**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