

**DRAFT**

20/08/2015

To
Thakral Information Sytem Pvt. Ltd

11th floor, East ESRS Bhaban, 12 Kawran Bazar, Dhaka-1215

Purchase Order No: PO/SCI/BDCO/FY-15/00847
 Attn: Mr. Ancer Mondol
 Supplier ID 050000182
 PR No # PR/SCI/BDCO/FY-15/00469

Subject: Purchase Order for Laptop Computer

Reference to the Frame Work Agreement (FWA) no. FWA/SCI/BDCO/Fy-15/0053 dated 20/08/2015; Save the Children is pleased to award

Purchase Order for supply of the following item as stated below according to price and quality specified in the Frame Work Contract/Agreement.

The purchase order is subject to acceptance of SC's Child Safeguarding policy & FWA terms and conditions. Please see below the requirements and PO conditions.

SL No	Description	Specification	Unit	Req. Quantity	Unit Price	Amount
1	Laptop	Brand: Lenovo Model: ThinkPad X250 Intel Core i7 (5th Gen.) %00GB HDD, 12.5' LED HD Display, OS: Windows 8.1 pro 64 bit orginal license(OEM)	Pcs	4.00	97,985.0000	391,940.0000
Total Amount :					BDT	391,940.0000

In word: BDT Three Hundred Ninety-One Thousand Nine Hundred Forty Only

Terms & Condition

- 1 All suppliers/vendors must accept the child safeguarding policy of Save the Children.
- 2 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.
- 3 Contact Person: All communication concerning this PO/ job shall be directed to: Salim Miah, Sr. Officer, ICT, 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:salim.miah@savethechildren.org, Mob: 01713082174
- 4 Vendor have to supply the mentioned items within 03 working days after PO 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 (Md. Roquibul Hasan, Cell:01712676581) before the day of delivery. Courier collection is not acceptable for delivery.
- 5 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".
- 6 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.
- 7 VAT and Tax shall be deducted as per rules of GoB.
- 8 Warranty: Minimum .36 (thirty six) months warranty should be provided for the supplied materials by the awarded firm. During the warranty period vendor have to provide free service, spare parts and maintenance support. The supplier shall submit either warranty card or letter of warranty along with the goods.
- 9 Save the Children may terminate this Purchase Order without assigning any reason what so ever.
- 10 Others terms and condition will be flowed as per FWA

Prepared By:		Checked By:	
Name	Md. Arshadul Haque	Name	Mohammed Rakib Uddin Ahmed
Title	Assistant Officer - Asset Management-Finance and	Title	Manager - Procurement & Supply Chain-Finance a
Date	20/08/2015	Date	
Approved By:		Supplier acceptance:	
Name	Ishtiaq Mannan	We are agreed with the above terms & conditions	
Title	Health, Nutrition & HIV/AIDS Director		
Dept/Sector	PO - Health Nutrition and HIV/AIDS		
Date			