Call for Expression of Interest

(Supplier/Service Provider Enlistment)

Date: 14 October 2026

Ref No: BLAST/PROC/01143/102026

Enlistment Year: 2027-2028 (estimated)

Bangladesh Legal Aid and Services Trust is inviting application from the potential suppliers/service provider/contractors/consultants in different categories for establishment of a shortlisted enlistment/pre-qualified panel supplier/service providers. Enlisted suppliers/service provider are often invited to participate in different procurement competition process through Request for Quotation (RFQ) or Request for Proposal (RFP).

Notably, after evaluation **only suitable, qualified candidates for each category will be selected**.

Below are details and key information and instructions for the suppliers/service provider/ contractors who are interested:

List of Categories

Sl No	Category	Description
1	**Stationery & Supplies:**	All kinds of office stationery (pen, paper, pencil, eraser, stapler, notebook, calculator, register, khata, marker, gems clip, binding clip, staples, etc). All kinds of office supplies (tea, coffee, sugar, car wash liquid, tissue paper, air freshener, floor and toilet cleaning material and equipment, mineral water, liquid soap, indoor plants etc)
2	**Printing & Publication:**	Designing and printing newsletter, brochure, policy brief, flyer, sticker, poster, annual report, research report, books, visiting card, banner (digital and hand written), festoon, cards (greetings cards, visiting cards) etc.
3	**Promotional/Visibility Item:**	T- shirt, vest, crest, bag, umbrella, cap, pen, mug, wrist band, etc.
4	**Media, Communication & Event Management**	Newspaper, TV & radio advertisement production and broadcasting, bill board & sign board preparation and installation, campaign, organsie event, audio visual, content development, graphic design, social media campaign etc. Individual or organization may be enlisted for these works.
5	**IT Equipment:**	Computer/laptop/UPS/Printer/Anti-virus software/IT Accessories, server, data security related equipment
6	**IT Software**	Customized or ready software, web development, IT enabled service, online subscription (zoom, adobe, Canva, Microsoft, tally, Nvivo)

	IT repair and maintenance	IT Repair & Maintenance Repair & Maintenance of Printer/UPS/Computer, projector, camera, monitor, laptop etc.
7	**General Supplier:**	Any general items which is not covered by others specific
8	**Electric and Electronic appliances:**	All home and office electric and electronic items (AC, TV, Fridge, Microwave, IPS, Mobile phone etc)
9	**Furniture:**	Office Furniture, office interior design, refurbishment
10	**Training and Workshop Venue/Hotel:**	Venue, food, accommodation, logistics etc.
11	**Catering Service- Food Supplier:**	Restaurant, Packed food supply for training, workshop, event etc.
12	**Office Repair and Maintenance etc :**	Cleaning, Electrician, plumbing, vehicle etc.
13	**Travel Agency:**	Booking of air ticket, train, bus, water bus ticket etc.
14	**Courier Services**	
15	**Books:**	Bangla, English literature, educational and learning materials etc
16	**Translator/Interpreter**	Experienced translator/interpreter for inhouse requirement or events
17	**Consultancy**	Policy brief, baseline, endline, law review, module based on law of Bangladesh.
18	**Audit firm**	NGO bureau listed firm for project audit.

Enlistment Site: This Call for Expression of Interest (Pre-Qualification/vendor Enlistment) is applicable for BLAST's ongoing and upcoming projects in Bangladesh only.

1. Bidders shall attach the following to their submission documents:

I. Application/company profile and application form (attached).
II. Trade License (Valid)/CV (for individual consultant)
III. TIN certificate
IV. Tax acknowledgement certificate (Latest)
V. VAT/BIN Certificate
VI. Company Bank Details (as per application form)
VII. NID copy of proprietor/freelance consultant
VIII. Passport Size Photo of proprietor/freelance consultant
IX. Bank solvency certificate (recent preferable, not more than 6 months old from EOI issue date)
X. Client List with at least 3 Referee's details address with contract no and email

XI. Minimum 2 years of experience (Minimum 2 and Maximum 5 Work order or others relevant documents for experience).

XII. Any other certification (If any) details of any other certifications such as ISO -9001, ISO-14001, BISTI certification etc., Fire certificate (copy of all relevant certificate must be enclosed), for individual consultant any relevant professional certification

