

## Vendor Registration Form

| SECTION A: COMPANY DETAILS |  |
|----------------------------|--|
| Company Name               |  |
| Full Address               |  |
| Email                      |  |
| Website                    |  |
| Primary Phone No.          |  |
| Contact Person & Title     |  |
| Year Established           |  |
| Registration Number        |  |
| Bank Details               |  |
| Business Type/Sector       |  |

| SECTION B: PERFORMANCE  | (Yes-No-N/A) |
|---|--------------|
| REMARKS   |              |
| Do your company's supplies and services conform to the laws and national standards of Bangladesh?     |              |
| Does your company offer any after sales services?   |              |
| Does your company provide warranties? If so please provide details                                    |              |
| Is your company willing to comply with HRF and its partner AGRAJATTRA spot checks and audit requests? |              |
| Does your company use any third-party auditors?   |              |
| Does your company possess any quality certificates?   |              |
| Any current/past legal disputes? (Past five years)  |              |
| Is your company on the UN list of suspended or removed vendors?                                       |              |

| SECTION C: POLICY AND PROCEDURES   | (Yes-No-N/A) |
|--|--------------|
| REMARKS  |              |
| Does your company have a written environmental policy?   |              |
| Does your company have a written anti human trafficking policy?  |              |
| Does your company have a written safety policy?  |              |
| Does your company have an anti harassment policy?  |              |
| Does your company record incidents? (e.g. security breaches, health and safety, etc.)  |              |
| Is your company willing to abide by HRF and its partner AGRAJATTRA safeguarding policy and procedures?   |              |
| Is your company willing to accept and abide by the UN Supplier Code of Conduct?<br>Available from: <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a> |              |

**Required attachments:**

- Company profile
- Company policies and SOPs
- Company KPI's and metrics
- Most recent year's audited financial statements
- Copies for all registrations, awards and certificates
- Copies for contracts with other NGOs
- Financial clearance
- Director/owner's name and contact details
- Engineer CV (If applicable)
- Written references with contact details

Note: HRF and its partner AGRAJATTRA may request additional documents