

**DRAFT**

20/08/2015

To
Khabar Dabar Pitha Ghar

32, Bangabandhu Avenue, Dhaka-1000

Purchase Order No: PO/SCI/BDCO/FY-15/00847
Attn: Mr. Polash
Supplier ID
PR No # PR/SCI/BDCO/FY-15/00920**Subject:** Purchase Order for Food Supply

Reference to Frame Work Agreement #FWA/SC/BDCO/FY-15/0049 & Quotation dated: 20-August-2015; Save the Children is pleased to award Purchase Order for supply of the following item as stated below according to price and quality specified in the quotation. The purchase order is subject to acceptance of SC's Child Safeguarding policy. Please see below the requirements and conditions:

SL No	Description	Specification	Unit	Req. Quantity	Unit Price	Amount
1	Lunch	Five days Lunch including 500ml water & soft drinks-pet bottle in each lunch [menu: attached]	Box	225.00	401.0000	90,225.0000
2	Snacks	Five Days Snacks (2 times Snacks) including 500ml [menu: attached]water in each snacks	Box	400.00	190.0000	76,000.0000
Total Amount :					BDT	166,225.0000

In word: BDT One Hundred Sixty-Six Thousand Two Hundred Twenty-Five Only

Terms & Condition

- 1 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.
- 2 The Vendor/Supplier must accept the Children Safeguarding Policy and Procedure of Save the Children.
- 3 Delivery Place: IPHN Building, Mohakhali, Dhaka.
- 4 Date & Time of delivery: 23-August-2015 to 27-August-2015 (time: morning snacks: 10:00am, lunch: 12:30pm, evening snacks: 3:00pm).
- 5 The above mentioned price is inclusive of VAT.
- 6 VAT & TAX shall be deducted at source as per rules of GoB.
- 7 Payment will be made (at actual) in Account Payee cheque / EFT in favor of your firm in single installment within maximum three (3) weeks after successful completion of supply of materials and submission of bill as per Purchase Order.
- 8 Proper hygiene should be maintained in servicing of food. Food should be provided in proper packing.
- 9 All other terms & conditions are as per Frame Work Agreement #FWA/SC/BDCO/FY-15/0049
- 10 Communication: For further communication, you can contact Mr. Ali Ahmed Khan, PSO-MaMoni, Save the Children, cell: 01715-683757, e-mail: ali.khan@savethechildren.org.
- 11 Save the Children may terminate this Purchase Order without assigning any reason what so ever.

Prepared By:		Checked By:	
Name	A.M. Nazmus Sadat	Name	Mohammed Rakib Uddin Ahmed
Title	Assistant Officer - Procurement-Finance and Supp	Title	Manager - Procurement & Supply Chain-Finance a
Date	20/08/2015	Date	
Approved By:		Supplier acceptance:	
Name	Abul Hasnat Mostaque Ahmed	We are agreed with the above terms & conditions 	
Title	Senior Manager - National Scale-up Initiatives		
Dept/Sector	PO - Health Nutrition and HIV/AIDS		
Date			