

Date : 02-07-2025

Req. No.:

REQ20250011592

To

Date:

26-06-2025

Nano Information Technology (NanoSoft)
NANO INFORMATION TECHNOLOGY
(NANOSOFT) House: Cha-88/1/B (2nd& 3rd
Floor), Progoti Sharoni North Badda,
Dhaka-1212 Tel: +880-2-9854718, 9850393

Attention:
Subject: Purchase Order for Licenses

Dear Sir,

With reference to your submitted quotation, the BRAC management has been pleased to accept your offer and request you to supply the below-mentioned item(s) under the following terms & conditions. Bill should be submitted with reference no: **BPD/2025/DP-1980**.

1. Item Details:

Item Name	Specification	UoM	Quantity	Unit Price(BDT)	Total Price(BDT)
Software	Software _ Videoscribe Link : https://www.videoscribe.co/pricing/ 1 year subscription	Pcs	1	28700.00	28700.00
Software Installation Cost	Software Installation for Procreate Link: https://apps.apple.com/us/app/procreate/id425073498 One time payment	Pcs	1	2200.00	2200.00
Grand Total					30900.00
In Word : THIRTY THOUSAND NINE HUNDRED TAKA ONLY					

2. Delivery Date and Place:

Item Name	Quantity	Delivery Date	Delivery Location
Software	1	31-07-2025	Head Office-[5th Floor, HO, Kanig Fatema, 01611135705]
Software Installation Cost	1	31-07-2025	Head Office-[5th Floor, HO, Kanig Fatema, 01611135705]

3. License Validity:

1 year for Videoscribe License

4. Payment: By Bank transfer BRAC Accounts Department will transfer the bill to your Company account in any Bank of Bangladesh, after satisfactory delivery within 45 days and duly received by BRAC representative & a notation on the delivery challan by the recipient (with Name, Designation & date). The following information is to be provided on the bill:

a) Name of Account
b) Bank Name

BRAC
BRAC CENTRE
75 Mohakhali
Dhaka 1212

T: +88 02 2222 81265
F: +88 02 2222 63542
E: procurement@brac.net
W: www.brac.net

Registered in
Bangladesh under
The societies
Registration Act of 1860

c) Bank Account no.

d) Branch Name &

e) e-mail address.

LD Clause: Ordered items should be supplied as per schedule date, otherwise liquidated damage (0.5 %) for per week delay or part thereof up to maximum 5% from the stipulated time of supply and deducted from the submitted bill. After that BRAC reserves the right to cancel the purchase order.

**5. The supplier must provide Mushok 6.3 along with bill as per govt. rules.
BRAC TIN: 298736130304 BIN: 001895072-0101**

6. Income Tax, VAT will be deducted at source from the bill as per Govt. rules in case of Bank Transfer.

7. Partial Payment against partial delivery is allowed.

Money Laundering, Terrorism and Prohibited Parties

1. The **Supplier** shall not engage in any dealing with, or otherwise provide, directly or indirectly, funds, economic resources or support to, any person or organisation who is:
 1. designated on any list of targeted persons issued under economic or financial sanctions administered by an official government or is otherwise associated with terrorism; **or**
 2. located within or operating from a Sanctioned Territory as identified by the United Nations Security Council, or the Government of Bangladesh.
2. The **Supplier** shall provide to BRAC for vetting or screening purposes, the full names and full dates of birth, and any other information requested, of its shareholders, members, directors, trustees (if applicable) and any key staff, and any other person directly or indirectly involved with the Procurement Process, at the request of BRAC. For the avoidance of doubt, this requirement does not extend to beneficiaries.
3. The **Supplier** shall ensure that none of its funds or resources are transferred to any person or organisation that is located, organised or resident in a Sanctioned Territory as identified by the United Nations Security Council and the Government of Bangladesh, nor directly or indirectly involved in money laundering or terrorism.
4. The **Supplier** shall notify BRAC immediately if, during the course of its Agreement with BRAC, it becomes aware of any link with any Prohibited Party or organisation or individual who may be perceived to be linked in any way to money laundering and/or terrorism or who appears on any sanctions list, including but not limited to any detected, suspected or attempted (direct or indirect):
 1. financial transaction or other dealing with a Prohibited Party or a terrorist group; **or**
 2. diversion of Project assets, funds or resources to a Prohibited Party or a terrorist group.
5. The **Supplier** shall ensure that any person associated, who is performing services or providing goods in connection with an Agreement with BRAC or is otherwise a subcontractor does so only on the basis of a written contract which imposes on and secures from such person Money Laundering, Terrorism and Prohibited Parties terms

