



03/08/2015

RFQ RFQ/SCI/BDCO/FY-15/00314
PR No# PR/SCI/BDCO/FY-15/00829

To

Subject Revised Request for Quotation

Please see the below mentioned Books specification. Save the Children is hereby inviting Sealed Quotation with your best price for ensuring following items. The quoted price should meet the specification given below. Please enclose this letter with sealed quotation in organization's/ company's letter head pad. Quotation 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	Book	Math Work Book. As per attachment specification & delivery information	Nos.	17,850.00		

Terms & Condition

- 1 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.
- 2 Sealed Quotation should be submitted in the Bid Box -1 Kept in Gr.floor(Reception) located at Save the Children office, House- CWN (A) 35, Road- 43, Gulshan-2 ,Dhaka-1212 addressing: Sr. Manager- Procurement & Supply Chain, Envelop should be marked ".....(REF# RFQ/SCI/BDCO/FY-15/00.....)
- 3 Copyright: Only Save the Children will reserve the right of this software/research data/findings/manual resource even the awarded firm cannot use/share this resources with anyone both internally/externally.
- 4 Dead Line for Submission: On or before 10/08/2015 by 3:30 PM sharp.
- 5 Delivery Place: As per attachment (Sunday through Thursday from 9.00 AM to 4.00 PM) or as per Instruction of the Save the Children representative.
- 6 Eligibility Criteria :The Proposer shall possess the following qualification: Organizations must provide information and documentary evidences to establish that they have a) legal establishment for a minimum of Two years overall experience in similar service/job b) Copy of updated Trade Lenience c) Company profile with customer list, preferably Govt. / Semi Govt. / INGO. d) Up-to-date VAT and Tax Certificate. For Individual copy of TIN or certificate of other relevant professional degree.
- 7 Price Adjustment:Forma wise quotations to be submitted.Price will be adjusted as per forma basis, if number of forma decreases then per unit cost will be fixed accordingly & vice versa.
- 8 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.
- 9 All suppliers/vendors must accept the child safeguarding policy of Save the Children.
- 10 SCI reserves the right to accept or reject in part or full/one or all quotations/offers/proposals without assigning any reason whatsoever.
- 11 Vendor will provide several hard copy of the printing for review by concerned team of Save the Children.After having approval on dummy copy vendor will proceed for machine proof.Positive & soft copy must be returned to SCI office before submitting the bill.
- 12 Specification: Specification should be mentioned in the quotation.
- 13 VAT and Tax shall be deducted as per rules of GoB.
- 14 Delivery Period: Within 15 working days after getting the machine proof approval for printing.
- 15 If any query feel free to ask Mr. Zillur Cell No. 01720993066

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If you have any queries feel free to ask.

Thank You
For Save the Children

Procurement & Supply Chain