



Save the Children

April 1, 2014

Ref: CO/FWA/SCI/Admin/2013/09 and

Renewal of Frame work agreement of residential workshop, accommodation, venue & food services dated February 17, 2014.

Notification of Award

FWA/SC/BDCO/FY-14/0024

To
Hotel Lake Castle Ltd.
House # 1A, Road # 68/A, Gulshan-2, Dhaka-1212
Bangladesh
Tel: 880-2-8812812
Cell: 01755575534, 01755 575534, 01713009594

Mr. Emad Uddin Ahmed
Front line Manager

This is to notify you that, your email dated February 17, 2014 for above reference issue for the offer price as per your mail (attached price list) has been approved by country director, Save the Children in Bangladesh and shall be valid till 31st March 2015.

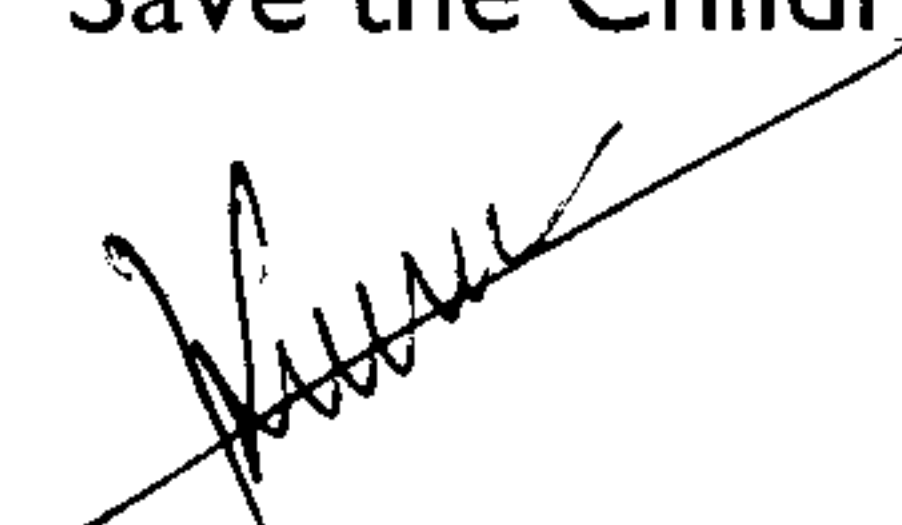
SCI contact person: Mohammad Shahirul Islam, Manager Travel & Transport.

Terms & Conditions:

All other terms & conditions will be as per RFQ and quotation submitted against RFQ shall be interpreted.

Thanking You

For Save the Children


Kamruzzaman
Sr. Manager Procurement & Supply Chain

Roy, Sunanda

From: Hotel Lake Castle Ltd. [htllake@agni.com]
Sent: Monday, February 17, 2014 7:26 PM
To: Roy, Sunanda
Cc: Rahman1, Zillur; Aziz, Farhana; Hassan, Rakibul; Zaman, Kamruz
Subject: Re: Renew the agreement for the year 2014- 2015 (1 yr)
Attachments: SAVE THE CHILDREN INTERNATIONAL.doc; SAVE THE CHILDREN 2014-2015.doc

Dear Ms. Sunanada
Please find the attached offer for 2014-2015
Best REgards
Emad

On Mon, Feb 17, 2014 at 4:06 PM, Roy, Sunanda <sunanda.roy@savethechildren.org> wrote:

Dear Concerned,

Greetings form Save The Children!!!

This refers to the Frame work agreement **of Residential workshop accommodation, Venue & Food services , Signing date 11-Mar-13.**

As the agreement expires on **30-Mar-14**, would you consider to renew the agreement for the year 2014- 2015 (1 yr) keeping other terms and conditions unchanged. We appreciate if you consider to **offer additional discount** considering previous business relations.

Kindly confirm to us in writing **by February 23, 2014** whether you would also be agreeable to extending the term for such period.

