



19/08/2015

To  
Corporate Printers

54 Fokirapool (G. Floor). Motijheel, Dhaka-1000

Purchase Order No: PO/SCI/BDCO/FY-15/00840  
 Attn: Mr. Imran  
 Supplier ID 05011453  
 PR No # PR/SCI/BDCO/FY-15/00926

**Subject:** Purchase Order

With reference to the Purchase order # PO/SCI/BDCO/FY-15/00519, Dated: 20/05/2015, Save the Children, Bangladesh country office is pleased to Re- Order to supply the following items. 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	Flip Chart	Size: 10.75"X 8", 08 Sheet by 300 GSM Art Card Both Side Glue Lamination, Stand: 32 oz Pasting board, Pasting with 120GSM Matt laminated Art Paper, Binding: Wire-O, All four Color - as per sample	Pcs	500.00	133.0000	66,500.0000
Total Amount :					<b>BDT</b>	<b>66,500.0000</b>

In word: BDT Sixty-Six Thousand Five Hundred 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 Save the Children may terminate this Purchase Order without assigning any reason what so ever.
- 2 All suppliers/vendors must accept the child safeguarding policy of Save the Children.
- 3 Delivery Period: Within 7 days after getting the machine proof approval for printing.
- 4 Design & illustration: Design & illustration will provided by concerned program representative.
- 5 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.
- 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".
- 7 VAT and Tax shall be deducted as per rules of GoB.
- 8 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.
- 9 Delivery Schedule: Vendor will ensure the delivery of goods in SCI Gulshan Office & all the goods have to be delivered through standard packing (if required).

**Prepared By:**

Name Prasenjit Acharjee  
Title 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 19/08/2015

**Approved By:**

Name Sayed Md. Akhter Rubayet  
Title Project Director - SNL  
Dept/Sector PO - Health Nutrition and HIV/AIDS  
Date 20/08/2015

**Supplier acceptance:**

We are agreed with the above terms & conditions