

MRDI/2020-2021/125

25 August 2020

Tanim Ahmed
CEO, Omnispace Limited
Road # 8, House # 29/1
Dhanmondi, Dhaka-1209

Subject: Work order for developing content and editing MRDI new website

Dear Mr. Ahmed,

I am pleased to inform you that the MRDI procurement committee has selected your organization for **developing content and editing** of the newly developed website of MRDI which was developed by a foreign organization.

You are requested to provide your expertise & service considering the following job details and other issues:

- Providing static content: It means all kind of 'fixed' text in the website that does not change with updates.
- Summarising reports, studies and projects in English, with relevant SEO keywords and snippets.
- Writing success stories with relevant SEO keywords, excerpt and snippets: writing at least 10 success stories and blog posts to be featured on the website and interview MRDI staffs to find stories and relevant contents.
- Suggest photographs for posts, pages and other contents for the website.
- Addressing other Requirements: While working on the above mentioned issues, if it is seems that any other issues are needed to be solved, and addressed.
- Work in close attachment with the Head of Programme and Communications and the Executive Director, MRDI to finalize & delivered your assignment
- The total payment will be **Tk.4,00,000.00** (Taka Four lac) only including VAT & TAX for satisfactory accomplishment of the tasks mentioned above. Payment will be made through A/C payee cheque/Bank transfer upon submission of the bill/Invoice. 40% of total will be paid after receiving the work order and remaining 60% will be paid after completion of the work and accepted by Head of Programme and Communications.
- 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 work quality is not satisfactory.

Thanking you,



Md. Abdul Gofur
Manager, Finance



Sonia Hussain Kristy
Chairman
Omnispace Ltd.

Management and Resources Development Initiative (MRDI)

8/19, Sir Syed Road (3rd Floor), Block-A, Mohammadpur, Dhaka-1207
Tel : +880-2-9134717, +880-2-9137147, Fax : Ext-111, E-mail : info@mrdibd.org, bmradi@yahoo.com, Web : www.mrdibd.org