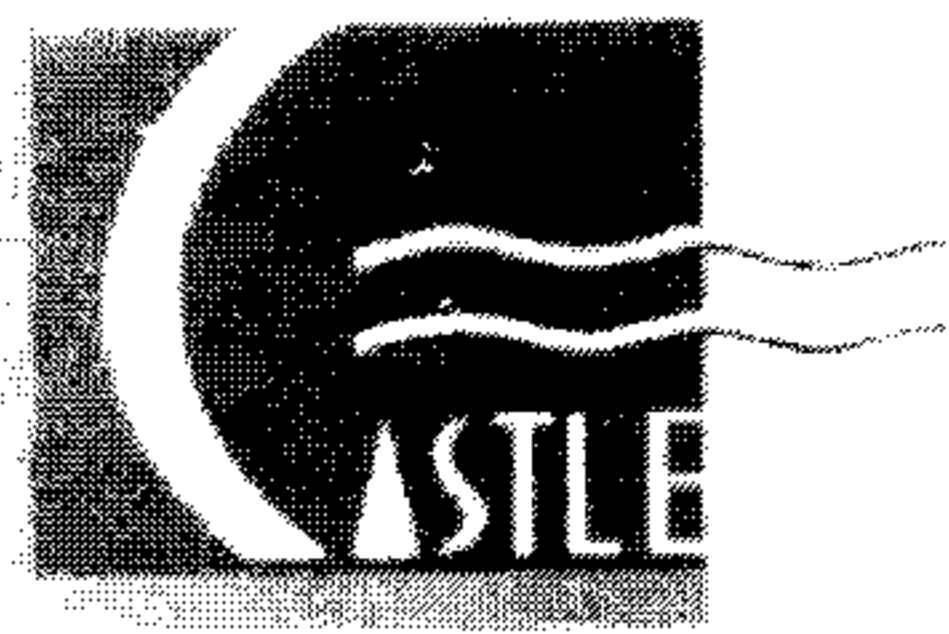
We look forward to continuing the relationship by renewing our agreement before it ends.

Thank you for the business you have given to Save the children.

Best Regards

Sunanda Roy |Sr. Officer - Procurement & Supply Chain | **Save the Children in Bangladesh** | House CWN (A) 35, Road 43,
Sector 2, Dhaka 1212, Bangladesh | Tel +88-02-986 1690-1 | Mobile: +88-01817-182571 | Fax: +88-02-9886372 |
sunanda.roy@savethechildren.org | www.savethechildren.net

Save the Children International (previously called The International Save the Children Alliance Charity) is a company limited by guarantee, registered in England and Wales with Company No. 3732267 and Registered Charity No. 1076822. Its registered office is St Vincent House, 30 Orange Street, London, WC2H 7HH.



HOTEL LAKE CASTLE LIMITED

House No. 1A, Road No. 68/A, Gulshan-2, Dhaka-1212, Bangladesh, Tel : 8812812, 8814137, 8814915, 8829503, 8816186-90
EMERGENCY : 01711-679976, 01755-575533, 01755-575534, 01755-575535 & 01755-575536
Fax : 880-2-9884675, E-mail : htllake@agni.com, htllake@optimaxbd.net, Website : www.hotellakecastle.com

Date: February 17, 2014

ATTENTION: Ms. Sunanda Roy

CELL: +88-01817-182571

COMPANY: Save The Children International

Dear Ms. Sunanda

Hotel Lake Castle is the international business hotel equipped to the highest standards to meet the needs of business traveler. Accommodating 60 tastefully furnished rooms, we provide a mix of Deluxe, Standard and Suite rooms over a lake. Please refer Room Type & Tariff as follows:

| Room Type | Usual Rates | Discounted Rates (Short Stay) ⁽¹⁷⁾ | Discounted Rates (Long Stay) (More than 1 Month) |
|-----------------------------------|--------------|---|--|
| Std./Deluxe Room (Single or Twin) | US \$ 110 ++ | US \$ 85 + VAT | US \$ 80+VAT |
| Deluxe Lake View | US \$ 130 ++ | US \$ 100 + VAT | US \$ 95 +VAT |
| Super Deluxe (Single or Twin) | US \$ 137 ++ | US \$ 105 + VAT | US \$ 100 +VAT |
| Lake View Suite | US \$ 170 ++ | US \$ 130 + VAT | US \$ 125+VAT |

Valid up to 1st of April 2014 to 31st March 2015

Lake View Restaurant:

Reputed to be one of the best dining places in town, this Lake View Restaurant offers a traditional Continental, Thai, Indian and other cuisine. All food is freshly prepared by our internationally famous chef and his culinary team and served by our professional waiters. Open daily from 7 am to 11 pm.