equivalent to those imposed on the Supplier/Consultant. The Supplier shall be responsible for the observance and performance by such persons of any of these terms, and shall be directly liable to BRAC for any breach by such persons of any of these terms.

6. **"Prohibited Party"** includes politically exposed persons, persons, organisations and entities listed in resolutions of the United Nations Security Council, designated by the United States Treasury Department's Office of Foreign Asset Controls ("**OFAC**") as specially designated nationals ("**SDNs**") and by United States government agencies, with which one may not engage in business transactions because of terrorism risks or legal restrictions imposed on them.

Safeguarding

The **Supplier** shall:

1. Ensure that children and adults at risk are safeguarded from any form of abuse, sexual harassment, intimidation, violence, bullying, humiliation, neglect, exploitation and discrimination, including physical, financial, psychological and sexual abuse, sexual exploitation, neglect, or self-harm or inhuman or degrading treatment howsoever arising (collectively, "Behaviour"), based on the BRAC safeguarding policies from time to time, and take all reasonable steps necessary to eliminate or minimise risk of actual, attempted or threatened Behaviour, and whether or not such conduct would amount to a criminal offence;
2. Ensure that all allegations, suspicions and incidents of abuse, harm or the risk of harm to children and/or adults or where there is concern about the behaviour of an individual, or about the welfare of a child or adult, and believes they are suffering or likely to suffer abuse, harm or neglect, or otherwise related to safeguarding, are reported immediately to BRAC on a strictly confidential basis; BRAC shall review and, if considered appropriate in its sole discretion, investigate and inquire into any reported allegation, suspicion or incident of Behaviour. Such review, investigation and inquiry will be confidential, independent of and without prejudice to a report and proceedings under any applicable law;
3. If required by BRAC, ensure that all the its personnel (paid and voluntary) taking part in any aspect related to this Agreement attend safeguarding awareness training provided by BRAC and submit its safeguarding policy and procedures to BRAC for approval; the supplier must incorporate any amendments to its safeguarding policy and procedures required by BRAC from time to time;

Thanking You
For BRAC



MOINUDDIN ISLAM
Senior Manager, Procurement

BRAC
BRAC CENTRE
75 Mohakhali
Dhaka 1212

T: +88 02 2222 81265
F: +88 02 2222 63542
E: procurement@brac.net
W: www.brac.net

Registered in
Bangladesh under
The societies
Registration Act of 1860



BRAC
BRAC CENTRE
75 Mohakhali
Dhaka 1212

T: +88 02 2222 81265
F: +88 02 2222 63542
E: procurement@brac.net
W: www.brac.net

Registered in
Bangladesh under
The societies
Registration Act of 1860

Annexure-1

Definitions of Abusive Behaviors related to Safeguarding

1. **Sexual Harassment:** Any unwelcome direct, indirect, physical, cyber, verbal or nonverbal conduct of sexual nature.

যৌন হয়রানি: যে-কোনো ধরনের অনাকাঙ্ক্ষিত প্রত্যক্ষ, পরোক্ষ, শারীরিক, সাইবার (তথ্যপ্রযুক্তির মাধ্যমে), মৌখিক বা অ-মৌখিক যৌন প্রবৃত্তিমূলক আচরণ।

- 1.1 **Sexual exploitation:** means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including but not limited to profiting monetarily, socially or politically from the sexual exploitation of another.

