

## EXPRESSION OF INTEREST

The UNICEF-Bangladesh is in the process of reviewing its suppliers' database to add new suppliers and to update records of existing suppliers. All suppliers interested to do business with UNICEF Bangladesh should meet the following requirements:

- Complete and sign UNICEF supplier profile form;
- Demonstrate that the company has a minimum of two years experience in the concerned business area and is specialized in that business;
- Establish Office premises is available;
- Provide audited financial company accounts for two successive years;
- Prepared to accept UNICEF General Terms and Conditions, which also includes payment terms of after proof of delivery;
- Demonstrate that the company upholds ethical practices such as prohibition on Child Labor, ensuring rights of its citizens, etc.;
- Provide at least two references of Customers procuring similar products (name & contact number).

### A. CATEGORIES OF PRODUCTS COVERED UNDER THIS EXERCISE INCLUDE THE FOLLOWING, BUT NOT LIMITED TO:

#### 1. GENERAL

- Blankets, T-shirts, caps
- Furniture (Office) & Fixtures
- Leather/Synthetic Leather Goods, Bags
- Musical Instruments
- Wooden and plastic Toys
- Office Supplies/Stationeries
- Packaging Materials
- Sports Items
- Toiletries
- Umbrella

#### 2. SPECIAL ITEMS & EQUIPMENT

- Arsenic Removal Filters & Accessories
- Chemicals – including but not limited to Ammonium (Acetate/Metavanadate/Molibdate), Calcium Hypochloride, Alum, Hydrated Lime, Ethanol, Hydroxylamine Hydrochloride, Potassium Iodide, Sodium Borohydride, Acids (Hydrochloric/Nitric/Phosphoric), Reagents etc.
- Equipment – Spring Balance/Weighing Machines (All Types)
- Hand Pumps & Pipes (PVC/GI) & accessories
- Safety & Security Items
- Proprietary items

#### 3. ELECTRICAL GOODS & APPLIANCES

- Air-Conditioners
  - Electrical Equipment: Generators/Substations/ Instant Power Supplies (IPS)/Uninterruptible Power Supplies (UPS)/ Anti Voltage Regulators/ Stabilizers
  - Electrical Supplies & Fixtures
  - Color TV & DVD Players
  - Fans (All types)
- #### 4. ICT & OFFICE EQUIPMENT
- Computers (Hardware; Software) & Accessories
  - Multimedia Projectors & Accessories
  - Printers & Consumables/Toners
  - Scanners
  - Telephone Sets & Fax Machines
  - De-Humidifier, Paper Shredder
  - Lamination Machine, Overhead Projectors (OHP)
  - Spiral Binders
  - PA equipment

#### 5. MOTOR CYCLES & BI-CYCLES

#### 6. MEDICAL EQUIPMENT/ ACCESSORIES

#### 7. PRINTING MATERIALS

#### 8. EMERGENCY & RELIEF GOODS

- Kit -EDUCATION
- Kit Comprising of Education Materials as under: Wooden Pencils, Erasers, Pencil Sharpeners, Ballpoint Pens, Blackboards, Chalk Sticks, Dusters & Steel Trunks, slates, etc.
- Kit comprising of EMERGENCY RECREATION MATERIALS (for children age 12-14) as under: Paper Offset, Wooden Pencils, Erasers, Pencil Sharpeners, Water Color/ Paint Box, Football, Board Game Ludo-Set (Various Types: General, World Travel, Health), Cotton Skipping Rope with Plastic Handles, Rubber Play-Rings, Tambourine, Carrying Bags, T-Shirts etc.
- Kit comprising of EMERGENCY RECREATION MATERIALS (for children age 6-11) as under: Paper Offset (Blank), Paper Offset (Photocopied), Wooden Pencils, Erasers, Pencil Sharpeners, Wax Crayons, Water Color/ Paint Box, Football, Board Game, Ludo-Set (Various Types: General, World Travel, Health)-(Supplied Separately for Packing only), Cotton Skipping Rope with Plastic Handles, Rubber Play-Rings, Stuffed Toy Animals, Stuffed Dolls, Tambourine, Carrying Bags, T-Shirts etc.
- Kit comprising of FAMILY EMERGENCY MATERIALS as under: Plastic Buckets & Jerry Cans, Melamine Plates, Mugs & Large Spoons,

Aluminum Cooking Utensils with Lids (sauce pan), Cotton Saree & Lungi (Stitched), Gamchha (Local Towels) & Bed sheets, Plastic Sheets, Nylon Ropes, Bath & Laundry Soaps, etc.

