

**BRAC
Procurement Department,
75, Mohakhali, Dhaka-1212.
Enlistment Schedule**

Date: 26-04-2026

Subject: Vendor Enlistment Schedule for New Vehicle of duration 2 Year(s)

Application for Enlistment of New Vehicle under general terms and conditions set forth herein below will be received by the Head of Procurement, BRAC Procurement Department up to 10-05-2026 for the period of 2 year(s).

SL	Checklist Criteria	Required/Optional	Vendor's Fill up & Documents submit with Application	
			Yes	No
1	Manufacturer Authorization Letter	Required		
2	Up to date copy of PSR document	Required		
3	List of nationwide Service Centers	Required		
4	Office Space (Showroom and Service Centers)	Required		
5	Trade License (updated)	Required		
6	Business Identification Number (BIN)	Required		
7	Company profile (registered address, contact person, list of customers, etc.) or CV of individual consultant	Required		
8	Experience certificate from two different clients OR at least two POs from different clients	Required		
9	Bank solvency certificate from any Scheduled Bank Or bank statement of last 6 months	Required		
10	Memorandum / Articles of Association (If any)	Optional		
11	Certificate of Incorporation (If any)	Optional		
12	Industry-specific license/approval (If Any/applicable)	Optional		
13	Relationship declaration	Required		
14	Self-Disclosure Form	Required		
15	Climate Change Declaration Form	Required		

General Terms & Conditions

1. Application should be submitted in FULL SET OF FORMS including general terms & conditions of the schedule prescribed by the BRAC Procurement Department.
2. Application with mentioned all documents and information in sealed Envelope with item name on top of the envelop is to be submitted through eTender portal (tender.brac.net) by 10-05-2026 at 02:30 PM. Application will not open in public place.
3. Applicant must put signature; write full name, name of the firm and address in the spaces provided for both on the copy of the general terms and conditions; and **annexure-A** in the schedule. Incomplete and incorrect application will not be considered for Enlistment.

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Registered in
Bangladesh under
The societices
Registration Act of 1860

4. All procurement will be done through BRAC Procurement Department (BPD) following the BRAC Procurement Guidelines and Implementation Procedures (BPGIP), which can be seen from website tender.brac.net. All items should be supplied within the mentioned date and instruction(s) described in the purchase order free of charges to the delivery point of BRAC, unless otherwise specified in the purchase order as well as the RFQ (Request for Quotation) / Tender Documents.
5. Enlistment is limited to that **New Vehicle** who have an established similar nature business in **Bangladesh**. The Supplier(s) premises will physically be inspected before enlistment.
6. The Supplier (s) should mention their contact address in detail. The supplier should have **active email address** and Telephone / Cell number.
7. BRAC may be calculated L.D (Liquidated Damage) at the rate of 0.5% for per week delay or part there of up to maximum 5% from the stipulated time of supply & deducted from the submitted bill when the Suppliers does not supply the goods within the time stipulated in the Purchase Orders / Contracts.
8. If the party fails to supply any or all items within the delivery period as per issued BRAC's Purchase Order (PO), in that case BRAC can cancel the PO and receive goods from another source.
9. **New Vehicle** deemed necessary by the persons authorized by the BRAC. Any item found below the standards specified or inferior than the sample provided with the price quotation shall be rejected and the rejected materials should be received taken back by the supplier without delay at his own cost. Repetition of attempt to supply sub-standard materials might lead to cancellation of the enlistment.
10. Three copies of Challan (Delivery receiving document) should be submitted to the receiving officer/ mention delivery point at the time of delivery of goods starting the purchase/work order number and date. Receiving officer will sign Challan and return copies to the party.
11. Payment will be made after satisfactory delivery and a notation on the delivery Challan by the recipient (with name, designation & date) through an automatic Bank Transfer directly into Company BANK Account within 45 days. The following information is to be provided on the bill. a) Name of Account b) Account No. c) Bank Name with branch & email address. No stamp needed: If paid electronically (bank transfer, mobile wallets), for bills of 500 taka or less paid by cash, check, or pay order.
12. BDT 10 stamp: For bills over 500 taka paid by cash, check, or pay order.
13. **Income Tax & VAT will be deducted at source from all bills as per Govt. Rule (if applicable).**
14. The vendor has to submit their latest income tax certificate, otherwise, 50% extra AIT will be charged as per government rule (e. g. if the AIT is 5% of the billing amount, then it'll be 7.5% instead for not submitting the latest income tax certificate).
15. The BRAC reserves the right to accept or reject any or all applications for enlistment without assigning any reason thereof. The enlistment may be extended for another period of three months If so need and accepted/agreed by the suppliers.
16. Enlisted Supplier(s) are required to follow the BRAC Procurement Guidelines and Implementation procedures (BPGIP). You can visit **tender.brac.net**.
17. Neither party should be responsible for failure to fulfill its obligations due to causes beyond its reasonable control, including without limitation, acts of God, fires, floods, wars, or any other causes directly or indirectly beyond the reasonable control of the non-performing party, so long as such party is using its best efforts to remedy such failure or delays.
18. Regardless of cause, Tenders submitted in late (i.e. after the dropping deadline) would not be opened and may be returned to the vendor at the expense of the vendor or destroyed if requested