যৌন শোষণ: শুধুমাত্র আর্থিক, সামাজিক কিংবা রাজনৈতিক লাভের উদ্দেশ্যে নয় বরং অন্যের অসহায়ত্ব, ক্ষমতা বৈষম্য বা বিশ্বাসের সুযোগ গ্রহণ করে তার কাছ থেকে যে কোনো ধরনের যৌন উদ্দেশ্য সাধন কিংবা এরূপ কোনো প্রচেষ্টাকে যৌন শোষণ বলা যেতে পারে।

- 1.2 **Sexual abuse:** means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

যৌন নির্যাতন: যৌন নির্যাতন বলতে এমন যৌন আচরণকে বোঝানো হয় যেখানে জোরপূর্বক অথবা অসম অথবা বাধ্যতামূলক পরিবেশে অনধিকারবশত কাউকে শারীরিকভাবে হেনস্তা কিংবা নিপীড়ন করা হয়।

2. **Intimidation:** Intentional behaviour that would cause a person to fear injury or harm.

ভীতি প্রদর্শন: ইচ্ছাকৃত কোনো আচরণ যার ফলে একজন মানুষের মনে জখম বা ক্ষতিগ্রস্ত হওয়ার ভীতি সৃষ্টি হয়।

3. **Violence:** Actual physical attack or injury with or without a weapon.

সহিংসতা: কোনো অস্ত্রের সাহায্যে বা অস্ত্র ছাড়াই শারীরিক আক্রমণ বা জখম করা।

4. **Bullying:** The necessary elements of bullying are repetitive misbehaviour which causes harm and has an element of imbalance of power. The behaviour can be aggressive and/or threatening. It can be targeted and single out someone. Bullying can take place through electronic communication/social media which is referred to as 'Cyber bullying'.

উৎপীড়ন: উদ্দেশ্যমূলকভাবে কোনো ব্যক্তির মর্যাদাহানি করা, কারও উপর কর্তৃত্ব জাহির করা, কাউকে লক্ষ্যবস্তু বানানো কিংবা বিশেষভাবে চিহ্নিত করে তাকে কোণঠাসা করা। এই আচরণ একাধিকবার, আত্মসী এবং/অথবা হুমকিমূলক হয়ে থাকে।

ইলেক্ট্রনিক যোগাযোগ/সোশ্যাল মিডিয়া ব্যবহারপূর্বক এই ধরনের আচরণ করা হলে তা ‘সাইবার উৎপীড়ন’ নামে পরিচিত হয়।

5. **Humiliation:** To look down upon someone, cause a person mortification or painful loss of pride, self-respect, or dignity.

অপমান/অবমাননা: এমন কোনো আচরণ যা ব্যক্তিবিশেষকে খাটো করে, লজ্জিত ও মর্মান্বিত করে, কিংবা তাঁর গৌরব, আত্মসম্মান বা মর্যাদাহানি ঘটায়।

6. **Neglect:** Is a form of abuse where the perpetrator, who has a duty of care for someone, fails to do so. It can be a result of carelessness, exclusion, indifference, or unwillingness.

অবহেলা: এটিও এক ধরনের নিপীড়ন। এখানে অন্যায়কারী তার ওপর ন্যস্ত ব্যক্তিবিশেষকে দেখাশোনা করার দায়িত্ব পালনে ব্যর্থ হন। অমনোযোগ, উদাসীনতা, বিচ্ছিন্ন করা কিংবা অনিচ্ছার ফলে এমন ঘটনা ঘটতে পারে।

7. **Exploitation:** The act of taking advantage of someone to gain undue benefit.

শোষণ: কোনো অতিরিক্ত লাভ বা সুবিধাপ্রাপ্তির জন্য ব্যক্তিবিশেষের সঙ্গে অসদাচরণ কিংবা তার দুর্বলতার সুযোগ গ্রহণ করা।

8. **Discrimination:** Unjust or prejudicial treatment of different categories of people, especially based on sex, race, gender, marital status, religion, disability, sexual orientation and/or age, organizational position/level/location or programme etc.

বৈষম্য: বিভিন্ন ধরনের অন্যায়, পক্ষপাতদুষ্ট আচরণ যা মানুষের জেন্ডার, জাতি, বৈবাহিক অবস্থা, ধর্ম, বর্ণ, প্রতিবন্ধিতা, লৈঙ্গিক পরিচয়, সংস্থার পদ-পদবি এবং/অথবা বয়স ইত্যাদির ভিত্তিতে করা হয়ে থাকে।