- Construction Material (Cement, MS Rod, MS Angles, etc)
- Corrugated Coloured Iron Sheets
- Corrugated Galvanized Iron Sheets (CGI)
- Plastic Sheets
- Plastic Floor Mats
- Plastic Jerry Cans & Buckets
- Plastic Water Tanks
- Poly Ethylene Bags & Materials (of Permissible Thickness)
- Poly Ethylene Sheets

### B. CATEGORIES OF SERVICES COVERED UNDER THIS EXERCISE INCLUDE THE FOLLOWING BUT NOT LIMITED TO:

- Advertisement – Newspaper
- Advertisement – Web
- Auditing Services
- C&F Services
- Constructions
- Driving Services
- Event Management
- Graphic Design
- Hotels/Guest Houses/Accommodations
- Inspection & Quality Assurance (including but not limited to Pre & Post-Shipment)
- Insurance
- Interior Design
- Internet Services
- Logistics – Packers, Movers & Transportation Services
- Maintenance Contractors (Renovation/ Repair Works)
- Media Monitoring
- Pre-Testing of Materials (Communication/Training)
- Research, Survey, Monitoring & Evaluation in following areas: Education, Health & Nutrition, HIV/AIDS, Child Protection, Water & Sanitation, Environment
- Social Communication Campaign through Electronic, Print & Outdoor Media, Interactive Popular Theatre (IPT) including Social Marketing for promoting ORS and Zinc through various activities for behavior change
- Social Mobilization
- Training & Facilitation in Following Fields: Administration, Finance & Budget, Procurement & Logistics, Human Resources, Information Technology, Communication, Monitoring & Evaluation, Health & Nutrition, HIV/ AIDS, Water & Sanitation, Environment
- Private Hospitals/Company/Private Doctors for providing medical services including outreach mobile unit
- Ambulance service, Tele-medicine/E-Health/E-medicine
- Translation Services
- Write-Up: Feature Articles, Text Brochures, Case Studies, Concept Papers, Short & Analytical Reports and all other types of Writing Related Services
- Software/Database development
- Data Link or Data connection services

**For all categories of goods and services, the companies should clearly indicate their main area of specialization with proof. UNICEF Bangladesh is interested to work with the competent companies in the area of specialization.**

Interested suppliers/service providers who meet above requirements mentioned in the beginning of this advertisement should fill-in the Supplier Profile Form available at: [web link: http://www.unicef.org/bangladesh/supply.html](http://www.unicef.org/bangladesh/supply.html)

Existing UNICEF Bangladesh Suppliers who have participated in UNICEF invitation to bids in the past are also requested to renew their interest by updating their records.

It should be noted that UNICEF is not obliged to invite any particular potential vendor that has expressed interest to participate in any subsequent bidding process. Calls for proposals/Bids and any subsequent order will be issued in accordance with the procurement procedures of UNICEF.

The ongoing contracts for supplies and services with UNICEF Bangladesh will not be affected by this exercise.

#### Deadline for return of documents:

Duly completed supplier profile form together with all relevant supporting documents sealed in an envelope marked "Expression of Interest", UNICEF Bangladesh and Area of Specialization, hand-delivered or sent through courier to the Reception Desk of UNICEF Office at BSL Office Complex, 3<sup>rd</sup> floor, 1, Minto Road, Dhaka-1000 between 10:00 am to 3:00 pm (except 12:30 to 1:00 pm) on all weekdays (except Fridays, Saturdays and Govt. holidays). The form received without supporting documents will not be considered. UNICEF Bangladesh will have the right to request for the presentation of original documents. Please note that, UNICEF Bangladesh also reserves the right to accept or reject any or all EOI without assigning any reason whatsoever.

**The deadline for the receipt of form is 19 August 2010**