19. Vendors should promptly notify the BRAC Procurement department of any ambiguity, inconsistency or error which they may discover upon examination of a tender document.
20. Unless otherwise stated, all prices and payments must be made in BDT through transfer to Supplier's Bank Account.
21. The decision of the management of BRAC will be final in case of any dispute between the firm and the Centre regarding the Enlistment/Contract.

22. Award Notification: Only the successful bidder/bidders will be notified.

Thanking You
For BRAC



Tashnuba Binte Anwar
Senior Manager, Procurement

RELATIONSHIP DECLARATION

For the declaration regarding the relationship with **BRAC**, the vendor should select **(√)** any of the options from the following table.

We have no family members, close friends, & allies in BRAC

OR

We have the following family members/close friends/ allies in BRAC.

Name	
Designation	
Contact Number	
Duty Location	
Type of relationship	

RESPONDER'S SIGNATURE AND DATE:

RESPONDER'S NAME:

DESIGNATION:

COMPANY:



Climate Change Declaration Form for Procurement

BRAC Climate Change Programme

No.	Indicators	Requirement	Yes	No
1	Prevention of pollution	We ensure proper use, storage, movement, and disposal of environmentally hazardous materials and chemicals	Yes	
		We follow Bangladesh Environmental Conservation Act	Yes	
		We ensure proper waste disposal in managed way	Yes	
		We ensure wastewater management and prevention of effluents reaching water bodies, including groundwater	Yes	
		We avoid single use of plastic and it's alternative use	Yes	
2	Sustainable resource use	We promote sustainable resource use	Yes	
		We use recycled, recyclable, biodegradable, re-used, reusable, renewable, or compostable materials	Yes	
3	Climate change mitigation and adaptation	We use low-carbon/energy-efficient technologies, minimum energy performance, and low power mode equipment	Yes	
		We ensure energy-efficient and clean transportation and logistics arrangements	Yes	
		We ensure carbon offsetting of emissions during production	Yes	
4	Protection of the environment, biodiversity	We do not allow any activity related to harming the environment and biodiversity	Yes	
5	Social health and well-being	We avoid the use of chemicals potentially hazardous to users of the product, like volatile organic compounds (VOCs), etc	Yes	
		We ensure labeling of included/used hazardous chemicals	Yes	

I acknowledge that I have read and agreed with all the indicators and requirements of the "Climate Change Declaration Form" to enlist as a vendor of BRAC. This declaration will contribute to the BRAC Strategy, Paris agreement, and other national and global policies to ensure the SDG Goal 13 on Climate Action.

