

MRDI/2025-2026/436

24 June 2025

Md. Golam Mostafa
Proprietor
Transparent
189 Bir Uttam CR Datta Road (3rd floor),
Dhaka-1205.

Subject: Work order for providing laptops on a rental basis

Dear Mr. Mostafa,

This is to inform you that as per negotiation with you MRDI has selected your company for providing laptops on a rental basis under the following terms & conditions:

1. MRDI has selected your organization for providing laptop rental for the period from 24 June 2025 to 31 January 2027.
2. You will provide MRDI laptop rental as per requirement. MRDI will inform you of the quantity & required date over telephone.
3. Any MRDI representatives (s) will receive the laptops from your office/location in good condition. Before delivering, you will allow our IT experts to inspect & check the laptops.
4. The following software & systems must be installed on all the laptops:
 - Operating System- MRDI prefers laptops with Core-i3 processor and above (with SSD). Windows 10/11, Microsoft Office 2016 or above, Bijoy 2003/Bayanno, Mozilla Firefox, Adobe Reader/Writer (Version 6), Zoom, Windows Media Player (Version- Latest), Any Anti-Virus but working and updated and others as seen while on inspection.
5. In all the laptops, you will ensure the availability of LAN and Wireless devices is in working condition.
6. The rent per day per laptop will be Tk. 1,680/- (Taka one thousand six hundred eighty) including VAT only. Payment will be made through Bank transfer after admissible deduction of VAT & Tax at source.
7. MRDI will have the right to reject the rental order if the specification, terms & conditions are not fulfilled properly, or delivery is not made within the specified time, or the laptops are not good conditioned, or the supporting facilities are not available.
8. Transparent will be required to acknowledge the Child Protection Code of Conduct as per MRDI Policy.

Thanking you,



Tahmina Ferdowsy

Senior Accounts Officer



Accepted by: Md. Golam Mostafa

Date: 24 June 2025

Child Protection Code of Conduct

I, **Md. Golam Mostofa, Proprietor, 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: 24 June 2025