

**Food and Agriculture Organization of the United Nations**  
**Call for Expression of Interest**

Food and Agriculture Organization of the United Nations (FAO) is one of the largest specialized agencies of the UN. The main goal of FAO procurement is efficiently support FAO's mandate of achieving a food secure world by raising levels of nutrition, improving agricultural productivity, bettering the lives of rural populations and contributing to the growth of the world economy. As such, the primary focus of the FAO procurement is in the areas of agriculture, forestry and fishery products and machinery, as well as services related to the technical studies, construction and information dissemination activities.

The FAO Representation in Bangladesh is in process of updating its roster of potential Suppliers/vendors and hereby invites potential vendors to express their interest for supply of various goods/items and services specified below:

S. N.	Description
1.	Agriculture Inputs – Wheat, Rice, Maize, Oat, Barely, Lentil Seeds, Vegetable seeds
2.	Live Stock and Poultry.
3.	Animal and Poultry feed
4.	Fishery Products
5.	Fertilizer
6.	Seedling and other planting materials
7.	Agriculture Machinery, equipments and tools
8.	Irrigation Equipment
9.	Laboratory Equipment and supplies
10.	Vaccines and medicine ( Livestock)
11.	Machines
12.	Communication equipments
13.	IT Equipments and accessories
14.	Electrical appliances, equipment and supplies (Refrigerators, AC, Heater and other electric items)
15.	Generators
16.	Audio visual equipments
17.	Fire Safety and security equipments
18.	Printing and Publishing services
19.	Video and film production
20.	Furniture
21.	Office Stationeries and supplies
22.	Promotion and Visibility materials
23.	Civil work including construction and renovation
24.	Building and Construction materials
25.	Transportation
26.	Courier Services
27.	Security services and equipment
28.	Vehicle maintenance and servicing
29.	Generator, AC, Photocopier and Printer maintenance and servicing
30.	Office cleaning and Plumbing Services
31.	Internet Services
32.	Other

**Eligibility Requirement:**

1. The potential supplier/vendor shall be duly registered with appropriate government office in Bangladesh.
2. The potential supplier/vendor must be legally able to conduct business in Bangladesh and must not be debarred from contracting by the United Nations system of Organizations.
3. The prospective supplier/vendor shall possess minimum of 2 years of successful experience in supplying the goods or works or services offered.

Please note that this is not an invitation of tenders/bid or proposals. This is just a call for the Expression of Interest to identify the qualified vendors and update the roster of vendors interested in participating in the future solicitation of FAO in Bangladesh.

**Mandatory Documents to be submitted:**

1. Company Profile in prescribed format (attached)
2. References (if any)
3. VAT certificate (attested copy)
4. TIN (Tax Identification Number) Certificate (attested copy)
5. Trade License (attested copy)

The interested vendors must provide a profile of the company along with the copies of VAT Certificate, TIN Certificate and Trade license. The Expression of Interest should specify the **reference number FAOBD2013-194** on the envelop and must be received no later than **15 July 2013 - 15:00 Hrs** to the following address:

**FAO Representation Office in Bangladesh**  
**House no. 37, Road no. 8**  
**Dhanmondi, Dhaka- 2012, Bangladesh**  
**Email: [FAOBD-Tenders@fao.org](mailto:FAOBD-Tenders@fao.org)**

*The publishing of this notice and the receipt of documents does not commit FAO in any way to any party.*

## SUPPLIER PROFILE (for registration with FAO Bangladesh)

### SECTION I : GENERAL INFORMATION

<b>Address</b>	Name of Company/organization:	
	Registered Address:	
	Postal Code: _____	City: _____
	Country: # _____	Tel: # _____
	Fax: # _____	E-Mail: _____
	Mail address (if different):	
	Postal Code: _____	City: _____
	Country code: _____	Tel: # _____
	Fax: _____	E-Mail: _____
<b>Other</b>	Year established: _____	N° of employees: _____
	Gross annual sales (in US Dollar): _____	Annual export sales – if any: _____
	Owner of the Company: _____	Manager of the Company: _____
	Contact Person: _____	

