



16/08/2015

To
Greentech Resort & Convention Center

House # 115, Road # 08, Block # C, Banani, Dhaka-1213.

Purchase Order No: PO/SCI/BDCO/FY-15/00831
 Attn: A.N. Ahmed Ullah-Babu
 Supplier ID 05011009
 PR No # PR/SCI/BDCO/FY-15/00861

Subject: Purchase Order for organizing workshop.

Reference to Frame Work Agreement # FWA/SC/BDCO/FY-15/0028 dated April 1, 2015, 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	Dinner	Followed by package 1	Nos.	66.00	885.5000	58,443.0000
2	Double Bed A/C Room	for 16 person ; 2 person in a room for 3 nights	Nos.	24.00	3,162.5000	75,900.0000
3	Lunch	Lunch with snacks (2 times) followed by package 1	Nos.	66.00	1,012.0000	66,792.0000
4	Single Bed A/C Room	5 person for 3 nights stay	Nos.	15.00	2,530.0000	37,950.0000
5	Venue for Workshop/Meeting	Round Table style (30 person sound free) for 3 days	Nos.	3.00	12,650.0000	37,950.0000
Total Amount :					BDT	277,035.0000

In word: BDT Two Hundred Seventy-Seven Thousand Thirty-Five Only

Terms & Condition

- All suppliers/vendors must accept the child safeguarding policy of Save the Children.
- Save the Children may terminate this Purchase Order without assigning any reason what so ever.
- Guest will check-in at afternoon on 22/08/2015, and check-out at afternoon on 25/08/2015
- Proper hygiene should be maintained in servicing of food.
- Delivery Date: Vendor will have to ensure the requirement of above PO from 22 - 25 August, 2015 with consulting with SCI contact person.
- Contact Person: All communication concerning this PO/ job shall be directed to: Ch. Md. Khalid Hussain Ershad, Deputy Manager - CSSP, Child Rights Governance, Email: khalid.ershada@savethechildren.org, Mobile: 01711483148
- Food, Accommodation & other logistics requirement might be changed, so final payment would be made at actual.
- All other terms and condition will be as per your quotation and Frame Work Agreement.
- Payment will be made through A/C Payee cheque/EFT within 15 working days upon satisfactory 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.
- VAT and Tax shall be deducted as per rules of GoB.

Prepared By:

Name Md. Razib Hossain
Title Senior Officer - Procurement
Date 20/08/2015

Checked By:

Name Mohammed Rakib Uddin Ahmed
Title Manager - Procurement & Supply Chain
Date 18/08/2015

Approved By:

Name Swapan Kumar Sutradhar
Title Advisor - Social Protection
Dept/Sector PDQ - CRG
Date 18/08/2015

Supplier acceptance:

We are agreed with the above terms & conditions