Expression of Interest (EoI)
For Vendor Enlistment
(Period – January 2020 – December 2021)
with
Research, Training and Management (RTM) International

Invited by: Research, Training and Management International
581, Shewrapara, Mirpur, Dhaka

Contact Person: Director (Administration and Finance)

Telephone: 880-2- 8034814, 9015726

Note: Short listed Vendors will be provided with detailed specification of Work / Supplies / Contract during the period 01 January, 2020 to 31 December, 2021
Expression of Interest (EoI) for Vendor Enlistment

(Period: January 2020 – December 2021)

Vendor Information Form

1. **Name of Organization:**

2. **Nature of Business:**

3. **Owner’s Name:**

4. **Present Address:**

5. **Number of years/months in current address:**

6. **Key contact person:**
   a. **Full Name:**
   b. **Designation:**
   c. **Contact No:**

7. **Years of experience in the business:**

8. **Official telephone no:**

9. **Official Fax No:**

10. **Official E-mail address:**

11. **Trade License No.:**

12. **TIN No.:**

13. **VAT Registration No.:**

14. **Bank Reference:**
   a. **Name of Bank:**
   b. **Branch Name:**
   c. **Account Name:**
15. References of other organizations worked with:

<table>
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<tr>
<th>Sl. No.</th>
<th>Name of the Focal Person &amp; Contact Number</th>
<th>Designation</th>
<th>Company Name</th>
<th>Address</th>
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16. Attachment:
   a. Trade License copy:    [Attached]
   b. TIN certificate Copy:  [Attached]
   c. VAT registration certificate Copy:  [Attached]

17. Please (✓) in the following Table based on your interest to bid:

   □ a. General Supplies (Stationeries, Office Supplies & Training Materials).
   □ c. Travel agencies.
   □ d. Transport service, carrying service, vehicle rental service.
   □ e. Catering/ Food Supplies.
   □ f. Readymade Garments.
   □ g. Emergency Supplies.
   □ h. Medical Equipment.
   □ i. Medical Supplies.
   □ j. Medicine/Drugs.
   □ k. Electronic / Electric Goods (Computer/Laptop, TAB, Printer, UPS, Generator, etc.).
   □ l. Furniture / Wood & Others.
   □ m. Motor Garage or Workshop
   □ n. Advertisement of Newspaper or Magazine or Private Television Channel or Private Radio Station or any Web Site
   □ o. Others (please specify):  ________________________________

I do hereby declare that the above information and data are true. I also declare that I will abide by all the guidelines relating to enlistment of Research, Training and Management International.

Full Name:  ________________________________

Signature with seal and Date  ________________________________