

**DRAFT**

20/08/2015

To
Multibrand Workshop

345 Tejgaon I/A, Dhaka 1208, Bangladesh

Purchase Order No: PO/SCI/BDCO/FY-15/00844
 Attn: Md. Borhan Uddin
 Supplier ID 05011701
 PR No # PR/SCI/BDCO/FY-15/00930

Subject: Purchase Order for motorized vehicle servicing

Reference to your Estimate No- MBW-18-08-10277, date: 18-August-2015; Save the Children is pleased to award Work Order for the above mentioned vehicles as stated below according to price and quality specified in the estimation. Please see below the requirements and conditions:

SL No	Description	Specification	Unit	Req. Quantity	Unit Price	Amount
1	Motorized Vehicle Maintenance - Spare Parts	A/c system ,Oil Leakage, Brake, Body Kitrepir & Paint Work	Job	1.00	65,827.0000	65,827.0000
Total Amount :					BDT	65,827.0000

In word: BDT Sixty-Five Thousand Eight Hundred Twenty-Seven 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 All suppliers/vendors must accept the child safeguarding policy of Save the Children.
- 3 Quality and Inspection: The service & spares Quality shall be as per specifications mentioned in the Quotation and shall be certified by the representative of Save the Children.
- 4 VAT & TAX shall be deducted at source as per GoB rules.
- 5 Payment will be made at actual in Account Payee cheque/EFT in favor of your firm within fifteen working days after successful completion of work, supply of all necessary parts and submission of bill with all necessary supporting documents.
- 6 For further communication, please contact Mr. Shakh Mahmuduzzaman, Officer-Fleet Admin, e-mail: shaikh.mahmuduzzaman@savethechildre.org, cell: 01915889959.
- 7 Save the Children may terminate this Purchase Order without assigning any reason what so ever.

Prepared By:

Name A.M. Nazmus Sadat
Title Assistant Officer - Procurement-Finance and Support Services
Date 20/08/2015

Checked By:

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

Approved By:

Name M. Luaz Faisal Khan
Title Senior Manager - Administration
Dept/Sector HR and Admin
Date

Supplier acceptance:

We are agreed with the above terms & conditions