendor:	
03.	Name of the Owner:	
04.	Contract Person:	
05.	Address of the Vendor:	
06.	Mobile No:	
07.	E-mail Address:	
08.	Trade License no:	Valid up to:
09.	Vat Registration No:	
10.	TIN No:	

Bank Account Information:

11.	Account Title/Name:	
12.	Bank Account Number:	
13.	Bank Name:	
14.	Bank Branch:	
15.	Bank Routing Number:	
16.	Bank Address:	

17.	Enclosed Documents:	
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Signature:
Date:
Vendor Seal:

