



## 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 AGRAJATTRA and it's Partners on 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 AGRAJATTRA and it's partners safeguarding policy and procedures?		
Is your company willing to accept and abide by the UN Supplier Code of Conduct? 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
- Written references with contact details

Note: AGRAJATTRA and its partners may request additional documents