



House Building Finance Company Limited

REQUEST FOR QUOTATION (Supply of Goods)

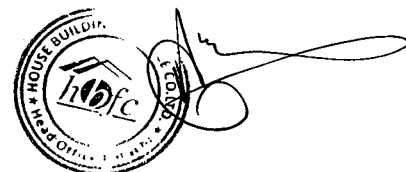
RFQ Reference No.	HBFC/HOK/GSD/RFQ/0018
Description	Procurement of Stationery Items
Date of Issue	June 22, 2022
Date of Submission of Quotations	June 24, 2022 before 11:00am
Place of Delivery	Head Office: 3 rd Floor, Finance & Trade Center, Shahrah-e-Faisal, Karachi.
Contact Person & Telephone	Asad Baber Khan- Manager Procurement

S.#	Item Specification / Description	Quantity Required
01	4 hole folders 3"inch (For Board Papers)	10 Nos.
02	White board 2.5x3.0 size (For Business Ops Group)	01 No.
03	Pedal Dustbin Plastic KIWI or equivalent	12 Nos.
04	Jute Thread	06 Bunch.
05	Management File (A/4)	240 Nos.
06	Box File (OPAL)	50 Nos.
07	Mouse Pad	12 Nos.
08	My Pencil Lead Dollar	120 Nos.
09	Stapler Pin Dollar (24/6) or equivalent	80 Nos.
10	Stapler Machine Elegant M-600 or equivalent	12 Nos.
11	Marker 70/90 Dollar or equivalent	60 Nos.
12	Highlighter 90 Dollar or equivalent	60 Nos.
13	Noting Pad Legal Size	60 Nos.
14	Noting Pad Small	60 Nos.
15	Tissue Box Supreme (Rose Petal) or equivalent	144 Nos.
16	Toilet Roll 24mtr Rose Petal or equivalent	300 Nos.
17	Paper Scissor 3" Size	24 Nos.
18	Double Side Tape China Brand 50 length	12 Nos.
19	Register 240Pages Legal Size Fine Quality	60 Nos.

General Terms & Conditions:

1. Sales and Income tax registration number must be provided and written on the quotation.
2. Material of this order is subject to final inspection at the time of delivery.
3. HBFC reserve the right to cancel any or all the above items if material is not found in accordance with the specification or if the delivery 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 delivery.
7. The rate / item cost will be final and no change what so ever will be accepted.
8. Government Taxes, Levies and charges 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 according to PPRA Rules.
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

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





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12. No subletting in any case / item / form will be allowed.
13. Transport, Cartage and labor will be responsibility of supplier.
14. Certificate of genuine/originality will be provided by the ,where necessary.


Asad Baber Khan
Manager Procurement - GSD

