Police Staff College Bangladesh
Section-14, Mirpur, Dhaka-1206
Information: +88-02-55079131, +88-02-55079132, +88-02-55079133
Fax: +88-02-55079033, www.psc.gov.bd

Date: January 29, 2020
To: INTERPOL General Secretariat, 200 Quai Charles de Gaulle, 69006 Lyon, France

Pro-forma Invoice
Title of the Training: INTERPOL Training on Intelligence Analysis related to Wildlife Crime
2-13 March 2020
15 (12 participants, 2 INTERPOL staff & 1 trainer)

Training and Conference Facilities	**USD**	**Unit**	**Cost (USD)**
Class room or computer lab - 1 day	$100.00	10 days	$1000.00
Training and Conference Services	**USD**	**Unit**	**Cost (USD)**
Training Materials for Trainers and Participants	$10.00	15	$150.00
Accommodation	**USD**	**Unit**	**Cost (USD)**
PSC Dormitory Room	$40.00	3X12=36	$1440.00
Transport and Travel Services	**USD**	**Unit**	**Cost (USD)**
Transfer airport <-> PSC	$50.00	1	$50
Meals and Entertainment	**USD**	**Unit**	**Cost (USD)**
Breakfast	$7.00	3X12=36	$252.00
Lunch	$12.00	15X10=150	$1800.00
Morning and afternoon coffee breaks	$8.00	15x10=150	$1200.00
Total cost (USD)			**$5892.00**
Laundry + Room & Food Service + Toiletries			**$75.00 + $1080.00 + $127.50**
Grand Total			**$7174.50**

Note: The above cost is calculated on the basis of 10 working days (excluding two Fridays as holidays). It may increase on the basis of extended period.

Signature & Stamp

4.2.20
Md. Matiur Rahman Sheikh
BP-6691020916
MDS (Training)
Police Staff College Bangladesh

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Quotation for Laundry Service
(Trainers and participants)

Sl. No	Item	Unit	Unit Price (USD)	Remarks
01.	Bed Sheet	1	2.00	Cost may incur on the basis of usage
02.	Pillow Cover	1	1.00	
03.	Hand Towel	1	0.50	
04.	Bath Towel	1	1.50	
Total			**5.00**	
For 15 Persons			**5.00X15=75 USD**	

Signature & Stamp

4.2.20

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Quotation for Room Service & Food Service
(Trainers and participants)

Sl	Services	Unit	Cost/Person	Cost/Day	Cost for 12 days (USD)
1	Room Service	04 (Service provided/room attendant)	USD 10.00	10.00X4=40.00	40.00X12=480.00
2	Food Service	05 (Service provided/room attendant)	USD 10.00	10.00x5=50.00	50.00X12=600.00
Total Cost					**1080.00**

Signature & Stamp

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Quotation for Toiletries

(Trainers and participants)

Toiletries for Each Room

SL	Item	Quantity	Price(USD)
1	Soap	1	1.00
2	Shampoo	1	2.50
3	Tooth Brush	1	2.00
4	Tooth Paste	1	1.00
5	Conditioner	1	2.00
Total			**8.50**
For 15 officers for 15 rooms			**127.50 USD**

Signature & Stamp

4.2.20

Md. Matiur Rahman Sheikh
BP-6691020916
MDS (Training)
Police Staff College Bangladesh

Bank Details Form

Beneficiary

	Title/Company Name	Police Staff College Bangladesh
	Surname	
Address	Street	Section-14, Mirpur
Address	Postal Code	Dhaka-1206
Address	Town/City	Dhaka
Address	Country	Bangladesh
CONTACT NAME		Md. Matiur Rahman Sheikh
CONTACT EMAIL		smatiur@yahoo.com
CONTACT TELEPHONE NUMBER		8801713-373031

Bank Account

Full Bank Holder Name	Police Staff Office		
Bank Account Number (IBAN is required where it exists)	04439633001552		
BIC/Swift Code (Bank Identification Code)	BSONBDDHWEB	Currency	Bangladeshi Taka (BDT)
US ABA Code (9#) - Canadian Transit Number (5#) - Australian BSB Code (6#)			
Bank Name	Sonali Bank Limited		
Bank Address	Begum Rokeya Sarani, East Monipur, Mirpur, Dhaka-1206		
Other bank References specific for your country			

For verification purposes please attach a copy of your bank statement with the form. Any differences between the details within the form and the bank statement will result in the delay in payment. We are not able to execute payment without a copy of the bank statement.

The name of the bank account holder must correspond to the name of the person or the legal entity to be paid. Where the bank account holder is different to the official beneficiary, an official document (on letter headed paper or equivalent) justifying the difference in the beneficiary is required.

An official invoice/debit note in the name of INTERPOL is always required for any payment made to a legal entity (including the reimbursement of travel costs)

4.2.20

Md. Matiur Rahman Sheikh
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