



## মুক্তি কক্সবাজার

প্রধান কার্যালয়, মুক্তি ভবন, গোলদীঘিরপাড়, কক্সবাজার।

### ভেণ্ডার তালিকাভুক্তির বিজ্ঞপ্তি

মুক্তি কক্সবাজার এর প্রধান কার্যালয় ও মাঠ পর্যায়ের অফিসের নিমিত্তে অর্থ বৎসর ২০২৫-২০২৬ এবং ২০২৬ ২০২৭ মোট দুই বছরের জন্য ভেণ্ডার (Vendor) তালিকাভুক্তি করার নিমিত্তে দক্ষ ও অভিজ্ঞতাসম্পন্ন সংশ্লিষ্ট বৈধ প্রতিষ্ঠান হতে আবেদনপত্র আহ্বান করা হচ্ছে। এ সম্পর্কে বিস্তারিত তথ্য অত্র সংস্থার ওয়েবসাইট ([www.mukticox.org](http://www.mukticox.org)) এবং প্রধান কার্যালয়ের প্রকিউরমেন্ট বিভাগ হতে বিনামূল্যে আবেদনপত্র সংগ্রহ করা যাবে। তালিকাভুক্তকরণ আবেদনপত্র আগামী ১৪ মে ২০২৫ইং থেকে ২৭ মে ২০২৫ইং তারিখ বিকাল ৩:০০ ঘটিকা পর্যন্ত আবেদনপত্র সংগ্রহ ও জমা দেওয়ার জন্য অনুরোধ করা হলো। উল্লেখ্য যে, পূরণকৃত আবেদনপত্র অবশ্যই সংস্থার প্রধান কার্যালয় এর নিচ তলায় রক্ষিত বক্সে জমা দিতে হবে। আবেদনপত্রে উল্লেখিত শর্তাবলি যথাযথ অনুসরণ করতে হবে।

বিঃ দ্রঃ কোন কারণ দর্শানো ছাড়াই যে কোন আবেদনপত্র বাতিল করার ক্ষমতা সংশ্লিষ্ট কর্তৃপক্ষ সংরক্ষণ করেন।



# Mukti Cox's Bazar

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## MCB Procurement Department MCB Head Office

### Application for Vendor Enlistment

Duration : Fiscal Year ( 2025-2026 to 2026-2027) Two Years

Enlistment for Group :

Vendor Name :

Address :

Application Submission Deadline :

From 14-05-2025 to 27-05-2025

Application Submission Palce :

Mukti Bhaban  
(Ground Floor), Goldighirpar,  
Cox's Bazar

For any query

Contract Person

Mr. Md. Bashir Uddin  
Manager, Procurement  
Mukti Cox's Bazar, HO  
Contract # 01717792475







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Annexure - 15

## Application Form for Vendor Enlistment

Vendor/Company Name:	
Detail Address: (Name of Owner)	
Authorized Diller	
Parent Company	
City Name:	
Division:	
Country:	
Post Code:	
Telephone/Mobile	
Website:	
Type of Service/Goods Provided:	Others: (Specify): Manufacturer: ( ) Trader: ( ) Authorized Dealer: ( ) Consulting Company : ( ) Construction : ( ) Suppliers: (Vehicle/General/Construction Materials, Medical) Inception Year: Full Time Staff No:
Trade License/Registration (till Validity)	
Vat Reg. No:(BIN)	
E-Tin No:(TIN)	
Profile/Specialization	

Name of Owner :

Signature :

Seal :

Head Office: Mukti Bhaban, Goldighirpar, Cox's Bazar, Bangladesh.  
Tel # 88-0341-62558, E-mail: [mukticox@gmail.com](mailto:mukticox@gmail.com).





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Name of Bank:	
Branch Name:	
Bank Account Name:	
Routing No:	
Contract Person:	
Designation:	
Mobile:	
Email:	

Name of Owner :

Signature :

Seal :

**For office Use Only**

Vendor ID		If Generated By Mukti Cox's Bazar
Signature of Selection Committee:		
Remarks:		
Selected		Not Selected
1. Signature		2. Signature
Seal		Seal
3. Signature		4. Signature
Seal		Seal

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## Terms of Reference (TOR) and Guideline for Vendor Enlistment 2025-2027

### Background:

Mukti Cox's Bazar is the leading independent organization in the Cox's Bazar. Mukti Cox's Bazar has been working in Bangladesh since 1998 and today with a staff of over 3000 and a network with UN Organization, National & International Organization in the world.

We are happy to inform that Mukti Cox's Bazar is inviting for Vendor Enlistment for two years which will be effective from July 1, 2025 and valid till June 30, 2027.

