

**DRAFT**

20/08/2015

To
Evergreen Printing & packaging

Shajan Tower-2, Room # 105/A, 3 Segun bagicha, Dhaka-1000.

Purchase Order No: PO/SCI/BDCO/FY-15/00846
 Attn: Md. Awlad Hossain Ripon
 Supplier ID 050000039
 PR No # PR/SCI/BDCO/FY-15/00895

Subject: Purchase Order for Voucher Book Printing.

Reference to circulated RFQ reference no RFQ/SCI/BDCO/FY-15/00329 dated 13/08/2015 and your submitted quotation dated 17/08/2015, Save the Children Country office is pleased to award the work order to supply the following items according to price, quality and sample specified in quotation. The work order is subject to acceptance of SCI's Child Safeguarding policy. Please see below the requirements and conditions;

SL No	Description	Specification	Unit	Req. Quantity	Unit Price	Amount
1	Voucher Book	Complain Feed Back Form. 11.5" Width by 8.5" Height, Best Quality Auto Carbon Form Book 50 white leaf + 50 Carbon leaf (pink color, Stitch & Glue binding with cover page (Soft & Hard Paper)	Pcs	100.00	112.0000	11,200.0000
Total Amount :					BDT	11,200.0000

In word: BDT Eleven Thousand Two Hundred Only

Terms & Condition

- 1 All suppliers/vendors must accept the child safeguarding policy of Save the Children.
- 2 Delivery Period: Within 5 days after getting the machine proof approval for printing.
- 3 Vendor have to supply the mentioned items in Save the Children, Country office (Gulshan), Dhaka (Sunday through Thursday from 9.00 AM to 4.00 PM) or as per Instruction of the Save the Children representative. Vendor is strongly requested to communicate with the program contact person.
- 4 Contact Person: All communication concerning this PO/ job shall be directed to: Tanvir Ahmed, Deputy Manager - Information Management, MEAL, Email- tanvir.ahmed@savethechildren.org , Mobile- 01713042395
- 5 Design & illustration: Design & illustration will be done by the vendor consulting with the communications team and concerned program representative.
- 6 Quality and Inspection: The supplier must maintain the quality of goods as per our required specifications. If any contrary found the goods shall be replaced.
- 7 Vendor will provide several hard copy of the printing for review by concerned team of Save the Children. After having approval on dummy copy vendor will proceed for machine proof. Positive & soft copy must be returned to SCI office before submitting the bill.
- 8 Payment will be made through A/C Payee cheque/EFT within 15 working days upon satisfactory goods received/completion of work and submission of invoice with necessary documents. Original duplicate Delivery challan received by Save the Children representative with name & sign is mandatory document for payment.
- 9 VAT and Tax shall be deducted as per rules of GoB.
- 10 Penalty Clause/ Liquidity Damage: The liquidated damage shall be imposed a sum equivalent to 0.5% of the contract price per day delay for first week and 1% for second week onward till final delivery up to a maximum 10% of the contract value. After that period Save the Children reserves the right to cancel the order.
- 11 Anti-Bribery & Corruption: Save the Children suppliers/consultants must immediately report any suspicions of fraud or dishonesty in confidence to Head of Risk & Compliance, SCI Bangladesh at Country Office.
- 12 Save the Children may terminate this Purchase Order without assigning any reason what so ever.

Prepared By:		Checked By:	
Name	Md. Razib Hossain	Name	Mohammed Rakib Uddin Ahmed
Title	Senior Officer - Procurement-Finance and Support	Title	Manager - Procurement & Supply Chain-Finance a
Date	20/08/2015	Date	
Approved By:		Supplier acceptance:	
Name	Sharon Hauser	We are agreed with the above terms & conditions	
Title	Director of Program Development & Quality		
Dept/Sector	Program Development & Quality		
Date			