Business Center:

Lake Castle's modern business center is well equipped with all the latest technology to ensure you remain in touch. The center offers:

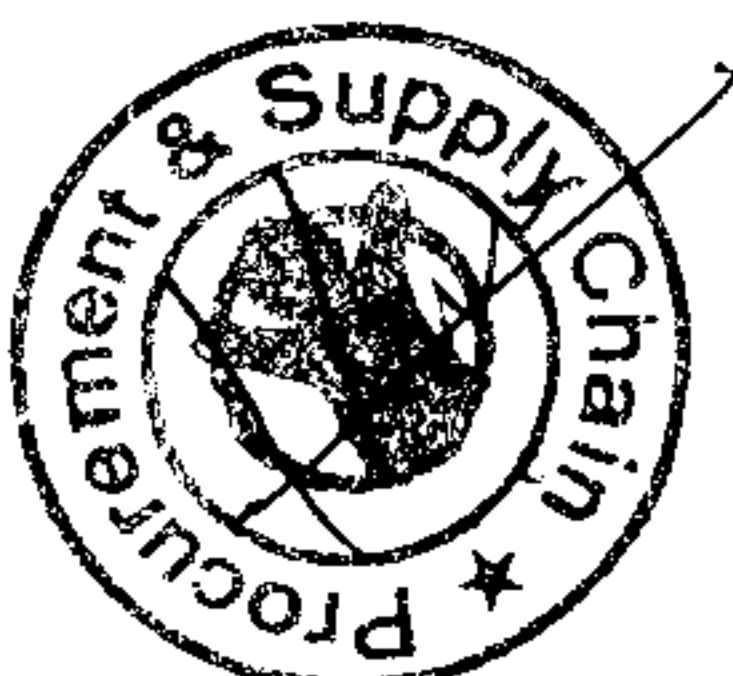
- ↓ 24 hours E-mail and Internet access (Free of Charges)/ Complete Secretarial Services with Laser Printing
- ↓ Fax / Photocopying / Spiral binding services/ Scanning and Color Printing

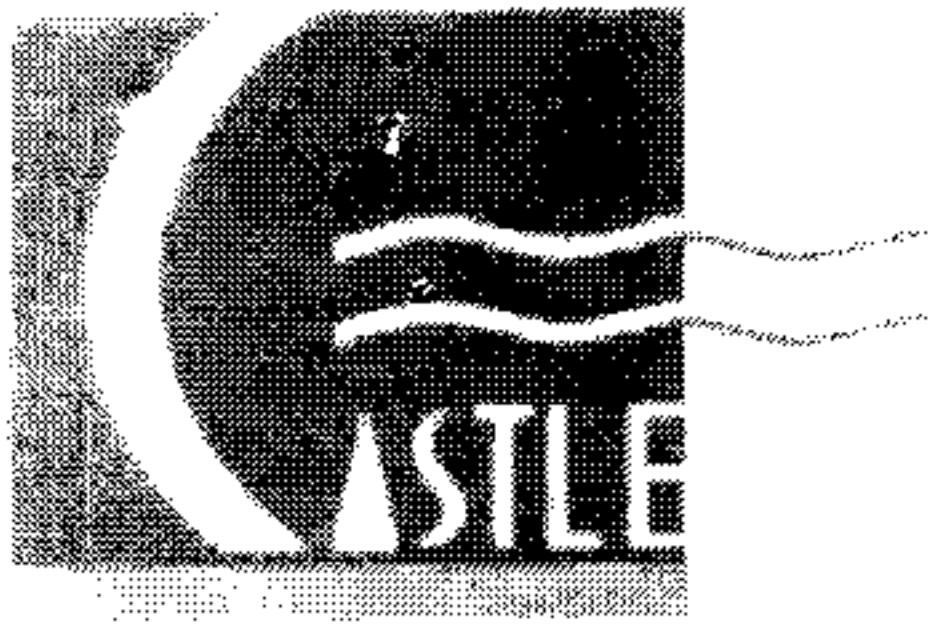
Airport Counter:

We have International Airport counter/booth available to assist guests at the Airport.

