



Mukti Cox's Bazar
Head Office, Goldighir Par, Cox's Bazar.

VENDOR ENLISTMENT NOTICE

Mukti Cox's Bazar is requesting for application for Cox's Bazar and Bhasanchar from Producer/Vendor/Service Providers for Enlistment for the Period of one year from **1st January 2024 to 31st December 2025** for following Categories.

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.

Mukti is a Local Leading Organization working for improving the education reproductive health and advocacy and Policy development for rights of social population in Bangladesh since 1996. Presently it is working in Cox's Bazar, Chittagong District & Noakhali District under through the Country.

GROUP	SUPPLY/SERVICE/BUSINESS CATEGORY	SUB CATEGORY
Group-1	Accommodation, Venue & Food	a. Accommodation b. Food & Beverage c. Venue d. Restaurant
Group-2	Printing and Designing	a. Offset/General Printing b. Digital Printing c. Design Illustration d. Press/Publisher/Publication House
Group-3	ICT Hardware & Equipment	a. Computer/Laptop/Printer/Projector & Accessories b. Toner/Cartridge/ICT Accessories /Still/Video Camera/ Scanner/ Photocopier c. Communication Equipment (Mobile/Tab)
Group-4	Furniture & Fixture	a. Office Furniture b. Household Furniture c. Hospital Furniture
Group-5	General Supplies	a. Office Supplies & Stationery, b. Promotional Items (Mug/Souvenir/T-shirt/Umbrella etc. c. Cookeries, d. News paper, e. Tours and Travelling agency f. others
Group-6	Civil Works & Construction	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	Repair & Maintenance	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	Agricultural Supplies	a. Seeds/Saplings b. Fertilizer/Vaccine/Vermicompost c. Livestock Items d. Agriculture Machineries/Equipment e. Other materials related to agricultural work
Group-9	Motorized & Non Motorized Vehicle Supply	a. Vehicle (3 Wheeler) b. Vehicle (4 Wheeler) c. Water Transport (Boat)
Group-10	Medical Supplies	a. Medical Consumables b. Health Product c. Instruments & Equipment d. Surgical Items
Group-11	Media Buying	a. Media (Airing, Creative Agency, TVC, Animation, Video Documentary, Editing and Recording) b. Advertising c. Event Management d. Audio Program
Group-12	ICT Software	a. Packaged Software/ Licensed Software b. Software Development c. Maintenance & Repair

Group-13	ICT Service	a. ICT Content & Curriculum Development b. Network System Installation & Service c. Data & Voice Service e. ISP
Group-14	Equipment	a. Electric and Electronic Appliance b. Office Equipment
Group-15	Power Equipment Supplies	a. Generator, b. Backup Power, c. Solar Power
Group-16	Training / Education Materials	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	Safety and Security items & Services	a. Safety Security Equipment's/ materials b. Safety & Security Services (Security Guard)
Group-18	Services	a. Consultancy Firm / Intellectual Service b. Survey/ Evaluation c. Clearing and Forwarding Service d. Courier Service, e. Photocopy/ Binding e. Transportation, Logistic & 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	Emergency and Relief Goods	a. Food package (Baby, Cooking, Dry) b. Child Protection Supplies/ Kits, c. hygiene Kits, d. Shelter, WASH, Winter Kits.
Group-20	Garments and Tailoring Items	a. Cloths/ Uniform/ Vest, b. All tailoring items, Chemicals, machines and maintenance etc.

Interested vendors/ manufacturers/ sole agents/ distributors/ service providers/ contractors can collect "Vendor Enlistment Schedule" will be available at Procurement Office, 3rd Floor, Mukti Bhaban, Goldgirpar, Mukti Cox's Bazar from 12th November 2023 to 22th November 2023 from 10:00 am to 03:30 pm on all working days. **"The enlistment application, along with other documents, should mention the Group Name and Number on the envelope. One supplier is eligible for one group."**

Physical verification may be done before final awarding and Mukti Cox's Bazar reserves the right to accept or reject all/part applications without assigning any reason whatsoever.

For more/further information please contact us via email (mukticoxprocurement@gmail.com) or we can be reached at the following phone numbers.

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.