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Signature

Organization Name:

Date:

APPENDIX VIII

Self-Disclosure Form

Safeguarding Standards for Service agencies/Suppliers

BRAC is committed to safeguard its people and assets from any kind of harm, harassment and misconduct as guided by the safeguarding policy and code of conduct.

Under no circumstances can BRAC staff or any party associated with BRAC cause any harm (physical, emotional, sexual and cyber) to an individual or a group of people who are engaged with BRAC.

BRAC staff and/or any party engaged with BRAC are under the duty to report any suspected misconduct or misbehaviour (sexual harassment, intimidation, bullying, violence, discrimination, neglect and exploitation) through the following number and e-mail addresses:

Phone number: 01729071546 or 01730346883

E-mail address: complaint.shrc@brac.net or hrd.gmt@brac.net

Anyone reporting in good faith of any incident of suspected or real misconduct are entitled to protection by BRAC from retaliation, in accordance with whistleblowing policy of BRAC.

The following are minimum standards of behaviour that are expected from any agency or supplier or service providers that in terms of safeguarding:

1. Treat everyone with respect.
2. Not engage in any forms of abusive behaviours like bullying, *sexual harassment, child abuse or harassment, intimidation and violence, humiliation and discrimination, neglect and exploitation*, degrading or exploitative behaviour. (description of abusive behaviour is attached as annex-I).
3. Not exploit children, adolescents, adults with special needs or other participants or BRAC employees in any form.
4. Not use inappropriate language or do any misconduct with BRAC employees or programme participants or anyone associated with BRAC.
5. Must not assault or threaten to assault anyone.
6. Must not engage in any inappropriate sexual interaction, for example, with children or adolescent, or with programme participants or BRAC staff.
7. Report any abuse that is witnessed or have reliable information about, to BRAC authority, or via safeguarding helpline contact numbers and e-mail.



8. Respect confidentiality of the incident, other than reporting it to Safeguarding hotline numbers and/or emails.
9. Respect everybody's privacy.
10. Respect visiting and working hours.
11. Do not take photos or videos without consent.

Confirmation of Declaration	
<input checked="" type="checkbox"/>	We agree with the Safeguarding Policy and sub-set policies (Child and adolescent protection policy, Sexual harassment elimination policy, Adult with special needs policy, Whistle blowing policy, Workplace bullying and violence prevention policy) and minimum behavioural standard of BRAC.
<input checked="" type="checkbox"/>	We agree that the information provided here may be processed in connection with selection purposes and this is considered necessary to safeguard children, adolescent, women and adult with special needs.
<input checked="" type="checkbox"/>	We confirm that the information that is provided in this form is correct and complete and we understand that the agreement may be withdrawn or disciplinary action may be taken if any misconduct will happen by our agency.
Signature	
Name	
Name of the agency	
Date	

Safeguarding is everyone's responsibility



Annexure-1

Definitions of Abusive Behaviors related to Safeguarding

1. **Sexual Harassment:** Any unwelcome direct, indirect, physical, cyber, verbal or nonverbal conduct of sexual nature.

যৌন হয়রানি: যে-কোনো ধরণের অনাকাঙ্ক্ষিত প্রত্যক্ষ, পরোক্ষ, শারীরিক, সাইবার (তথ্যপ্রযুক্তির মাধ্যমে), মৌখিক বা অ-মৌখিক যৌন প্রবৃত্তিমূলক আচরণ।

- 1.1 Sexual exploitation:** means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including but not limited to profiting monetarily, socially or politically from the sexual exploitation of another.

যৌন শোষণ: শুধুমাত্র আর্থিক, সামাজিক কিংবা রাজনৈতিক লাভের উদ্দেশ্যে নয় বরং অন্যের অসহায়ত্ব, ক্ষমতা বৈষম্য বা বিশ্বাসের সুযোগ গ্রহণ করে তার কাছ থেকে যে কোনো ধরণের যৌন উদ্দেশ্য সাধন কিংবা এরূপ কোনো প্রচেষ্টাকে যৌন শোষণ বলা যেতে পারে।

- 1.2 Sexual abuse:** means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

যৌন নির্যাতন: যৌন নির্যাতন বলতে এমন যৌন আচরণকে বোঝানো হয় যেখানে জোরপূর্বক অথবা অসম অথবা বাধ্যতামূলক পরিবেশে অনধিকারবশত কাউকে শারীরিকভাবে হেনস্তা কিংবা নিপীড়ন করা হয়।

2. **Intimidation:** Intentional behaviour that would cause a person to fear injury or harm.