### SECTION II : BANK INFORMATION

<b>Bank Name</b>	
<b>Bank Address</b>	
<b>Bank Account no.</b>	
<b>Swift Code</b>	

### SECTION III : TYPE OF COMPANY/ORGANIZATION

<p><b>Type of Business (please tick appropriate box):</b></p> <p><input type="checkbox"/> PA = Partnership</p> <p><input type="checkbox"/> PR = Private Limited Liability Company</p> <p><input type="checkbox"/> PC = Public Limited Liability Company</p> <p><input type="checkbox"/> GO = Government Assisted</p> <p>Firm/Institute</p> <p><input type="checkbox"/> SE = State Enterprise</p> <p><input type="checkbox"/> NG = Non-Governmental Organization</p> <p><input type="checkbox"/> NP = Not for Profit Organization</p> <p><input type="checkbox"/> IN = International Organization</p> <p><input type="checkbox"/> UN = University</p> <p><input type="checkbox"/> OT = Other</p>	<p><b>Status of Business (please tick appropriate box):</b></p> <p><input type="checkbox"/> = Manufacturer</p> <p><input type="checkbox"/> = Manufacturer</p> <p><input type="checkbox"/> = Retailer</p> <p><input type="checkbox"/> = Authorized Agent</p> <p><input type="checkbox"/> = Sole Agent</p> <p><input type="checkbox"/> = Commission Agent</p> <p><input type="checkbox"/> = Producer of Raw Material</p> <p><input type="checkbox"/> = Wholesale Dealer</p> <p><input type="checkbox"/> = Manufacturer's Representative</p> <p><input type="checkbox"/> = Other</p>
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## SECTION IV : LIST OF THE GOOD OR WORK OR SERVICES AVAILABLE

(Please list description of goods, works or services offered)

S. N	Choose from the list of activities below (one line description for each)

S. N	Description
1.	Agriculture Inputs – Wheat, Rice, Maize, Oat, Barely, Lentil Seeds, vegetable seeds
2.	Live Stock and Poultry.
3.	Animal and Poultry feed
4.	Fishery Products
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7.	Agriculture Machinery, equipments and tools
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9.	Laboratory Equipment and supplies
10.	Vaccines and medicine ( Livestock)
11.	Machines
12.	Communication equipments
13.	IT Equipments and accessories
14.	Electrical appliances, equipment and supplies (Refrigerators, AC, Heater and other electric items)
15.	Generators
16.	Audio visual equipments
17.	Fire Safety and security equipments
18.	Printing and Publishing services
19.	Video and film production
20.	Furniture
21.	Office Stationeries and supplies
22.	Promotion and Visibility materials
23.	Civil work including construction and renovation
24.	Building and Construction materials
25.	Transportation
26.	Courier Services
27.	Security services and equipment
28.	Vehicle maintenance and servicing
29.	Generator, AC, Photocopier and Printer maintenance and servicing
30.	Office cleaning and Plumbing Services
31.	Internet Services
32.	Other ( specify).

**SECTION V : PLEASE LIST CONTRACTS IMPLEMENTED DURING LAST 3 YEARS.**

S. N.	Type of goods/work/services Provided	Value of Contract/work/ Services ( US Dollar)	Year	Client (name of the Organization )	Contact details of the client for reference

**Certification:** I/we hereby confirm that the information provided in this form is correct. In case of any change I/we confirm to inform FAO as soon as possible.

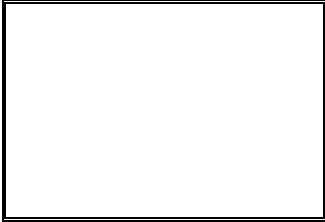
**Signature:**.....

**Name:**.....

**Title:**.....

**Date:**.....

**Company Seal**



**Documentation provided (please tick)**

- 1. VAT Certificate (copy)
- 2. TIN Certificate (copy)
- 3. Trade License (copy)
- 4. References

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**FAO Use only**

Reviewed By:		Signature:	Date:
Title:	Date:	Name and Title:	