XIII. Completed 'Supplier/Service Provider Relevant Experience Form (as per application form)

XIV. Sign Application Submission Letter (attached)

2. **Type of contract agreement/engagement:**

Formal engagement with letter/notification between Bangladesh Legal Aid and Services Trust and Qualified supplier/service provider/Contractor. only qualified supplier/service provider will be contacted to submit quotation for all or each of the, works listed above table as per categories as and when required. This enlistment does not provide any guarantee or exemption from competition/RFQ for award of work order

3. **issuing, Closing date and time for submissions:**

   a. **Issue date: 14 October 2026**

   b. **Closing Date: 3:00PM, 15 November2026**

   c. **Time for Collection: From 10:00 AM to 4:00 PM (Except Friday, Saturday and Govt. Holiday)**

4. **Enlistment Schedule collection method: Enlistment Schedule will be available at softcopy: www.blast.org.bd, www.bdjobs.com & email to niloy@blast.org.bd ;**

5. **Submission details:**

All submissions must consist of required documents in a **single pdf file (Not more than 10 MB)** and **Subject line: Expression of Interest for the Categories of "....." & Ref.....**

   a. **Last date of submission: 15 November 2026 on/before 3:00PM**

   b. **Submission address: enlistment@blast.org.bd .**

**** For district outside Dhaka submissions must be delivered by hand to the nearest unit/projects (attached address list annex 1) offices in sealed envelope mentioning enlistment for the category and particular district so as to reach the office by last date of submission mentioned above.**

6. **Eligibility and Qualification Requirement:**
   a. A supplier/service provider shall be legally established with physical presence/online platform. For individual consultancy services home address will be required.
   b. Companies/vendors/service provider as of the date of submission of the profile, should not be in the circumstances of disqualification or restriction to participate in a RFQ/tender, by Bangladesh Public Procurement Authority or by relevant laws in Bangladesh.
   c. Proving that the vendor, as a supplier/service provider/ contractor has successfully completed at least 2 (two) similar contracts where the employer is a renowned public/private institution, the UN or the EU organization or national NGO or international NGO. For individual consultant at least (1) contracts/completion certificate/equivalent document which is relevant to the thematic area will be applicable. For consultant (individual), should have educational background in LLB/LLM and professional experience in local law based research.
   d. The Supplier/service provider should be able to manage order in credit (without advance) as and when required.
   e. Specialization with document/Certification/License align with applied categories (for example: IT companies will get preference for IT equipment, Travel Agency will get preference for travel related call).
   f. The supplier/service provider should be able to quote price including Tax and VAT in response to RFQ/RFP whenever required.
   g. The supplier may be able to provide mushok 6.3 with invoice in response to RFQ/RFP if awarded. For individual consultant VAT and Tax will be applicable as per government rule.
7. **Period for Enlistment:** The pre-qualification/enlistment will be for the year from 2027-2028 subject to extend upon mutual agreement.
8. **Language of offers:** Profile/Expression of interest and accompanying documentation should be in English. However, Bangla can be allowed for deferent circumstances.
9. **Period of validity of offers:** All profile shall remain valid for a period of at least (2) two year after the deadline for submission. However, qualified vendor must need to re-submit update legal documents in case of expire of submitted documents.

10. **Currency:** The prices will be quoted in BDT when qualified supplier/service will be quoted against BLAST's RFQ/RFP or any other call for Expression of Interest.
11. **Evaluation Criteria's:** The Procurement Evaluation Committee will evaluate and compare the profile/Expression of interest in the following manner:
    a. Administrative check (all legal documents such as trade license, BIN & TIN certificate, NID Copy must be updated). (Mandatory)
    b. Established physical presence. (Mandatory)
    c. At least three (3) reference information (email and contact details) of successful order/contract completed by your company/organization.
    d. Experience related document/certificate/CV (purchase order/work order/ Contract)
    e. For firms/companies, financial solvency.
    f. Specialization check for applied categories with document/license/certification.
    g. Terrorism Check (as per BLAST's standard policy).
12. **General Conditions:** The interested vendors shall comply with the following terms and conditions:
    a. The Pre-Qualified/enlisted vendors shall have to comply with BLAST's Anti-Terrorism, money laundering, corruption, fraudulent, collusive, coercive & conflict of interest declaration. Compliance with these will be built in the subsequent enlistment agreement.
    b. Pre-Qualification/Enlisted firm(s)/supplies(s) must follow the legal laws, labor laws and child labor laws and any other laws, and compliances of Bangladesh.
    c. Pre-Qualification/Enlistment does not mean that tender will be limited within the enlisted vendors only. However, it will be ensured that whenever such tender is invited in the notice board/email/newspaper/internet, the enlisted suppliers of that particular group may receiving the notification via e-mail.
    d. The firm (s) should have mobile/land phone and e-mail connectivity. Mobile and active email address is essential. Official email address and website will carry value, and it may be considered while ranking vendors.
    e. In case of any dispute between the firm/supplier/service provider and the BLAST regarding the enlistment procedures/contract, the decision of the management of BLAST will be considered absolute.