Complimentary Services

- * Full hot and cold buffet breakfast / Welcome Drinks, Fruit Basket & one bottle of Mineral water on arrival
- * All local telephone calls / Daily Local English Newspapers
- * Airport pick-up & Drop / *Flight reconfirmation / free parking
- * Free Internet use in the Business Center / Free Hi-Speed LAN AND WIRELESS Internet connection from the room
- * DVD Player in all rooms (You can borrow DVD from the Reception Desk)
- * Mobile SIM up to the duration of stay (upon availability and returnable)
- * Baby cots/ Ironing facilities / Shoe Shining / Use of the health club / Safety deposit box
- * Digital Safe Box in all rooms.
- * Sun bath facilities on the roof top.





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Fax : 880-2-9884675, E-mail : htllake@agni.com, htllake@optimaxbd.net, Website : www.hotellakecastle.com

Other Lake Castle Services:

- ✚ Hotel Limousine on a rental basis and most trusted Rent-A-Car services.
- ✚ DHL Express and Courier Services. / Baby-sitting / Physician on 24 hours call / Rooms for disabled with Wheelchair Access
- ✚ Fully Computerized Billing System / Credit Card Settlement / 24 hours Room Services / Air-condition in all rooms
- ✚ Automatic Fire Alarm with addressable smoke/heat detector in each and every room and equipped with easy fire exit and most modern fire fighting system
- ✚ Laundry & Dry cleaning services / Satellite TV (Power Pass System) with 55 Channels
- ✚ Conference facilities with Three different sizes hall (Two of them on the Rooftop)/ Gift Shop / Mini Bar in all rooms
- ✚ 24 hours Security Service from TASK SERVICES LTD. with CCTV System
- ✚ Access to Fu Wang Bowling Club and Sports Zone / Sight seeing tours
- ✚ Access of Golf Club in Savar with a very minimum charges for 18 holes
- ✚ Automatic generator for an uninterrupted power supply

Under the leadership of an international hospitality and hotel manager, our Lake Castle Team is eager to do everything to ensure your stay is a happy and comfortable one. We assure you and your guests our best services at all times which help us to strengthen our relationship in future. You are most cordially invited to our Hotel to experience our range of services.

Your Valued and consistent patronage will be a great help to our success. If you need further clarification or assistance, please do not hesitate to contact the undersigned.

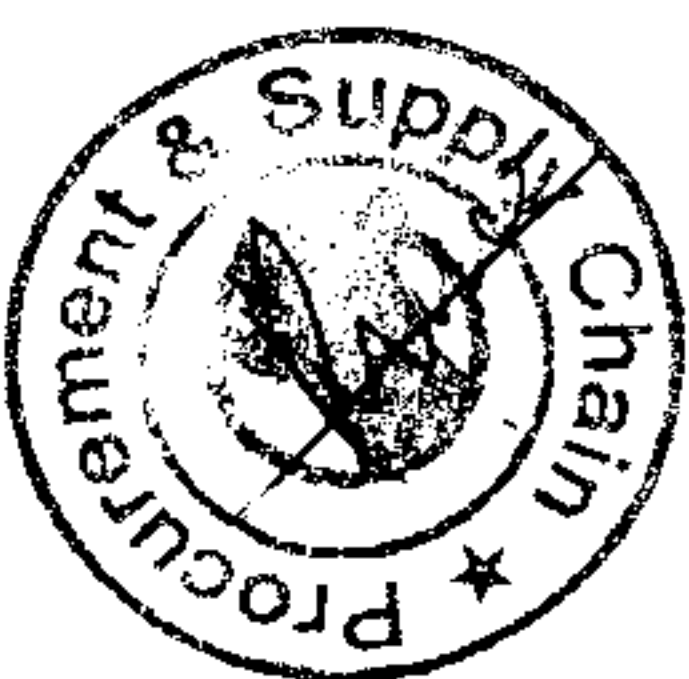
A PROMISE OF HOSPITALITY FROM THE TEAM OF HOTEL LAKE CASTLE LTD.

