

## Expression of Interest for Vendor Enlistment

### Attachment-A

Date: 10 May 2026

Background:

Ipas is a US based NGO, works globally since 1973 to advance reproductive justice. In Bangladesh, Ipas has been working in close collaboration with the Ministry of Health and Family Welfare and its directorates since 2011 to improve availability of and access to high quality SRHR services in the country including humanitarian settings in Cox's Bazar

Currently, Ipas Bangladesh is looking for vendor who have the experience to work in our mentioned enlistment criteria. This enlistment notice intends to have the database for the enlistment process with the Ipas Bangladesh system. After the enlistment process, the enlisted vendor has to go through a fair competitive process for the selection of any kind of works. Interested entity/person are requested to provide information as requested in below instruction. If anyone wishes to provide additional information, they are requested to include those in an additional page.

#### General notes

- **Application Submission time:** EOI to be submitted on or before **24 May 2026 by 17:00 Hours** through email to: **Bangladesh Procurement <procurementbd@ipas.org>** Please put email subject line **“Request for vendor enlistment”**. Application submitted through any other channel or by hand will not be acceptable.
- **Opening of Application:** There will be no public opening. Ipas Bangladesh reserves the right to accept or reject any application without assigning any reason whatsoever.
- The enlistment process is not a purchase order, nor an agreement. All have to go through a competitive bidding process for any kind of work.
- Submission of EOI and enlistment document doesn't establish right to get confirmed enlistment at Ipas Bangladesh. Received applications will be reviewed thoroughly and shortlisted vendor will be selected for enlistment.
- Ipas may seek for additional documents (as applicable/necessary) from the vendor during the enlistment process.
- This process is only to collect the available vendor information for our database. All interested participants all over Bangladesh who have valid business documents as listed below can apply for enlistment.
- Ipas Bangladesh will check the reference of clients/contacts submitted by the vendor, as necessary and may visit vendor's office for further verification.
- **Vendors already enlisted with Ipas Bangladesh, need not to apply again.**

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### **Documents that need to be submitted for EOI**

#### **Business Entity**

- Complete filled up of “Vendor/Consultant Enlistment Application Form”
- Company Profile/Portfolio/CV with a client list (add a minimum 3 client names)
- Copy of updated Trade License (FY 24-25)
- Copy of VAT Registration Certificates (13 DIGIT BIN)
- Copy of e-TIN (proprietor/individual/company)
- Proof of Submission of Income Tax Return (Assessment year 2024-2025)
- Copy of NID (Owner/individual)
- Photocopy of Bank Cheque leaf
- Associated work experience certificate/copy of purchase order (at least 3)
- Registration approval from Government (DG Health)- only for the health service provider
- Any other document/certification (subjected to some specialized category vendor only as appropriate based on Bangladesh Govt. rules and regulations)

Shortfall of any information / documents may cause the rejection of any application. Moreover, Ipas Bangladesh reserves the right to accept or reject any or whole application without assigning any reason, whatsoever.

**Ipas Bangladesh will neither bear any expenses nor receive any fees related with this enlistment process.**

For any queries, please feel free to call **+8801946364465** within business hours/day only.

**[Bangladesh business hours/day: Sunday to Thursday. 09:00 Hours – 17:00 Hours (GMT+6)]**

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The End