



20/08/2015

RFQ RFQ/SCI/BDCO/FY-15/00335
PR No# PR/SCI/BDCO/FY-15/00922

To

Subject Request for Quotation of Umbrella

Save the Children is hereby inviting best Offer with your best price for insuring 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	Umbrella	Two folding with SC logo (as per sample)	Nos.	220.00		

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 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.
- 4 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.
- 5 Dead Line for Submission: On or before 23/08/2015 by 4:0 PM sharp.
- 6 Delivery Place: Save the Children, House# CWN (A) 35, Road# 43, Gulshan-2, Dhaka (Sunday through Thursday from 9.00 AM to 4.00 PM) or as per Instruction of the Save the Children representative
- 7 Price Validity: Quotation should be valid minimum 30 days from the date of offer submission. Validity should be mentioned in the quotation.
- 8 Technical Queries: For technical queries , Interested firms may contact: Susanto Kumar Das ,Senior Program Support Officer Shishuder Jonno , 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: susanto.das@savethechildren.org Mobile: 01716176252
- 9 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.
- 10 VAT and Tax shall be deducted as per rules of GoB.
- 11 SCI reserves the right to accept or reject in part or full/one or all quotations/offers/proposals without assigning any reason whatsoever.

If you have any queries feel free to ask.

Thank You
For Save the Children

Procurement & Supply Chain