



19/08/2015

To  
Smart Technologies Bd Ltd  
Yakub South Center (2nd floor)67/D (Old), 156(New), Mirpur Road,Lake ci

Purchase Order No: PO/SCI/BDCO/FY-15/00838  
Attn: Mr. Alamgir  
Supplier ID  
PR No # PR/SCI/BDCO/FY-15/00854

**Subject:** Purchase Order for Toner

Reference to Frame Work Agreement (FWA/SC/BDCO/FY-15/0004, dated 02-February-2015), & Quotation REF: STBL/QN/2015-192015, dated: 19-August-2015; Save the Children International (SCI) 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	Printer Toner/Cartridge	Printer Toner/Cartridge, HP Laser Jet Pro 400 color 58,000.00M451dn	Pcs	1.00	30,000.00	30,000.00
Total Amount						<b>30,000.00</b>

In word: BDT Thirty Thousand 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.
- 10 All other terms & conditions are as per Frame Work Agreement (FWA/SC/BDCO/FY-15/0004, dated 02-February-2015)
- 11 Save the children may terminate this supply order without assigning any reason.
- 2 All suppliers/vendors must accept the child safeguarding policy of Save the Children.
- 3 Save the Children may terminate this Purchase Order without assigning any reason what so ever.
- 4 Delivery Lead Time: 7 working days from receiving PO.
- 5 Delivery Place: Save the Children, Country Office, Gulshan-2, Dhaka.
- 6 Quality and Inspection: a) The supplier must maintain the quality of goods as per our required specifications. If any contrary found the goods shall be replaced. b) The goods shall be received at site upon inspection by the representative of SCI as per specifications and terms and conditions and shall certify in the GRN stating as "Received goods on good condition as per specifications".  
b) B) the goods shall be received upon inspection by the representative of SCI as per specifications and terms & conditions.
- 7 VAT & TAX shall be deducted at source as per rules of GoB.
- 8 After Sale Service: After sale service (if required) should be ensured.
- 9 Payment: Payment will be made at actual in Account Payee cheque / EFT in favor of your firm in single installment within 15 days after successful completion of supply of materials and submission of bill as per Purchase Order.

**Prepared By:**

Name A.M. Nazmus Sadat  
Title Assistant Officer - Procurement-Finance and Support Services  
Date 19/08/2015

**Checked By:**

Name Mohammed Rakib Uddin Ahmed  
Title Manager - Procurement & Supply Chain-Finance and Support Services  
Date

**Approved By:**

Name Sayed Md. Akhter Rubayet  
Title Project Director - SNL  
Dept/Sector PO - Health Nutrition and HIV/AIDS  
Date

**Supplier acceptance:**

We are agreed with the above terms & conditions