

**REQUEST FOR QUOTATION
(Works and Services)**

RFQ Reference No.	HBFC/HOK/GSD/RFQ/0026
Description	Acquisition of Actuarial Services for Employee's Retirement Benefits
Date of Issue	September 30, 2022
Date of Submission of Quotations	October 06, 2022
Place of Delivery	Head Office, 3 rd Floor Finance & Trade Centre, Shahrah-e-Faisal, Karachi
Contact Person & Telephone	Mr. Ejaz Jamil Qureshi AVP-Pay & Pension

S. #	Item Specification / Description	Job
01	<p>Actuarial Service Scope of Work The HBFC require Actuarial Valuation Report of the following Employees Retirement for the year ended December 31, 2022.</p> <ul style="list-style-type: none"> • Pension Fund • Post-Retirement Medical Scheme • Compensated Absence Policy 	Lump Sum

General Terms & Conditions:

1. Sales and Income tax registration number must be provided and written on the quotation.
2. Work of this order is subject to final inspection at the time of completion.
3. HBFC reserves the right to cancel any or all the above work if material or required work is not found in accordance with the specification or if the completion is delayed.
4. Payment will be made through Crossed Cheque / Pay Order after the receipt of the bill / invoice and delivery of the above item.
5. General Sales Tax will be paid on applicable items only as per relevant authorities requirements.
6. Penalty at the rate of 5% per month on actual cost will be imposed on delayed completion / delivery.
7. The rate / item cost will be final and no change what so ever will be accepted.
8. Government tax (es), levi(es) and charge(s) will be charged at actual as per rules.
9. HBFC reserves the right to change / alter / remove any item or article or reduce / enhance quantity before the award of Work Order, without assigning any reason.
10. Invoice should be submitted to General Services Department, Head Office, HBFC.
11. No advance shall be paid. 100% payment will be made after successful completion of assignment
12. No subletting in any case / item / form will be allowed.
13. HBFC reserves the right to issue Work Order Itemized Lowest or Overall Lowest basis if deemed necessary.



Asad Baber Khan
Manager Procurement - GSD

House Building Finance Company Limited

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