Bangladesh Legal Aid & Services Trust ★ Dhaka-1000 ★ YMCA Building, 1/1, Pioneer Road, Kakrail

f. **Severability:** If any provision or condition of the Enlistment or Contract is prohibited or rendered invalid or unenforceable, such prohibition, invalidity or unenforceability shall not affect the validity or enforceability of any other provisions and conditions of the Enlistment or Contract.

g. BLAST seeks to purchase goods and services which are produced and delivered under conditions that do not involve the abuse or exploitation of any persons or have the least negative impact on the environment.

13. **Clarification meeting/site visit:** If require any clarification on any issue pertaining to the submission potential supplier can Contact to Procurement Desk, and email to pretom@blast.org.bd referring the call for expression of interest reference number in the subject line. BLAST's may require a site visit (online/offline) to a supplier/service providers offices or sites if deemed necessary, this will be communicated to the potential supplier in advance in writing in advance to the visit.

14. **Cancellation of the enlistment procedure:** BLAST reserves the right to change or cancel this Call for Expression of interest (Supplier Enlistment) process. BLAST also reserves the right to require compliance with additional conditions as and when evaluating or selecting vendor. Condition for cancellation may include matters such as non-receipt of requirement of documents or other essential criteria.

15. **Appeals Process:** If a potential supplier/service providers for this enlistment has any issue which they feel requires an appeal, they can lodge their appeal to the following email address quoting the reference number (Relevant ref. no.) in the subject line. Deputy Director, HR and Administration (iqbal@blast.org.bd)

16. **Data protection:** Evaluation committee guarantees that all Pre-Qualification activities are fully and transparently documented for internal, external or donor audit purposes. Evaluation Committee guarantees confidentiality of this process.

17. **Influence, manipulation or gifts:** Please note that BLAST strictly prohibits any influence, manipulation commission and/or favor to its staff and implementing partners. I' it is revealed that this submission has been interfered with by any member of Concern staff and/or partner staff it will be void.

18. **Corrupt, Fraudulent, Collusive, Coercive Practices:** The BLAST requires that the Purchaser as well as the Supplier/service provider shall observe the highest standard of ethics during the implementation of procurement proceedings and the execution of contracts. If corrupt, fraudulent, collusive or coercive practices of any kind determined by the Purchaser against the Supplier alleged to have carried out such practices, the Purchaser shall exclude the Supplier from further participation in the particular Procurement proceeding **or** declare, at its discretion, the Supplier/service provider to be ineligible to participate in further Procurement proceedings, either indefinitely or for a specific period of time.
19. BLAST seek to guarantee the transparency and accountability of this Pre-Qualification or any procurement process. All cases or commission and/or favors requested in relation to a submission should be immediately reported to the Deputy Director, HR and Administration (iqbal@blast.org.bd)
20. **Disclaimer:** BLAST management reserves the right to accept or reject part/whole of any or all the application without assigning any reason whatsoever.

