



Ababil Printers and Packagers

Total Printing Solution

Date : 13.04.2015

Quotation For Design, Printing & Packing

No	Subject	Quantity	Rate
1	Grade One (Print)	1550 Pcs	19 Tk
2	Grade Two (Print)	1550 Pcs	19 Tk
3	Grade Three (Print)	1550 Pcs	23 Tk
4	Packeging (Master Packet)	1550 Pcs	5 Tk
5	Packeging (Sub Packet)	1550 x 3=4650 Pcs	3 Tk
6	Design		
	A. Grade One	14 Items	5000 Tk
	B. Grade Two	8 Items	5000 Tk
	C. Grade Three	13 Items	5000 Tk

Biplob Kumar Das
Manager

SAVE THE CHILDREN

PROCUREMENT PROCEDURE WAIVER

This form is to be used to request an exception from Save the Children procurement procedure, as defined under the Procurement Policy. It is **not to be used** for donor waivers, for which the donor will provide the format.

PR no.	
Date (waiver request prepared)	

Description of goods / services	Total cost of goods	Currency
	118,850 136,350.01	BDT

No.	Possible reasons for exception from procurement procedure	Selection (tick)
1	When following the process would prevent Save the Children meeting urgent humanitarian needs (e.g. lifesaving in the initial days of an emergency response)	
2	Where following the process would cause a delay that would compromise security of Save the Children staff and assets	
3	Where a cash distribution service is being procured, and advertising it publically would compromise the security of the programme	
4	If the time given for the procurement is too short due to factors outside Save the Children control (e.g. late donor funding, delays due to security) and will result in an inability to operate. Failing to plan is not an acceptable reason for an exception	✓
5	Where there is an evidenced local restriction on imports which prevents international procurement	
6	Where there is a two suppliers situation, in other words insufficient suppliers to meet the minimum quotation requirements of 3	
7	Where a donor wishes to impose an obligation on Save the Children which is in conflict with (as opposed to stricter than) this policy	
8	When the goods or services are needed to complete a project, and it would not be appropriate to get a different supplier to finish it as to do so would mean the project could not be completed (provided that the total amount of additional supplies, works or services does not exceed 50% of the value of the initial contract)	

Procurement procedure variation:	Procedure required under policy	Procedure requested for this purchase
Open International Tender		
Open Tender		
Formal Quotations (min. 3)		
Simple Quotations (min. 3)		
Single Quotation	✓	✓

Explanation of circumstances
(Mandatory section - to explain why waiver justified in this situation. Supporting evidence can be attached)
MER READ need to design and print supplementary materials to administer the IAT (Instructional adjustment Tools). For developing the IAT, READ is closely working with DPE. The IAT is developed based on the NCTB text book and addressing the NCTB curriculum. It is important to design and print the materials in alignment with the NCTB text book. The materials also need to maintain some specific criteria which need to be printed under close supervision of the designer. That's why it is important to design and print the materials with the involvement of the materials designer/ illustrator of NCTB. And also we need to administer the assessment in 1510 Government Primary Schools before 22nd of April as the semester final is start

Name of donor	READ	Waiver is compliant with donor procedures (circle)		
		If not, donor waiver form completed & attached		

Requested by Program:	Budget Holder (as authorised under SoD):	Head of Logistics:
Name: Dilshana Parul	Name: Shahin Islam	Name:
Signature:	Signature:	Signature:
Position: Deputy Manager, Monitoring and Evaluation, READ	Position: Deputy Director, Partnership management	Position:
Date:	Date:	Date:

Waiver approved by Country Director (or higher authority if required under SoD)	Name: Michael McGrath
	Signature:
	Date: 5/4/15

Abadi Brinters
150/1, Azambagh
Motigheer, Dhaka-1000
Contact :- Biplob - 01712026004

Recommended by
Approved by