

**SUPPLIER PROFILE**

(For registration with ADRA Bangladesh)

**SECTION 1: GENERAL INFORMATION**

|  |  |  |
| --- | --- | --- |
| **Address** | **Name of Company/****Organization:** |  |
| **Registered Address:** |  |
| Postal Code: |  | City: |  |
| Country: |  | Tel: |  |
| Email: |  | Cell: |  |
| **Mail Address** **(if different):** |  |
| Postal Code: |  | City: |  |
| Country: |  | Tel: |  |
| E-mail: |  | Cell: |  |
| **Other** | Year established: |  | No of employees: |  |
| Gross annual sales (in US Dollar/BDT): |  | Annual export sales (if any): |  |
| Owner of the Company: |  | Manager of the Company: |  |
| Contact Person: |  |
| Mobile No: |  | Mobile No-2: |  |

**SECTION 2: BANK INFORMATION**

|  |  |
| --- | --- |
| **Bank Name** |  |
| **Bank Address** |  |
| **Bank Account No.** |  |
| **Swift Code:** |  |

**SCTION 3: TYPE OF COMPANY/ORGANIZATION**

|  |  |
| --- | --- |
| **Type of Business (please tick appropriate box):** | **Status Of Business (please tick appropriate box):** |
|  | PA = Partnership |  | Manufacturer |
|  | PR = Private Limited Liability Company |  | Retailer |
|  | PC = Public Limited Liability Company |  | Authorized Agent |
|  | GO = Government Assisted Firm/Institute Firm/Institute |  | Sole Agent |
|  | SE = State Enterprise |  | Commission Agent |
|  | NG = Non-Governmental Organization |  | Producer of Raw Materials |
|  | NP = Not For Profit Organization |  | Wholesale Dealer |
|  | IN = International Organization |  | Manufacturer’s Representative |
|  | UN = University |  | Other |
|  | OT = Other |  |  |

**SECTION 4: LIST OF THE GOOD OR WORK OR SERVICES AVAILABLE**

**(Please list description of goods, works or services offered)**

|  |  |  |
| --- | --- | --- |
| **S.N.** | **Group Name** | **Choose from the list of activities on the circular****(one line description for each)** |
| 01 |  |  |
| 02 |  |  |
| 03 |  |  |
| 04 |  |  |
| 05 |  |  |
| 06 |  |  |
| 07 |  |  |
| 08 |  |  |
| 09 |  |  |
| 10 |  |  |

***To apply, please submit the following documents:***

1. Copy of the valid Trade License
2. Copy of the TIN Certificate
3. Copy of Tax Clearance Certificate 2017-18
4. Copy of the up-to-date VAT registration certificate
5. Copy of the bank account certificate (a letter from the bank stating the a/c number)
6. Copy of the procurement client list with addresses and phone numbers.
7. Detail and standard specification (s) of item (s) offered.
8. Last 3 years financial statement

Certification: I/We hereby confirm that the information provided in this form is correct. In case of any change I/we confirm to inform ADRA Bangladesh as soon as possible.

|  |  |  |
| --- | --- | --- |
| Signature: |  | Company Seal |
| Name: |  |
| Title |  |
| Date: |  |

Applications can be submitted for multiple categories; each category requires a separate, full application in an A4 size report file in a sealed envelope. Please label the envelope with the specific category and send to:

**Procurement Department, ADRA Bangladesh, Leisure Inn, Bkash building, Bus Terminal Road, Kolatoli, Cox’s Bazar**. Or, send over the email to **procurementcxb@adrabd.org** (Must mention the specific group on the subject line)

Deadline: 23/04/2019, Tuesday, At 05.00PM