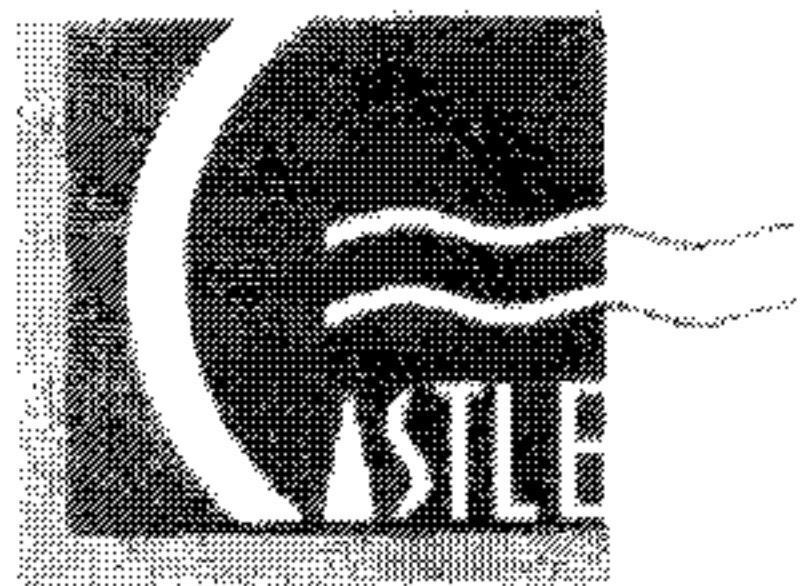
Warm Regards

Emad Uddin Ahmed

Front Office Manager

01713-009594





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Date: February 17, 2014

Attention :Ms. Sunanda Roy
Company :Save the Children, International

SUBJECT : CONFERENCE AND MEALS PACKAGE OFFER

I am truly appreciative of the time and effort you spent in selecting Hotel Lake Castle for your esteemed guests during their Future Conference in Dhaka, Bangladesh. Please refer details breakdown as follows:

Food and Beverage

DATE & DURATION

NUMBER OF PERSONS

ROOF TOP CONFERENCE ROOM (1)

ROOF TOP CONFERENCE ROOM (2)

GROUND FLOOR CONFERENCE HALL

TEA BREAK & 2 LIGHT SNACKS

INTERNATIONAL BUFFET LUNCH

INTERNATIONAL BUFFET DINNER

COMPLEMENTARY LOGISTIC SUPPORT

BEVERAGE

WATER

WIRELESS INTERNET

BROADBAND CONNECTION

LOCAL TEL.CALLS

SOUND SYSTEM/PA SYSTEM

OHP

MULTIMEDIA/LCD/BIMER PROJECTOR

ROOM SET UP

BILLING

RESERVATION STATUS

WORK ORDER

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= TAKA 10,000.00 PER DAY (GOOD FOR 50-70 PAX)

= TAKA 8000.00 PER DAY (GOOD FOR 20-25 PAX)

= TAKA 8000.00 PER DAY (GOOD FOR 15-20 PAX)

= TAKA 100.00 X 2 TIMES = TAKA 200.00 PER PERSON PER DAY

= TAKA 650.00 PER PERSON

= TAKA 850.00 PER PERSON

= FLIP CHART + PENCIL + ERASER + NOTE PAD+ PEN

FACIAL TISSUE+ SECRETARIAT TABLE + FLIP BOARD +SCREEN

= CHARGEABLE

= CHARGEABLE

= CHARGEABLE

= CHARGEABLE

= FREE OF CHARGES

= 2 HAND-HELD MICROPHONES (TAKA 1500.00)

= TAKA 1500.00

= TAKA 2000.00

= AS PER INSTRUCTION

= AS PER INSTRUCTION

= PLEASE CONFIRM ASAP

= MUST BE APPLICABLE.

Total Bills are subject to 10% Service Charges and 15% VAT

VALID UP TO 1st of April, 2014 to 31st March 2015

NO SHOW TO BE CHARGED TO THE COMPANY UNLESS INFORMED US 24 HOURS IN ADVANCE

Our employees are experienced and willing to go that extra mile to make your guests happy and comfortable. Your Valued and consistent patronage will be a great help to our success.

If you need further clarification or assistance, please do not hesitate to contact the undersigned.

WE ASSURE YOU AND YOU'RE GUESTS OUR BEST SERVICES AT ALL TIMES.

