

Expression of Interest (Eoi) For Vendor Enlistment

(Period-January 2025-December 2026)

With

Research, Training and Management (RTM) International

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

Contact Person: Director (Administration and Finance)

Telephone: 880-2- 48035921, 9015726

E-mail: procurement@rtm-international.org

Note: Short listed Vendors will be provided with detailed specification of Work/Supplies/Contract during the period 01 January 2025 to 31 December 2026

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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: (if any)** _____
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:

| Sl. No. | Name of the Focal Person & Contact Number | Designation | Company Name | Address |
|---------|---|-------------|--------------|---------|
| 01. | | | | |
| 02. | | | | |
| 03. | | | | |

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).
- b. Printing, Publications and Books.
- 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. Communication related works (Text, Voice and IVR messages and similar fields).
- p. Petrol Pump or Refueling Station.
- q. 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 (RTM) International.

Full Name:

Signature with seal and Date