

MRDI/2023-2024/338

19 March 2024

Md. Golam Mostofa

Proprietor

Transparent

189 Bir Uttam CR Datta Road (3rd floor),
Hatirpool, Dhaka-1205.**Subject: Work order for printing of flyer with jacket and MRDI Writing pad.****Dear Mr. Mostofa,**

Greetings from MRDI!

This is to inform you that MRDI has selected your organization for printing 1000 copies of flyer with jacket and 800 copies of MRDI Writing pad complying with your quotation submitted to us on 16.03.2024. You are requested to supply the flyer with jacket and MRDI Writing pad as per following conditions:

Sl.	Particulars	Quantity	Unit Price	Price in Taka
1.	MRDI Writing Pad Size: 5.5in X 8.5in, Page: 40 pages Cover: 300gm Art Card, 1 color Print Inner: 100gm offset paper, 1 color roll print Hard Book Binding, Corner Dye Cutting	800 copies	95	76,000.00
2.	Two Folding flyer with Jacket 2.1 Folding flyer -1: (Factchecking) DTP Design & Layout Size: 6inch x 24-inch, 12 Page, 6 Fold 300gm Art Card 4 color print Die Cutting for 6 Folding 2.2 Folding flyer -2: (Digital Literacy) DTP Design & Layout Size: 6inch x 24-inch, 12 Page, 6 Fold 300gm Art Card 4 color print Die Cutting for 6 Folding 2.3 Jacket for 2 Folding flyer DTP Design & Layout Size: 6.5inch x 18-inch 300gm Art Card 4 color print Matt 7 Spot Lamination Inner side 2 pocket for 2 flayers Die Cutting for Folder making.	1000 copies	128	128,000.00
	Total			204,000.00

1. You will do the printing of materials of flyer with jacket and MRDI Writing pad you stated in your quotation and other jobs required for production.
2. You will supply 1000 copies of the flyer with jacket and 800 copies of MRDI Writing pad in MRDI office, 8/19 Sir Syed Road, Mohammadpur, Dhaka by **28 March 2024**.
3. The total payment will be **Tk. 204,000/- (Two lac four thousand)** including VAT & Tax for the flyer with jacket and MRDI Writing pad.
4. MRDI will not be responsible for any loss/damage arising/occurring during the processing of production.
5. Transparent will give us an illustration copy of the flyer with jacket in soft version.
6. Payment will be made through Bank transfer upon submission of the bill after delivery.
7. VAT and Tax as admissible will be deducted at source as per Govt. rules.
8. MRDI will have the right to reject the work order if the terms & conditions are not fulfilled properly, or delivery is not made within the specified time, or the production quality is not satisfactory.
9. Require acknowledging the Child Protection Code of Conduct as per MRDI Policy.

Thanking,



Tahmina Ferdowsy
Senior Accounts Officer
MRDI

Accepted by:



Md. Golam Mostofa
Proprietor, Transparent
Date: 19 March 2024

Child Protection Code of Conduct

I, **Golam Mostofa Kiron, Proprietor of Transparent**, acknowledge that I have read and understood MRDI's *Child Protection Policy* under the Financial and Administrative Manual and agreed that in the course of my association with MRDI, I must:

- treat children with respect regardless of race, colour, gender, language, religion, political or other opinion, national, ethnic, or social origin, property, disability, birth or other status
- not use language or behavior towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate
- not engage children under the age of 18 in any form of sexual intercourse or sexual activity, including paying for sexual services or acts
- wherever possible, ensure that another adult is present when working in the proximity of children
- not invite unaccompanied children into my home, unless they are at immediate risk of injury or in physical danger
- not sleep close to unsupervised children unless absolutely necessary, in which case I must obtain my supervisor's permission, and ensure that another adult is present if possible
- use any computers, mobile phones, video cameras, cameras or social media appropriately, and never to exploit or harass children or access child exploitation material through any medium
- not use physical punishment on children
- not hire children for domestic or other labour which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury
- comply with all relevant legislation, including labour laws in relation to child labour
- immediately report concerns or allegations of child exploitation and abuse and policy noncompliance in accordance with appropriate procedures
- immediately disclose all charges, convictions and other outcomes of an offence, which occurred before or occurs during my association with MRDI that relate to child exploitation and abuse.

When photographing or filming a child or using children's images for work-related purposes, I must:

- assess and endeavour to comply with local traditions or restrictions for reproducing personal images before photographing or filming a child.

- obtain informed consent from the child and parent or guardian of the child before photographing or filming a child. As part of this I must explain how the photograph or film will be used
- ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive.
- ensure images are honest representations of the context and the facts.
- ensure file labels, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form.
- I understand that the obligation is on me, as a person associated with MRDI, to use common sense and avoid actions or behaviors that could be construed as child exploitation and abuse.

Signature: 

Date: 19 March 2024