



House Building Finance Company Limited

REQUEST FOR QUOTATION (Supply of Goods)

| | |
|---|--|
| RFQ Reference No. | HBFC/HOK/GSD/RFQ/0002 |
| Description | Signage Design for 20 HBFC Branches |
| Date of Issue | January 11, 2022 |
| Date of Submission of Quotations | January 17, 2022 |
| Place of Delivery | To be provide along with the work Order |
| Contact Person & Telephone | Syeda Zauwia Riaz Manager Corporate Communication Tel: +92 21 35631748, +92 21 35641711-15, Ext: 778 |

Scope of Work:

1. Design our branch signage using a customized font (English & Urdu) for House Building Finance Company Limited.
2. Provide at least 3 design options for HBFC Branch Signage.
3. Adapt the approved design (out of the 3 designs submitted) as per the specifications of branches.

The specifications are as follows:

| S.No. | Branch Name | Board Size | | Unit | Total Area (sq.ft) |
|-------|--------------------------------------|------------------|----------------|---------|--------------------|
| | | Length (ft) | Height (ft) | | |
| 1. | Unit-B Branch Lahore (DHA) | 30'-0" | 3'-6" | sq. ft. | 105 |
| 2. | Unit-C Branch Lahore (Johar Town) | 27'-0" | 4'-0" | sq. ft. | 108 |
| 3. | Jhang | 20'-0" | 4'-0" | sq. ft. | 80 |
| 4. | D.G. Khan | 21'-0" | 4'-0" | sq. ft. | 84 |
| 5. | University Road Branch-Karachi | 22'-0" | 7'-0" | sq. ft. | 154 |
| 6. | Nawabshah | 30'-0" | 5'-0" | sq. ft. | 150 |
| 7. | Dadu | 31'-0" | 5'-0" | sq. ft. | 155 |
| 8. | Rawalpindi (Two Boards Front & Side) | 15'-0" | 4'-0" | sq. ft. | 120 |
| 9. | Mardan | 65'-0" | 3'-0" | sq. ft. | 195 |
| 10. | Chitral | 26'-0" | 4'-0" | sq. ft. | 104 |
| 11. | Larkana | 25'-0" 15'-0" | 4'-0" 4'-0" | Sq.ft | 100 60 |
| 12. | Tando Adam | 20'-0" | 4'-0" | Sq.ft | 80 |
| 13. | Sahiwal | 50'-0" 20'-0" | 5'-0" 5'-0" | Sq.ft | 250 100 |
| 14. | Gujranwala | 45'-0" | 8'-0" | Sq.ft | 360 |
| 15. | Sialkot | 17'-6" | 4'-0" | Sq.ft | 70 |
| 16. | Vehari | 30'-0" 25'-0" | 4'-0" 4'-0" | Sq.ft | 120 100 |
| 17. | Attock | 25'-0" 15'-0" | 4'-0" 4'-0" | Sq.ft | 100 60 |
| 18. | Abbotabad | 20'-6" | 4'-0" | Sq.ft | 82 |

Office Address: Head Office 3rd Floor Finance & Trade Centre Shahrah-e-Faisal, Karachi, 74400, Pakistan Tel 021-35641752/39
www.hbfc.com.pk





House Building Finance Company Limited

REQUEST FOR QUOTATION (Supply of Goods)

| | | | | | |
|-----|-----------|--------|-------|-------|-----|
| | | 10'-0" | 6'-0" | | 60 |
| 19. | Hunza | 27'-0" | 4'-0" | Sq.ft | 108 |
| 20. | Shikarpur | 14'-0" | 4'-0" | Sq.ft | 56 |

General Terms & Conditions:

1. NTN registration number must be provided and written on the quotation.
2. HBFC reserve the right to cancel any or all the above cited chairs if not found in accordance with the specification or if the delivery is delayed.
3. Payment will be made through Crossed Cheque / Pay Order after the receipt of the bill / invoice and delivery of the above item.
4. Penalty at the rate of 5% per month on actual cost will be imposed on delayed delivery.
5. The rate / item cost will be final and no change what so ever will be accepted.
6. Government tax(es), levi (es) and charge(s) will be charged at actual as per rules.
7. HBFC reserves the right to change / alter / remove any item or article or reduce / enhance quantity before the award of Purchase Order as per PPRA Rules.
8. Invoice should be submitted to General Services Department, Head Office, HBFC.
9. No advance shall be paid. 100% payment will be made after successful completion of assignment.
10. No subletting in any case / item / form will be allowed.
11. HBFC reserves the right to issue Purchase Order on Itemized Lowest or Overall Lowest basis if deemed necessary.
12. HBFC reserves the right to cancel any item or annul the entire bidding process as per PPRA Rules.



Manager Procurement - GSD