

MRDI/2020-2021/172

08 September 2020

Ayman Sadiq,
Chief Executive Officer
10 Minute School
House # 64, Road # 07
Cantonment Bazar, Dhaka

Sub: Requesting to supply 250 PCS 10MS T-shirt.

Dear Mr. Sadiq,

Greetings from MRDI! Hope all are staying safe.

You are aware, during the launching of learning based RTI Mobile application "iknow" under the project "Better Governance for better services" in partnership with Manusher Jonno Foundation (MJF), MRDI announced that 250 winners of RTI online course will receive 10MS T-shirt.

As per our earlier discussion, you agreed to provide us 250 pcs 10MS T-shirt at cost which is Tk. 200.00 (Two hundred) per piece excluding VAT & Tax. MRDI will deposit the applicable VAT & Tax in Govt. treasury.

I am requesting to deliver 250 Pcs T-shirt with in 18 September 2020. As per our discussion, requesting to attach the 10MS payment evidence (Attested copy of bill & money receipts) with your invoice for the T-shirts. It is required for our documentation. Payment will be made through bank transfer after the delivery & submission of 10MS invoice.

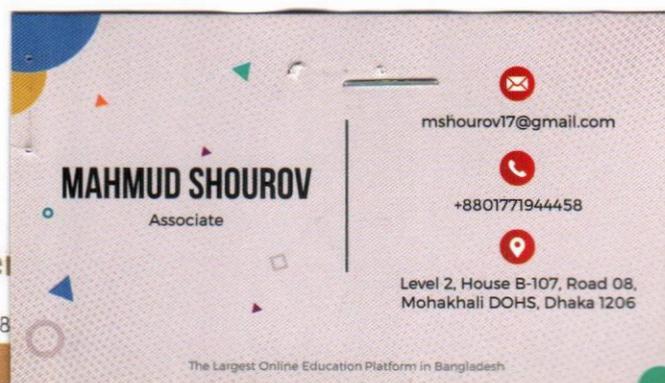
Thanking you,



Md. Abdul Gofur
Manager, Finance

Received
08/09/2020

-Mahmud Shourov
Operations Associate



Management

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