



BANGLADESH BREASTFEEDING FOUNDATION

বাংলাদেশ ব্রেস্টিফিডিং ফাউন্ডেশন

Protection, Promotion and Support of Breastfeeding

Invitation for Enlistment of Vendors

Ref: BBF/Procurement/23/০৫৩

Date: 22 June 2023

The Bangladesh Breastfeeding Foundation (BBF) is inviting applications from interested and eligible vendors for enlistment in its procurement system for the financial year 2023-2025. Vendors are invited to submit their applications for the supply of goods, services, and materials required for various BBF programs and activities.

Areas of Procurement:

1. **Group-A:** Office Stationeries, Toiletries & other consumables
2. **Group-B:** Groceries items
3. **Group-C:** Computer (Desktop, Laptop, etc.), Accessories, Printer, Toner and Accessories, UPS, Photocopy Machine, Photocopy Toner and Accessories, Projector
4. **Group-D:** Office Supplies
5. **Group-E:** Printing and Publication works, Various Books/Reports Binding
6. **Group-F:** Documentary & Photography
7. **Group-G:** Vehicle Management (Tire, tube, battery, Vehicle Accessories)
8. **Group-H:** Rent-A-Car: Transport Provider (Minibus, Microbus, Car, Pick-up) on Monthly, Daily, Hourly Basis and others
9. **Group-I:** Travel Agent for Air Tickets (International/Domestic), Visa Processing, and Related Services
10. **Group-J:** Meeting Venue Accommodation, Venue for Training including Conference Equipment and Accommodation, Food and Restaurant Services
11. **Group-K:** Food and Refreshment: Supply of Food for Different Events both at BBF Office and External Venues

Eligibility Criteria:

1. Vendors must have valid trade licenses and registration certificates.
2. Submit tax identification number certificate and Value Added Tax (VAT) registration certificate.
3. Proven track record in providing relevant goods/services.
4. Financial solvency and ability to meet large-scale supply requirements.
5. Vendors with prior experience working with government or non-governmental organizations will be given preference.
6. Compliance with relevant national and international quality standards.

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22/6/23

7. Commitment to delivering products and services on time and as per the agreed quality.
8. Reference of three major buyers as reference of business performance.
9. Must have an independent business office with own landline telephone preferably/contact number.
10. One firm/vendor can apply for two groups representing categories.

Application Submission:

Interested vendors are requested to submit the following documents:

1. A formal letter expressing interest in being enlisted with BBF.
2. Company profile including relevant experience and a list of key clients.
3. Copies of trade license, VAT registration, and TIN certificate.
4. Detailed product or service catalog.
5. Financial statements of the last two years.
6. Any other relevant certifications or licenses.

Submission Deadline: 25 July 2023

All applications must be submitted by to the following address:

Director

Bangladesh Breastfeeding Foundation (BBF)

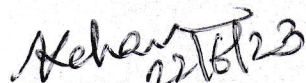
IPH building, Ground floor, room 197-201

Email: procurement@bbf.org.bd

Phone: +88028831134

BBF reserves the right to accept or reject any application without assigning any reason. Only shortlisted vendors will be contacted for further steps.

We look forward to your participation in supporting our efforts to promote maternal and child health through breastfeeding and nutrition interventions.


Khurshid Jahan

Director

Bangladesh Breastfeeding Foundation (BBF)

IPH building, Ground floor, room 197-201