

MRDI/2024-2025/384

13 May 2025

**Md. Golam Mostofa**

Proprietor

Transparent

189 Bir Uttam CR Datta Road (3rd floor),  
Hatirpool, Dhaka-1205.

**Subject: Work order for printing 1250 copies of MRDI writing pad and reprinting 1,500 copies of Gender Charter of Commitment (long and short versions) with envelopes.**

Dear Mr. Mostofa,

Greetings from MRDI!

This is to inform you that MRDI has selected your organization for printing 1250 copies of MRDI writing pad and reprinting 1,500 copies of Gender Charter of Commitment (long and short versions) with envelopes under the project " Strategic Togetherness for Inclusive Development (STID)" complying with your quotation submitted to us on 12.05.2025.

Terms and conditions are below:

Sl.	Particulars	Quantity	Unit Price	Price in Taka
1.	<b>MRDI Writing Pad</b> 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	1250 copies	87	108,750.00
2.	<b>Gender Charter of Commitment (Long version)</b> Booklet (Bangla) Size: 6.75-inch x 8.15 inch; Page: 8 pages Cover: 300gm Ambos Card, 4 colour print Inner: 100gm offset paper, Bi Colour Print Staple Binding	1500 copies	29	43,500.00
	<b>Gender Charter of Commitment (Short version)</b> Folding Card (Bangla) Size: 19-inch x 6.25-inch; 3-Fold 300gm Ambos Card, 4 colour print, Matt Lamination	1500 copies	25	37,500.00
	<b>Envelop for charters</b> Size: 8-inch x 11-inch, 100gm offset paper 4 Color print, Envelop making	1500 copies	9	13,500.00
	<b>Total (including VAT &amp; Tax)</b>			<b>203,250.00</b>

1. You will do the printing of materials of MRDI writing pad and Gender Charter of Commitment (long and short versions) with envelopes you stated in your quotation and other jobs required for production.
2. You will supply 1250 copies of MRDI writing pad and 1,500 copies of Gender Charter of Commitment (long and short versions) with envelopes in MRDI office, 8/19 Sir Syed Road, Mohammadpur, Dhaka by **20 May 2025**.
3. The total payment will be **Tk. 203,250/- (Two lac three thousand two hundred fifty)** including VAT & Tax for the MRDI writing pad and Gender Charter of Commitment (long and short versions) with envelopes.
4. 50% Payment will be made through a bank transfer after receiving the work order. The remaining 50% payment will be made through bank transfer upon submission of the bill after delivery of printed materials in good condition.
5. MRDI will not be responsible for any loss/damage arising/occurring during the processing of production.
6. VAT and Tax as admissible will be deducted at source as per Govt. rules.
7. 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.
8. Require acknowledging the Child Protection Code of Conduct as per MRDI Policy.

Thanking,



**Tahmina Ferdowsy**

Senior Accounts Officer



Accepted by: **Md. Golam Mostofa**

Date: 13 May 2025

## Child Protection Code of Conduct

I, **Md. Golam Mostofa, 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: 13 May 2025