

**DRAFT**

20/08/2015

To  
Moushumi Printers

110/A East Tejtaribazar Tejgaon Dhaka 1215

Purchase Order No: PO/SCI/BDCO/FY-15/00845  
Attn: Sheikh Mahbubur Rahman  
Supplier ID 05010528  
PR No # PR/SCI/BDCO/FY-15/00868

**Subject:** Purchase Order for poster & leaflet printing.

Reference to circulated RFQ reference no RFQ/SCI/BDCO/FY-15/00325 dated 10/08/2015 and your submitted quotation dated 12/08/2015, Save the Children Country office is pleased to award the work order to supply the following items according to price, quality and sample specified in quotation. The work order is subject to acceptance of SCI's Child Safeguarding policy. Please see below the requirements and conditions:

SL No	Description	Specification	Unit	Req. Quantity	Unit Price	Amount
1	Leaflet	Leaflet, 4 Color Offset Printing, 100GSM Glossy Laminated Sticker Paper, Indonesian paper 9"width 4Inch Hight	Pcs	10,000.00	3.0000	30,000.0000
2	Poster	Poster, 22" High 17" Width 150GSM Art Paper, 4 Color Offset Printing	Pcs	10,000.00	4.9000	49,000.0000
Total Amount :					<b>BDT</b>	<b>79,000.0000</b>

In word: BDT Seventy-Nine Thousand Only

## Terms & Condition

- 1 All suppliers/vendors must accept the child safeguarding policy of Save the Children.
- 10 **Penalty Clause/ Liquidity Damage:** The liquidated damage shall be imposed a sum equivalent to 0.5% of the contract price per day delay for first week and 1% for second week onward till final delivery up to a maximum 10% of the contract value. After that period Save the Children reserves the right to cancel the order.
- 11 **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.
- 12 Save the Children may terminate this Purchase Order without assigning any reason what so ever.
- 2 **Design & illustration:** Design & illustration will be done by the vendor consulting with the communications team and concerned program representative.
- 3 **Delivery Period:** Within 6 days after getting the machine proof approval for printing.
- 4 **Quality and Inspection:** The supplier must maintain the quality of goods as per our required specifications. If any contrary found the goods shall be replaced.
- 5 Vendor will provide several hard copy of the printing for review by concerned team of Save the Children. After having approval on dummy copy vendor will proceed for machine proof. Positive & soft copy must be returned to SCI office before submitting the bill.
- 6 **Contact Person:** All communication concerning this PO/ job shall be directed to: Tanvir Ahmed, Deputy Manager - Information Management, MEAL, Email: tanvir.ahmed@savethechildren.org, Mobile: 01713042395
- 7 Vendor have to supply the mentioned items in Save the Children, Country office ( Gulshan), Dhaka (Sunday through Thursday from 9.00 AM to 4.00 PM) or as per Instruction of the Save the Children representative. Vendor is strongly requested to communicate with the program contact person.
- 8 **Payment** will be made through A/C Payee cheque/EFT within 15 working days upon satisfactorily goods received/completion of work and submission of invoice with necessary documents. Original duplicate Delivery challan received by Save the Children representative with name & sign is mandatory document for payment.
- 9 VAT and Tax shall be deducted as per rules of GoB.

### Prepared By:

Name Md. Razib Hossain  
Title Senior 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 Sharon Hauser  
Title Director of Program Development & Quality  
Dept/Sector Program Development & Quality  
Date

### Supplier acceptance:

We are agreed with the above terms & conditions