Thanking you

Muhammad Iqbal Hossain,
Deputy Director, HR and Administration
Bangladesh Legal Aid and Services Trust

Annex 1

(Only for Unit/Project Office)

বাংলাদেশ লিগ্যাল এইড এন্ড সার্ভিসেস ট্রাস্ট (ব্লাস্ট)

প্রধান কার্যালয়, ১/১, পাইওনিয়ার রোড,

ওয়াইএমসিএ ভবন, কাকরাইল, ঢাকা। ফোন: ০২-৪১০৩৩০১১-১২

ঢাকা ইউনিট	১৬, কোর্ট হাউজ স্ট্রীট (নীচ তলা) নিউ জেলা জজ কোর্ট বিল্ডিং এর বিপরীত পার্শ্বে, ঢাকা। মোবাইল: ০১৩১৩-৩৫৬৪৫৫, ই-মেইল: bpas.dhk@gmail.com, dhakaunit@blast.org.bd
চট্টগ্রাম ইউনিট	আশফী রঙ্গম টাওয়ার (৩য় তলা) কোর্ট বিল্ডিং এর বিপরীতে, ৪৫ আব্দুর রহমান সড়ক, কোর্ট রোড চট্টগ্রাম। মোবাইল: ০১৩১৩-৩৫৬৪৫৩, ই-মেইল: chattogramunit@blast.org.bd
রাজশাহী ইউনিট	বার সমিতি নতুন ভবনের ৩য় তলা (পূর্ব পার্শ্বে) রাজশাহী কোর্ট, রাজশাহী। মোবাইল: ০১৩১৩-৩৫৬৪৬৫, ই-মেইল: rajshahiunit@blast.org.bd
বরিশাল ইউনিট	বার এসোসিয়েশন ভবন (৪র্থ তলা) বরিশাল। মোবাইল: ০১৩১৩-৩৫৬৪৭০, ই-মেইল: barishalunit@blast.org.bd
খুলনা ইউনিট	বার এসোসিয়েশন দক্ষিণ ভবন (৩য় তলা), কোর্ট রোড, খুলনা। মোবাইল: ০১৩১৩-৩৫৬৪৫৯, ই-মেইল: khulnaunit@blast.org.bd
সিলেট ইউনিট	বার এসোসিয়েশন ভবন (৪র্থ তলা), সিলেট। মোবাইল: ০১৩১৩-৩৫৬৪৬৮, ই-মেইল: sylhetunit@blast.org.bd
ময়মনসিংহ ইউনিট	এডভোকেট সৈয়দ নজরুল ইসলাম ভবন (নীচ তলা) ময়মনসিংহ বার এসোসিয়েশন, ময়মনসিংহ। মোবাইল: ০১৩১৩-৩৫৬৪৬১; ই-মেইল: mymensinghunit@blast.org.bd
নোয়াখালী ইউনিট	বার এসোসিয়েশন ভবন (৩য় তলা), নোয়াখালী। মোবাইল: ০১৩১৩-৩৫৬৪৬২, ই-মেইল: noakhaliunit@blast.org.bd
যশোর ইউনিট	৩২ মজিব সড়ক (৪র্থ তলা) প্রেস ক্লাবের পার্শ্বে, যশোর। মোবাইল: ০১৩১৩-৩৫৬৪৫৮; ই-মেইল: jashoreunit@blast.org.bd
রংপুর ইউনিট	বার এসোসিয়েশন ভবন (২য় তলা), রংপুর। মোবাইল: ০১৩১৩-৩৫৬৪৬৬, ই-মেইল: rangpurunit@blast.org.bd
কুমিল্লা ইউনিট	হোল্ডিং নং- ১৭৭/১৫৭ পূর্বাশা (২য় তলা), ইসলামপুর জেলা জজ কোর্টের পূর্বপার্শ্বে, কুমিল্লা। মোবাইল: ০১৩১৩-৩৫৬৪৫৪; ই-মেইল: cumillaunit@blast.org.bd
বগুড়া ইউনিট	হাসেম ভিলা (২য় তলা) খাজা বাড়ি, জেলা পরিষদ ভবনের পেছনে, বগুড়া। মোবাইল: ০১৩১৩-৩৫৬৪৫২, ই-মেইল: boguraunit@blast.org.bd
পটুয়াখালী ইউনিট	বার এসোসিয়েশন ভবন (২য় তলা) পটুয়াখালী। মোবাইল: ০১৩১৩-৩৫৬৪৬৪, ই-মেইল: patuakhaliunit@blast.org.bd

