

**DRAFT**

19/08/2015

To
UCEP Bangladesh
Plot 2 & 3 Mirpur-2,Dhaka -1216

Purchase Order No: PO/SCI/BDCO/FY-15/00842
Attn: Mrs. Ferudsi Hossain
Supplier ID 050001039
PR No # PR/SCI/BDCO/FY-15/00919

Subject: Purchase Order for organizing workshop

Reference to Frame Work Agreement # FWA/SC/BDCO/FY-14/121 dated November 13, 2014, Save the Children, Country Office is pleased to award the work order to supply the following items according to price, quality 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	Lunch	As per FWA, Set menue-1	Pack	30.00	460.00	13,800.00
2	Snacks	Two time snacks as per FWA set menue-1	Pack	60.00	115.00	6,900.00
3	Venue for Workshop/Meeting	Venue with Multimedia for one day	Job	1.00	10,925.00	10,925.00
Total Amount						31,625.00

In word: BDT Thirty-One Thousand Six Hundred Twenty-Five Only

Terms & Condition

- 1 All suppliers/vendors must accept the child safeguarding policy of Save the Children.
- 2 Proper hygiene should be maintained in servicing of food.
- 3 Vendor have to supply the mentioned items at their venue by consulting with the SCI contact person.
- 4 Contact Person: All communication concerning this PO/ job shall be directed to: Lalmohan Acharjee, Program Support Officer,UCEP TA Project,Email- lalmohan.acharjee@savethechildren.org, Mobile- 01726184858
- 5 Participants may increase or decrease but bill will be at actual.
- 6 All other terms and condition will be as per your quotation and Frame Work Agreement.
- 7 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.
- 8 VAT and Tax shall be deducted as per rules of GoB.
- 9 Save the Children may terminate this Purchase Order without assigning any reason what so ever.

Prepared By:

Name Md. Razib Hossain
Title Senior 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 Mohd. Abdul Mannan
Title Project Director - EYE (EU TVET & UCEP TA Project)
Dept/Sector PO - Education
Date

Supplier acceptance:

We are agreed with the above terms & conditions