



# Save the Children

Date: 03 December 2014

Ref Agreement: **Frame work Agreement for Xerox Photocopier Toner, Date: 23 December 2013**

Ref Letter: **Renewal of Frame work agreement for Xerox Photocopier, Date: 03 December 2014**

**To**

International Office Equipment  
74 Gulshan Avenue, (4<sup>th</sup> Floor) Gulshan-I,  
Dhaka 1212.

**Subject: Renewal of Frame work Agreement for Xerox Photocopier Toner.**

Dear Sir,

Refer to the above agreement with International Office Equipment. & your letter regarding extension of frame work agreement for Sale and supply of Xerox Photocopier Toner, Save the Children International is pleased to renew the agreement for another one year effective from 03 December 2014 and shall remain valid until 02 December 2015 unless further extended.

All other Terms & Conditions in the agreement shall remain unchanged.

*You are thus requested to take following actions:*

Accept in writing or electronic mail this Renewal within seven (7) working days of its issuance.

Thanking You

For Save the Children

Michael McGrath  
Country Director

Cc;

1. Sr. Manager, Admin
2. Sr. Manager, ICT



# Save the Children

This Framework Agreement is made on 23.12.2013 for Xerox Photocopier Toner

Between

Save the Children International (SCI)

And

International Office Equipment

FWA# SCI/FWA/XEROX TONER/FY13/15

With reference quotation dated - 23 December 2013 from International Office Equipment, SCI is happy to make the framework agreement (FWA) for Printer Toner supply with International Office Equipment. This FWA is subject to acceptance of Terms & Conditions given below:

**A) Item list and Price**

Sl	Description	Unit	Rate
1	Toner Cartridge Model: WC 5225	Pcs	12,540.00
2	Drum Cartridge Model: WC 5225	Pcs	22,990.00
3	Toner Cartridge Model: WC 123	Pcs	12,540.00
4	Drum Cartridge Model: WC 123	Pcs	22,990.00
5	Toner Cartridge Model: WC 5020	Pcs	1,881.00
6	Drum Cartridge Model: WC 5020	Pcs	12,540.00
7	Drum/ Toner Cartridge Model: WC 423	Pcs	33,440.00

**B) Special Conditions:**

- 1 Duration of the agreement: From 23 December 2013 to 30 November 2014 with a possibility for further extension subject to good performance of the supplier and mutual understanding.
- 2 Price validity: The above price should be valid up to 30 November 2014
- 3 Delivery place and lead time: Goods should be delivered at SCI- CO within 05 days after receiving the PO.
- 4 Mode of the agreement: By this agreement International Office equipment will get first priority for Toner of Xerox Photocopier whereas SCI reserves the right to furnish PO for the same to others vendor if necessary.

**C) General Terms and Conditions**

- 1 Child Safeguarding Policy: All Suppliers should accept SCI's Child Safeguarding Policy.
- 2 Payment: Payment will be made against each PO and delivery, normally within 15 days subject to satisfactory supplying of goods and submission of bill with received challan.
- 3 VAT & TAX shall be deducted at source as per GoB rules.
- 4 Termination: Either party can terminate this agreement without assigning any reasons whatsoever subject to prior notice of three month. In this case financial transaction should be completed with in 15 days after end date.

For Save the Children

Nayyar Iqbal  
Officer Incharge

- CC
1. SCI Copy
  2. Vendor Copy

Accepted by in favor of the vendor

Name:  
Title:



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