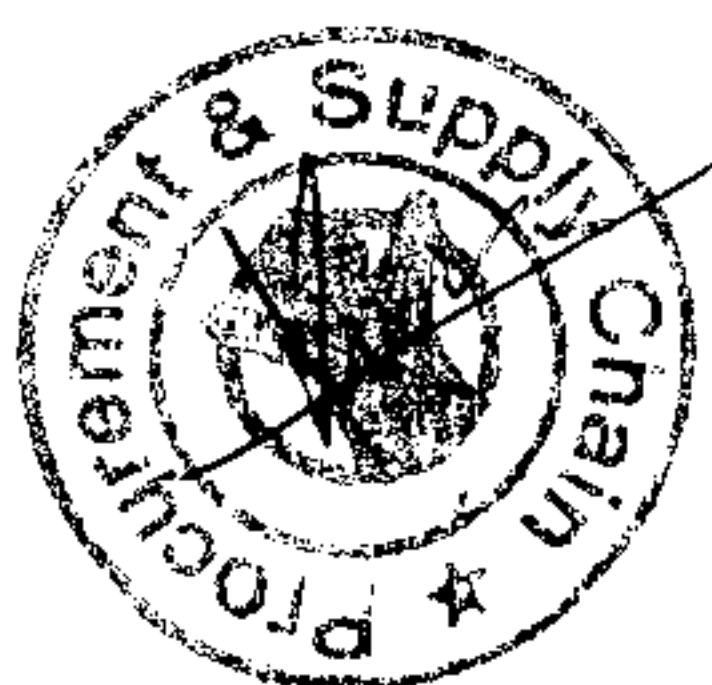
Warm Regards

Emad

Emad Uddin Ahmed

Front Office Manager

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Fax: 880-2-9884675, E-mail: htlake@agni.com, htlake@optimaxbd.net, Website: www.hotellakecastle.com

Date: November 25, 2012

ATTENTION: Mr. SHARIF ALAM
CELL: SAVE THE CHILDREN INTERNATIONAL
E-MAIL: SHARIF.ALAM@SAVETHECHILDREN.ORG
COMPANY: SAVE THE CHILDREN INTERNATIONAL

SUBJECT : CONFERENCE AND MEALS PACKAGE OFFER

Dear Mr. Sharif

I am truly appreciative of the time and effort you spent in selecting Hotel Lake Castle for your esteemed guests during their Future Conference in Dhaka, Bangladesh. Please refer details breakdown as follows:

Food and Beverage

| | |
|----------------------------------|--|
| DATE & DURATION | = |
| NUMBER OF PERSONS | = |
| ROOF TOP CONFERENCE ROOM (1) | = TAKA 8000.00 PER DAY (GOOD FOR 50-70 PAX) |
| ROOF TOP CONFERENCE ROOM (2) | = TAKA 7000.00 PER DAY (GOOD FOR 20-25 PAX) |
| GROUND FLOOR CONFERENCE ROOM (1) | = TAKA 6000.00 PER DAY (GOOD FOR 15-20 PAX) |
| TEA BREAK & 2 LIGHT SNACKS | = TAKA 100.00 X 2 TIMES = TAKA 200.00 PER PERSON PER DAY |
| INTERNATIONAL BUFFET LUNCH | = TAKA 650.00 PER PERSON |
| INTERNATIONAL BUFFET DINNER | = TAKA 750.00 PER PERSON |
| COMPLEMENTARY LOGISTIC SUPPORT | = FLIP CHART + PENCIL + ERASER + NOTE PAD + PEN FACIAL TISSUE + SECRETARIAT TABLE + MINERAL WATER |
| BEVERAGE | = CHARGEABLE |
| WATER | = CHARGEABLE |
| WIRELESS INTERNET | = CHARGEABLE |
| BROADBAND CONNECTION | = CHARGEABLE |
| LOCAL TEL. CALLS | = FREE OF CHARGES |
| SOUND SYSTEM/PA SYSTEM | = 2 HAND-HELD MICROPHONES (TAKA 1500.00) |
| OHP | = TAKA 1500.00 |
| MULTIMEDIA/LCD/BIMER PROJECTOR | = TAKA 2000.00 |
| ROOM SET UP | = AS PER INSTRUCTION |
| BILLING | = AS PER INSTRUCTION |
| RESERVATION STATUS | = CONFIRMED |

Please confirm ASAP

Total Bills are subject to 10% Service Charges and 15% VAT
SUBJECT MAY BE CHANGED UPON SITUATION.

VALID UP TO December 31, 2013

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| Std./Deluxe Room (Single or Twin) | US \$ 80 ++ | US \$ 75 +VAT | US \$ |
| Deluxe Lake View | US \$ 95 ++ | US \$ 90 +VAT | US \$ |
| Super Deluxe (Single or Twin) | US \$ 100 ++ | US \$ 95 +VAT | US \$ |
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Valid up to 31st December 2013

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 Warm Regards

