



Tender Ref.



German Red Cross Office Dhaka

Dhaka,

Supplier Information

.....
.....

684-686, Red Crescent Sarak
Moghbar, Dhaka-1217, Bangladesh

Phone/Fax: +880 2 9330079

Subject: Work Order –

Dear Sir,

With reference to your quotation dated on (copy attached), we are pleased to accept your quotation and place our purchase order for as per below mentioned. Supply work should be as per your quotation, our specifications given to you & below mentioned terms and conditions:

SL	Item Description	Qty	Unit Price BDT	Total BDT
01	Item 1			
02	Item 2			
03	Item 3			
04	Item 4			
TOTAL				

- i) GRC will pay a total amount of BDT for the above goods.
- ii) Supply work should be done within calendar days from the date of receiving of this work order.
- iii) GRC will pay the total amount by A/C payee cheque in favor of “.....” after complete satisfactory delivery of goods.
- iv) GRC Bangladesh will pay Value Added Tax (VAT) at any stage which GRC is exempted to pay and will deduct TDS (Tax Deduction on Source) as per rule (if applicable).

Kindly deliver the above-mentioned goods and other services on time to GRC Office Bangladesh, 684-686 Bara Moghbar, (1st Floor), Dhaka 1217 with all relevant documents e.g. Delivery Challan, Invoice etc. Please raise your invoice in the name of **German Red Cross Bangladesh/IFRC**.

Thanking you,

Gaurav Ray

Senior Representative
German Red Cross Bangladesh