

Save the Children

House CWN (A) 35, Road- 43, Gulshan- 2

Dhaka. Ph: 9861690-1



Save the Children

Date:

To

PR# PR/SCI/BDCO/FY-15/00416

Subject: Request for Quotation

Save the Children is hereby inviting Sealed Offer with your best price for ensuring following work. The quoted price should meet the specification given below. Please enclose this letter with sealed quotation in organization's/ company's letter head pad. Offer should be specified with your terms and conditions. Acceptance of quotation subject to fulfillment of terms and conditions.

| Sl | Description | Unit | QTY per books (A) | Number of Books (B) | Unit Price (Per Unit) (C) | Each Book Cost (AxC) | Total Price (AxBxC) |
|---------------------|---|-------|-------------------|---------------------|---------------------------|----------------------|---------------------|
| 1 | Inner page for Marma Language Primer - G1 Specification: As per attachment | Forma | 12 | 700 | | | |
| 2 | Cover page for Marma Language Primer - G1 Specification: As per attachment | Cover | 700 | | | | |
| Total Price in BDT. | | | | | | = | = |

Terms and Conditions

- 1 All suppliers/ vendor should accept the child safeguarding policy of Save the Children.
- 2 Other terms & conditions as per attachment.
- 3 Quotation should be submitted through the email: rakib.ahmed1@savethechildren.org & prasenjit.acharjee@savethechildren.org or you can submit the hard copy of quotation in official day & time within the given timeline.
- 4 Delivery period: Within 08 working days after getting the approved design for printing.
- 5 **Last date of submission: Sunday, April 19, 2015 within 2.30 PM**
- 6 Vendor will ensure to delivery of goods as per attached delivery schedule & all the goods have to delivered through carton
- 7 Positive & soft copy have must be returned to SCI office before submitting the bill.
- 8 After having approval on dummy copy vendor will proceed for machine proof.
- 9 Printing will be done after approval of machine proof in color.
- 10 **VAT & Tax shall be applicable as per Bangladesh Gazette dated 07 June 2012, Heading # S008, Sheba Code# S008.10 (See Attachment). It will impose/accommodate as per update govt. Circulation (if any).**
- 11 **Delivery place: As per attached schedule.**
- 12 **Price Adjustment: Price will be adjusted as per forma basis, if number of forma decreases then per unit cost will be fixed accordingly & vice versa.**
- 13 Payment mode: A/C Payee cheque on behalf of vendor in 15 working days upon satisfactorily goods received and submission of bill.
- 14 SC reserves the right to accept or reject in part or full/one or all quotations without assigning any reason whatever.

If you have any queries feel free to ask.

Thank you

Manager- P & SC



**Save the Children
Bangladesh Country Office**

Printing Schedule

Name of the items: Marma Language Primer-G1

Date: 29.03.15

Program/Project: SHIKHON Program/Dhaka

Sector: Education

| Sl. # | Particulars | Specification |
|-------|---------------------------------|---|
| 1. | Size of the publication | 9.5 inch X 07 inch (As per Sample) |
| 2. | Total pages in each publication | 100 Pages (12.5 Forma) |
| 3. | Total Quantity | 700 |
| 4. | Inner Pages | 96 pages (12 Forma) Page can be increased or decreased |
| 5. | Inner Paper specification | 70 gsm Brand: Boshundhara paper, Country: Bangladesh |
| 6. | Inner color specification | 4 color |
| 7. | Cover Paper | 300gsm Art card |
| 8. | Cover color specification | 4 color |
| 9. | Cover lamination | Glue lamination |
| 10. | Type of binding | Juice binding |
| 11. | Illustration | Printing house will illustrate and make up all pages |
| 12. | Text matter | SC will provide word copy with pictures |
| 13. | Editing and final printing | <ul style="list-style-type: none"> Printer will provide several draft hard copies to the Task Manager to review and edit After approval of the desktop proof by the Task Manager Printer will go for Machine proof After signed approval of the machine proof the printer will go for printing |
| 14. | Packaging | <ul style="list-style-type: none"> A set of 30 books in each packet All the materials must be delivered through carton. |
| 15. | Date and place of delivery | Date: 10 May, 2015 Place: Partners Office of Cox's bazaar, Save the Children, Gulshan-2, SHIKHON |
| 16. | Final soft copy | <ul style="list-style-type: none"> Before submitting the bill <u>final softcopy</u> of printing materials must be submitted to the task Manager in <ul style="list-style-type: none"> a. Word version, b. Illustrator edit version c. Camera ready copy |
| 17. | Quotation | <ul style="list-style-type: none"> Detail forma wise quotation is required Sample paper (as mentioned in above number 5 & 7) must be submitted with the quotation |
| 18. | Other instructions if any | <ul style="list-style-type: none"> Before supply, printer will send to the field office with one approved copy by the task manager |

Recommended by the Task Manager:

Name: _____

Date: ____/____/____

Approved by: _____

Name: _____

Date: ____/____/____

Distribution List of **Marma Language Primer G-1** for MTBMLE School

| | Materials Name | Place to be supplied | Quantity |
|---|-----------------------|-----------------------------|-------------------|
| 1 | Marma Language Primer | CODEC-Cox's Bazar | 650 copies |
| | | SCI/SHIKHON (Dhaka) | 50 copies |

Address

| | |
|--|---|
| Save the Children, SHIKHON Program , House No. CWN (35)A, Road No. 43, Gulshan – 2, Dhaka-1212 Contact No. 01715835407 | <u>Address - CODEC Cox's bazar:</u> Ratan Chakraborty Project Coordinator SHIKHON Program, CODEC Lusiana Building New Circuit House Road Moddom Baharchara Cox's Bazar Sadar Cox's Bazar Mobile No. 01837192864 |
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