পাবনা ইউনিট	বার এসোসিয়েশন ভবন (২য় তলা), পাবনা। মোবাইল: ০১৩১৩-৩৫৬৪৬৩, ই-মেইল: pabnaunit@blast.org.bd
টাঙ্গাইল ইউনিট	হাউজ নং ০৭৬৫/১, কুরতবি, মাদ্রাসা রোড, হাইওয়ে চেন্নরাস্তা, সাবালিয়া টাঙ্গাইল। মোবাইল: ০১৩১৩-৩৫৬৪৬৯, ই-মেইল: tangailunit@blast.org.bd
কুষ্টিয়া ইউনিট	বার এসোসিয়েশন ভবন (৩য় তলা), কুষ্টিয়া। মোবাইল: ০১৩১৩-৩৫৬৪৬০, ই-মেইল: kushtiaunit@blast.org.bd
ফরিদপুর ইউনিট	আইনজীবী সহকারী সমিতি ভবন (২য় তলা), কোর্ট কম্পাউন্ড, ফরিদপুর , মোবাইল: ০১৩১৩-৩৫৬৪৫৭ ই-মেইল: faridpurunit@blast.org.bd
দিনাজপুর ইউনিট	কে এম হাউজ (২য় তলা) ঈদগাঁ বস্তি, (প্রধান ডাকঘর-এর দক্ষিনে), দিনাজপুর। মোবাইল: ০১৩১৩-৩৫৬৪৫৬, ই-মেইল: dinajpurunit@blast.org.bd
রাঙ্গামাটি ইউনিট	প্যারাডাইস টাওয়ার (৬ষ্ঠ তলা) দক্ষিণ কালিন্দিপুর, কোতোয়ালী, রাঙ্গামাটি। মোবাইল: ০১৩১৩-৩৫৬৪৬৭, ই-মেইল: rangamatiunit@blast.org.bd
কক্সবাজার, উখিয়া প্রকল্প অফিস (পিএলএআরসি):	আইএইচপিআর প্রকল্প অফিস: ৪-৫ তলা); আইমান প্লাজা, কক্সবাজার টেকনাফ সড়ক ঘিলাতলী ওয়ালা পাড়া, উখিয়া-৪৭৫০। কক্সবাজার। মোবাইল: ০১৮৪৪-৬১০৪৪৬; ই-মেইল: sl.plarc@blast.org.bd
আশুলিয়া প্রকল্প অফিস (ওয়ার্স)	১০/২, চায়না বিল্ডিং এভিনিউ রোড রূপায়ন স্বপ্ন নিবাস, জামগড়া ছয় তলা, আশুলিয়া, সাভার, মোবাইল: ০১৮৪২-০৮৫৩০৬
চট্টগ্রাম প্রকল্প অফিস (ওয়ার্স)	সিডিএ এভিনিউ-১৯১ ভবনের (৪র্থ তলা) ; পূর্ব নাসিরাবাদ, চট্টগ্রাম। মোবাইল: ০১৩১৩-৩৫৬৪৫
গাজীপুর প্রকল্প অফিস (ওয়ার্স)	বি-২, (২য় তলা) মুক্তিযোদ্ধা মোহাম্মদ আলী টাওয়ার, ১৫ সাতাইশ রোড, গাজীপুরা, টঙ্গী, গাজীপুর। মোবাইল: ০১৮৪২-০৮৫২৯৯ ই-মেইল: shoel.khan@blast.org.bd
নারায়নগঞ্জ প্রকল্প অফিস (এলআরএ)	ইসলাম হাউজ, বাড়ি নং ২৪/এ, রোড নং ৪, ভূমিপল্লী আবাসন, সিদ্দিরগঞ্জ, জেলা: নারায়নগঞ্জ। মোবা: ০১৯১৩-৫৭৯০৮৭
নারায়নগঞ্জ প্রকল্প অফিস (শিখা)	সানরাইজ ভ্যালি, মাসদাইর (কবরস্থান) ফতুল্লা জেলা: নারায়নগঞ্জ। মোবা: ০১৬২৫-৫৪৫২৭৯
নরসিংদী প্রকল্পদ অফিস এজেডাব্লিউ)	সাং–১৯১/এ, বিলাসদী (ব্যাংক কলোনী), ভেলানগর, ডাকঘর: নরসিংদী সরকারী কলেজ- ১৬০২, নরসিংদী সদর, নরসিংদী। মোবাইল-০১৭১১-২৭৮৫০৬