ভীতি প্রদর্শন: ইচ্ছাকৃত কোনো আচরণ যার ফলে একজন মানুষের মনে জখম বা ক্ষতিগ্রস্ত হওয়ার ভীতি সৃষ্টি হয়।

3. **Violence:** Actual physical attack or injury with or without a weapon.

সহিংসতা: কোনো অস্ত্রের সাহায্যে বা অস্ত্র ছাড়াই শারীরিক আক্রমণ বা জখম করা।

4. **Bullying:** The necessary elements of bullying are repetitive misbehaviour which causes harm and has an element of imbalance of power. The behaviour can be aggressive and/or threatening. It can be targeted and single out someone. Bullying can take place through electronic communication/social media which is referred to as ‘Cyber bullying’.

উৎপীড়ন: উদ্দেশ্যমূলকভাবে কোনো ব্যক্তির মর্যাদাহানি করা, কারও উপর কর্তৃত্ব জাহির করা, কাউকে লক্ষ্যবস্তু বানানো কিংবা বিশেষভাবে চিহ্নিত করে তাকে কোণঠাসা করা। এই আচরণ একাধিকবার, আত্মসী এবং/অথবা হুমকিমূলক হয়ে থাকে।

ইলেক্ট্রনিক যোগাযোগ/সোশ্যাল মিডিয়া ব্যবহারপূর্বক এই ধরনের আচরণ করা হলে তা 'সাইবার উৎপীড়ন' নামে পরিচিত হয়।

5. **Humiliation:** To look down upon someone, cause a person mortification or painful loss of pride, self-respect, or dignity.

অপমান/অবমাননা: এমন কোনো আচরণ যা ব্যক্তিবিশেষকে খাটো করে, লজ্জিত ও মর্মান্বিত করে, কিংবা তাঁর গৌরব, আত্মসম্মান বা মর্যাদাহানি ঘটায়।

6. **Neglect:** Is a form of abuse where the perpetrator, who has a duty of care for someone, fails to do so. It can be a result of carelessness, exclusion, indifference, or unwillingness.

অবহেলা: এটিও এক ধরনের নিপীড়ন। এখানে অন্যায়কারী তার ওপর ন্যস্ত ব্যক্তিবিশেষকে দেখাশোনা করার দায়িত্ব পালনে ব্যর্থ হন। অমনোযোগ, উদাসীনতা, বিচ্ছিন্ন করা কিংবা অনিচ্ছার ফলে এমন ঘটনা ঘটতে পারে।

7. **Exploitation:** The act of taking advantage of someone to gain undue benefit.

শোষণ: কোনো অতিরিক্ত লাভ বা সুবিধাপ্রাপ্তির জন্য ব্যক্তিবিশেষের সঙ্গে অসদাচরণ কিংবা তার দুর্বলতার সুযোগ গ্রহণ করা।

8. **Discrimination:** Unjust or prejudicial treatment of different categories of people, especially based on sex, race, gender, marital status, religion, disability, sexual orientation and/or age, organizational position/level/location or programme etc.

বৈষম্য: বিভিন্ন ধরনের অন্যায়, পক্ষপাতদুষ্ট আচরণ যা মানুষের জেন্ডার, জাতি, বৈবাহিক অবস্থা, ধর্ম, বর্ণ, প্রতিবন্ধিতা, লৈঙ্গিক পরিচয়, সংস্থার পদ-পদবি এবং/অথবা বয়স ইত্যাদির ভিত্তিতে করা হয়ে থাকে।