



IID Terms of Reference and Guideline Vendor enlistment 2019-2022

(Effective from 1st January, 2019)

ID Terms of Reference and Guideline

Background

Institute of Informatics and Development (IID) is a public policy institute making policy public for the last six years. IID is promoting evidence-informed inclusive policy. IID was registered in 2013 as a nonprofit institute in Bangladesh under Section 28 of the Companies Act 1994.

Through innovative use of information and communication technology, IID bridges the widening information gap between the information-rich and information-poor segments of the society.

IID is going to prepare a vendor database for the next three years and thus inviting vendors to be enlisted through sending duly filled out attached form and relevant documents. Our vendor list is diverse in nature to be providing good and services for the business operations of the organization.

Duration of Vendor Enlistment: 3 years (From April 01, 2019 to March 31, 2022)

Category of Vendor Enlistment:

No	Category	Sub Category
1	General Office Supplies	a) Stationery and Grocery supply b) Repair and Maintenance services (for Electrical, Plumbing, Furniture etc.) c) Promotional Items (Mug/Souvenir/T-shirt/bag/ Umbrella etc.). d) Education supplementary Materials e) Office furniture f) Courier Service
2	Printing and Publishing	a) Offset printing/ General printing b) Digital printing c) Design and Illustration d) Book Publishing
3	Public Relation, communications and Event Management	a) Media Buying (TV and Radio broadcast) b) AV Production (TVC, Animation, Video Documentary, Editing & Recording) c) Photography d) Advertising e) Event Management, Fair Management f) Social Media Agency, Social Media Campaign g) Strategy for branding and promotional h) Result evaluate for communication strategy
4	Workshop, Training and Event Venue	a) Accommodation b) Food and Beverage c) Venue d) Sound e) Lights

5	ICT Hardware and Equipment	<ul style="list-style-type: none"> a) Computer/Laptop b) Printer c) Projector/ PICO projector d) ICT Accessories (including hard drive) e) Toner/Cartage f) Communication Equipment (Mobile/TAB) g) Still/ Video Camera h) Scanner i) Photocopier j) Air conditioner
6	ICT Software	<ul style="list-style-type: none"> a) Packaged Software /Licensed Software b) Software Development c) Maintenance & Repair
7	ICT Service	<ul style="list-style-type: none"> a) On call services for office software and hardware maintenance b) ICT Content & Curriculum Development c) Internet Service provider(Broadband) d) Integrating voice over/ talkback technology
8	Travel, Transportation and Shipping	<ul style="list-style-type: none"> a) Vehicle rental services b) In-country and International shipping c) International Postal
9	Office Services	<ul style="list-style-type: none"> a) Security Services (including Security Guard, Security training and Security manual review) b) Cleaning services c) Insurance (for Life, Health, Travel and Office Asset) d) Travel agent for domestic and international travel
10	Consultancy Service	<ul style="list-style-type: none"> a) Interpreter/ Translator b) Survey/Evaluation/Research/ Data collection c) Design and Illustration d) Project design, business plan development and review e) Writing f) Illustration g) Trainer or facilitator

Vendor enlistment process: The vendors who applied for enlistment for the tenure of 2019-2022 will be evaluate based on the following steps:

- a) Preliminary Examination of Eligibility Criteria
- b) Technical Evaluation
- c) Physical Verification or Existing Performance Evaluation (for existing vendors only)
- d) Combined Evaluation of technical evaluation and physical verification (b+c) and shortlisting
- e) Due Diligence check/ vetting

f) Notification of Enlistment

a) Preliminary Examination/ Eligibility Criteria:

Firstly, IID assess the applications for enlistment following the evaluating the below three criteria;

I) Submission of the application – timely and duly

II) Submission of the required Legal Documents (Copy of Updated Trade License, TIN Certificate and VAT Registration Certificate and Certificate of Incorporation for Limited company only)

III) Furnishing the of the relevant work experience documents for the applied category (Copy of Invoice/Letterhead/Purchase Order/ Work Order/ Copy of Agreement / Copy of other documents related to work experience)

Those who are primarily Eligible and comply with the above three criteria then they will go for next step of the evaluation (Technical Evaluation).

b) Technical Evaluation:

The preliminary shortlisted vendors will be evaluated as per the following criteria and weight and then will be shortlisted for physical verification. Technical evaluation score will be based on following criteria & weight:

No	Criteria	Weight
1	Year of Establishment	5
2	Track record in working with client (Client list and Customer reference)	15
3	Relevant Experience of the organization/ staff of the organization	35
4	Capacity and strength	20
5	Physical verification and performance evaluation score	25

Vendors, those who are qualified technically, they will be recommended for Physical Verification based on the score from technical evaluation.

c) Physical Verification/Performance Marks:

Physical verification will be conducted for the shortlisted vendors based on the technical evaluation. Physical verification is mandatory for newly shortlisted vendor, those are already enlisted and verification has been done, will not require for further physical verification, in that case their performance evaluation score weight will consider as a physical verification mark.

d) Combined Evaluation and shortlisting:

Final Shortlisting will be prepared based on the following two score

I) Score from Technical Evaluation

II) Score from Physical Verification or Performance Evaluation

Based on the combined score Vendor Enlistment Committee will shortlist and recommend vendor for Enlistment for 2019-2022 for respective categories.

e) Due diligence:

Vendor Enlistment process will be completed after due diligence check if any vendor(s) disqualify /unclear from the due diligence check (Bridger Check) then they will be enlisted as vendor for 2019-2022. Based on Due Diligence Clearance IID will issue Notification of Enlistment and finally enlisted in our data base.

IID will share our General Terms and Conditions, Environment policy, Compliance and necessary guidelines so that enlisted vendor or their representative can align with IID's policy and compliance issue.

Work Flow

1. All the Potential vendor(s) need to submit the duly filled out IID Vendor enlistment form at email@iidbd.org or to IID office at, 19/5, Babar Road, Mohammadpur, Dhaka- 1207.
2. Interested Vendors will fill out required information and submit all the relevant documents in hardcopies at IID office along with necessary documents.
3. One Vendor may participate in multiple categories based on their capacity, scope and nature of business.
4. Validity of Vendor Enlistment will be applicable for three years which will be effective from April 01, 2019 or date of approval.
5. All the vendors must comply with our policy and procedure including due diligence.
6. Vendor Enlistment documents must be sent to email@iidbd.org or to IID office by CBO of March 15, 2019.

Checklist of documents to submitted:

- I) Application Form - duly filled out, signed and stamped
- II) Copy of Updated Trade License/ Registration Certificate
- III) Copy of TIN Certificate (e-Tin) or Last return submission copy
- IV) Copy of VAT Registration Certificate (optional)
- V) Copy of Certificate of Incorporation (for Limited Company)
- VI) Bank Account information, with a copy of VOID cheque.
- VII) Reputed Client List and Customer reference as per Evaluation Criteria
- VIII) Organization Profile/ CV of the staffs along with required information related to Evaluation