

Vendor Enlistment Application Form

Date: [Insert Date]

Reference No: [Insert Reference No.]

To

Director

Bangladesh Breastfeeding Foundation (BBF)

IPH Building, Ground floor, Room 197-201

Mohakhali, Dhaka

Subject: Request for Vendor Enlistment

Section 1: Vendor Details

1. **Company Name:**
[Insert Company Name]
2. **Registered Address:**
[Insert Address]
3. **Contact Person:**
[Insert Name]
4. **Position:**
[Insert Position]
5. **Contact Details:**
 - Phone: [Insert Phone Number]
 - Email: [Insert Email Address]
6. **Company Website (if any):**
[Insert Website]

Section 2: Legal and Financial Information

1. **Type of Business:**
 - Proprietorship / Partnership / Pvt. Ltd. / Ltd. Company / Others (specify)
2. **Registration Number:**
[Insert Registration Number]
3. **Tax Identification Number (TIN):**
[Insert TIN]
4. **VAT Registration Number (if applicable):**

[Insert VAT Number]

5. **Bank Name and Branch:**
[Insert Bank Name and Branch]
6. **Bank Account Number:**
[Insert Bank Account Number]

Section 3: Experience and Capability

1. **Years of Experience in Business:**
[Insert Years]
2. **Product/Service Categories Offered:**
[List Products/Services]
3. **Past Clients (attach references if applicable):**
 - [Client 1]
 - [Client 2]
 - [Client 3]
4. **Relevant Certifications (ISO, Quality Standards, etc.):**
[List Certifications]
5. **Annual Turnover (Last 3 Years):**
 - Year 1: [Insert Amount]
 - Year 2: [Insert Amount]
 - Year 3: [Insert Amount]

Section 4: Required Attachments

- Copy of Company Registration Certificate
- Copy of Tax Identification Certificate
- Bank Solvency Certificate
- Product/Service Catalog
- ISO/Quality Certificates (if applicable)
- List of Major Projects Completed
- References and Client Testimonials

Section 5: Declaration

I/we hereby declare that the information provided above is accurate and truthful to the best of my/our knowledge. I/we understand that any false information may lead to disqualification from the enlistment process.

Signature of Authorized Person:

[Insert Name & Signature]

Company Seal:

[Insert Seal]

Date:

[Insert Date]