

Save the Children  
Bangladesh Country Office  
Printing Schedule

**Name of the items:** PVC festoon

**Program/Project:** Shishur Khamatayan, MLE/Dhaka

**Sector:** Education

Sl. #	Particulars	Specification
1.	Size of the PVC festoon	○ 3 ft x 2 ft (Landscape and portrait)
2.	PVC thickness	○ 280gsm
3.	Total Quantity	2160 pcs (26 items-70pcs each, 4 items-85pcs each)
4.	color specification	4 color
5.	Printing	PVC solvent print
6.	Type of binding	Top & Down pipe and with hanging rope
7.	DTP work	Done by printers
8.	Machine Proof	1 set of machine proof should be submitted before final production by the awarded vendor.
9.	Text/picture matter	SC will provide soft copy
10.	Editing and final printing	<ul style="list-style-type: none"> <li>Printer will provide several draft hard copies to the Task Manager to review and edit</li> <li>After approval of the desktop proof by the Task Manager Printer will go for Machine proof</li> <li>After signed approval of the machine proof the printer will go for printing</li> </ul>
11.	Packaging	<ul style="list-style-type: none"> <li>A set of 30 festoon in each bundle</li> <li>All the materials must be delivered through carton.</li> </ul>
12.	Date and place of delivery	Date: 31/05/2015 Place: Save the Children, Gulshan-2, Dhaka Save the Children, Rangamati office Partners Office –Khagrachari Partners Office – Cox'sBazar
13.	Final soft copy	<ul style="list-style-type: none"> <li>Before submitting the bill final softcopy of printing materials must be submitted to the task Manager in  <b>a. Illustrator edit version</b>  <b>b. PDF copy</b> </li> </ul>
14.	Other instructions if any	<ul style="list-style-type: none"> <li>Before supply, printer will send to the field office with one approved copy by the task manager</li> </ul>

Recommended by:  
Name: Happy Dewan  
Date: 27 / 04 / 2015

Approved by:  
Name:  
Date: / /