Bangladesh Red Crescent Society

National Headquarters
684-686,Red Crescent Sarak, Bara Moghbazar,Dhaka-1217.
PABX:+88-02-9330188-9, Ext:222, 225,258, Direct:+88-02-48316602, www.bdrcs.org

Logistics Department

Enlistment Form-2027

Ref: Pro. (Log.) 541/2026
Date: 04/11/2026

Enlistment Form Purchase detailed (bKash Transition reference):

Enlistment Form Fee BDT 200/-	
Mobile Number	
Transaction Number	
Date & Time	
Amount of BDT	

New Enlistment for each Group BDT- 5000/-	
Mobile Number	
Transaction Number	
Date & Time	
Amount of BDT	

Renewal Enlistment for each Group BDT- 2500/-	
Mobile Number	
Transaction Number	
Date & Time	
Amount of BDT	

A) **Name and address of Applicant:**

Name	
Address	
Phone (Cell)	
E-mail	

B) **Please tik (✓) the group or groups which you want to be enlisted among the approved 15 groups of Bangladesh Red Crescent Society.**

SL No	Name of Groups
1	General Supplier (Relief Items, Training Items, Staff and Volunteers and Community PPE, Stationery and Office Supplies, Safety and Security etc.)
2	Medical Equipment, Hospital consumables, Surgical items, Re-agents etc. (Manufacturer, Importer & Authorizer distributor)
3	Printing
4	Office Furniture
5	IT Equipment and Services (Laptop, Desktop, Multimedia, Hardware & Software, CCTV, Mobile, Hardware servicing, IT tools & subscription.)
6	Electrical Items (Electrical Items, Generator, AC, Refrigerator supply and Repair)
7	Supply of Medicine (Manufacturer Company)
8	Repair and Maintenance of Transportation and supply of Spare Parts

9	Construction and Interior
10	Transport Services (Track, Covered Van, Pickup, Rent-A-Car, Minibus etc.)
11	Hiring Consultant (Construction, Biomedical, Electrical, textile Engineers, Food Processing Technologist, Media buying)
12	Courier Service Provider
13	Custom Clerance and Forwarding (C & F) Agent
14	Event Management for 5 Star and 3 Star Hotel, Resort (including Accommodation, Food, Training Venue in Bangladesh
15	Travel Agency (Air, Bus, Rail ticket)

C) How to purchase Enlistment From:

1. Enlistment Forms/schedules with detailed information are available at the Bangladesh Red Crescent Society (BDRCS) website: www.bdrcs.org.
2. Enlistment Forms/ Schedule Download Link: https://bdrcs.org/tender/.
3. **Important Details:**

- Interested bidders are requested to collect the Enlistment Forms within the stipulated timeframe from the mentioned link/BDRCS website.
- A Enlistment Forms/Schedule purchase fee of **200/-** is applicable. This fee is non-refundable.
- New Enlistment Fee for Each Group BDT **5,000/-** Non-Refundable
- Renewal Enlistment Fee for Each Group BDT **2,500/-** Non-Refundable
- The purchase fee should be paid through bKash number **01894806393** (BDRCS Merchant Account) with transaction charge.
- Please mention the bKash transaction reference number on top of the Enlistment Forms.
- Failure to include the bKash transaction reference number may result in the disqualification of your bid.

D) Terms and conditions

1. Please submit below updated Documents/License
   i) Updated Trade License
   ii) TIN Certificate
   iii) VAT/BIN Certificate
   iv) Bank Solvency Certificate
   v) Delivery Challan Form
   vi) For Renewal, please submit The Enlistment copy of 2026.
2. Please submit your enlistment application on your letterhead pad.
3. Please submit your Company Profile (If any)
4. Experience Certificate (If any)
5. ***Last Date 10/12/2026 of submission***
6. Submission Adress: Logistics Department, BDRCS
7. Interested Firm Must have e-mail ID
8. One enlistment form can be used to be enlisted for more than one group
9. No Blacklisted supplier(s) are eligible to apply for renewal until the sanction period is over.
10. BDRCS will evaluate Supplier's performance that should be considered for next year's renewal
11. Enlisted Suppliers must for the Ethical ground of Procurements.
12. All the Tender Notice/RFQ will be provided through the supplier's e-mails

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13. The Pay Order will be refunded to those Suppliers who will not be eligible for Enlistment.
14. Suppliers who are not eligible for enrollment will be refunded via pay order.
15. Bangladesh Red Crescent Society reserves the right to accept or reject any application.

D. How to Submit the Enlistment Form

- Please submit all your Documents with Seal, Signature and Date with a Forwarding Letter in a sealed envelope and mention **"ENLISTMENT 2027"** on envelope.

Rahman 08/11/26

Md. Habibur Rahman Khan
Secretary General

Applicant Signature & date:

Full Name :.....

Designation : .....

Name of the Firm :.....

Address :.....

.....

Cell Phone:.....

e-mail :.....

(Organization/firm stamp)

(BDRCS Seal)

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