**Vendor Registration Form**

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| **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  |   |

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| **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?  |   |   |

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| **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: <https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct>  |   |   |

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