

MRDI/2024-2025/359

22 April 2025

**Md. Mostafizur Rahman**

Manager Sales

International Office Machines Limited

Ranks Business Center (3<sup>rd</sup> Floor), KA-218/1, Pragati Sarani,

Main Road (Near Kuril), Dhaka-1229.

Email: mostafizur.rahman@iomltd.com

**Subject: Supply order for one unit of TOSHIBA Copier Machine Model e-studio 2528A.**

Dear Mr. Rahman,

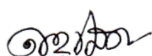
We are pleased to inform you that the MRDI procurement committee has selected your organization for supplying the Supply order for one unit of TOSHIBA Copier Machine Model e-studio 2528A under the project "Strategic Togetherness for Inclusive Development (STID)" as per the following details:

Sl.	Items	Qty	Rate	Amount
1	TOSHIBA Copier Model e-studio 2528A	1	269,500	269,500.00
	<b>TOTAL (Including VAT &amp; Tax)</b>			<b>269,500.00</b>

You are requested to take the necessary steps to supply TOSHIBA Copier Model e-studio 2528A complying with the following terms & conditions:

1. International Office Machines Limited will comply with all the terms & conditions of the submitted quotation no. Ref: IOM/QUOT/25/742 to us dated 13/04/2025. Requested to check before packing the item with the specifications mentioned in the work order.
2. International Office Machines Limited will supply the mentioned photocopier in good condition at the MRDI office at 8/19 Sir Syed Road, Block-A, Mohammadpur, Dhaka-1207 on **29 April 2025 before 5pm.**
3. Total cost will be **Tk.269,500/- (Taka Two lac sixty nine thousand five hundred)** including VAT and Tax only for 1 (One) unit of Toshiba Photocopier.
4. MRDI will make payment through Bank transfer through online banking system within 7 working days after the delivery and receiving the bill. MRDI will not be responsible for any damage arising/occurring on carrying, delivery and installation.
5. VAT and Tax as admissible will be deducted at source as per Govt. rules.
6. MRDI will have the right to reject the supply order if the specification, terms & conditions are not fulfilled properly, or delivery is not made within the specified time, or 1 (One) unit of Toshiba Photocopier is not in good condition.
7. International Office Machines Limited will require to acknowledge the Child Protection Code of Conduct as per MRDI Policy.

Thanking you,


**Tahmina Ferdowsy**

Senior Accounts Officer


Accepted by: **Md. Mostafizur Rahman**

Date: 22 April 2025

International Office Machines Limited

## Child Protection Code of Conduct

I, **Md. Mostafizur Rahman, Manager Sales, International Office Machines Limited**, 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: 22 April 2025