



19/08/2015

RFQ RFQ/SCI/BDCO/FY-15/00334
PR No# 2687

To

Subject Request for Quotation of Color Photocopy and Pin Binding

Save the Children is hereby inviting best Offer with your best price for ensuring following delivery. The quoted price should meet the specification given below & as per attachment. Please enclose this mail with the quotation in organization's/ company's letter head pad. Offer should be specified with your terms and conditions. Acceptance of quotation subject to fulfillment of terms and conditions.

SL No	Description	Specification	Unit	Req. Quantity	Unit Price	Amount
1	Photocopy/Binding - Color Photocopy	Color Photocopy & Pin Binding, 80gsm Offset Paper, Various Paper Type (As per Sample)	Pcs	11,100.00		

Terms & Condition

- All suppliers/vendors must accept the child safeguarding policy of Save the Children.
- 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.
- Quotation should be submitted by e-mail: arshadul.haque@savethechildren.org or rakib.ahmed1@savethechildren.org or you can submit the hard copy of quotation in official day & time within the given timeline.
- Pre-proposal/bid meeting time & date: At 03:00PM (SHARP) on (20/08/2015) in Surma Conference Room of SCI office.
- Dead Line for Submission: On or before ^8/23/2015^ by ^3:00 PM^ sharp.
- Delivery Place: ^Save the Children in Bangladesh, House CWN (A) 35, Road 43, Gulshan 2, Dhaka 1212, Bangladesh^ (Sunday through Thursday from 9.00 AM to 4.00 PM) or as per Instruction of the Save the Children representative.
- Price Adjustment: Quantity wise quotations to be submitted. Price will be adjusted as per Quantity basis, if number of Quantity decreases then per unit cost will be fixed accordingly & vice versa.
- Payment Mode: 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.
- Price Validity: Quotation should be valid minimum 30 days from the date of offer submission. Validity should be mentioned in the quotation.
- Quality and Inspection: The vendor must maintain the quality of goods as per our required specifications. Inspection will be done against all the mentioned specifications. If any contrary found the goods shall be replaced.
- SCI reserves the right to accept or reject in part or full/one or all quotations/offers/proposals without assigning any reason whatsoever.
- Technical Queries: For technical queries, Interested firms may contact: Subrata Khisa, Designation, Manager - Multi Lingual Education (READ), Save the Children in Bangladesh, House CWN (A) 35, Road 43, Gulshan 2, Dhaka 1212, Bangladesh, Tel: +88-02-9861690, Fax: +88-02-988 6372, E-mail: subrata.khisa@savethechildren.org Mob: 01727325740
- VAT and Tax shall be deducted as per rules of GoB.

If you have any queries feel free to ask.

Thank You
For Save the Children

Procurement & Supply Chain