*Applicants having infrastructure, management capacity, Supply capacity financial, strength and at least 3 (three) years of relevant experience with large organizations/ UN agencies/ diplomatic missions/INGO/NGO are eligible to apply.*

**Duration of Vendor Enlistment:** 2 years (From July 1, 2025 to June 30, 2027)

### Category of Vendor Enlistment:

GROUP	SUPPLY/SERVICE/BUSINESS CATEGORY	SUB CATEGORY
Group-1	<b>Accommodation, Venue &amp; Food</b>	a. Accommodation b. Food & Beverage c. Venue d. Restaurant
Group-2	<b>Printing and Designing</b>	a. Offset/General Printing b. Digital Printing c. Design Illustration d. Press/Publisher/Publication House
Group-3	<b>ICT Hardware &amp; Equipment</b>	a. Computer/Laptop/Printer/Projector & Accessories b. Toner/Cartridge/ICT Accessories Still/Video Camera/Scanner/ Photocopier c. Communication Equipment (Mobile/Tab)
Group-4	<b>Furniture &amp; Fixture</b>	a. Office Furniture b. Household Furniture c. Hospital Furniture.
Group-5	<b>General Supplies</b>	a. Office Supplies & Stationery, b. Promotional Items (Mug/Souvenir/T-shirt/Umbrella etc. c. Cookeries, d. Newspaper e. Tours and Traveling agency f. others
Group-6	<b>Civil Works &amp; Construction</b>	a. Civil & Construction Works & repair maintenance. b. Renovation, c. Water & Sanitation, d. Civil works maintenance, e. Construction supplies, f. Steel/ MH structure provider etc.
Group-7	<b>Repair &amp; Maintenance</b>	a. Vehicle Repair & Workshop b. Office Maintenance c. Tire, Tube, Vehicle Battery, Fuel and other accessories d. Other Equipment and Furniture Repair (Generator, Electrical, Plumbing & AC, Lift, IT Equipment, Thai Glass, etc)
Group-8	<b>Agricultural Supplies</b>	a. Seeds/Saplings b. Fertilizer/Vaccine/Vermi compost c. Livestock Items d. Agriculture Machineries/Equipment e. Other materials related to agricultural work
Group-9	<b>Motorized &amp; Non-Motorized Vehicle Supply</b>	a. Vehicle (3 Wheler) b. Vehicle (4 Wheeler) c. Water Transport (Boat)





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Group-10	<b>Medical Supplies</b>	a. Medical Consumables b. Health Product c. Instruments & Equipment d. Surgical Items
Group- 11	<b>Media Buying</b>	a. Media (Airing, Creative Agency, TVC, Animation, Video Documentary, Editing and Recording) b. Advertising c. Event Management d. Audio Program
Group- 12	<b>ICT Software</b>	a. Packaged Software/ Licensed Software b. Software Development c. Maintenance & Repair
Group- 13	<b>ICT Service</b>	a. ICT Content & Curriculum Development b. Network System Installation & Service Data & c. Voice Service e. ISP
Group -14	<b>Equipment</b>	a. Electric and Electronic Appliance b. Office Equipment
Group- 15	<b>Power Equipment Supplies</b>	a. Generator, b. Backup Power. c. Solar Power
Group- 16	<b>Training / Education Materials</b>	a. Play & Learning Materials, b. Teaching Training Materials, c. Training/Education Materials d. Education supplementary Materials, e. Publisher/ Publication/Story Books, e/ Bag
Group- 17	<b>Safety and Security items &amp; Services</b>	a. Safety Security Equipment's/ materials b. Safety & Security Services ( Security Guard)
Group-18	<b>Services</b>	a. Consultancy Firm / Intellectual Service b. Survey/ Evaluation c. Clearing and Forwarding Service d. Courier Service, e. Photocopy/ Binding e. Transportation, Logistics & Rent a Car, g. Insurance, h. Inspection, i. Pest Control, j. Supplying Human Resources (Cleaning, Contractual, Training Provider, k. Installation, l. other services.
Group- 19	<b>Emergency and Relief Goods</b>	a. Food package (Baby, Cooking, Dry) b. Child Protection Supplies/ Kits, c. hygiene Kits, d. Shelter, WASH, Winter Kits.
Group- 20	<b>Garments and Tailoring Items</b>	a. Clothes/ Uniform/ Vest, b, All tailoring items, Chemicals, machines and maintenance etc.

**VENDOR ENLISTMENT EVALUATION PROCESS:** The vendors who applied for enlistment 2025-2027 will be evaluating based on the following steps:

- Preliminary Examination of Eligibility Criteria.
- Technical Evaluation
- Physical Verification or Existing Performance Evaluation (for existing vendor only)
- Combined Evaluation (b+c) and shortlisting
- Due Diligence check/ vetting
- Notification of Enlistment

**a) Preliminary Examination/ Eligibility Criteria:** Firstly, Mukti Cox's Bazar assesses the applied application of Primary examination/ check Eligibility Criteria based on the following information which consist of four criteria;

I) submit the application/ online application

II) Submit the Updated Legal Documents (Copy of Updated Trade License, TIN Certificate and VAT Registration Certificate and Certificate of Incorporation for Limited Company Only)

III) Relevant work experience documents for applied category (Copy of Purchase Order/ Work Order/ Copy of Agreement / Copy of other documents related to work experience)

Those who are primarily Eligible and comply with the above three criteria then they will go for next evaluation steps (Technical Evaluation).



