

## Note for Record

**Recommended by:** Saiqa Siraj, Adviser - Maternal Child Health & Nutrition (MCHN)

Shoaib Siddiqui, Director- Finance & Support Services

**Reviewed By:** Ziaul Kabir, Sr. Manager- Procurement & Supply Chain

**Checked By:** Md. Rakib Uddin Ahmed, Manager- Procurement & Supply Chain

**Prepared by:** Prasenjit Acharjee, Officer- Procurement & Supply Chain

**Subject:** Purchase order issue for the new requirement against an existing order.

Date: Monday, April 13, 2015

This note for record is for the PR # PR/SCI/BDCO/FY-15/00423 for printing of ARSH tool Box and ARSH Module, as we have already awarded the purchase order for the same printing items to the vendors for Shishuder Jonno program (ARSH toolbox in favor of the Vendor Corporate Printers & ARSH Module in favor of the vendor Printcraft Company Limited) & they are in a position to complete the task and by this time this printing items is required for the Health & Nutrition program(Purchase Requisition with remarks attached) as both the purchase order is still valid and they are selected in the competitive bidding process(Comparative analysis attached) and at the same time this is an urgent requirements from the program end so we want to issue purchase to the same vendor at the previously awarded price (Both the PO attached).

This is for your information & approval please.

Approved by: Michael McGrath, Country Director