



INVITATION FOR VENDOR ENLISTMENT

HYSAWA (Hygiene, Sanitation and Water Supply) invites applications from the interested vendors/suppliers/ manufacturer for Enlistment. Delivery points are Dhaka, Cox's Bazar, Noakhali, Khulna and other areas. The categories are as follows;

Sl. No.	Categories	Examples of Item
1	Stationery & office supplies	Pens, Highlighter, Eraser, Plain paper (for printer), Notebooks, ruled paper, binder books, Sticky tape, Stapler and staples, Paper clips, Hole punch, Scissors, Calculator, Printer toner, Tissues, USB memory sticks, Batteries (for electronic equipment), Wall clock, Toilet paper, Coffee, tea, sugar, Cleaning equipment: broom, bucket, cloth, spray, etc
2	Office equipment supplier	Photo copier, Printer, Scanner, Fax, Phone system, Large whiteboard, Security system, Internet connectivity, Paper shredder, Digital camera, Refrigerator, Microwave oven etc.
3	Printing & publications	Announcements, Booklet, Brochure, Business Cards, Calendar, File folders, Envelope, Flyer, Greetings card, Newsletter, Banners, Corporate printing and publications.
	Advertising agency	Designs and publish paper advertisement, placing advertisements in various media (radio, television, and internet) etc.
5	Office Furniture and Fixtures	Bookcases, chairs, desks, filing cabinets, tables etc.
6	Vehicle repairing workshop	Garage or a workshop for regular maintenance task of vehicle, any repairing, air-con service & repair, car accessories etc.
7	Vehicle Tyre and Battery supplier	Tyre and Battery of all available brand.
8	Computer and accessories supplier	Computer (hard drive, monitor, keyboard, USB modem), laptop etc.
9	Motor cycle supplier	Motor cycle of all available brands and origin
10	uPVC pipe and accessories for tubewell manufacturer	uPVC pipe for tube well (hand pump), pipe network for water distribution system, drainage and sewerage system etc.
11	Tubewell head and necessary fittings manufacturer	Tubewell Head as per UNICEF'93 design manual.
12	Deep Set Pump and necessary fittings manufacturer	All necessary accessories of Deep Set Pump.

Suppliers Enlistment Form containing detail terms & conditions can be downloaded from the website of the HYSAWA: www.hysawa.org/eoi. Application completed in all respects is to be submitted to HYSAWA Head office, Orin tower (Level 3), House 23, Road 113/A, Gulshan 2, Dhaka in a sealed envelope. Please mark on envelop for enlistment category "application for....." Application can also be submitted through courier/postal delivery. Current Vendor who are presently working with HYSAWA they also need to apply.

Enlistment is limited to those firms who have legal establishment (Trade License, TIN, VAT Registration & other legal documents) and established business in particular category of supplies and materials and have office/showroom/shop/printing press (as the case might be) in Dhaka city. HYSAWA may require physical verification of place of business and authentication of provided documents/certificates etc.

Applicant can apply for any or all of the categories by submitting separate application form with related supporting documents.

HYSAWA reserves the right to accept, modify or reject any or all of the applications, suspend business with them for any period, debar or remove the name from the approved list of vendors indefinitely or for a period as decided by the Management of HYSAWA without assigning any reason whatsoever.

Last Date and time for submission of application: 07 February 2019 at 5:00PM

Md. Nurul Osman
Managing Director
HYSAWA