

**Save the Children**

House- CWN (A) 35, Road- 43, Gulshan-2  
Dhaka-1212



9-Oct-24

PR: 530425

To

**Subject:** Request for Consultant hiring for Tfd training

"Save the Children is hereby inviting Proposal for supplying following item (s)/Services. The proposal should meet the requirement given in RFP. Please enclose this letter with your offer in organization's/ company's letter head pad. Proposal should be specified with your terms and conditions. Acceptance of proposal is subject to fulfillment of the following terms and conditions:"

Sl	Description	Specification	Unit	Req. Quantity	Unit Price	Amount (Tk)
1	Consultant hiring for Tfd training	<a href="#">As per TOR</a>	Job	1		
2	Others					
Total Amount (Including VAT & Others)						

**Terms and Conditions:**

1	Anti-Bribery & Corruption: Save the Children suppliers/consultants must immediately report any suspicions of fraud or dishonesty in confidence to Risk and Compliance Director ( <a href="mailto:abdullah.faruque@savethechildren.org">abdullah.faruque@savethechildren.org</a> ) / Country Director through email.
2	All suppliers/vendors must accept the child safeguarding policy of Save the Children.
3	Evaluation Criteria : As per Attached. Vendor must be submitted the supporting document as per the requirement of evaluation criteria.
4	Valid Legal Documents [ Copy of Trade License/Registration Certificate, TIN, BIN/VAT, Certificate of Incorporation (for Limited Company only)]; National ID of Proprietor/ Managing Director/CEO/Key Person; Compliance with our Mandatory Policy ; Policy documents attached at TOR .
5	Delivery & place: As per TOR.
6	<b>Last date of proposal submission: 20th October, 2024</b> vendor will send their proposal through : <a href="mailto:rabeya.ferdouse@savethechildren.org">rabeya.ferdouse@savethechildren.org</a> ; <a href="mailto:rahad.ahemed@savethechildren.org">rahad.ahemed@savethechildren.org</a>
7	Payment will be made through A/C Payee cheque/EFT within 45 days or as per payment terms mentioned in existing FWA/Contract, upon satisfactory goods received/completion of work and submission of invoice with necessary documents. Delivery challan or service receipt acknowledgement received by Save the Children staff or their designated representative with name & signature is a mandatory document for payment.
8	VAT and Tax shall be deducted as per rules of GoB.
9	SC reserves the right to accept or reject in part or full/one or all proposal without assigning any reason whatever.

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For technical issues supplier must contact with Md. Saifur Rahman (Jewel) , | Manager- Child Protection, Shishuder Jonno ; Mobile: 01712608913

For commercial issue, Vendor can communicate with Rabeya Ferdouse; cell: 01707662922; mail: [rabeya.ferdouse@savethechildren.org](mailto:rabeya.ferdouse@savethechildren.org)

If you have any queries feel free to ask.

Thank You

For Save the Children

Procurement & Supply Chain