Head Office: Mukti Bhaban, Goldighirpar, Cox's Bazar, Bangladesh.  
Tel # 88-09639-203026, E-mail: [mukticox@gmail.com](mailto:mukticox@gmail.com), Web: [www.mukticox.org](http://www.mukticox.org)





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**b) Technical Evaluation:** The preliminary shortlisted vendors will be technically evaluate as per the following criteria and weight and then shortlisted for physical verification. Technical evaluation score will be based on following criteria & weight:

Sl No.	Criteria	Weight (%)	Marks
1	Year Of Establishment	10%	
2	<b>Client List &amp; Customer Reference</b> (Company who have experience to work with UN organization, International NGO, Development partners, Diplomatic mission & MNC will get higher weight)	20%	
3	<b>Organization Profile</b>		
3.1	Type of Business	10%	
3.2	No of Employee	10%	
4	Relevant Experience	10%	
5	Capacity / Strength	15%	
6	Physical Verification / Performance Evaluation Score	25%	
Total		100%	

Those who are technically qualified will be recommended for Physical Verification based on the score from the technical evaluation.

**C) Physical Verification/Performance Marks:** Physical verification will be conducted for the shortlisted vendors based on the technical evaluation. Physical verification is mandatory for newly shortlisted vendor; those who are already enlisted and verification has been done in the last enlistment period, will not require further physical verification. In that case, their performance evaluation score weight will be considered as a physical verification mark.

**d) Combined Evaluation and shortlisting:**

Final Shortlisting will be prepared based on the following two scores

i) Score from Technical Evaluation

ii) Score from Physical Verification or Performance Evaluation. Based on the combined score, the Vendor Enlistment Committee will shortlist and recommend vendor for Enlistment 01 July 2025-30 June 2027 for respective categories.

**e) Due diligence:** Vendor Enlistment process will be complete after due diligence check if any vendor(s) disqualify (unclear from the due diligence check then they will not be enlisted vendor for 01 July 2025-30 June 2027. Based on Due Diligence clearance, Mukti Cox's Bazar will issue a Notification of Enlistment and will finally enlist in our database.

Mukti Cox's Bazar will conduct the Vendor Orientation Session where we share our Policy, Procedure, Compliance and necessary guidelines and done agreement, so that enlisted vendor or their representative can align with Mukti Cox's Bazar systems and compliance.





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- ❖ All the Potential vendor(s) need to be applied through prescribed format;
- ❖ All the Potential vendor(s) need to be applied through prescribed format;
- ❖ NO Application will be accepted without prescribed format;
- ❖ Interested Vendors will fill up required information and submit all the relevant documents through the hardcopies at Mukti Cox's Bazar Head office along with necessary documents within the mentioned deadline by 27<sup>th</sup> May 2025
- ❖ One Vendor may participate in multiple categories based on their capacity, scope and nature of business and submit in separate application with relevant documents.
- ❖ Validity of Vendor Enlistment will be Two year which will be effective from July 1, 2025 or date of approval.
- ❖ All the vendors are must complied with our policy and procedure including due diligence.
- ❖ Physical Verifications are not required for Existing Vendors (who have already visited during last enlistment process), in that case their performance evaluation score will consider as a physical verification weight and vice versa.

## REQUIRED DOCUMENTS VENDOR ENLISTMENT SUBMISSION:

1. Application Form with Signed Copy.
2. Organization Profile along with required information related to Evaluation, Reputed Client List and Customer reference as per Evaluation Criteria.
3. Copy of Updated Trade License/ Registration Certificate; Copy of Certificate of Incorporation (for Limited Company); Copy of Press License (for Printing, Press and Publications) Copy of Contractor License (for Construction Company), Vehicle supplier (BRTA License).
4. Copy of TIN Certificate (e-TIN) and Last return submission copy.
5. The Income Tax Identification Number (TIN) certificate is applicable for both National and International. International consultant will submit their Income Tax-related certificate.
6. Copy of VAT Registration Certificate or BIN Certificate.
7. Copy of Experience Documents/ Purchase Order of last one year against applied Category or sub Category.
8. Bank Account Updates Certificate or Last 6 month bank statement.

Interested vendors/ manufacturers/ sole agents/ distributors/ service providers/ contractors can collect "Vendor Enlistment Schedule" will be available at the Procurement Office, 3<sup>rd</sup> Floor, Mukti Bhaban, Goldighirpar, Mukti Cox's Bazar from 14 May 2025 to 27 May 2025 from 10:00 am to 03:30 pm on all working days. **"The enlistment application (Mention Group) along with other documents, should mention the Group Name and Number on the envelope."**

Mukti Cox's Bazar has a non-negotiable policy of ZERO TOLERANCE towards Safeguarding. Everyone engaged with Mukti Cox's Bazar are expected to abide by the Code of Conduct. Protection from Sexual Exploitation and Abuse (PSEA), Financial Policy, Procurement Policy, Gender Policy, Safeguarding Policy, the Child Safeguarding Policy, Anti-fraud, Bribery and Corruption Policy and Prevention of Money Laundering and Terrorist Financing Policy of Mukti Cox's Bazar.

